PERFORMANCE WORK STATEMENT (PWS)

KITCHEN EXHAUST HOOD AND DRYER VENT CLEANING SERVICES
JOINT BASE MYER HENDERSON HALL

(12/09/2025)

PART 1
GENERAL INFORMATION

1. General: This is a non-personal services contract to provide Kitchen Exhaust Hood and Dryer Vent Cleaning Services. The government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn, is responsible to the government.

1.1 Description of Services/Introduction: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Kitchen Exhaust Hood and Dryer Vent Cleaning Services as defined in this performance work statement except for those items specified as government furnished property and services. The Contractor shall perform to the standards in this contract.

1.2 Background: Joint Base Myer - Henderson Hall (JBM-HH) is located in the National Capital Region and is composed of three distinct sites: Fort Myer, Henderson Hall, and Fort McNair. JBM-HH operates multiple dining facilities and food-service operations that depend on commercial kitchen exhaust systems designed to remove heat, grease-filled vapors, and airborne contaminants generated during meal preparation. In addition, several facilities including Barracks, the Child Development Center, and other facilities are equipped with Dryers, used by tenants across the installation. Routine inspections and cleanings for both kitchen exhaust hoods and dryer ducts are critical for preventing fire hazards, maintaining proper airflow, equipment performance, and ensuring compliance with applicable safety and fire protection standards. Effective maintenance of these systems supports uninterrupted mission operations and contributes to a safe environment for the military and civilian personnel who work and reside on JBM-HH.

1.3 Objectives: The basic service objectives include the following:

(a) Contractor shall ensure all kitchen exhaust systems and components are cleaned and maintained in accordance with (IAW) applicable safety, health, and fire-prevention standards.

(b) Maintain safe and operational dryer duct systems across designated facilities, including the Child Development Center, Barracks, and other locations with government-owned dryers.

(c) Reduce the risk of fire hazards by removing accumulated grease, lint, and other contaminants from exhaust systems and dryer ducts.

(d) Maintain equipment to ensure uninterrupted food service and facility operations by ensuring all systems function efficiently and safely.

(e) Provide clear communication, documentation, and reporting to enable verification of services performed.

1.4 Scope: The Contractor shall furnish all personnel, equipment, supervision and any other items necessary to perform all operations in connection with cleaning of kitchen exhaust hoods and dryer ducts at JBM-HH as defined in this Performance Work Statement (PWS) and all other terms, conditions, and provisions contained herein.

1.5 Period of Performance: The period of performance shall be for one (1) base year of 7 months and four (4) 12-month option years. The period of performance reads as follows:

Base Year	September 1, 2026 – February 28, 2027
Option Year I	March 1, 2027 – February 29, 2028
Option Year II	March 1, 2028 – February 28, 2029
Option Year III	March 1, 2029 – February 28, 2030
Option Year IV	March 1, 2030 – February 28, 2031
Additional Option Period (8 months)	March 1, 2031 – August 31, 2031

1.6 General Information

1.6.1 Quality Control: Quality control is the responsibility of the Contractor. The Contractor is responsible for the delivery of quality services/supplies to the government (see FAR 52.246-1, Contractor Inspection Requirements).

1.6.1.1 Quality Control Plan (QCP): The Contractor shall develop and maintain a QCP to ensure services are performed IAW this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which it assures that the work provided complies with the requirements of the contract.

1.6.1.2 The Contractor shall develop, implement and maintain an effective quality control system that includes a written quality control plan (QCP). The QCP shall implement standardized procedures/methodologies for monitoring and documenting contract performance to ensure all

contract requirements are met. The contractors' QCP must contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the government. The QCP, at a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documentation of inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing government discovered non-conformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent re-occurrence of discrepancies; procedures for trend analysis; and procedures for collecting and addressing customer feedback/complaints.

1.6.1.3 The Contractor shall submit electronic copies of the comprehensive written QCP by email to the to the Contracting Officer (KO) and Contracting Officer Representative (COR) within ten (10) working days. Updated QCP files shall be provided within five (5) working days whenever changes are made. All submissions shall be transmitted as Microsoft Word attachment. After acceptance of the quality control plan the Contractor shall receive the contracting officer's acceptance in writing of any proposed change to its QC system.

1.6.1.4 The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within (5 days). If the Government has provided comments, the Contractor shall then have (10) to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later than (10 days) prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance of proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

(a) A chart showing the organizational structure and lines of authority, the names, qualifications, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team.

(b) How the Contractor will monitor work to ensure performance complies with all deliverables (etc. timelines, deadlines, and goals).

(c) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract's clauses.

(d) How the Contractor will identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future.

(e) How the Contractor will file and save all Quality Control related documents for the life of the contract plus 5 years.

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1.6.1.5 The Contractor shall inform the COR of issues or potential issues that might affect the performance within three (3) working days of identifying those issues. Verbal reports shall be followed by a written report submitted within five (5) working days. (Deliverable #1)

1.6.1.6 Contractor Discrepancy Report (CDR): When the Contractor's performance is determined to be unsatisfactory, a Contractor Discrepancy Report (CDR) may be issued. If a CDR is issued, the Contractor shall reply in writing within five (5) workdays from the date of receipt of the CDR, giving the reasons for the unsatisfactory performance, corrective action taken, and procedures to preclude recurrence. (Deliverable #17)

1.6.2 Quality Assurance: The government will evaluate the Contractor's performance under this contract IAW the Quality Assurance Surveillance Plan (QASP). This plan is a document primarily focused on what the government must do to ensure that the Contractor has performed IAW the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels.

1.6.3 Federal Government Holidays: The following provides information on recognized holidays for the purpose of the PWS. If the due date for any documentation (e.g. deliverables, submittals, etc.) falls on a holiday, the submittal shall be provided on the last business day preceding the holiday. Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. The recognized federal holidays include:

New Year's Day	1st day of January
Martin Luther King Jr. Day	3rd Monday of January
Presidents Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth Day	19th day of June
Independence Day	4th day of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th day of December

1.6.4 Hours of Operation: The Government facility office hours, facility operating hours, and Contractor support hour requirements often coincide; however, they may differ. Refer to the following for guidance.

1.6.4.1 Facility Office and Operating Hours: The Government office and operating hours are Monday through Friday from 0800 to 1700 except U.S. Holidays identified in paragraph 1.6.3

above or when the facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Any such closures will be communicated to the Contractor by the Contracting Officer or Contracting Officer Representative.

1.6.4.2 Contractor Support Hours: To accommodate required cleaning services, facilities needing service may require temporary closure. The Contractor shall provide support services after standard business hours between the hours of 1600 to 0400 hours, Monday through Friday, and on select weekends, except U.S. Holidays, identified in paragraph 1.6.3 above, or when the facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.6.4.3 Contractor Scheduling: The Contractor shall coordinate and submit all cleaning schedules to the Contracting Officer's Representative (COR) for review and approval prior to implementation paragraph 5.4.3. Workforce stability and continuity are essential to mission success. The Contractor shall always maintain an adequate workforce to ensure uninterrupted performance of all tasks defined within this PWS whenever the Government facility is operational and not closed for the reasons stated above. (TE 2 Deliverable #9)

1.6.5 Place of Performance: The work to be performed under this contract will be performed at the Government sites outlined IAW Technical Exhibit (TE) 3 - Kitchen Exhaust and Dryer Duct Inventory List.

1.6.5.1 Contractor Location Requirement: The Contractor shall maintain a primary office or operational presence within 100 miles of the Washington DC metropolitan area and shall be capable of mobilizing to the installation within 120 minutes of notification during normal business hours. This requirement is necessary to ensure timely response, scheduling flexibility, rapid mobilization of personnel and equipment, and effective coordination with Government representatives. The Contractor shall identify the address of the qualifying office or facility at the time of proposal submission and shall maintain compliance with this requirement for the duration of the contract.

1.6.6 Type of Contract: The government will award a Firm Fixed Price type contract as determined by the Contracting Office and Resource Advisor (RA).

1.6.7 Security Requirements: The following information is provided on security related matters.

1.6.7.1 Security Program: Contractor personnel performing work under this contract must obtain a National Crime Information Center Interstate Identification Index (NCIC-III) background check to obtain access to JBM-HH and must maintain this level of security as required for the life of the contract. NCIC III is the Army's baseline background check for entrance onto Army installations for Non-Common Access Card (CAC) or Non-DoD

cardholders. At the time of the proposal submission, the contractor must ensure all proposed contractor employee personnel can meet these requirements. The security requirements are IAW the Homeland Security Presidential Directive 12 (HSPD-12) and Army Regulation (AR) 190-13, The Army Physical Security Program.

