PERFORMANCE WORK STATEMENT
INTEGRATED SOLID WASTE MANAGAEMENT

Dover Air Force Base, Delaware
1 October 2026

Reviewed:

_____ _____
Quality Assurance Program Coordinator Date

Approved:

_____ _____
Contracting Officer Date

PERFORMANCE WORK STATEMENT
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Dover AFB
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1. DESCRIPTION OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, vehicles, supervisions, and other items and services necessary to perform integrated solid waste management (Municipal Solid Waste (MSW) and select Recycling Services) at the base. The Contractor shall perform to the standards in the contract as well as all local, state, and federal regulations. Estimated workload factors and list of Dumpster Locations are in Appendix A.

1.1 COLLECTION REQUIREMENTS

1.1.1 Main Base

1.1.1.1 Municipal Solid Waste

The contractor shall empty refuse containers based on historical data for the first 30 days of performance or at least weekly. The Contractor shall establish initial vehicle routes and collection schedules upon contract award. Details on size, routes, and frequencies shall be submitted to the Contracting Officer (CO) 5 calendar days prior to start of contract performance. The Contractor may propose adjustments to the schedule at any time but as a minimum the Contracting Officer's designated Representative (COR/Quality Assurance Personnel) and contractor shall monitor fill capacities during the first 30 days of performance and during one other period to be agreed upon during the same performance period, in order to determine if adjustments to container size routes, or frequencies should be made to provide the minimum number of pickups necessary to maintain a healthy, vector free environment and prevent waster container overflow. No changers are allowed to the schedule or haul route with CO or COR coordination. Historical frequency tables are located at Appendix A, Table A2. When the Contractor completes services at a location there shall be no litter, waste, or recyclable material on the ground within a 10 foot radius of the container.

1.1.1.2 Food Waste

Empty containers used to dispose of food waste as necessary to maintain a healthy, vector free environment (on days when the facility is in operation). Food waste containers and pickup days are identified in Appendix A, Table A-2.

1.1.1.3 Recycling

The contractor shall empty recycling containers based on historical data for the first 30 days of performance or at least weekly. The Contractor shall establish initial vehicle routes and collection schedules upon contract award. Container size, routes, and frequencies should be established to provide the minimum number of pickups necessary to maintain a healthy, vector free environment and prevent waste container overflow. They are to be submitted to the Contracting Officer (CO) 5 calendar days prior to start of contract performance.

The Contractor may propose adjustments to the schedule at any time but as a minimum the Contracting Officer's designated Representative (COR/Quality Assurance Personnel) and contractor shall monitor fill capacities during the first 30 days of performance and during one other period to be agreed upon during the same performance period, in order to determine if adjustments to container size, routes, or frequencies should be made. No changes are allowed to the schedule or haul route without CO or COR coordination. Historical frequency tables are located at Appendix A, Table A2. When the Contractor completes services at a location there shall be no litter, waste, or recyclable material on the ground within a 10 foot radius of the container.

1.1.1.4 Vehicle Weighing

All vehicles used to collect MSW, C&D, organics and recyclable commodities shall be weight on state-certified public scales/weigh station, either on or off base. When use of off base scales are the only option, a predetermined public state-certified scale/weigh station will be identified for use. The COR may be present at the public scale for empty and loaded weighing with no notice to the Contractor. All eight discrepancies will be resolved prior to departing the scale site. The Contractor and COR (if present) shall sign all weight tickets. The Contractor shall submit a monthly report (para 1.5) that includes weigh tickets that reflect the disposed tonnage, disposal date, vehicle type and landfill tipping fee coast. The Contractor shall be reimbursed for tipping fees according to submitted invoices.

Use of Delaware Solid Waste Authority scales/facilities is the preferred method of vehicle weighing.

1.1.2 Military Family Housing (MFH) (Non-Privatized) – RESERVED

1.1.2.2 Municipal Solid Waste – RESERVED

1.1.2.3 Recycling – RESERVED

1.1.2.4 Compostable Organics – RESERVED

1.1.2.5 Bulk Item Pickup – RESERVED

1.1.3 Over and Above Requirements

The following services shall be priced separately in accordance with the cost contained in blocks 19 through 24 on the SF 1449. The contractor shall be compensated IAW the price specified on the SF 1449 for that service. The contractor shall be compensated IAW the unit price when these services are requested.

1.1.3.1 Unscheduled Pickup and Special Events

In addition to the scheduled solid waste collections, the CO or COR may request the contractor make unscheduled collections and disposals. For unscheduled events, the contractor shall respond within one business day of notification from the CO or COR. For special events, the contractor shall also provide (or re-position as directed) solid waste containers. These containers shall be placed in locations for a length of time designated by the CO or COR. The CO shall notify the contractor in writing at least 7 days in advance of the special event date. See Appendix A, Table A-1 for workload data.

