PERFORMANCE WORK STATEMENT (PWS)

Tobyhanna Army Depot Grounds Maintenance Services Contract
May 11, 2026

Part 1
General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

1.1 Description of Services/Introduction: This is a non-personal service(s) contract to provide Tobyhanna Army Depot Grounds Maintenance Services. The Contractor shall provide all exterior maintenance services including grass cutting, vegetative roof maintenance, snow removal, ice mitigation, vegetation cutting, and tree/stump/brush removal across designated secure and unsecure areas.

1.2 Background: The Tobyhanna Army Depot (TYAD) requires comprehensive grounds maintenance and snow/ice removal at secure, unsecure, and rooftop areas to support continuous, safe operations. TYAD operates critical logistics and supply chain missions for the Department of Defense. Uninterrupted access to facilities, especially during severe winter weather events, is essential to the Depot's operational readiness. Historically, these services require a flexible, rapid-response capability to maintain high-visibility command areas while also managing expansive semi-improved and unimproved grounds.

1.3 Scope: The Contractor shall provide non-personal service(s). The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in this PWS and associated contract documents, except for those items specified in Part 3 Government Property and Services. The Contractor shall perform to the standards and acceptable quality levels identified in this PWS and associated contract documents. The scope encompasses complete landscaping, athletic field grooming, tree services, and immediate-response snow and ice mitigation across the Tobyhanna installation.

1.4 Objectives: The objective of this contract is to maintain High Visibility Areas, Semi-Improved, and Unimproved grounds in a pristine, professional condition for Tobyhanna Army Depot personnel and visitors. The objective of this contract is to ensure safe, uninterrupted access to all critical facilities during winter weather events through rapid snow and ice removal. The objective of this contract is to maintain specialized areas, including athletic fields and vegetative roofs, according to their specific horticultural and structural requirements.

1.5 General Information:

1.5.1 <u>Quality Control Plan (QCP):</u> This acquisition is for commercial services performed under FAR Part 12. In accordance with Revolutionary FAR Overhaul (RFO) FAR 12.105, the Contractor's existing quality assurance system will be utilized. The Contractor shall ensure services are performed in accordance with this PWS and develop procedures to identify, prevent, and ensure non-recurrence of defective services.

1.5.1.1 An Analysis of Quality Control and Timeliness of Submittals shall be provided to the COR within 30 calendar days upon completion of each option period or Task Order. {A.001}

1.5.1.2 The Contractor shall inform the COR of issues or potential issues that might affect the performance within 4 clock hours of identifying those issues. Verbal reports shall be followed up by written reports within 2 calendar days. {A.002}.

1.5.2 <u>Quality Assurance:</u> The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels (performance thresholds).

1.5.3 <u>Recognized Holidays:</u> The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 <u>U.S. Holidays:</u> Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1st
Presidents Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th

M. L. King Memorial Day 3rd Monday in Jan
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.4 <u>Operating Hours</u>: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 <u>Government Facility Office Hours</u>: The Government facility office hours are 0700 to 1630, Monday through Friday, except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies..

1.5.4.2 Government Facility Operating Hours: The Tobyhanna Army Depot operates continuously for mission-critical functions. During snow events, designated areas of the facility remain open and require immediate access

1.5.4.3 Contractor Support Hours: The Contractor shall provide support between the hours of 0700 to 1630, Monday through Friday. For emergency snow and ice events, the Contractor shall maintain a 24/7 on-call capability and respond within 2 hours of notification. The Contractor shall maintain an adequate workforce at all times for the uninterrupted performance of all tasks defined within this PWS.

1.5.4.3.1 Contractor Work Plan: The Contractor shall prepare and maintain a Work Plan. The plan shall identify, at a minimum, regularly scheduled work to include location, work to be completed, and timeline. The Contractor's proposed Work Plan shall be submitted to the Contracting Officer via the COR for review within 10 calendar days after date of contract award {A.003}.

1.5.5 Training Holidays: RESERVED

1.5.6 Place of Performance: The work to be performed under this contract will be performed at U.S. Army Garrison Tobyhanna Army Depot, PA 18466. Services are performed entirely at the Government facility.

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

1.6.1 Security Program: RESERVED

1.6.2 Personnel Security Clearance Requirements: RESERVED

1.6.3 Installation Access: Access to U.S. installations, buildings and controlled areas is limited to personnel who meet security criteria and are authorized. Failure to submit required information/data and obtain required documentation or clearances will be grounds for denying access to U.S. installations, buildings and controlled areas.

1.6.3.1 Installation Pass Log: The Contractor shall provide the Contracting Officer, via the COR, an Initial Installation Pass Log within 3 calendar days after contract award {A.004}.

1.6.3.2 Individual Termination or Expiration of Employment: The Contractor shall collect 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 1 calendar day {A.005}.

1.6.3.3 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 calendar days {A.006}.

1.6.3.4 Common Access Cards (CAC) and CAC Log: RESERVED

1.6.4 Background Checks:

1.6.4.1 U.S. Citizen: The Contractor shall ensure criminal history background checks are conducted for all personnel requiring base access. Favorable results must be submitted within 5 days {A.007}.

1.6.4.2 Local Nationals and Third Country Nationals: RESERVED

1.6.5 Physical Security: The Contractor shall safeguard all Government equipment, information, and property provided for Contractor use

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

1.7 Key Control: RESERVED

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation.

1.10 Key Personnel: The following personnel are considered key personnel by the Government: Project Manager (PM) and Quality Control Manager (QCM). The Contractor shall provide a Project Manager who shall be responsible for the performance of the work. The name of this person and an Alternate, along with a Curriculum Vitae (CV) for each, shall be provided in writing to the Contracting Officer no later than 5 days after contract award {A.008}.

Project Manager: Minimum of 2 years of documented service contract management experience in grounds and snow removal operations.

Quality Control Manager: Minimum 2 years of relevant quality control experience in facilities/grounds management.Contractor on all contract matters relating to daily operation of this contract.

1.11 Identification of Contractor Employees: All 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 avoid creating an impression that they are Government officials.

1.12.1 RESERVED

1.12.2 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges. The Contractor shall provide each of their employees an easily readable identification badge.

1.13 Contractor Travel: RESERVED

1.14 Other Direct Costs (ODCs): RESERVED

1.15 Data Rights: The Government has unlimited rights to all documents and materials produced under this contract.

1.16 Non-Disclosure Requirements: RESERVED

1.17 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/ , the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.18 Non-Disclosure Statements: RESERVED

1.19 Organizational Conflict of Interest (OCI): RESERVED

1.20 Phase In /Phase Out Period: To minimize decreases in productivity and to prevent possible negative impacts on services, the Contractor shall have personnel on board during the 10-day phase in/phase out periods.

1.21 Safety:

***1.21.*1 Safety Laws and Regulations:** The Contractor shall comply with RFO FAR 52.236-13, Accident Prevention, the references contained therein (e.g., U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)), and all applicable Federal, State, and Safety Laws and Regulations. The Contractor shall submit a Job Hazard Analysis (JHA) and Safety Data Sheets (SDS) for all chemicals and ice melt products prior to use {A.009}.

1.22 Environmental Compliance: The Contractor shall comply with all Tobyhanna Army Depot environmental policies regarding hazardous material handling, storage, and disposal. Spills must be reported immediately to the installation emergency contact number.

1.23 Required Training: The following provides information on training requirements.

1.23.1 Anti-Terrorism (AT) Level I Training: All Contractor employees shall complete AT Level I Training within 30 days after contract start date {A.010}.

1.23.2 OPSEC Training: All Contractor employees shall complete Level I OPSEC training within 30 days of employment {A.011}.

1.23.3 iWATCH Training: The Contractor shall brief all employees on the local iWATCH program within 30 days {A.012}.

1.23.4 Information Assurance (IA) Training: RESERVED

1.23.5 Personally Identifiable Information (PII): RESERVED

1.24 Authorization to Perform Services in Germany: RESERVED

1.25 Notice to Proceed: The date of the letter transmitting the contract will constitute the date of the notice to proceed.

1.26 Electromagnetic Compatibility Directive: RESERVED

1.27 Government Property and Services: RESERVED

1.28 Conventional Forces Europe (CFE) Treaty Verification Inspection: RESERVED

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Contracting Officer – means a person with the 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) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: “Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, Contracting Officer’s technical representative, technical point of

contact, technical representative, alternate COR, administrative COR, assistant COR, line item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs."

Contractor – means 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.

Contractor-acquired Property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Defective Service – means a service output that does not meet the standard of performance associated with the Performance Work Statement.

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

Government-furnished Property – As reflected in FAR 52.245-1, Government-furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government.Government property includes both Government-furnishedand Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Surveillance Plan (QASP) – means the key Government-developed surveillance process document, and is applied to Performance-Based Service Contracting (PBSC). The QASP is used for managing Contractor performance assessment by ensuring that systematic quality assurance methods validate that Contractor quality control efforts are timely, effective, and are delivering the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards (i.e., quality, quantity, timeliness) specified in the Performance Work Statement (PWS). It provides specific details on how the Government will survey, observe, test, sample, evaluate, and document Contractor performance results to determine if the Contractor has met the required standards for each objective in the PWS. The QASP, with very few if any exceptions, is an internal to Government document.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on “what” is to be accomplished; however they are not prescriptive in describing “how” the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

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

Work Week - Monday through Friday, unless otherwise specified.