1.6.7.2 <u>Installation Access</u>: Access to U.S. installations, buildings and controlled areas is limited to authorized personnel who meet the security criteria and vetting requirements, including successful completion of the NCIC-III background check, referenced in paragraph 1.6.7.1.

1.6.7.2.1 Contractor and subcontractor personnel requiring unescorted access to JBM-HH shall complete the installation's access vetting process through the JBM-HH Visitor Control Center (VCC). Personnel must present valid Government-issued photo identification and provide all information required for the NCIC-III background check IAW AR 190-13 and installation policy. Upon successful vetting, the VCC will issue the appropriate installation pass or badge. Individuals who fail the vetting process or who do not submit the required documentation will be denied access. The Contractor shall ensure personnel report to the VCC in sufficient time to complete vetting without impact to contract performance. The COR will coordinate access requirements and procedures with the Contractor to facilitate timely processing and compliance.

Contractor personnel who fail to meet access requirements, or whose access is denied or revoked at any time, shall not perform work under this contract. The Contractor shall immediately notify the COR of any personnel whose access has been denied or revoked.

1.6.7.3 <u>Contractor Personnel Access Log:</u> The Contractor shall provide the Contracting Officer, via the COR, a Contract Personnel Access Log within three (3) calendar days after contract award IAW TE 2 - Deliverable #3. The log shall identify all contractor and subcontractor personnel who require installation access and must include, at a minimum, the following information for each individual:

(a) Full name

(b) Employer (prime or subcontractor)

(c) Position or role under the contract

(d) Date installation access was requested

(e) Status of NCIC-III or other required background vetting

(f) Issued badge or pass number (if applicable)

(g) Access expiration date

The log shall be kept current at all times. The Contractor shall update the Installation Pass Log whenever personnel are added, removed, or have a change in access status. An Updated

Contractor Personnel Access Log shall be submitted to the COR within five (3) calendar days of any changes and made available to the Government upon request. (TE 2 - Deliverable #2)

1.6.7.4 Contract Termination or Cancellation: Upon termination or cancellation of this contract, the Contractor shall collect all outstanding installation access passes and return them to the issuing office within 3 business days.

1.6.8 Physical Security: The Contractor shall safeguard all government equipment, information, and property provided for Contractor use.

1.6.8.1 Operations Security (OPSEC) Requirements: Contractor personnel shall adhere to facility security policies and restrictions. The Contractor shall immediately report suspicious activities to security personnel.

1.6.8.2 Key Control: NA

1.6.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office IAW Federal Acquisition Regulation (FAR) Subpart 42.5, Post Award Orientation. The contracting officer, COR, and other government personnel, as appropriate, will meet periodically, quarterly as a minimum, with the Contractor to review the Contractor's performance. At these meetings, the Contracting Officer will inform the Contractor of how the Government views the Contractor's performance, and the Contractor will inform the Government of any problems being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.10 Contracting Officer Representative (COR): As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

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1.6.10.1 <u>Individual Termination or Expiration of Employment:</u> The Contractor shall collect the installation access passes the same day employment of an individual has expired or has been terminated and shall return them to the issuing office within 3 business days.

1.6.11 <u>Key Personnel</u>: The following personnel are designated by the Government as Key Personnel and are essential to the successful performance of this contract: Program Manager, Quality Control Representative, and Lead Technician/Crew Supervisor.

Offerors shall submit the names, resumes, and letters of commitment for all proposed Key Personnel as part of their proposal. Resumes shall clearly demonstrate that each proposed individual meets or exceeds the minimum qualifications specified in this PWS.

Following contract award, the Contractor shall confirm the assignment of the proposed Key Personnel in writing to the Contracting Officer within five (5) calendar days after contract award or during the post-award conference. Substitution of Key Personnel shall not be permitted without prior written approval of the Contracting Officer.

1.6.11.1 <u>Program Manager</u>: Contractor shall designate a Program Manager (PM) who will be responsible for the overall contract performance.

The PM shall be available Monday through Friday, 0800 to 1600, excluding federal holidays or days when the Government facility is closed via telephone and email to coordinate work, respond to Government inquiries, and address contract-related issues.

The Contractor shall ensure availability of the PM outside normal business hours when work is actively being performed, as required to support contract execution.

The Program Manager shall meet the following minimum qualifications:

(a) A minimum of three (3) years of experience managing service contracts of similar size and scope, preferably involving facility maintenance, kitchen exhaust cleaning, or mechanical cleaning services.

(b) Demonstrated ability to plan, coordinate, schedule, and supervise multiple teams performing work at Government or commercial facilities.

(c) Knowledge of applicable standards, including the National Fire Protection Association (NFPA) 96, NFPA 54/211, and Occupational Safety and Health Administration (OSHA) safety requirements relevant to kitchen exhaust hood and dryer duct vent cleaning.

(d) Strong communication skills and the authority to act on behalf of the Contractor in all matters related to contract administration and daily operations.

(e) Ability to obtain and maintain installation access and any required background checks.

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1.6.11.2 <u>Quality Control Representative</u>: Contractor shall designate a Quality Control (QC) Representative who will be responsible for ensuring all work performed under this contract complies with the Performance Work Statement (PWS), applicable codes and standards, and the Contractor's Quality Control Plan. The QC Representative shall have the authority to identify deficiencies, implement corrective actions, and halt work when necessary to ensure safety and compliance. The name and resume of the QC Representative shall be submitted in writing to the Contracting Officer no later than five (5) calendar days after contract award or presented during the post-award meeting (Deliverable #4). The QC Representative shall have:

(a) A minimum of three (3) years of experience conducting inspections or performing quality oversight for kitchen exhaust cleaning, dryer duct cleaning, or related mechanical/industrial cleaning services.

(b) Working knowledge of NFPA 96 requirements for kitchen exhaust systems and NFPA 54/211 standards for dryer duct systems.

(c) Ability to recognize deficiencies, document findings, and implement corrective actions.

(d) Training or certification related to quality management, inspection procedures, or industry best practices (e.g., IKECA, NADCA, CECS/CECT) is highly preferred.

(e) Experience preparing quality reports, checklists, and documentation required by federal service contracts.

1.6.11.3 <u>Lead Technician / Crew Supervisor</u>: The Contractor shall designate a Lead Technician/Crew Supervisor who is responsible for leading each cleaning crew and providing onsite supervision, safety compliance, and correct execution of cleaning procedures. The Lead Technician shall have the authority to identify deficiencies, implement corrective actions, and halt work when necessary to ensure safety and compliance. The name and resume of the Lead Technician must be submitted in writing to the Contracting Officer no later than five (5) calendar days after contract award or presented during the post-award meeting (Deliverable #4). The Lead Technician shall have the following minimum qualifications:

(a) Demonstrated experience (minimum of two (2) years) performing commercial kitchen exhaust hood cleaning and dryer duct vent cleaning or performing mechanical or industrial cleaning of similar complexity.

(b) Working knowledge of NFPA 96 (Ventilation Control and Fire Protection of Commercial Cooking Operations) and NFPA 54/211 (Dryer Venting Standards).

(c) Training in applicable OSHA safety requirements, including ladder safety, fall protection, PPE use, chemical handling, and roof-access safety.

(d) Ability to identify hazards, document deficiencies, and ensure corrective actions are taken to meet contract and safety requirements.

1.6.12 <u>Special Qualifications</u>: The Contractor shall ensure that personnel performing work under this contract possess the qualifications, training, and competencies necessary to safely and effectively perform kitchen exhaust cleaning and dryer duct vent cleaning. The following special qualifications, certifications, and compliance requirements apply.

(a) **<u>NFPA 96 Compliance</u>**: All kitchen exhaust system cleaning operations shall be performed IAW The National Fire Protection Association (NFPA) 96. At least one qualified individual responsible for overseeing kitchen exhaust work shall demonstrate competency in NFPA 96 requirements, including grease removal processes, fire safety practices, and proper maintenance of hoods, ducts, and fans, and shall ensure appropriate training and oversight of assigned personnel.

(b) **<u>NFPA 54 Compliance</u>**: Dryer duct and vent cleaning shall be performed IAW NFPA 54 – National Fuel Gas Code, including safety provisions for gas appliances and venting systems. A qualified individual supervising dryer duct cleaning shall possess demonstrated knowledge of NFPA 54 requirements and provide appropriate guidance and training to personnel performing related tasks.

(c) **<u>OSHA Safety Training</u>**: Contractor personnel shall meet applicable Occupational Safety and Health Administration (OSHA) training requirements, including but not limited to ladder safety, fall protection, confined space awareness (if applicable), chemical handling, and proper personal protective equipment (PPE) use.

(d) **<u>IKECA Certification (CDCS or Equivalent)</u>**: At least one Lead Technician or supervisor overseeing kitchen exhaust cleaning shall hold a certification from the International Kitchen Exhaust Cleaning Association (IKECA), such as: Certified Exhaust Cleaning Specialist (CECS), Certified Exhaust Cleaning Technician (CECT), or equivalent industry-recognized credential. This certification verifies competency in commercial kitchen exhaust system cleaning and compliance with industry's best practices. This certified individual shall ensure that all personnel performing kitchen exhaust cleaning are properly trained and that all work complies with recognized industry best practices.

(e) **<u>Certified Dryer Exhaust Technician (C-DET) or Air Systems Cleaning Specialist (ASCS):</u>** Dryer duct vent cleaning operations shall be performed or supervised by at least on technician holding a nationally recognized certification such as: Certified Dryer Exhaust Technician (C-DET) or Air Systems Cleaning Specialist (ASCS) through NADCA (National Air Duct Cleaners Association). The certified individual shall ensure that personnel performing dryer duct cleaning receive proper training and follow recognized cleaning standards.

(f) **<u>EPA Compliance</u>**: Contractor shall comply with all applicable Environmental Protection Agency (EPA) regulations related to chemical use, waste disposal, and environmental

safety. EPA compliance ensures proper handling of cleaning agents and waste materials. Supervisory personnel shall ensure appropriate environmental handling procedures are followed during contract performance.

1.6.13 <u>Identification of Contractor Employees</u>: Contractor personnel attending meetings, answering Government telephones and working in other situations where their Contractor status is not obvious to third parties, must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.6.13.1 <u>Contractor Identification Badges:</u> Contractor personnel performing work on the installation shall be easily identifiable through the display of identification badges IAW AR 190-13, Army Physical Security Program, and applicable installation access control policies. Contractor personnel shall comply with all installation entry, exit, and credentialing requirements and shall display badges at all times while on Government property. For services performed in Child, Youth, and School Services (CYS) facilities or areas where children are present, Contractor personnel shall wear visible identification badges IAW with the intent of AR 608-10, which requires that all individuals interacting with or in proximity to children be clearly identifiable as authorized personnel.

1.6.14 <u>Contractor Travel</u>: NA

1.6.15 <u>Other Direct Costs (ODCs</u>): NA

1.6.16 <u>Data Rights</u>: The Government shall have unlimited rights to all documents and materials produced under this contract. All reports, cleaning certifications, inspection records, activity hazard analyses, photographs, schedules, plans, and any other contract-related documentation generated by the Contractor in performance of this contract shall be the exclusive property of the Government. These materials may not be used, reproduced, or distributed by the Contractor for any purpose outside contract performance without the prior written permission of the Contracting Officer. All materials delivered to the Government become Government property and shall not be used for any other project, customer, or commercial purpose. This provision does not limit any other rights the Government may have under applicable law or regulation.

1.6.16.1 <u>Non-Disclosure Requirements</u>: The Contractor shall prevent the unauthorized disclosure of any non-public or sensitive Government information obtained during contract performance. Disclosure is prohibited unless expressly approved in writing by the Contracting Officer, IAW DFARS 252.204-7000 (Disclosure of Information). Contractor personnel shall sign and comply with Government-issued nondisclosure agreements, when required.

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1.6.16.2 Protection of Government and Contract Information: The Contractor shall not release, publish, display, or use any contract related information, photographs, locations, visual media, or work descriptions for commercial, promotional, or marketing purposes, including hard-copy materials, digital media, social media, or company websites without prior written approval from the Contracting Officer. This restriction is required by DFARS 252.204-7000 (Disclosure of Information), which prohibits release of unclassified contract information without Government approval, and FAR 52.227-14 (Rights in Data - General), which provides the Government with unlimited rights to data produced under the contract.

Use of any imagery or visual information is further limited by the Defense Media Activity (DMA) Public Use Notice of Limitations, available at: https://www.dma.mil/Services/Visual-Information/References/Limitations/, which prohibits commercial or promotional use of DoD visual information without written authorization. The Contractor shall also comply with AR 530-1 (Operations Security) regarding the protection of sensitive or mission-related information.

Unauthorized release may result in administrative or contractual remedies as determined by the Government.

1.6.17 Organizational Conflict of Interest (OCI): NA

1.6.18 Phase In /Phase Out Period: NA

1.6.19 Safety Requirements:

1.6.19.1 General: The Contractor shall comply with all applicable JBM-HH safety regulations and all relevant Federal, State, and local safety and security laws. Applicable installation regulations, including but not limited to those governing fire protection, safety, sanitation, security, and the handling of firearms or other lethal weapons, will be provided by the Government upon request IAW Department of the Army Pamphlet (DA PAM) 385-10.

1.6.19.2 Safety Plan: The Contractor shall develop and implement a safety plan for employees performing work on this contract. This safety plan, tailored to the specific safety requirements, tasks, and TE 2 Deliverable #2 of this contract. The Contractor shall submit the Safety Plan to the KO for review and acceptance within ten (10) days of commencement of work. Revisions shall be submitted five (5) calendar days prior to the effective date of change. Safety Plan shall include, at a minimum:

(a) Identification of applicable Federal, State, local, OSHA, NFPA, and installation safety requirements relevant to the contracted services.

(b) Hazard recognition and mitigation procedures for grease accumulation, lint buildup, elevated work, chemical use, hot surfaces, and powered ventilation equipment.

(c) Required personal protective equipment (PPE) and safe work practices for each cleaning operation.

(d) Lockout/Tagout procedures for dryers, exhaust fans, and associated electrical components.

(e) Procedures for chemical handling, storage, and accessibility of Safety Data Sheets (SDS).

(f) Fire prevention and emergency response protocols specific to grease-bearing and lint-bearing systems.

(g) Identification of the Contractor's designated Safety Officer or representative, including qualifications and contact information.

(h) Required training programs and documentation for contractor and subcontractor personnel.

(i) Procedures for reporting accidents, incidents, and near-misses IAW contract requirements.

(j) Measures to protect Government personnel, building occupants, and Government property during cleaning activities. The Safety Plan shall be maintained on site and made for accident prevention specified in this contract, the Contractor shall comply with all Federal and State requirements governing safety and health protection on construction sites and other applicable occupational safety codes.

1.6.19.3 <u>Environmental Compliance</u>: The Contractor shall comply with all Federal, State, local, environmental and occupational safety laws, regulations, and requirements. The Contractor shall ensure all personnel performing work under this contract receive appropriate training in the proper handling, use, storage, and disposal of hazardous materials, chemicals, and equipment. IAW with industry standards, local, State and Federal laws, and according to manufactures' recommendations. The Contractor shall be liable for all fines and associated costs for hazardous waste management, transportation, and disposal of waste due to the Contractor's non-compliance. The Contractor shall provide upon request from the COR all required data to meet environmental mandated reporting requirements (e.g., spill notification, hazardous material storage/usage, etc.). The Contractor shall provide data to meet reporting deadlines and during compliance inspections upon request from the COR. Compliance with this paragraph shall be documented and implemented through the Contractor's approved Safety Plan required under PWS 1.6.19.2 and TE 2 Deliverable #2.

1.6.19.3.1 <u>Restoration of Landscape Damage:</u> The Contractor shall be responsible for preventing damage to trees, landscaping, turf, and other natural features during contract performance. Any trees, landscaping, or grounds damaged as a result of the Contractor's operations shall be restored by the contractor at no additional cost to the Government.

Compliance with this paragraph shall be documented and implemented through the Contractor's approved Safety Plan required under PWS 1.6.19.2 and TE 2 Deliverable #2.

1.6.19.4 <u>Reporting of Fire and Safety Hazards</u>: The Contractor shall ensure that personnel are trained to identify fire hazards, safety hazards, environmental hazards (including spills or releases), and unsafe conditions, and to promptly report such conditions to their supervisor. The Contractor shall take immediate corrective action, as appropriate, IAW this contract, the Contractor's approved Safety Plan, and applicable Federal, State, local, and installation safety and environmental requirements, and shall immediately notify the Contracting Officer's Representative (COR) of any identified deficiencies. Compliance with this paragraph shall be documented and implemented through the Contractor's approved Safety Plan required under PWS 1.6.19.2 and TE 2 Deliverable #2.