1.1.3.2 Construction and Demolition Debris (C&D)

Contractor shall empty, collect, and dispose of all waste and replace liners in government furnished containers located at the locations designated in Appendix A before their capacity is exceeded. Estimated frequencies are included in Appendix A.

1.1.3.3 Public/Common Use MSW Receptacles – RESERVED

1.1.3.4 Public/Common Use Recycling Receptacles

Contractor shall empty, collect, and dispose of all waste and replace liners in government furnished containers located at the locations designated in Appendix A before their capacity is exceeded. Estimated frequencies are included in Appendix A.

1.1.3.5 Ash Collection – RESERVED

1.1.3.6 Additional Pickups

In the event unusual conditions cause a container to require pickup before the scheduled time, the CO or COR may request in writing (email/Fax sufficient) pickup within 24 hours and the contractor will be compensated at a unit rate based on the container size.

1.1.3.7 Container Relocations

The Government may request relocation of containers. The request will be made in writing and the container will be relocated within 24 hours.

1.1.4 Inclement Weather Schedule

The contractor shall collect MSW and recyclable material during periods of inclement weather. In cases of severe weather, the CO or COR may authorize exceptions. When exceptions are granted all missed collections shall be performed within 24 hours after the severe weather has terminated, unless the CO authorized additional time.

1.1.5 Route Parameters

The contractor shall propose routes to the base through the South Gate/ Commercial Vehicle Gate to the CO and COR for acceptance. Collection shall be made between the hours of 7:00 a.m. to 4:30 p.m. Monday through Saturday. Collection outside these hours shall require prior coordination of the CO or COR.

1.1.6 Points of Collection
Collection stations for MSW and recyclable materials are shown in Appendix B. The contractor shall position bulk containers for customer ease in depositing MSW. The contractor shall also position containers to minimize interference with adjacent parking areas, sidewalks, roadways, overhead utilities, trees, storm drains, and other potential obstructions.

1.1.7. Cubic Yard Capacity
Proposed capacity of containers is indicated in Appendix A, Table A2. The contactor is encouraged to identify changes to the capacity of containers and/or pickup frequency to improve the overall efficiency of MSW and recycling removal, and to submit the changes to the CO or COR. No changes shall be made until the proposed change is coordinated with the CO or COR.

1.1.8 Government-Approved Containers
Collection of MSW and recyclable materials in all areas shall be from contractor-provided, CO or Cor accepted containers. Containers shall meet the base architectural/appearance standards.

1.1.9 Maintaining Containers and Collection Area
The Contractor shall return all MSW and recycling containers to their original location after servicing, in an upright position with the lids securely in place (closed). The Contractor is responsible for cleaning up any spills, debris, etc., on the ground within 10 feet of the container when servicing a location, The contractor shall collect debris placed at collection stations; for example, tree branches, sacks, cartons, boxes, cans, tied bundles, or other containers. It is intended that most debris will be placed in containers. The Contractor shall notify the COR of locations where debris is frequently placed outside of containers so the COR may notify facility managers and, if necessary, the Contractor can adjust the container size of pickup frequency with CO or COR approval. The contractor shall also notify the COR if it is discovered that a particular receptable is being utilized for the wrong material.

1.2 RECYCLABLE MATERIALS PROCESSING
The base operates a Qualified Recycling Program (QRP) to reduce the volume of non-hazardous solid waste generated. It is the intent of the base to conduct direct sales of recyclable commodities through a QRP. The contractor shall provide a detailed accounting of recyclable commodities sold (type/weight/price) to the QRP along with 100 percent of the sales proceeds. The contractor shall be aware of the DoD and USAF waste diversion goals and notify the base QRP manager of protentional waste diversion opportunities in the local area. The Air Force waste diversion goals can be found in the most current USAF Strategic Sustainability Performance Plan (SSPP). The USAF SSPP can be found at http://www.safie.hq.mil/esoh.

1.2.1 Materials
The following items shall be recycled: metal beverage containers, glass (clear, brown, green), office paper, newspaper, corrugated cardboard, plastics, scrap wood, batteries, tires. Contractor may recycle materials not listed above with prior coordination of the CO or COR. All recyclable items shall be stored, shipped and disposed of in accordance with federal and local requirements.

1.2.2 Pickup Points
Contractor shall provide recycling containers at the locations specified in Appendix A. Table A2. Containers shall be emptied as specified in section 1.1.1.3.

