Performance Work Statement (PWS)

For

Regulated Garbage Service

60th Aerial Port Squadron

Travis AFB, CA

May 07, 2026

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I. <u>Description of Services</u>: The contractor shall provide regulated Garbage pickup services as described in this SOW for the 60th Aerial Port Squadron, Passenger Operations Fleet Section Bldg. P-1, 640 E Street Travis AFB CA 94535. Per the compliance agreement with the United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA APHIS) and shall be approved to handle regulated garbage.

1.1 **General:** This is a non-personnel services contract to provide Regulated Garbage Service. 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.

1.2 **Background**: Travis AFB CA is the gateway to the west, providing global reach and global power anytime, anywhere. All aircraft that return from overseas must by law handle and dispose of regulated garbage As defined under (Title 7 Code of Federal Regulations 330.400 – 330.403 and Title 9 Code of Federal Regulations 94.5), garbage includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material. Regulated Garbage is garbage that was on, generated on board, or removed from any means of conveyance during international movements, and includes food scrapes, table refuse, galley refuse, food wrappers or packaging materials and other waste materials from stores, food preparation areas, passengers and crew quarters, dining rooms or any other areas on the means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Garbage that is commingled with regulated garbage becomes regulated garbage. All regulated garbage is non-hazardous but may contain solid waste.

1.3 **Objectives**: Contractor shall pick up and dispose of all aircraft regulated garbage.

1.4 **Scope**:

a. Contractor shall pick up USDA regulated garbage on an as needed basis with a minimum of once per week and a maximum of twice per week. Estimated amount of regulated garbage will be between 100 – 300 lbs per pick up or 15,000 lbs. annually. Contractor shall not miss more than one pick-up per month.
b. Contractor shall provide containers for storage and transport of regulated garbage.
c. Contractor shall ensure regulated garbage will be treated under strict USDA Agriculture guidelines by either incineration or sterilization
d. Contractor shall ensure to meet all qualifications per compliance agreement with USDA and verified by the US Customs and Border Protection Agency.
e. Contractor shall provide a detailed manifest for all regulated garbage picked up.
f. Contractor shall provide a monthly invoice with weight and pick-ups and all totals for monthly billing.

1.5. **Weighing:** Weighing of regulated garbage shall be performed by fleet service prior to pick up. The program manager will match the weight to the monthly invoice to ensure data is correct

and notify contractor of any discrepancies as needed. This action will be on a monthly basis for spot check.

1.6. **Billing:** The Contractor shall provide the government a completed invoice monthly for services rendered for payment processing. Contractor shall submit invoice within 2 business days for final verification before final payment is processed. If there is/are any discrepancies noted, program manager must notify the contractor immediately for resolution.

1.7. **Special and Emergency Situations:** When there is an unexpected large surge of regulated garbage, the contractor shall provide emergency pick-ups. The government estimates approximately 4 emergency calls per year. Fleet Service personnel will provide 24-hour notice of special and emergency service requirements. Payment for special and emergency services will be via a separate line item on the pricing schedule.

1.8. **Period of Performance**: The period of performance shall be for one (1) Base Year of 12 months and four (4) 12-month option years. Starting 1 Oct. 2026 and ending 30 Sep. 2031. The Period of Performance reads as follows:

Base Year - 10/1/2026 to 09/30/2027

Option Year I - 10/1/2027 to 09/30/2028

Option Year II - 10/1/2028 to 09/30/2029

Option Year III - 10/1/2029 to 09/30/2030

Option Year IIII 10/1/2030 to 09/30/2031

II. <u>General Information:</u>

2.1 **Quality Control**: The contractor shall employ his commercial quality control program/procedures to identify, prevent and ensure non-recurrence of defective services. Through implementation of the contractor's quality control program/procedures, the government shall receive quality services meeting the requirements of this contract.

2.2 **Quality Assurance**: The Program Manager evaluate the contractor's performance under this contract by matching the weight to the monthly invoice to ensure data is correct and notify contractors of any discrepancies as needed. This action will be monthly for spot check.

2.3 **Recognized Holidays**: The contractor shall not provide services for the building listed in paragraph on all federal holidays

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

2.4 **Hours of Operation**: The contractor is responsible for conducting business, between the hours of 8:00 and 4:30 pm. Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

2.5 **Place of Performance**: The work to be performed under this contract will be performed at the 60 APS Fleet Service section 640 E Street Bldg. P-1 Travis AFB CA 94535.

2.6 **Type of Contract**: The government will award a service contract to be determined by CCE and the customer.

2.7 **Security Requirements**: Contractor personnel performing work under this contract require access to Travis AFB to perform all duties required in this PWS.

2.8 **Physical Security**: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use.

2.9 **Key Control**: All keys for regulated garbage will only be used by 60APS Fleet service personnel to open regulated garbage security cages. The contractor shall not open regulated garbage security cages without Fleet personal present.

2.10 **Special Qualifications**: The contractor shall ensure all drivers have a valid state driver license when operating on Travis AFB to pick-up all regulated garbage.

2.11 **Post Award Conference/Periodic Progress Meetings**: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration. The contracting officer and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will appraise the contractor of how the government views the contractor's performance and the contractor will appraise the Government of problems, if any, being experienced. Appropriate action should be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

2.12 **Program Manager (PM):** The PM monitors all technical aspects of the contract and assists in contract administration. The Program Manager 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 and provides site entry of Contractor personnel. The PM is not authorized to change any of the terms and conditions of the resulting order.

2.13 **Key Personnel**: The following personnel are considered key personnel by the government: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between *8:00 a.m. to 4:30p.m*, Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons.

III. DEFINITIONS:

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

3.2. **Contracting Officer**: 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.

3.3. **Defective Service**: A service output that does not meet the standard of performance associated with the Performance Work Statement.

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

3.5**. 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.

3.6. **Physical Security**: Actions that prevent the loss or damage of Government property.

3.7. **Quality Assurance:** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

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

3.9. **Subcontractor**: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

3.10. **Work Day**: The number of hours per day the Contractor provides services in accordance with the contract.

3.11. **Work Week:** Monday through Friday, unless specified otherwise.

IV. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PM	Program Manager
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary

PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit