PERFORMANCE WORK STATEMENT

FOR

Airfield Vehicle Gates Maintenance and Repair Services

F2Q1026120AW01

JOINT BASE LANGLEY-EUSTIS, VA

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Part 1

General Information

1. GENERAL/INTRODUCTION: This is a non-personnel services contract to provide Airfield Vehicle Gates Maintenance and Repair 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. Langley Air Force Base (AFB) requires the continuous and reliable operation of its airfield vehicle gates to ensure security and support daily missions. To achieve this, a comprehensive maintenance and repair program is necessary for multiple vehicle gates on the installation. This Performance Work Statement establishes the requirements for a contractor to provide all necessary services to maintain, inspect, and repair these critical assets.

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 Airfield Vehicle Gates Maintenance 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 Objectives: The primary objectives of this contract are:

- To ensure all specified airfield vehicle gates at Langley AFB are maintained in a state of good repair, functioning reliably, safely, and continuously.

- To achieve this through a scheduled preventative maintenance program and the completion of specific, identified repairs.

1.3 Scope: The Contractor shall provide all management, transportation, tools, supplies, equipment, and labor necessary to maintain and repair all airfield vehicle gates at Langley AFB, Virginia in a manner that will ensure continuous and reliable operation. Services include maintenance and repair which shall be in accordance with the best commercial practices and the original airfield vehicle gate manufacturer's specifications. This covers quarterly preventative maintenance and one-time repairs for eight (8) mechanical gates as detailed in the Tasks section.

1.4 General Information

1.4.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Contractor shall submit three (3) copies of a comprehensive, written Quality Control Plan (QCP) to the Contracting Officer (KO) and Contracting Officer's Representative (COR) within 30 days after contract award (or with the contractor's proposal if the QCP is designated as an evaluation factor). If any changes or updates are made to the QCP during the period of performance, three (3) copies of the revised plan shall be submitted to the KO and COR within five (5) working days of the change After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.4.2 Recognized Holidays: The contractor is *not* required to perform services on holidays.

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

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1.4.3 Hours of Operation: The contractor is responsible for conducting business between the hours of 0730-1630 Monday through 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.

1.4.4 Place of Performance: The work to be performed under this contract will be performed on-site at Langley Air Force Base, Hampton, VA 23665.

1.4.5 Type of Contract: The government will award a firm-fixed price contract.

1.4.6 Security Requirements: The contractor shall ensure the necessary pass and identification items required for contract performance are obtained for all personnel.

1.4.6.1 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.4.6.2 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

1.4.6.2.1. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.4.6.2.2. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.4.6.3 Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.4.7 Special Qualifications: The contractor is responsible for ensuring all employees possess and maintain current Certified Gate Automation Technician (CGAT) certification during the execution of this contract.

1.4.8 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award

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conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), 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 apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.4.9 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration 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 furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, 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.

1.4.10 Key Personnel: 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. They shall have the necessary experience and authority to act on behalf of the contractor. The contract manager or alternate shall be available between 0800 to 1630, Monday through Friday except Federal holidays or when the government facility is closed for administrative reasons.

1.4.11 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor uniforms shall be standardized and bear the company name or logo.

1.4.12 Contractor Travel : Travel to and from Langley AFB, VA is required for the performance of this PWS. All travel costs shall be included in the contractor’s proposed price.

1.4.13 Communication: Contractor personnel shall maintain open and professional communication with government personnel at all times. Complaints validated by the COR shall be reported in writing to the CO and the contractor for action. Failure of the contractor to take corrective action on validated complaints will be considered a failure to perform.

1.4.14 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.4.15 Environmental Management: The contractor shall comply with all federal, state, and local environmental laws, regulations, and installation policies. This includes the proper handling and disposal of any waste materials generated during maintenance or repair activities.

1.4.16 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under

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this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

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PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. DEFINITIONS:

2.1.1. 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.

2.1.2. 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.

2.1.3. 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 direction 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.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

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

2.1.6. 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 persons that are listed in the proposal.

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

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

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

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2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AFB	Air Force Base
AR	Army Regulation
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CGAT	Certified Gate Automation Technician
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
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

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PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. <u>GOVERNMENT FURNISHED ITEMS AND SERVICES</u>:

3.1. Services: The Government will provide the Contractor with access to the worksite at Langley AFB.

3.2 Utilities: The Government is responsible for ensuring that electrical power is available at all airfield vehicle gates to support maintenance and repair requirements.

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PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. <u>CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES</u>:

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 Materials: The Contractor shall ensure all parts and materials used for repairs must be new and compatible with the existing gate systems or be of equivalent or superior quality, meeting or exceeding manufacturer specifications.

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PART 5
SPECIFIC TASKS

5. Specific Tasks:

5.1. Basic Services. The contractor shall provide services for Airfield Vehicle Gates Maintenance and Repairs.

5.2. Task 1: The Contractor shall perform quarterly preventative maintenance (3 times per year on the base year and 4 times per year in each option year) on eight (8) slide gates with motors. Each visit shall include, but not be limited to, the following inspection and service items:

- Inspect and tighten hinges, rollers, and mounting brackets.
- Inspect tracks, alignment, and security.
- Lubricate rollers, bearings, hinges, and internal operator components.
- Check and adjust chains, sprockets, pulleys, and clutches.
- Check gear reducer oil levels.
- Inspect belts for wear.
- Check electrical connections and all safety devices for proper operation.
- Verify the overall operation of the gate and access system.