1.2.3 Base Recycling Center/ Material Recovery Facility – RESERVED
The government will provide the contractor use of the base recycling center as shown in Appendix B. Alternatively, the contractor may transport mixed recyclables to a contractor-owned or third party off-base facility for separation and resale so long as government recyclable materials are sorted and weighed prior to commingling with other customers' recyclables.

1.2.3.1 Contractor Responsibilities – RESERVED

1.2.4 Marketing – RESERVED

1.2.5 Sales Receipts

The contractor shall provide a Commodity Sales Summary to the COR, no later than the fifth working day of each month, consisting of commodity type sold, sales proceeds achieved by commodity and weights of commodity sold. Documentation to accompany the Commodity Sales Summary includes commodity sales receipts, commodity sold weigh tickets, and

reimbursement check for commodity sales proceeds. The contractor shall also submit an invoice for reimbursement for costs associated with conducing sales transactions, collection, processing commodities, and transporting commodity buyers.

1.2.6 Composting [RESERVE IF COMPOSTING OPERATION ARE NOT UTILIZED.] – RESERVED

1.2.6.1 Chipping/Debagging – RESERVED

1.2.6.2 Material Placement – RESERVED

1.2.6.3 Windrow Maintenance – RESERVED

1.2.6.4 Disposition – RESERVED

1.3 DISPOSAL

1.3.1 Off-Base Disposal

The contractor shall transport and dispose of all municipal solid waste at a permitted off-base disposal site. A copy of the landfill(s) operating permit that material is transported to shall be provided to the CO. The contractor shall transport recyclable commodities to an off-base material recovery facility. The contractor is responsible for disposal being in accordance with existing local, state, and federal regulations. The contractor shall be responsible for any permit or fees associated with the use of off-base disposal locations and invoice to CLIN 0018 for reimbursement.

1.3.2 Disposal of Non-marketable Materials

Any commodity rejected by a predetermined commodity buyer must be reclaimed by the contractor for commodity rework or disposal. Commodity rejection explanation must be provided to the CO or COR within 24 hours of buyer rejection along with remedy of the reject and plans to prevent same future rejections.

1.4 EQUIPMENT MAINATENANCE

The Contractor shall furnish containers that match the architectural/appearance standards of the base. Additional re-painting must match the approved color scheme. The Contractor shall maintain all Contractor and Government provided containers so that they have a professional appearance and ensure they are free of unpleasant odors, dirt, debris, and pests. All containers must remain in good, workable condition, with no leaks. They must remain easily accessible to customers. The Contractor shall perform all cleaning, panting, repair and other maintenance tasks off base. Trucks and trailers used for hauling and collecting shall be free of odor, dirty, debris, and pests. Contractor vehicles and equipment shall not have any waste, or equipment leaks such as oil or hydraulic fluid. Should any contractor vehicles or equipment have any leaks, the contractor is responsible for cleanup.

Current color scheme is Bald Eagle Brown for 8 cu yd containers and Eagle Feather Tan for roll-off containers.

1.5 REPORTS AND RECORDS

The Contractor shall provide a monthly report, by the fifth working day of the month, detailing the previous months total contract costs incurred, cumulative weight tickets for total tonnage of solid waste collected (MSW, C&D, organic, and recycling), tipping fees, weights diverted by recyclable commodity, cost for divert to recyclable commodity, and commodity sales proceeds reimbursed in sufficient detail to support Defense Environmental Programs Management requirements. ALL RECYCLABLE SALES RECEIPTS must accompany the report. Format for these monthly reports shall be coordinated with the CO or COR.

RECORDS MANAGEMENT: The contractor understands that when creating, handling and maintaining records for the Air Force, either electronic or paper, you must meet the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program. To meet the requirements established IAW the above-mentioned regulations contact the Base Records Management Office (436 CS/SCXK, Bldg. 310) at (302)677-5157 for guidance and training.

2. SERVICE SUMMARY

The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The Services Summary (SS) and the Contractor's Quality Control Plan provide information on contract requirements, the expected level of Contractor performance, and the expected method of government validation and conformation of services provided. These

thresholds are critical to mission success. Procedures as set forth in the FAR 52.212-4 (a), Contract Terms and Conditions – Commercial Items, Inspection/Acceptance, will be sued to remedy all deficiencies. During the first initial 30 days of the contract, two additional errors on each Performance Objective shall be allowed in ana effort to identify normal phase-in problems.