2.2 <u>Acronyms</u>: Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

AQL — Acceptable Quality Level
COR — Contracting Officer's Representative
FAR — Federal Acquisition Regulation
KO — Contracting Officer

PRS — Performance Requirements Summary
PWS — Performance Work Statement
QASP — Quality Assurance Surveillance Plan
QC — Quality Control
SDS — Safety Data Sheets
TYAD — Tobyhanna Army Depot

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services

3.1 Services: The Government will provide police and fire protection, and emergency medical services for life-threatening events.

3.2 Facilities: The Government will provide access to secure and unsecure exterior grounds and vegetative rooftops as required for maintenance.

3.3 Utilities: The Government will provide access to water, electricity, sewer, and solid waste/recycling removal necessary for the performance of the contract.

3.4 Equipment: RESERVED

3.5 Special Tooling and Test Equipment: RESERVED

3.6 Materials: RESERVED

3.7 Training: RESERVED

3.8 Common Access Cards (CAC): RESERVED

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in this PWS.

4.2 Secret Facility Clearance: RESERVED

4.3 Materials: The Contractor shall provide all necessary mulch, plants, ice melt, brine, fuel, lubricants, and Personal Protective Equipment (PPE) required to execute grounds maintenance and snow removal safely and effectively.

4.4 Vehicles and Equipment: The Contractor shall provide all necessary mowers, trimmers, snow plows, brine application vehicles, shovels, and landscaping equipment. All Contractor provided vehicles and equipment shall present a neat, professional appearance and meet all local traffic, safety, and environmental requirements.

4.5 Background Checks): The Contractor shall provide Background Checks in accordance with paragraph 1.6.4.

PART 5
SPECIFIC TASKS

5.1 General Grounds Maintenance: This section outlines the provision of Exterior Maintenance services, including tasks such as lawn mowing, maintenance of vegetative roofs, snow clearing, and ice management on specified roads, parking areas, and walkways. The scope encompasses various activities, including vegetation trimming and the removal of trees, stumps, or brush from multiple locations within the Depot. All snow and ice removal operations will be executed in designated secure, unsecure, and rooftop zones as instructed by the Contracting Officer's Representative (COR). Service providers are accountable solely to the Contractor, who bears ultimate responsibility to the Government.

All tasks specified in this PWS require the expertise and competence of qualified individuals with a deep understanding of landscaping and snow removal. It is imperative that assigned personnel possess the necessary knowledge and skills to effectively carry out these responsibilities.

5.2 Specific Grounds Maintenance Tasks: Tasks consist of the following:

5.2.1 Service High Visibility Areas

High Visibility Areas are developed areas of the installation requiring intensive maintenance. Work performed by the Contractor shall include mowing grass and trimming, applying herbicide to lawn and landscape areas, maintaining athletic fields, plants, shrubs, and flowers, performing seasonal planting, removing leaves, applying mulch, pruning trees, removing grass from cracks in sidewalks and pavements, and litter control. The first visit in the spring will involve repairing all landscaped areas referenced in Figure 03 and Figure 01 at the COR's discretion.

5.2.2 Mowing

Mowing Areas, approximately 162 acres from April to the end of October, are indicated in the Installation Grounds Maps (Figure 01). The Contractor shall remove trash, litter, tree limbs, debris, etc., prior to mowing. The Contractor shall mulch mow the grass, ensuring a uniform appearance free of skips, gaps, rutting, or scalping. The Contractor is responsible for any damage incurred during grass cutting operations. The Contractor shall refer to Figure 01 and Figure 05 for specific mowing frequencies for each location. After cutting, the Contractor shall use a leaf blower to clear sidewalks, maintaining a tidy appearance.

5.23 Trimming

The Contractor shall trim grass and weeds around trees, shrubs, buildings, fences, poles, posts, fire hydrants, boulders, and all other fixed objects, maintaining grass height consistent with adjacent mowed areas. Herbicide use is limited to the post perimeter fence line, sidewalks, rock beds, and mulch areas (refer to Figure 03). The Contractor shall repair any damages to trees and shrubs caused by trimming. If a plant damaged by trimming dies or becomes unhealthy, the Contractor shall replace it with a plant of the same size and type at no additional cost to the Government, providing a one (1) year warranty on all replacements.

5.2.4 Weed Control

• Herbicide application shall be limited to the post perimeter fence line, mulch areas, sidewalks, and rock bed areas to prevent grass/weed growth. All landscaped areas will receive weed control to eliminate unsightly and/or noxious weeds. The Contractor shall prevent weed encroachment into established plant beds, around trees, shrubs, and all gravel areas.

• Contractor personnel applying herbicide shall possess a PA herbicide application certificate or license. The Contractor shall ensure training and licenses/certificates are current and provide copies to the Contracting Officer (KO) NLT ten (10) calendar days during phase-in, and again within ten (10) calendar days upon personnel change.