1.6.19.4.1 In the event of an emergency or imminent threat to life, health, or property, including fires, serious injuries, or significant spills or releases, the Contractor shall immediately contact emergency services by calling 911 and notify the COR as soon as practicable, but no later than two (2) hours after the incident. The Contractor shall provide documentation of such notifications to the COR within 24 hours.

1.6.19.4.2 The Contractor shall ensure that access to all fire detection, alarm, and fire suppression systems is always maintained for emergency response and Fire Department operational purposes.

1.6.19.4.3 Contractor shall notify the installation Fire Department **in advance of any planned activities** that may result in the temporary impairment, outage, or reduced functionality of any fire detection, alarm, or suppression system. The Contractor shall also notify the Fire Department of any special conditions or circumstances requiring Fire Department inspection or coordination. The Fire Department will reset alarm systems to operational status.

1.6.19.5 <u>Accident and Injury</u>

1.6.19.5.1 The Contractor shall report all accidents, injuries, or occupational illnesses involving Contractor personnel occurring on Government installations or while in a duty status. A written report documenting the event shall be submitted to COR, within three (3) working days using. Compliance with this paragraph shall be documented and implemented through the Contractor's approved Safety Plan required under PWS 1.6.19.2 and TE 2 Deliverable #2. The Contractor shall immediately notify the COR of any accident or mishap, including, but not limited to:

(a) Injuries or occupational illnesses to on-duty Contractor personnel.

(b) Damage to Government property or equipment and

(c) Accidents involving Army property or personnel.

1.6.20 Required Training:

1.6.20.1 Anti-Terrorism (AT) and Operations Security Requirements: The Contractor and all associated subcontractor employees shall complete the Anti-Terrorism (AT) Level I Training. This training educates personnel on recognizing potential terrorist threats, understanding protective measures, and promptly reporting suspicious activities to reduce risk to people, facilities, and operations. This training shall be completed within fifteen (15) calendar days of contract award and within five (5) calendar days of a new employee's start date. The Contractor shall submit completed training certificates to the COR upon completion (Deliverable #5). AT level I awareness training is available at https://jko.jten.mil/courses/AT-level1/launch.html

1.6.20.1.1 The Contractor shall ensure that all employees complete this training annually and shall provide the Contracting Officer's Representative (COR) with proof of completion by submitting the training certificate prior to expiration of the training.

1.6.20.2 OPSEC Training: The Contractor and all associated subcontractors shall complete the Operational Security (OPSEC) training. This training teaches personnel how to identify, protect, and prevent the inadvertent disclosure of sensitive or critical information that could be exploited by adversaries. This training shall be completed within fifteen (15) calendar days of contract award and within five (5) calendar days of a new employee's start date. The Contractor shall submit completed training certificates to the COR upon completion (Deliverable #6). OPSEC Level I training is available at https://www.cdse.edu/Training/eLearning/GS130/

1.6.20.2.1 . **OPSEC Refresher**: Contractor personnel must complete refresher training every 12 months (Deliverable #6). Verification of the training shall be provided to the COR within {Insert number of days} after completion of the training, prior to expiration.

1.6.20.3 iWATCH Training: The Contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training slides will be provided by COR). This training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within fifteen (15) calendar days of contract award and within five (5) calendar days of a new employee's start date. The Contractor shall submit completed training certificates the COR upon completion. (Deliverable #7).

1.6.20.4 Combat Trafficking in Person (CTIP): The Contractor and all associated subcontractors shall complete the CTIP training, IAW FAR 52.222-50. This training educates personnel on identifying, preventing, and reporting trafficking in persons IAW the U.S. Government's zero-tolerance policy. This training shall be completed within fifteen (15) calendar days of contract award and within five (5) calendar days of a new employee's start date. The Contractor shall submit completed training certificates the COR upon completion. TIP training and resources are available at https://ctip.defense.gov/Training/ (Deliverable #8).

1.6.20.4.1 The Contractor shall comply with all requirements related to combating trafficking in persons such as the following:

(a) Notify all employees of the U.S. Government's zero-tolerance policy on trafficking in persons and the actions that may be taken for violations of this policy.

(b) Maintain procedures for informing employees of CTIP requirements and retain documentation of such notification, including training records or employee acknowledgements.

(c) Take appropriate corrective action in response to any CTIP violations and maintain records of any documented violations, if applicable.

(d) Have procedures in place for promptly notifying the Contracting Officer if information is received or activities are observed that indicate potential CTIP violations.

1.6.20.4.2 The Contractor shall ensure that all employees complete this training annually and shall provide the Contracting Officer's Representative (COR) with proof of completion by submitting the training certificate prior to expiration of the training.

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions:

Contract Administrator. The official government representative delegated authority by the contracting officer to administer a contract. This individual is normally a member of the appropriate contracting/procurement career field and advises on all technical contractual matters.

Contractor. A supplier or vendor awarded a contract to provide specific supplies or services to the government. The term used in this contract refers to the prime.

Contracting Officer (KO). A person with authority to enter into, administer, and/or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

Contracting Officer's Representative (COR). An employee of the U.S. government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical directions to the contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does not have authority to change the terms and conditions of the contract.

Defective Service. A service output that does not meet the standard of performance associated with the performance work statement.

Deliverable. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

Government-Furnished Property (GFP) or Government Property (GP). Property in the possession of, or directly acquired by, the government and subsequently made available to the contractor.

Key Personnel. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the key personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the people that are listed in the proposal.

Physical Security. Actions that prevent the loss or damage of government property.

Quality Assurance. The government procedures to verify that services being performed by the contractor are acceptable IAW established standards and requirements of this contract.

Quality Assurance Specialist. An official government representative concerned with matters pertaining to the contract administration process and quality assurance/quality control. Acts as technical advisor to the contracting officer in these areas.

Quality Assurance Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

Quality Control. All necessary measures taken by the contractor to assure that the quality of an end product or service shall meet contract requirements.

Subcontractor. One that enters a contract with a prime contractor. The government does not have a contract with the subcontractor.

Workday. The number of hours per day the contractor provides services IAW the contract.

Work Week. Monday through Friday, except for federal holidays unless specified otherwise.

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2.2 Acronyms:

Acronyms:

OPSEC	Operations Security
DFARS	Defense Federal Acquisition Regulation Supplement
CONUS	Continental United States (excludes Alaska and Hawaii)
AFARS	Army Federal Acquisition Regulation Supplement
AHA	Activity Hazard Analysis
AR	Army Regulation
AT	Anti-terrorism
CAC	Common Access Card
CFE	Conventional Forces Europe
COR	Contracting Officer's Representative
DA	Department of the Army
DoD	Department of Defense
FAR	Federal Acquisition Regulation
ID	Identification
KO	Contracting Officer
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
PII	Personally Identifiable Information
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
TE	Technical Exhibit

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PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. Government Furnished Items and Services: NA

3.1 Services: NA

3.2 Facilities: NA

3.3 Utilities: The Government will provide normal utility services (e.g., electricity and water) at Government-owned facilities where kitchen exhaust system cleaning and dryer duct vent cleaning services are performed.

3.3.1 The Contractor shall ensure that all personnel engaged in work under this contract adhere to utility conservation practices and operate in a manner that prevents unnecessary consumption or waste of Government-provided utilities. Specifically:

(a) Contractor personnel shall shut off all water faucets, valves, hoses, and pressure-washing equipment immediately upon completion of required cleaning activities.

(b) Contractor personnel shall use lighting only in areas where kitchen exhaust or dryer duct cleaning services are actively being performed and shall turn off lights when work in those areas is complete.

(c) Contractor personnel shall not adjust, modify, disable, or otherwise interfere with Government-owned mechanical systems, including heating, ventilation, air conditioning (HVAC), makeup air units, exhaust system controls, dryer controls, or associated electrical systems, unless expressly authorized by the Contracting Officer or COR

(d) Contractor personnel shall not use Government facilities, telephones, utilities, or workspaces for personal purposes, including making toll or long-distance telephone calls unrelated to contract performance.

3.4 Equipment: NA

3.5 Materials: NA

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PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Items and Responsibilities:

4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Secret Facility Clearance: NA

4.3 Materials: The Contractor shall provide all required materials, supplies, and equipment necessary to meet the requirements under this PWS.

4.4 Equipment: The Contractor shall provide equipment required for the cleaning of the kitchen exhaust hoods and dryer vents necessary to meet the requirements under this PWS. Ther term "all equipment" means all equipment and all vehicles necessary to meet the requirements of this Contract.