5.3. Task 2: The Contractor shall furnish and install all parts and labor necessary to ensure eight (8) mechanical vehicle gates are brought to a fully operational state including but not limited to the following repairs:

- Gate 9: Install LM 585 Chain guard kit, Main Control Board, Power Supply Board, and Manual Release.
- Gate 10: Install LM 585 Chain guard kit and Power Supply board.
- Gate 15: Install new Main Control Board.
- Gate 8: Install LM Chain guard kit and new top and bottom rollers.
- Gate 1: Install LM Chain guard kit and new top and bottom rollers.
- Gate 19: Install two (2) 12-volt 7-amp hour batteries.
- Gate 16: Raise the gate by a few inches to correct alignment/operation.

5.4. Task 3: The contractor shall provide the Contracting Officer Representative (COR) with a detailed report within 5 business days of each service occurrence. The report shall include the date of service, location, service performed, technician(s) involved, issues identified, analysis of each airfield gate, maintenance recommendations, available maintenance tools, and a recommended spare parts list.

5.5. Task 4: The contractor shall identify, in writing, all necessary repairs considered to be out of the scope of preventive maintenance as defined within this PWS. The contractor shall accomplish all work order tasks during normal duty hours; however, occasions may arise that require work to be accomplished outside of these hours. The contractor shall coordinate all routine work outside of normal duty hours with the COR and the CO.

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5.5.1. All work with a total cost of each repair under the micro-purchase threshold limit (currently $2,500.00) shall be approved by the COR before the contractor is authorized to proceed. The contractor shall repair the affected system or area within the mutually agreed-upon time after notification.

5.5.2. All work with a total cost of each repair over the micro-purchase threshold limit (currently $2,500.00) requires approval from the CO to determine the price to be fair and reasonable. The process for CO approval is outlined below.

5.5.3. When the contractor identifies a repair estimated to cost $2,500.00 or more, the contractor shall contact the COR and provide the scope of work for repairs. The contractor shall not provide any pricing or estimates for repairs estimated to cost $2,500.00 or more. The contractor shall only provide the scope of work to the COR.

5.5.4. The COR will submit a repair request to the 633 CONS contract specialist, who will then send a Request for Quote (RFQ) to the contractor.

5.5.5. The contractor shall provide their quote to the 633 CONS contract specialist, who will then coordinate with the COR to ensure technical acceptability. Once the COR provides their technical review to the 633 CONS contract specialist, a Letter of Direction (LOD) will be issued by 633 CONS for the contractor to begin the repairs. The contractor shall complete the repairs within the mutually agreed-upon time stated in the LOD after receiving the LOD notification. A minimum of three (3) quotes shall be submitted by the contractor for items that are not proprietary to the Original Equipment Manufacturer (OEM).

5.5.6. The contractor shall invoice for all repairs after the work is completed and submit all tickets for the work as one (1) attachment in Wide Area Workflow (WAWF) accessed through Procurement Integrated Enterprise Environment (PIEE).

5.5.7. The contractor will be reimbursed for parts at cost. The contractor shall ensure they obtain the best possible prices and discounts from suppliers. The contractor shall provide a copy of the vendor invoice to the CO or COR, depending on the amount of the repair. For individual parts that exceed $250.00, the contractor shall provide three quotes to demonstrate the best value was obtained.

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PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor shall comply with FAR 52.204-14 Service Contract Reporting Requirements when applicable.

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PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule

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TECHNICAL EXHIBIT 1

Performance Requirements Summary

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

Performance Objective (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (This is the maximum error rate. It could possibly be "Zero deviation from standard")	**Method of Surveillance**
PRS # 1. Perform initial inspection and maintenance on each of the eight (8) mechanical airfield gates. *Para 5.3.*	100% operational rate for all specified gates following initial repairs.	Zero deviation from standard.	100 % Inspection.
PRS # 2 Perform quarterly inspections and preventative maintenance. *Para 5.2.*	100% operational rate for all specified gates following quarterly maintenance.	Zero deviation from standard.	100 % Inspection.
PRS # 3 Reports *Para 5.4.*	100% deliverance of reports withing 5 days of maintenance.	Zero deviation from standard.	100 % Inspection.

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TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE

The contractor shall submit all deliverables in electronic form and shall produce reports using the Microsoft Office suite of applications. All deliverables must meet professional standards and the requirements set forth in contractual documentation. The contractor shall be responsible for delivering all end items specified.

Deliverable	Frequency	# of Copies	Submit To
Contract Manager and Alternate Designation	Once.	1 copy delivered prior to beginning performance.	CO and COR.
Contractor's Quality Control Plan	Once	1 copy delivered within 30 days of award	CO and COR
Blank Inspection Report	Once	1 copy delivered prior to beginning performance.	COR
Quarterly Inspection, Repair, and Maintenance Report	Once Quarterly	1 copy delivered within 5 days of maintenance	COR
Repair and Maintenance Quotes	As Needed	1 copy delivered within 5 days of maintenance	COR

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