• The Contractor shall submit a consolidated list of all chemicals used monthly, in a monthly herbicide application record, to the COR/ACOR. All mixing and storage of herbicide shall be performed off the installation. If the Contractor spills or releases any hazardous substances (listed in 40 CFR 302), they shall immediately notify the KO, followed by written notification within one (1) hour. The Contractor shall submit an herbicide usage report to the KO within one (1) day after application.

• Before any herbicide or pesticide is applied, the Contractor must submit the proposed product to the COR for approval/disapproval by the Pesticide/Herbicide Management Coordinator.

• The Contractor shall report any herbicide/pesticide used on DD Form 1532 to the COR. All usage must include the EPA Registration number of the product, to be forwarded to the Pesticide/Herbicide Management Coordinator.

• Uncertified personnel applying herbicides under the supervision of a licensed pest control operator shall have been employed in pest control for a minimum of 30 days, be trained in integrated pest management practices, and be registered with the Pennsylvania Department of Agriculture.

5.2.5 Remove Debris, Leaves and Litter

• The Contractor’s responsibilities include the removal and disposal of all natural debris (e.g., tree limbs, rodent habitats), litter, and trash. Leaves shall be removed from High Visibility

Areas in accordance with the Work Capability Levels table. Organic debris such as leaves, tree trimmings, stumps, and pine straw shall be disposed of off the installation by the Contractor.

5.2.6 Mulching

• The Contractor shall rake, till, and spread existing mulch beds, turning over the surface to determine if additional mulch is required.

• The Contractor shall maintain a maximum of 6 inches of evenly spread mulch in all landscaped beds and around all ornamental/border trees with circular bases when requested and approved by the Government (annotated in Figure 03). The Contractor shall uniformly mulch hedges and shrubs at a depth of six inches (6”) and annually cultivate mulched areas to maintain adequate aeration and percolation and remove grass and weeds. The Contractor shall ensure mulch is kept out of the crowns of shrubs and off buildings, sidewalks, lawn areas, etc. The Contractor shall utilize hardwood bulk mulch sourced from suppliers located off the post. For details regarding the mulching area, the Contractor should consult Figure 03.

• The Contractor shall remove mulch from beds prior to installing new mulch and dispose of it offsite.

• All beds shall be mulched by the contractor during the spring, specifically in May.

5.2.7 Special Services

• The Contractor shall provide additional services under the preventive maintenance FFP portion of this contract due to unforeseen circumstances, including but not limited to, Very Important Person (VIP) visits, retreats, ribbon-cutting ceremonies, and open houses. The Contractor shall provide extra labor and equipment to service pre-identified locations within the High Visibility grounds maintenance. The COR/ACOR will notify the Contractor of special service requirements NLT forty-eight (48) hours prior to the event. The Contractor shall coordinate special service requirements with the existing grounds maintenance schedule or as requested by the Government (no more than four occurrences).

5.2.8 Special Event Services

• Upon receiving directions from the COR/ACOR, the Contractor shall complete work prior to the event. If the Contractor must deviate from their schedule to meet special event requirements, they shall do so at no additional cost to the Government. The Contractor shall be authorized one (1) additional duty day to return to normal operations. Furthermore, the Contractor will not be held accountable for any unsatisfactory performance results on a quality assurance inspection or complaint due to KO-directed schedule change(s), until the Contractor resumes normal operations.

5.2.9 Semi-Improved Grounds

• Semi-Improved Grounds used for operational and maintenance purposes will be mowed once a month. Erosion control shall be the predominant grounds maintenance work performed in this area by the Contractor. Common Areas, approximately 29 acres, are indicated in the Installation Grounds Maps (Figure 01).

5.2.10 Unimproved Areas

• Services are not provided for Unimproved Areas (undeveloped areas, grazing lands, forests, lakes, ponds, wetlands, and special natural areas where low levels of maintenance are acceptable and visibility is minimal) as identified in the Work Capability Levels table. However, the estimated frequency of mowing Unimproved Areas indicated in the Installation Grounds Maps (Figure 01) or as requested by the Government (no more than three occurrences) may be applied.

5.2.11 Special Equipment Requirements

• All rotary mowers used within High Visibility Areas shall be equipped with mulching blades and have discharges blocked. All equipment used for grass mowing and leaf removal operations on High Visibility Areas shall be equipped with turf-type tires. Equipment not essential for these functions (e.g., equipment with agricultural tires, wheel weights, snow blades, or other accessories that may damage turf or tree root zones by compaction, rutting, or scalping) shall not be permitted on High Visibility Areas. A rotary mower capable of negotiating steep slopes and cutting heavy clumps and brushy vegetation shall be used to service Unimproved Grounds and perform grassland habitat maintenance. The Contractor shall submit a complete equipment list including make, model, specifications, and catalog cut sheets for KO approval with the proposal.

5.2.12 Athletic Fields Grounds Maintenance

SOFTBALL FIELD (Building 11A)

• The Contractor shall keep all dirt areas on the softball field weed-free either by hand-picking or spraying an approved weed killer as needed.