PART 5
SPECIFIC TASKS

5. Specific Tasks:

5.1 Basic Services and General Requirements: The Contractor shall provide comprehensive kitchen exhaust hood cleaning and dryer duct cleaning services for all designated facilities within JBM-HH IAW TE 2 – Deliverable Schedule. Services must be performed IAW applicable industry standards, fire-prevention requirements, safety regulations, and the specifications outlined in this PWS.

5.1.1 The Contractor shall provide all management, supervision, personnel, labor, personnel, equipment, tools, and materials necessary to perform the required services specified in this PWS. This shall be done IAW all the terms, conditions, general and special provisions, specifications, attachments, and exhibits contained herein or incorporated by reference.

5.2 Kitchen Exhaust Hood Cleaning Requirements: The Contractor shall clean all kitchen exhaust hood systems, including hoods, filters, exhaust ducts, access panels, and exhaust fans, to a bare-metal condition IAW the latest adopted edition of NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. All kitchen exhaust systems identified in TE 3 – Kitchen Exhaust System and Dryer Duct Inventory List shall receive comprehensive cleaning that includes all system components.

5.2.1 Coordination and Notification: The Contractor shall notify the Fire Department and COR in advance of any planned activities that may result in the temporary impairment, outage, or reduced functionality of any fire detection, alarm, or suppression system. prior to commencing cleaning operations and upon completion of all cleaning activities. The Contractor shall coordinate cleaning schedules IAW 5.4.3 to minimize operational disruption.

5.2.2 Safety Requirements During Cleaning:

5.2.2.1 The Contractor shall ensure flammable solvents or other flammable cleaning aids are **not** used during any cleaning operation.

5.2.2.2 The Contractor shall ensure all electrical switches that could be accidentally activated are locked out during cleaning operations.

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5.2.2.3 The Contractor shall not apply cleaning chemicals to fusible links or other detection devices of automatic extinguishing systems.

5.2.2.4 The Contractor shall ensure all components of the fire suppression system are maintained in operable condition during the cleaning process.

5.2.3 <u>Hood, Filter, Duct System Cleaning</u>: The Contractor shall clean all accessible interior and exterior surfaces of the exhaust hood, including grease troughs, grease cups, filters, hood-mounted fire suppression components, and surrounding surfaces affected by grease accumulation.

5.2.3.1 The Contractor shall remove grease, accumulated residue, airborne particulates, and any obstructions affecting airflow or posing a fire hazard.

5.2.3.2 The Contractor shall remove, clean, degrease, and reinstall all exhaust hood filters.

5.2.3.3 The Contractor shall inspect filters for damage, excessive wear, or defects and report any damage or deficiencies to the COR (Deliverable #12).

5.2.3.4 The Contractor shall clean all accessible horizontal and vertical duct sections from the hood connection to the exhaust fan.

5.2.3.5 The Contractor shall ensure all access panels are opened as required, cleaned, and securely re-installed upon completion of cleaning activities.

5.2.4 <u>Exhaust Fan and Rooftop Component Cleaning:</u> The Contractor shall clean exhaust fan blades, housing, fan shrouds, grease trays, and collection devices to ensure fans are free of residue or buildup that could impede system performance or create a fire hazard.

5.2.4.1 The Contractor shall clean rooftop components, including fan housings, curbs, and rooftop ductwork where applicable.

5.2.4.2 The Contractor shall perform all cleaning activities in a manner that prevents damage to roofing materials, protective coatings, flashing, and drainage systems.

5.2.4.3 The Contractor shall ensure maintenance activities do not impede roof drainage and that no standing water remains for more than 2 hours following completion of work.

5.2.4.4 Perform all cleaning activities in a manner that prevents damage to roofing materials, protective coatings, flashing, and drainage systems.

5.2.5 <u>System Component Restoration</u>: The Contractor shall ensure all electrical switches and system components are returned to their operable state upon completion of cleaning.

5.2.5.1 The Contractor shall ensure all dampers and diffusers are positioned for proper airflow.

5.2.5.2 The Contractor shall verify all access panels (doors) and cover plates are properly replaced and secured.

5.2.5.3 The Contractor shall ensure all exposed kitchen equipment is placed back into original positions and the area is cleaned to pre-start condition.

5.2.6 <u>Post-Cleaning Inspection and Documentation</u>: The Contractor shall conduct a post-cleaning operational inspection to verify unobstructed airflow, proper system operation, and correct reassembly of all components.

5.2.6.1 The Contractor shall attach a certificate of hood system cleaning to the front edge of each hood system upon completion.

5.2.6.2 The Contractor shall report any mechanical deficiencies, problems, unsafe conditions, or system abnormalities noted during cleaning and provide written notification to the COR via Equipment-Specific Cleaning/Inspection reports IAW TE 2 Deliverable #12.

5.3 <u>Dryer Duct Cleaning Requirements</u>: The Contractor shall provide routine dryer duct cleaning services for facilities identified in the TE 3 – Kitchen Exhaust Hood and Dryer Duct Inventory List, including the Child Development Center, Barracks, and other designated facilities.

5.3.1 Dryer duct cleaning services shall be performed using qualified personnel, industry-approved methods, and appropriate equipment to remove lint and debris that restrict airflow and pose a fire hazard.

5.3.2 <u>Pre-Cleaning Inspection and Safety</u>: Prior to initiating cleaning activities, the Contractor shall:

5.3.2.1 Disconnect power to all dryers (and gas supply for gas-powered units)

5.3.2.2 Inspect duct connections for damage, crushing, loose clamps, or improper installation

5.3.2.3 Detach the vent hose from the rear of each dryer unit

5.3.2.4 Inspect for lint buildup, obstructions (including bird nests or foreign objects), moisture damage, mold growth, cracks, holes, or loose connections

5.3.2.5 Identify and report any non-compliant vent materials to the COR IAW PWS 5.4.3 and TE 2 Deliverable #13-14

5.3.3 <u>Scope of Cleaning</u>: The Contractor shall:

5.3.3.1 Clean all accessible lint traps, internal dryer cavities, blower assemblies, and rear exhaust connections using appropriate brushes and tools

5.3.3.2 Remove lint and debris from inside the exhaust duct system using high-powered vacuums and rotary brushes

5.3.3.3 Clean the complete dryer duct system from the interior dryer connection to the exterior vent termination

5.3.3.4 Remove all lint and debris that may obstruct airflow, including foreign objects

5.3.3.5 Use mechanical brushing, vacuum systems, or approved equipment to remove lint accumulation throughout the entire vent run

5.3.3.6 Clean exterior vent hoods, flaps, and ensure proper flap operation (opens and closes freely)

5.3.3.7 Clean air vents on drive motors and rear limit thermostat covers

5.3.3.8 Identify and remove any lint blockages, bird nests, or obstructions that pose a fire risk

5.3.4 <u>System Assessment</u>: During cleaning operations, the Contractor shall inspect and assess:

5.3.4.1 Vent run design including length, number of turns, and kinks

5.3.4.2 Duct connections for gaps, leaks, holes, or tears

5.3.4.3 Proper use of metal tape or screws for connections

5.3.4.4 Cylinder, front panel seals, cabinet, and inner panels for damage

5.3.4.5 Belt tension, condition, and signs of wear or cracking

5.3.4.6 Mounting hardware for loose nuts and bolts

5.3.4.7 Gas connections for leakage (gas-powered units)

5.3.4.8 Electrical connections for looseness

5.3.4.9 Steam connections for looseness and leakage (steam-heated units)

5.3.5 <u>Airflow Testing and Verification</u>: Upon completion of cleaning, the Contractor shall:

5.3.5.1 Reconnect all vent hoses and ensure tight, secure connections

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5.3.5.2 Restore power and test dryer operation

5.3.5.3 Measure and verify airflow at the exterior vent using professional airflow measurement equipment

5.3.5.4 Investigate and resolve any low airflow readings indicating residual obstructions or system deficiencies

5.3.6 <u>Deficiency Reporting</u>: The Contractor shall report to the COR any:

(a) Duct damage, improper vent routing, or compromised airflow conditions

(b) Non-compliant vent materials requiring replacement

(c) Structural or design deficiencies affecting system performance

(d) Safety hazards including fire risks, gas leaks, or electrical issues

(e) Recommendations for system upgrades or modifications

5.3.7 <u>System Restoration and Site Cleanup</u>: Upon completion of cleaning activities, the Contractor shall:

5.3.7.1 Restore all dryer components to their normal operational positions

5.3.7.2 Properly reinstall all access panels, filters, fan housing, and connections

5.3.7.3 Ensure all connections are tight with no gaps or leaks

5.3.7.4 Clean and wipe down all external surfaces and exposed panels affected by the cleaning process

5.3.7.5 Collect and remove all lint, debris, foreign objects, and disposable materials generated during cleaning

5.3.7.6 Leave work areas clean, safe, and free of debris

5.3.8 Documentation Requirements: The Contractor shall provide all required reports, photographic documentation, airflow test results, deficiency findings, maintenance recommendations, and scheduling notifications associated with dryer duct cleaning services in accordance with Section 1.2 and TE 2 Deliverables #13-14.

5.4 <u>Documentation, Reporting, and Scheduling Requirements</u>: The Contractor shall prepare, maintain, and submit all documentation required under this contract to verify performance, support quality assurance, and enable Government review and acceptance of services performed.

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All documentation shall be accurate, complete, and submitted IAW the timelines and formats specified in this PWS and Technical Exhibit 3 – Deliverables Schedule.

Documentation requirements apply to both kitchen exhaust system cleaning and dryer duct cleaning services, unless otherwise specified.

5.4.1 Before-and-After Photo Documentation: The Contractor shall provide before-and-after photographic documentation for each kitchen exhaust system and dryer duct unit serviced under this contract. Photo documentation shall include, at a minimum:

(a) Pre-cleaning photographs taken prior to the start of cleaning activities for each unit

(b) Post-cleaning photographs taken upon completion of cleaning activities for each unit

5.4.1.1 All photographs shall clearly and legibly show:

(a) Building number and unit identification

(b) Date and time stamps

(c) Condition of all accessible system components, sufficient to verify the extent of cleaning performed and compliance with contract requirements

5.4.1.2 Photographs shall be of sufficient clarity and resolution to allow the Government to verify service completion, system condition, and adherence to applicable standards. Photo documentation shall be submitted to the COR with the applicable cleaning reports IAW 5.4.3 and retained by the Contractor for the duration of the contract.

5.4.1.3 Contractor shall provide one email per facility.

5.4.2 Equipment Cleaning/Inspection Reports: The Contractor shall submit Equipment-Specific Cleaning/Inspection Reports with each service visit, documenting the cleaning and inspection performed on each individual kitchen exhaust system and each dryer duct unit serviced. These reports shall identify the specific equipment serviced and document any equipment deficiencies, discrepancies, or conditions observed during cleaning and inspection activities. Equipment Cleaning/Inspection Reports shall be submitted as follows:

(a) Kitchen Exhaust Equipment Cleaning/Inspection Reports, IAW Deliverable #12, as identified in Technical Exhibit 2 – Deliverables Schedule.

(b) Dryer Duct Equipment Cleaning/Inspection Reports, IAW Deliverable #13, as identified in Technical Exhibit 2 – Deliverables Schedule.

5.4.2.1 Each Equipment Cleaning/Inspection Report shall include, at a minimum:

(a) Building number and facility name (if applicable)

(b) Date of service

(c) Equipment/System identification number(s) or tag number(s)

(d) Type of system serviced (kitchen exhaust system or dryer duct system)

(e) Description of cleaning performed, including components cleaned

(f) Inspection findings, including identification of any equipment deficiencies, discrepancies, or abnormal conditions observed (e.g., mechanical deficiencies, damaged components, excessive grease or lint accumulation, access limitations, excessive heat, or unsafe conditions)

(g) Corrective actions taken at the time of service, if applicable, or notation that corrective action is required

(h) Confirmation that cleaning and inspection were completed for the identified equipment

(i) Name, signature, and certification (if applicable) of the technician performing the work Equipment Cleaning Reports shall serve as verification that cleaning was completed for each individual kitchen exhaust system and/or dryer system serviced and shall be submitted IAW Technical Exhibit 3 – Deliverables Schedule.

5.4.2.2 Equipment Cleaning/Inspection Reports shall serve as official verification that required cleaning and inspection services were completed for each individual kitchen exhaust system and/or dryer duct system serviced. These reports shall be submitted IAW Technical Exhibit 3 – Deliverables Schedule and shall support Government quality assurance, performance verification, and fire safety compliance.

5.4.3 Scheduling Requirements: The Contractor must coordinate and submit all cleaning schedules to the COR for review and approval no later than thirty (30) calendar days prior to the start of each performance period. Schedules shall identify planned service dates for all kitchen exhaust systems and dryer duct units and must account for facility operating hours, access requirements, and mission impacts. The contractor shall clean the kitchen exhaust hood for all JBMHH on a quarterly basis (Every 3 Months). The contractor shall clean the dryer vents for all JBMHH semi-annually (Every 6 Months) IAW TE 3 Technical Exhibit - Kitchen Exhaust Hood & Exhaust Fan Inventory

5.4.4 Quarterly Cleaning Frequency.

5.4.4.1.1 The Contractor shall not commence work without prior coordination and approval of the schedule by the COR.

5.4.4.2 **<u>Schedule Adjustments</u>**: Any adjustments to an approved schedule must be submitted to the COR for review and approval no later than fourteen (14) calendar days prior to the affected service date, unless otherwise directed by the COR.

5.4.4.3 **<u>Rescheduling Notices</u>**: If the Contractor is unable to perform scheduled cleaning services on the assigned service date for any reason, the Contractor shall submit a Rescheduling Notice to the KO and COR. The Rescheduling Notice shall include, at a minimum:

(a) Notification provided within forty-eight (48) hours of the missed service date

(b) Identification of affected building(s) and unit(s)

(c) Reason the cleaning could not be performed

(d) Proposed rescheduled service date(s)

(e) Confirmation that the proposed reschedule date(s) occurs within ten (10) calendar days of the original scheduled service date

5.4.4.3.1 Submission of a Rescheduling Notice does not guarantee acceptance of the proposed rescheduled date(s). All rescheduled work shall be coordinated with and approved by the COR.

5.4.4.4 **<u>Non-Executed Work:</u>** If the Contractor is unable to complete required cleaning services on the scheduled service date, the Contractor shall notify the COR within twenty-four (24) hours of the missed service.

5.4.4.5 Only units that are **fully serviced and properly documented** IAW this PWS may be invoiced. Units not cleaned within the thirty (30) calendar day rescheduling period shall be considered non-executed work, shall be ineligible for payment, and shall not be invoiced to the Government.

This requirement ensures accountability, supports installation fire safety and operational readiness, and maintains continuity of mission-critical facility operations.

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PART 6
APPLICABLE PUBLICATIONS

6. <u>Applicable Publications</u>: The contractor must abide by all applicable regulations publications, manuals, and local policies and procedures.

Publication	Title
NFPA 96	Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
UFC 3-600-01	Fire Protection Engineering for Facilities — Ch. 6 (Fire Suppression), Ch. 7 (Fire Alarm), and sections on commercial kitchen systems
AR 420-1	Army Facilities Management — Ch. 25 (Fire & Emergency Services) and Ch. 14 (Facility Operations & Maintenance)
DA PAM 420-1-1	Army Facilities Management Procedures — Fire Prevention Appendix
IKECA C10 Standard	Standard for Cleaning of Commercial Kitchen Exhaust Systems
SMACNA	HVAC Systems Duct Construction Standards – Metal and Flexible
AR 385-10	The Army Safety Program
DA PAM 385-10	Safety Program Procedures
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements Manual — Sections 06 (PPE), 08 (Electrical Safety), 21 (Ventilation), 27 (Confined Space)
29 CFR Part 1910	OSHA General Industry Standards
29 CFR Part 1910.132–138	PPE
29 CFR Part 1910.146	Confined Spaces
29 CFR Part 1910.147	Lockout/Tagout
29 CFR Part 1910.157	Portable Fire Extinguishers
29 CFR Part 1910.22	Walking–Working Surfaces
ANSI Z87.1	Occupational & Educational Personal Eye and Face Protection Devices

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PART 7
TECHNICAL EXHIBIT LISTING

7. <u>Technical Exhibit List</u>:

7.1 <u>Technical Exhibits</u>:

Technical Exhibit 1	Performance Requirements Summary
Technical Exhibit 2	Deliverables Schedule
Technical Exhibit 3	Kitchen Exhaust and Dryer Duct Inventory
Technical Exhibit 4	Kitchen Exhaust Cleaning/Inspection Report Example
Technical Exhibit 5	Dryer Duct Cleaning/ Inspection Report Example

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Technical Exhibit 1
Performance Requirements Summary

The contractor service requirements are summarized in the performance objectives that relate directly to mission essential items. The performance threshold briefly describes minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Technical Exhibit 1: Performance Requirements Summary					
#	**Required Services (Task)**	**Performance Objective**	**Acceptable Quality Level**	**Method of Surveillance**	**Incentive/ Disincentive**
1	Quality Control Plan (QCP)	Contractor develops, submits, and maintains an approved QCP IAW PWS paragraphs 1.6.1 through 1.6.1.5 ensures quality and timely submission of deliverables	QCP submitted within required timelines and accepted by the Government 100% of the time.	100% Inspection upon COR Receipt and review of QCP.	First occurrence: written notice and corrective action required. Repeated noncompliance may affect payment and/or CPARS.
2	Safety Compliance	Contractor complies with all OSHA, NFPA, EM385-1-1, and installation safety requirements IAW PWS paragraph 1.6.19 through 1.16.19.5.1	100% compliance; zero safety violations attributable to contractor negligence.	Random surveillance; on-site observation; review of safety plans, training records, and incident reports.	First occurrence: written notice and immediate corrective action. Serious or repeated violations may result in work stoppage, payment reduction, and/or negative CPARS.
3	Hazard & Deficiency Reporting	Contractor identifies and reports fire, mechanical, or safety hazards discovered during cleaning IAW PWS paragraphs 1.16.19.5.1, 5.2.3.3, 5.2.6.2, 5.3.2.5, 5.3.6, 5.4.2 through 5.4.2.2	100% of identified hazards reported within required timelines.	Random sampling; review of inspection reports, hazard notifications, and COR records.	First occurrence: written notice and corrective action. Failure to report hazards may result in negative CPARS and additional enforcement.
4	AT Level I Training	All contractor personnel complete Anti-Terrorism Level I training within required timelines in accordance with PWS paragraph 1.6.20.1.	100% of personnel trained and certified within required timelines.	100% inspection through review of training certificates and personnel records.	First occurrence: written notice and corrective action. Repeated noncompliance may affect payment and/or CPARS.

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Technical Exhibit 1: Performance Requirements Summary					
#	**Required Services (Task)**	**Performance Objective**	**Acceptable Quality Level**	**Method of Surveillance**	**Incentive/ Disincentive**
5	OPSEC Training	All contractor personnel complete OPSEC training and maintain current certification in accordance with PWS paragraph 1.6.20.2.	100% of personnel trained and certified within required timelines.	100% inspection through review of training certificates and personnel records.	First occurrence: written notice and corrective action. Repeated noncompliance may affect payment and/or CPARS.
6	iWATCH Training	All contractor personnel complete iWATCH training in accordance with PWS paragraph 1.6.20.3.	100% of personnel trained and certified within required timelines.	100% inspection through review of training certificates and personnel records.	First occurrence: written notice and corrective action. Repeated noncompliance may affect payment and/or CPARS.
7	Combat Trafficking in Person (CTIP)	All contractor personnel complete CTIP training and maintain current certification in accordance with PWS paragraph 1.6.20.4.	100% of personnel trained and certified within required timelines.	100% inspection through review of training certificates and personnel records.	First occurrence: written notice and corrective action. Repeated noncompliance may affect payment and/or CPARS.
8	Installation Access & Security	Contractor personnel obtain and maintain required installation access and credentials IAW PWS paragraph 1.6.7.2 through 1.6.7.2.1	100% compliance; no unauthorized access incidents.	100% inspection through review of access rosters, credentials, and COR/security verification.	First occurrence: written notice and corrective action. Unauthorized access incidents may result in negative CPARS.
9	Contractor Personnel Access Log	The contractor shall provide and maintain an updated Contractor personnel access Log IAW PWS paragraph 1.6.7.3	100% compliance; personnel access log current, accurate, and forwarded to COR	100% inspection through review of Personnel access logs/roster	First occurrence: written notice and corrective action. Repeated noncompliance may affect payment and/or CPARS.

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Technical Exhibit 1: Performance Requirements Summary					
#	**Required Services (Task)**	**Performance Objective**	**Acceptable Quality Level**	**Method of Surveillance**	**Incentive/ Disincentive**
10	Kitchen Exhaust System Cleaning	Contractor cleans all kitchen exhaust hoods, ducts, fans, and components to bare-metal condition IAW NFPA 96 and PWS paragraph 5.2 through 5.2.6.2 and 5.4.1 through 5.4.1.3	100% of systems cleaned and verified with no fire hazards remaining.	Random sampling; on-site inspection; review of before-and-after photographic documentation and cleaning/inspection reports; and review of documented customer feedback or complaints.	First occurrence: written notice and corrective action. Non-executed is not payable. Repeated noncompliance may affect payment and/or CPARS.
11	Dryer Duct Vent Cleaning	Contractor cleans all dryer ducts from dryer connection to exterior termination IAW PWS paragraph 5.3 through 5.3.8 and NFPA 54/211.	≥ 95% of scheduled units cleaned with unrestricted airflow.	Random sampling; on-site inspection; review of before-and-after photographic documentation and cleaning/inspection reports; and review of documented customer feedback or complaints.	First occurrence: written notice and corrective action. Non-executed is not payable. Repeated noncompliance may affect payment and/or CPARS.
12	Maintain Contractor Operational Location	Contractor maintains a permanent business office or operational facility ***within 100 miles*** of the Washington DC metropolitan area for the duration of the contract IAW PWS paragraph 1.6.5.1	100% compliance	Periodic review of contractor-provided records; site verification if required; COR verification of address.	Failure to maintain required location may result in corrective action and/or negative CPARS.
13	Scheduling & Coordination	Contractor submits and adheres to COR-approved cleaning schedules IAW PWS paragraph 1.6.4.3 and paragraph 5.4.3 through 5.4.3.5	100% compliance with approved schedule and rescheduling requirements.	Review of submitted schedules, rescheduling notices, and COR tracking records.	First occurrence: written notice and corrective action. Repeated noncompliance may affect payment and/or CPARS.

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Technical Exhibit 1: Performance Requirements Summary					
#	**Required Services (Task)**	**Performance Objective**	**Acceptable Quality Level**	**Method of Surveillance**	**Incentive/ Disincentive**
14	Rescheduling & Non-Executed Work	Contractor submits rescheduling notice within 48 hours and completes services within 10 calendar days IAW PWS paragraph 5.4.3.4-5.4.3.5	100% compliance with rescheduling timelines.	Review of rescheduling notices, service completion dates, and COR records.	Services not completed within required timelines are not payable and may result in negative CPARS.
15	Documentation & Reporting	Contractor submits accurate equipment cleaning/inspection reports IAW PWS paragraph 5.4. through 5.4.2.2	100% inspection through review of photographic documentation.	100% Inspection/Review of reports	First occurrence: written notice and corrective action. Repeated deficiencies may result in negative CPARS.
16	Before-and-After Photo Documentation	Contractor provides clear, time-stamped before-and-after photos for each serviced unit IAW PWS paragraph 5.4.1 through 5.4.1.3	100% of serviced units documented.	100% inspection through review of photographic documentation.	First occurrence: written notice and corrective action. Repeated deficiencies may result in negative CPARS.

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Technical Exhibit 2 Deliverables Schedule

Technical Exhibit 2: Deliverable Schedule						
#	Deliverable		Description/Contents	Frequency/Due Date	Medium/Format	Submit To
1	Quality Control Plan (QCP)	1.6.1 through 1.6.1.5	Contractor-developed Quality Control Plan describing inspection procedures, discrepancy correction, corrective actions, root cause analysis, and document retention	Within 10 working days after contract award; updates within 5 working days of changes.	Electronic (MS Word)	KO, COR
2	Safety Plan	1.6.19 through 1.16.19.5.1	Safety Plan addressing OSHA, NFPA, EM 385-1-1 compliance, hazard mitigation, PPE, lockout/tagout, and emergency response	Within ten (10) calendar days after commencement of work; revisions five (5) calendar days prior to effective date	Electronic (MS Word)	KO, COR
3	Contractor Personnel Access Log (Initial & Updates)	1.6.7.3	Initial log identifying all contractor and subcontractor personnel requiring installation access and any updated versions reflecting personnel additions, removals, or access status changes.	Within three (3) calendar days after contract award and three (3) calendar days of changes, and upon request from government	Electronic (Microsoft Word or Excel)	KO, COR
4	Key Personnel Designation and Resumes	1.6.11 through 1.6.12	Names and resumes for Program Manager, Alternate Program Manager, Quality Control Representative, and Lead Technician	Within five (5) calendar days after contract award or at post-award conference	Electronic (PDF or Word)	KO, COR
5	Anti-Terrorism (AT) Level I Training Certificates	1.6.20.1	Proof of AT Level I training completion for all contractor and subcontractor personnel	Within fifteen (15) calendar days after contract award and within five (5) calendar days of new employee start date; annually thereafter	Electronic (PDF)	COR
6	Operations Security (OPSEC) Training Certificates	1.6.20.2	Proof of OPSEC training completion and annual refresher training	Within fifteen (15) calendar days after contract award; annually thereafter	Electronic (PDF)	COR