• Every two weeks during May through October (as weather permits) or as requested by the Government (approximately 10 occurrences), the Contractor will maintain a well-groomed infield and warning track (all dirt areas) by power raking the entire area using a rockhound or Harley rock rake (or government approved equal).

• After power raking, the Contractor will hand rake the entire area to maintain a smooth and even surface, remove loose rocks, and fill any depressions with matching surface material.

• If it is necessary to address depressions or low areas on the softball field, the Contractor shall supply Diamond Tec or an equivalent material approved by the Government.

• Soil characteristics shall be a fine coarse granular brownish-red solid, including approximately 65% sand, 24% silt, and 11% Clay.

5.2.14 Work Scheduling

All work will be scheduled through the COR.

5.4 Vegetative Roof Maintenance

• The roof is located at Bldg. 11, Wings A, B, C, and D (approximately 14,000 square feet each) and consists of 4" deep modules of several configurations.

• Maintenance will be required for a minimum of three times during each growing season (once in the spring, once in the summer, and once in the fall). The minimum procedures are:

• Remove undesirable plants (grasses, hare's foot clover – anything not on attached plant list) from modules and other roof areas (walkways, equipment areas).

• Remove dead plant material.

• Replant modules where plants have failed (plants that have spread out of the modules or cuttings from healthy plants may be planted and backfilled). Only plants on the attached plant list shall be used.

• Keep roof drains clear of vegetative matter.

• Irrigate if necessary (extended drought conditions).

• Repair growth media if areas wash out or erode.

• In the spring visit, determine soil nutrient concentration and apply a 36-month slow-release 4-6-4 fertilizer if soils are nutrient deficient.

• Perform an annual audit of the vegetative roof to gather plant performance and other data for Tobyhanna Army Depot's green roof system database. Conduct additional audits during extreme climate changes, such as drought.

• Any use of pesticide/herbicide must be approved in writing by the Tobyhanna Army Depot Installation Pest Management Coordinator (IPMC). Applicators must hold a valid Pennsylvania Pesticide Applicators License and be certified in category 10 (Right-of-way and weeds). If liquid pesticide/herbicide is to be used, protect the exposed roof membrane before applying.

• All cuttings, debris, and trash resulting from the Contractor's work must be removed from the site and disposed of in accordance with Pa. Act 101 and the Monroe Country Solid Waste Management Plan. This material cannot be placed in a dumpster or a landfill.

• All work shall be scheduled 30 days in advance for the spring, summer, and fall visits.

• The Contractor is responsible for making all repairs due to damage caused by employees.

• Please refer to Figure 6 for the approved plant list.

5.5 <u>Reporting Procedures for Vegetative Roof</u>

The Contractor shall provide a written report no later than 15 days after each visit, outlining the work completed. The annual audit shall report findings regarding plant health, recommendations for improvement, observations, and any other pertinent information within 60 days of the final visit in the fall. {A.014}.

- All results, verbal and written, shall be provided to the COR.
- Reports will be provided electronically to Tobyhanna Army Depot and will consist of:
- Type of work completed.
- Hours spent.
- Quantity of materials used/reused.
- Time and date the work was completed.
- Name and title of individual(s) performing the work.

5.7 <u>Snow and Ice Maintenance</u>

• The Contractor shall provide all labor, equipment, and materials necessary to perform snow and ice maintenance services for the areas specified in this PWS and associated figures.

• The Contractor shall be present to perform snow plowing, sweeping, and the removal of ice or snow within a maximum timeframe of two (2) hours following a notification from the Contracting Officer Representative (COR), the Alternate Contracting Officer Representative (ACOR), or the Security Branch. The Contractor shall be on a 24-hour on-call basis, 7 days a week, including holidays. Rotating shifts may be required to provide 24-hour service during an event.

• The Government will provide the Contractor a designated staging area to park and secure equipment and a secure area to stockpile supplies.

• Prior to winter, an inspection will be made to determine the condition of Government property with the Contractor. After winter and upon completion of the contract, an inspection of areas will be made to determine the condition and any damage as a result of the Contractor's operations. The Contractor is responsible for all damage to any property as a result of performing operations.

• Weekend and after-hour work may be required to meet the requirements of this PWS.

• The Contractor shall ensure that all scheduled areas remain operational and safe through the duration of the installation workday (typically 6:00 AM to 5:30 PM). Definition of 'Clear': For the purposes of continuous operations, an area is considered 'clear' and operational if snow and ice accumulation remains below one (1/2) inch. The Contractor is not required to maintain a constant, static presence at every location; rather, the Contractor must execute a cyclical clearing route that ensures accumulation does not exceed the one-inch threshold on treated surfaces during the specified workday hours.

• The Contractor shall maintain a rapid-response capability to address safety hazards or 'hot spots' designated by the COR. Under standard operating conditions, the Contractor shall mobilize to the designated hot spot within thirty (30) minutes of notification.

• Active Storm Exception: During an active snow event where Contractor equipment and personnel are already fully deployed in continuous clearing operations, the 'hot spot' response requirement is adjusted to ninety (90) minutes, or as soon as resources can be safely diverted without compromising Priority 1 emergency access routes (blue route)

• The Contractor must report to the COR upon arrival and upon completion of work (via Phone or Email). A written daily log detailing the work performed, areas serviced, and materials used shall be provided to the COR within 2 days of work completion.

• The contractor shall proactively monitoring weather forecasts, applying de-icing agents prior to freezing precipitation, and promptly clearing any accumulation from all primary and secondary walkways.

• A 'snow event' is defined as a continuous period of winter precipitation. The event begins with the onset of accumulation and is considered concluded when precipitation has ceased for TWO consecutive hours and all surfaces have been cleared to the standards specified in this PWS.

5.7.1 <u>De-icing</u>

• The Contractor shall use Ice Slicer® - EnviroTech Services or an equal product to melt ice in most icy areas. The Contractor shall submit a Safety Data Sheet (SDS) on any products with the submission of the proposal for review and approval by the Environmental Office. Any change in SDS product requirements after contract award will require review and approval by the COR before use is permitted.

• For areas with newly poured concrete, as identified by the COR, the Contractor shall apply an appropriate and approved de-icing agent, such as Polar Express Ice Melt Safety Max Formula® or QUIKRETE® All-Purpose Sand, or an approved equal.

• The Contractor shall use appropriate equipment, such as a Broadcast Spreader, for even application of de-icing materials. The Contractor shall clear approximately 157,644 Square Feet of sidewalk, 20,000 SF of concrete/asphalt surfaces as described in Figure 08, and approximately 120 doorways/steps. The workforce shall be adjusted as needed to ensure

populated areas have clear passage. The Government reserves the right to modify the areas requiring clearing.

• Sidewalks shall be de-iced as required to maintain safe passage. This includes pre-treatment with a salt-brine solution before a snow or ice event as requested by the COR and the removal of excess rock salt accumulation.

5.7.2 Snow Shoveling Location List

The Contractor shall utilize Figure 08 under the attached to monitor the areas that have been cleared. After each snowstorm, the Contractor shall send the checklist to the Contracting Officer's Representative (COR) via email.

5.8 Project Manager (for Snow Maintenance)

For snow maintenance, the Contractor will act as or provide a Project Manager physically present at the Contractor's place of business during all cleaning/plowing operations or when men are present on depot. The Project Manager will conduct overall management coordination, direct the workforce and operations, and be the central point of contact with the COR or POC for all work under this contract. Another individual will be designated to act for the Project Manager during absences such as illness or vacation. Advance notice of such change will be provided to and reviewed by the COR or POC. The Project Manager and any designated alternate will have full authority to contractually commit the Contractor and take prompt action on matters relating to this contract. Seven days after contract award, the Contractor will designate in writing to the COR or POC the name of the Project Manager and any alternates. Thereafter, any changes must be submitted in writing as they occur.

5.10 Workmanship

The workmanship will be in accordance with the best standard practice for this type of work. The Contractor will commence work as weather permits after receipt of award.

5.11 Miscellaneous

• If planting flowers, trees, or stone installing is required, the Contractor is accountable for providing an hourly rate along with the cost per ton or per individual item for both delivery and the actual planting or application process.

• The Government retains the authority to modify mowing schedules in response to the growing season, such as during periods of drought.

• All tasks outlined in this PWS require prior approval from the Contracting Officer's Representative (COR) before any work can commence.

• The Contractor shall maintain indigenous flowers/planting upon request by the Government.

• The Contractor shall weed, mulch, water, add compost, and till. The Contractor shall remove all annual plants, add compost, and mulch flowerbeds prior to planting new seasonal flowers. Leaf/grass compost and shredded hardwood bulk mulch from the Yard Waste Compost Facility shall be used at the request of the COR. Any use of herbicides shall be approved by the COR.

• The Contractor shall perform brush mowing along the fence line for a total length of approximately 32,225 linear feet on an annual basis when requested by the COR at a FFP. This task involves trimming back all brush that encroaches upon the fence within the designated area (Figure 02), as outlined in Figure 5, ensuring the fence remains clear and accessible. The fence line is to be trimmed to a distance of 10 feet on each side. Site conditions may differ, and the specified 5-foot trimming may be modified subject to the COR's approval. For a visual representation of the fence layout, consult Figure 02.

• All cuttings, debris, and trash resulting from the Contractor’s work must be removed from the site and disposed of in accordance with Pa. Act 101 and the Monroe Country Solid Waste Management Plan. This material cannot be placed in a dumpster or a landfill. The Contractor is responsible for making all repairs due to damage caused by their employees.