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Technical Exhibit 2: Deliverable Schedule						
#	Deliverable		Description/Contents	Frequency/Due Date	Medium/Format	Submit To
7	iWATCH Training Certificates	1.6.20.3	Proof of local iWATCH program briefing completion	Within fifteen (15) calendar days after contract award and within five (5) calendar days of new employee start date	Electronic (PDF)	COR
8	Combat Trafficking in Persons (CTIP) Training Certificates	1.6.20.4	Proof of CTIP training completion	Within fifteen (15) calendar days after contract award; annually thereafter	Electronic (PDF)	COR
9	Cleaning Service Schedule	1.6.4.3; 5.4.3 through 5.4.3.5	Schedule identifying planned service dates for all kitchen exhaust systems and dryer duct units, accounting for facility operating hours and mission impacts	Submitted no later than thirty (30) calendar days prior to the start of each performance period; COR approval required prior to performance	Electronic (Microsoft Word or Excel)	COR
10	Schedule Adjustment Request	5.4.3.4 through 5.4.3.5	Revised schedule reflecting changes to previously approved service dates	Submitted no later than fourteen (14) calendar days prior to affected service date	Electronic (Email or Microsoft Word)	COR
11	Rescheduling Notice	5.4.3.4 through 5.4.3.5	Notification when scheduled services cannot be performed	Submitted within forty-eight (48) hours of the missed service date	Electronic (Email or Microsoft Word)	KO, COR
12	Kitchen Exhaust Cleaning/ Inspection Reports	5.4. through 5.4.2.2	Equipment-Specific report documenting cleaning and inspection performed on each kitchen exhaust system and identifying any equipment deficiencies or discrepancies observed	Submitted with each service visit	Electronic (Microsoft Word or PDF)	COR
13	Dryer Duct Cleaning/ Inspection Reports	5.4. through 5.4.2.2	Equipment-Specific report documenting cleaning and inspection performed on each dryer duct system and identifying any equipment deficiencies or discrepancies observed	Submitted with each service visit	Electronic (Microsoft Word or PDF)	COR

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Technical Exhibit 2: Deliverable Schedule						
#	Deliverable		Description/Contents	Frequency/Due Date	Medium/Format	Submit To
14	Before-and-After Photo Documentation	5.4.1 through 5.4.1.3	Time-stamped photographic documentation verifying pre- and post-cleaning conditions for each serviced unit	Submitted with applicable Equipment Cleaning Report and Service Report	Electronic (JPEG or PDF)	
16	Accident / Incident Report	1.16.19.5.1, 5.2.3.3, 5.2.6.2, 5.3.2.5, 5.3.6, 5.4.2 through 5.4.2.2	Written report of accidents, injuries, or property damage	Submitted within three (3) working days of the incident	Electronic (Microsoft Word or PDF)	COR
17	Contractor Discrepancy Report (CDR) Response	1.6.1.6	Written response identifying cause, corrective action, and prevention of recurrence	Within five (5) working days of receipt	Electronic (Microsoft Word)	KO, COR

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Technical Exhibit 3 Kitchen Exhaust Hood and Dryer Duct Inventory List and Cleaning Frequency.

Technical Exhibit - Kitchen Exhaust Hood & Exhaust Fan Inventory Quarterly Cleaning Frequency (Every 3 Months)								
Site Location	**Facility Type**	**Building**	**No. of Kitchens**	**# of Hoods**	**# of Exhaust Fans**	**Hood Size Distribution**	**Exhaust Fan Distribution**	**No. of Floors**
Fort Myer	Officer's Club	214	3	10	8	10 - Lg	8 - Lg	3
Fort Myer	DFAC	404	1	15	14	4 - Large 8 - Medium 3 - Small	4 - Large 6 - Medium 4 - Small	1
Fort Myer	Spates Hall	407	1	4	2	4 - Medium	2 - Large	1
Fort Myer	Bowling Alley	411	1	2	2	2 - Medium	2 - Medium	1
Fort Myer	CDC	483	1	3	3	3 - Medium	3 - Medium	1
Fort McNair	NDU	64	1	3	3	3 - Medium	3 - Medium	3

Technical Exhibit - Dryer Duct Vents Semi-Annual Cleaning Frequency (Every 6 Months)				
Site Location	**Facility Type**	**Building**	**No. of Dryers**	**No. of Vents**
Fort Myer	Barracks	246	22	22
Fort Myer	Barracks	247	10	10
Fort Myer	Barracks	248	16	16
Fort Myer	Barracks	250	4	4
Fort Myer	Barracks	419	30	30
Fort Myer	Barracks	421	29	29
Fort Myer	Barracks	416 (406T)	15	15
Fort Myer	CDC	483	3	3
Fort Myer	Fire Department	415	2	2
HH	Gym	27	1	1
Fort McNair	Gym	69	1	1
Fort Myer	Gym	414	2	2
Fort Myer	DFAC	404	1	1

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Technical Exhibit 4 Sample Kitchen Exhaust Hood Inspection/Cleaning Report Example

KITCHEN EXHAUST SYSTEM CLEANING/INSPECTION REPORT

SERVICE INFORMATION

Contract Number	WXXXX-XX-X-XXXX	Date of Service/Cleaning:	
Contractor Name		Location/Facility:	
Technician Name		System ID/Tag	

CLEANING ACTIVITIES PERFORMED

Completed Task:	☑	Completed Task:	☑	Comments/Findings
All system components cleaned from exhaust hood through exhaust fan	☐	Grease, residue, and obstructions removed from airflow areas	☐	
All accessible interior/exterior hood surfaces cleaned (grease troughs, cups, filters, fire suppression components)	☐	Filters removed, cleaned, degreased, and reinstalled	☐	
Filters inspected for damage or wear; deficiencies reported	☐	All horizontal and vertical duct sections cleaned	☐	
Access panels opened, cleaned, and reinstalled	☐	Exhaust fan blades, housings, shrouds, grease trays, and collection devices cleaned	☐	
Fans verified free of residue or buildup	☐	Rooftop components (fan housings, curbs, ductwork) cleaned	☐	
Mechanical deficiencies reported to COR	☐	Cleaning performed without damage to roofing or drainage systems	☐	
No standing water left on roof after cleaning	☐	Post-cleaning inspection verified unobstructed airflow and proper reassembly	☐	

Documentation and Reporting

Photos Attached:	☐ Yes ☐ No	If No, explain:
Deficiencies Reported :	☐ Yes ☐ No	Comments:

Note any Issues/Problems/Feedback Below:

Signature: Date:

Print Name:

Technical Exhibit 5 Sample Dryer Duct Inspection/Cleaning Report Example

DRYER DUCT CLEANING/INSPECTION REPORT

SERVICE INFORMATION

Contract Number	WXXXX-XX-X-XXXX	Date of Service/Cleaning:	
Contractor Name		Location/Facility:	
Technician Name		System ID/Tag	

CLEANING ACTIVITIES PERFORMED

Completed Task:	☑	Completed Task:	☑	Comments/Findings
All accessible lint traps, internal dryer cavities, and rear exhaust connections cleaned	☐	All lint and debris removed to ensure unobstructed airflow	☐	
Complete dryer duct system cleaned from interior connection to exterior vent termination	☐	Mechanical brushing, vacuum systems, or approved equipment used	☐	
Exterior vent hoods cleaned and flap function verified	☐	Lint blockages posing fire risk identified and removed	☐	
Duct damage, improper routing, or airflow issues reported to COR	☐	All dryer components restored to normal operational positions	☐	
Access panels, filters, and fan housing reinstalled properly	☐	External surfaces wiped down and cleaned	☐	
All lint, debris, and disposable materials collected and removed	☐	Work area left clean, safe, and free of debris	☐	
Photographic documentation and reports submitted per Section 5.4	☐			

Documentation and Reporting

Photos Attached:	☐ Yes ☐No	If No, explain:
Deficiencies Reported :	☐ Yes ☐No	Comments:

Note any Issues/Problems/Feedback Below:

Signature:		Date:	
Print Name:			