5.12 Unpriced Orders

Prior to commencement of work a Firm Fixed Price (FFP) Quote will need to be provided and approved by the CS/COR prior to work being completed.

5.12.1 On-Call Tree Services

The Contractor shall provide all labor, equipment, and materials necessary to perform tree cutting, pruning, and removal, as well as vegetation, brush, and stump removal from various locations within the Depot as directed by the Contracting Officer's Representative (COR). A Firm Fixed Price (FFP) Quote will need to be provided and approved by the COR prior to work being completed.

Operational Guidelines

• Unexploded Ordnance (UXO) areas must be cleared prior to work, coordinated through the environmental branch of TYAD. All trees within a UXO area will remain in place after being cut down and will NOT be hauled off site. The Contractor shall conduct limbing of all vertical branches after trees have been felled within the UXO or at the discretion of the COR.

• The Contractor shall, at their expense, procure all necessary licenses and permits for the work required under this contract.

• Any practice determined by the COR or SAFETY OFFICER to be obviously hazardous shall be immediately discontinued by the Contractor upon receipt of written and/or verbal notice from TYAD.
• The Contractor is responsible for ensuring all work is done safely and responsibly to avoid endangering life or property.

• All equipment used and work performed shall fully comply with the most current revision of American National Standards Institute (ANSI) standard Z133. These standards are part of this Agreement.

• The Contractor shall ensure all work is performed in good standing with the International Society of Arboriculture (ISA) and in compliance with ANSI A300 standards for tree care operations.

• Every reasonable effort shall be made to preserve and protect all trees, landscaping, structures, fences, natural barriers, utilities, or TYAD assets in surrounding areas that do not conflict with work completion. Features damaged by Contractor activities shall be replaced, patched, mended, or otherwise repaired to the COR's approval and at no additional cost to the Government.

• At the COR's discretion, the Contractor shall be responsible for removing all stumps and roots of trees that have fallen within Tobyhanna, either pre-existing or left by Contractor operations. Stumps shall be COMPLETELY REMOVED to a minimum depth of 12" below finished grade. All depressions created shall be backfilled with clean topsoil, properly compacted, and seeded to match the existing grade.

5.12.2 <u>Emergency Tree Removal</u>

• When removal of a tree, or part thereof, is required to eliminate a safety hazard or restore traffic flow, the Contractor shall respond within twenty-four (24) hours to provide a FFP quote. The Contractor shall accomplish the action within forty-eight (48) hours of notification by the COR/ACOR via phone or email.

5.12.3 <u>Tree and Shrub Pruning/Maintenance</u>

• The Contractor shall service all trees at the request of the Government. Diseased or dead trees shall be removed and replaced with like trees at the Government's request.

• All plant material is to be characteristically pruned or trimmed to maintain established shape and appearance at the Government's request.

• Characteristically prune by evenly forming and balancing shrubs, bushes, or plants as requested by the COR.

• All shrubs, bushes, hedges, trees, flowers, and other herbaceous items are to be pruned according to their natural growth habits for proper health, attractive appearance, and to prevent interference with pedestrian and vehicular traffic at the Government's request.

• Prevent growth in front of windows, over entranceways, and sidewalks that can obstruct vision at the Government's request.

• Remove dead, damaged, or diseased wood or structurally weak limbs for safety reasons at the Government's request.

• Remove all branches that extend over buildings and endanger roofs, eaves, and windows or hang within 6 feet of sidewalks, parking lots, and driveways at the Government's request.

• At all times, provide clearance for all vehicles along the street, parking lots, and sidewalks at the Government's request.

• The Contractor shall not proceed without approval from the COR.

5.12.4 Snow Plowing

• Plowing is required for every 10 inches of snowfall accumulation and a final clean-up plow for any remaining accumulation over 1 inch. If snow falls overnight and stops by 2:00 AM, parking lots must be cleared by 6:00 AM. Parking lots should be cleared in the priority order listed in the PWS or as directed by the Chief of Roads & Grounds.

• Snow removal in designated parking areas (per Figure 7) will commence at 10 inches of accumulation. The Contractor shall also assist with plowing other designated lots as requested by the COR.

• The Contractor shall use the checklist in Figure 08 to track cleared areas and submit it to the COR via email after each snowstorm. The Contractor is responsible for all damages caused by their workforce and equipment, which shall be repaired at the Contractor’s expense.

5.13 Emergency Service Reports {A.013}.

Reporting Procedures for Emergency Services

The Contractor shall provide a written report no later than 15 days after each visit, outlining the work completed. The annual audit shall report findings regarding plant health, recommendations for improvement, observations, and any other pertinent information within 60 days of the final visit in the fall.

- All results, verbal and written, shall be provided to the COR.
- Reports will be provided electronically to Tobyhanna Army Depot and will consist of:
- Type of work completed.
- Hours spent.
- Quantity of materials used/reused.
- Time and date the work was completed.
- Name and title of individual(s) performing the work.
- What was the outcome of the issue?

PART 6
APPLICABLE PUBLICATIONS

6. Applicable Publications (Current Editions):

6.1 General

The Contractor shall abide by all applicable publications, regulations, manuals, local policies, and procedures for repairs and installations. Manufacturer's specifications and methods are priority. If conflicts arise, more stringent shall be required. The following documents shall be adhered to during the life of this contract and are provided as exhibits to this attachment:

- Exhibit 10 – TYAD Security Requirements
- Exhibit 11 – Contractor Safety Standards
- Exhibit 12 – Standard Specs for Projects Under NEPA

PART 7
QUALITY ASSURANCE

TECHNICAL EXHIBIT A

7.1 Performance Requirements Summary (PRS)

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	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	METHOD OF SURVEILLANCE
PRS#1 - PWS para 5.2.1 High Visibility Area Mowing	Grass maintained between 2.5 and 3.5 inches	100% Compliance	Periodic Inspection
PRS#2 – PWS para 5.2.4 Weed Control	Weeds removed from beds and hardscapes	100% Compliance	Periodic Inspection
PRS#3 - PWS para 5.2.3	Edges trimmed neatly along hardscapes	75% Compliance	Random Sampling

Trimming			
PRS#4 - PWS para 5.7 Snow Shoveling/Plowing Response	Respond within 2 hours of call-out	Zero Deviation	100% Inspection
PRS#5 - PWS para 5.7.1 Ice Pre-Treatment	Pre-treatment of sidewalks with 100% brine	100% Compliance	100% Inspection
PRS# 6- PWS para 1.5.1 Quality Control and Reporting	Accurate, Complete Within Suspense Dates	Zero Deviation	100% Inspection
PRS#7 PWS para 5.4 Vegetative Roof Maintenance	Drains Clear; Plants Maintained 3X Per Season	100% Compliance	Periodic Inspection
PRS#8 PWS para 5.12.2 Emergency Tree Removal	Response within 24 hours; Action within 48 hours	Zero Deviation	100% Inspection

7.2 Quality Control

Quality control will be the responsibility of the selected Contractor. The Contractor must meet all Federal Safety Standards (OSHA) and all U.S. Army and all Federal quality and workmanship standards. The COR Appointment Letter for this contract will be provided at the time of contract award.

PART 8
DELIVERABLES SCHEDULE

TECHNICAL EXHIBIT B

8.1 Deliverables Schedule

This technical exhibit lists any reports or documentation that is required as a deliverable, including frequency, number of copies, medium/format, and who/where it is to be submitted. A deliverable is anything that can be physically delivered but may include non-physical things such as meeting minutes.

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
A.001 Analysis of QC and Timeliness PWS Para: 1.5.1.1	Annually	1	Electronic	KO via COR
A.002 Issue Notification Report PWS Para: 1.5.1.2	As Required	1	Electronic	COR
A.003 Contractor Work Plan PWS Para: 1.5.4.3.1	Initial + Revisions	1	Electronic	KO via COR
A.004 Installation Pass Log PWS Para: 1.6.3.1	3 Calendar Days After Contract Award	1	Electronic	COR
A.005 Individual Termination or Expiration PWS Para: 1.6.3.2	1 Calendar Day after incident	1	Electronic	COR
A.006 Contract Termination or Cancellation PWS Para: 1.6.3.3	3 Calendar Days after termination/cancellation	1	Electronic	COR
A.007	As Required	1	Electronic	COR

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Background Check Results PWS Para: 1.6.4.1				
A.008 Key Personnel PWS Para: 1.10	5 Days after Contract Award	1	Electronic	COR
A.009 JHA and SDS Sheets PWS Para: 1.21.1	Prior to chemical use	1	Electronic	COR
A.010 AT Level I Certifications PWS Para: 1.23.1	Annually	1	Electronic	COR
A.011 OPSEC Certifications PWS Para: 1.23.2	Annually	1	Electronic	COR
A.012 iWatch Briefing Roster PWS Para: 1.23.3	Annualy	1	Electronic	COR
A.013 Emergency Service Reports	Post-Event	1	Electronic	COR

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
PWS Para: 5.13				
A.014 Comprehensive Daily Reports PWS Para: 5.5	Daily	1	Electronic	COR

8.2 Installation Map(s)

- TYAD_CC_Fig_1_MowingOps
- TYAD_CC_Fig_2_PerimeterTreeTrimming
- TYAD_CC_Fig_3_Weeding_ Mulching
- TYAD_CC_Fig_4_Mulching Areas
- TYAD_CC_Fig_5_Grounds_Maintenace
- TYAD_CC_Fig_6_Plant list veg roof
- TYAD_CC_Fig_7_snow plowing map
- TYAD_CC_Fig_8_Snow Shovel Map
- TYAD_CC_Fig_9_Snow Disposal Areas