Performance Objective	PWS Para	Monthly Performance Threshold	Remedy
PO-1 – Collect Municipal Solid Waste	1.1	Exceptional: 0 Defects Very Good: 1 Defect Satisfactory: 2 Defects Unsatisfactory: 3 or more Defects	Re-performance within 8 hours of notification or an acceptable timeframe approved by the COR
PO - 2 – Perform Recyclable Materials Processing IAW QRP and USAF SSPP	1.2	Exceptional: 0 Defects Unsatisfactory: 1 or more Defects	Re-performance within 8 hours of notification or an acceptable timeframe approved by the COR
PO - 3 – Dispose of Municipal Solid Waste IAW the established governing directives	1.3	Exceptional: 0 Defects Unsatisfactory: 1 or more Defects	Re-performance within 8 hours of notification or an acceptable timeframe approved by the COR
PO - 4 - Maintain equipment in good workable condition. Trucks and solid waste containers washed and free of odors.	1.4	Exceptional: 0 Defects Very Good: 1 Defect Satisfactory: 2 Defects Unsatisfactory: 3 or more Defects	Re-performance within 8 hours of notification or an acceptable timeframe approved by the COR
PO - 5 – Perform unscheduled collections required by the contracting officer IAW paragraph 1.1	1.1.3.1	Exceptional: 0 Defects Unsatisfactory: 1 or more Defects	Re-performance within 8 hours of notification or an acceptable timeframe approved by the COR
PO - 6 – Produce/maintain reports and records by 5th working day of the month	1.5	Exceptional: 0 Defects Unsatisfactory: 1 or more Defects	Re-performance within 8 hours of notification or an acceptable timeframe approved by the COR

1.2 QUALITY CONTROL

The contractor shall develop and maintain a quality program to ensure integrated solid waste management is performed in accordance with commonly accepted commercial practices. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraph 2, Service Summary.

2.2 QUALITY ASSURANCE

The Government shall inspect and evaluate the Contractor's performance to ensure services are received in accordance with requirements set forth in this PWS. The contractor shall provide work schedules to the COR in accordance with paragraph 4.3 of this PWS. The COR shall inspect by validating actual work performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting their task of its results to determine whether performance meets the standards contained in this PWS. The COR will use the Contractor's work schedule or modified version thereof, to record validation results. Results of the validation then become the official Air Force record of the Contractor's performance. When a performance threshold has not been met or Contactor performance has not been accomplished, the COR will initiate and provide the COR a Contract Discrepancy Report (CDR) DD Form 2772 for issuance to the Contractor. The Contractor shall respond to the CDR IAW instructions provide and return it the CO within 10 calendar days of receipt.

2.3 PERFORMANCE ASSESSMENT

2.3.1 Periodic Validations

This method requires the COR to employ a "spot check" style of evaluation based on the Contractor's schedule. Periodic validations will be conducted on a scheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, based on quality trends.

2.3.2 Unsatisfactory Performance

Any unsatisfactory inspection (defect) result shall be recorded, and the Contractor shall re-perform the service after notification by the COR. Failing to meet the performance threshold as outlined in the SS for any of these performance objectives in any one month period shall result in a warning or letter of concern from the CO. Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-function Team. All remedies shall be in accordance with the FAR 52.212.-4 (a), Contract Terms and Conditions – Commercial Items, Inspection/Acceptance.

2.4 PERIODIC PROGRESS MEETINGS

2.4.1 Meetings

The CO, Functional Commander, COR, QRP Manager and/or Solid Waste Manager, other government personnel as appropriate, and the Contractor shall periodically meet to discuss the Contractor's performance. The following issues shall be discussed: opportunities to improve the contract, required contract modification(s), unsatisfactory inspections and trends against each performance objective observed, positive performance and steps taken by the Contractor to prevent unsatisfactory occurrences in the future. The Contractor shall provide a summation of unsatisfactory inspections and customer complaints and provide insight into any identified trends.

2.4.2 Meeting Minutes

The minutes of these meetings will be reduced to writing, signed by the CO, and any other signatures as deemed appropriate, distributed to the functional area and the Contractor. Should the Contractor not concur with the minutes, the Contractor shall provide a written notification to the CO identifying areas of non-concurrence for resolution.

3. GOVERNEMNT FURNISHED PROPERTY AND SERVICES

No government furnished property is associated with this contract.

Government furnished service will include:

On base Distribution: Any documentation for the COR or Solid Waste Manager may be sent/brought to the Recycling Center/Scrap Yard, Building 650 Atlantic Street.

Security Police and Fire Protection, The Government will provide general information on base Security Police and Dire Protection service. Security and Emergency services dial 911, for Security Police telephone extension 2100 for emergencies, and 677-6666 for routine calls.

1.3 Recycling Center/Material Recovery Facility – RESEREVED

4. GENERAL INFORMATION

4.1 MISSION

The overall Civil Engineer mission at the base is to plan, maintain, operate, and protect the infrastructure. Facilities, and environment for assigned Airmen, families, and civilian employees.

4.1.1 SAFETY REQUIRMENTS AND REPORTS

The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupation disease, or adverse environment impact. Provide a completed copy of required Accident Investigation Reports to the CO within five calendar days of each occurrence.

4.1.2 FLIGHT LINE DRIVING:

Anyone driving on behalf of the Contractor will be required to obtain an Airfield Driver's License from Airfield Management, which includes attendance at a course lasting approximately 2 hours. Drivers must also have a valid Driver's License. Flight- line Driving: Contractors will have to adhere to the provisions in DAFBI 13-202 if operating on the airfield.

4.1.3 SPECIAL QUALIFICATIONS - RESERVED

4.1.4 CONTRACTING OFFICER AND CONTARCTING OFFICE RESPRESNTATIVE. (QUALITY ASSURANCE PERSONNEL)

The Contracting Officer will appoint a primary and alternate representative for management of the day-to-day activities of the contract. The identity, title, and authority of this representative will be provided in writing to the contractor after contract award.

4.1.5 MULTI-FUNCTIONAL TEAM. [OPTIONAL, RESERVE NOT IF IMPLEMENTED] – RESERVED

4.1.6 PARTNERNING AGREEMENT

The CO may require a partnering agreement, or multi-functional team, between the Government and Contractor to facilitate cooperation and a sound partnership of all parties involved in the execution of this contract. Partnering is the creation of a Government-Contractor relationship that promotes achievement of mutually beneficial goals. It involves an agreement in principle to share the risk involved in completing the project and to establish and promote a nurturing partnership environment. Representatives from each organization are encourage to participate in developing a partnering agreement. The partnering agreement that results may be formal or informal. If formal, it should be reduced to writing and signed by the parties involved.

4.1.7 DAMAGES TO GOVERNEMNT BUILDINGS, EQUIPMENT, OR VEGETATION

Damages to government buildings, equipment, or vegetation are addressed in FAR 52.237-2, Protection of Government Building, Equipment, and Vegetation.

4.2 BACKGROUND – RESERVED

4.3 HOURS OF OPERATION

Perform integrated solid waste management services during normal duty hours and be available (by phone, pager, cell phone, text message or fax) during the Government Program Office's hours (7:00 a.m. to 4:30 p.m., Monday through Saturday) and for after-hours response to refuse/recycling problems or emergencies. This excludes federal holidays, unless otherwise required in the contract or approved by the CO. There may be situations that require the Contractor to work at times other than normal duty

hours. When the Contractor's work schedule conflicts with an Air Force mission requirement, advise the CO and reschedule the work to minimize disruption.

4.4 HOLIDAYS & CLOSURES

Recognized Federal Holidays

There may be federal holidays when the Contractor is not required to perform service, except in emergency situations or to support specific mission needs. The holidays are:
New Year's Day – 1 January
Martin Luther King Day – 3rd Monday in January
Washington's Birthday – 3rd Monday in February
Memorial Day – Last Monday in May
Juneteenth – June 19th
Independence Day – 4 July
Labor Day – 1st Monday in September
Colombus Day – 2nd Monday in October
Veterans' Day – 11 November
Thanksgiving Day – 4th Thursday in November
Christmas Day – 25 December
If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday falls on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first day after the holiday observance.

4.4.1 Other Base Closures

Work scheduled but not accomplished because of base closure due to exercises or real-world events will be accomplished as soon as possible after base reopening.

4.5 PERFORMANCE OF SERVICE DURING CRISIS OR HEIGHTENED SECURITY

The services under this contract are not essential for performance during crisis. The CO will determine circumstances which constitute a crisis based on direction from Security Forces and base leadership.

4.6 CONTRACTOR WORK SCHEDULE

4.6.1 Schedule Submission and Approval

The Contractor shall submit a schedule for all services described in this PWS and Appendices to the CO for approval at the post-award conference. The schedule shall include routes, pickup points, times, and days that pickups will occur. The Contractor shall not deviate from the approved schedule without prior approval from the CO or COR. Permanent changes to the schedule must be submitted 10 days before implementation and receive CO approval before the Government will allow the proposed changes. The schedule must be submitted electronically using a file format compatible with Government software.

4.6.2 Schedule Changes

Occurrence-based (non-permanent) schedule changes due to customer requests or base exercises shall be submitted to the COR and do not require CO approval.

4.7 CONTRACT PERSONNEL

4.7.1 Contract Manager

The contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available during normal duty hours to meet on the installation within 1 hour with the government personnel designated by the CO to discuss problem

areas. The contractor shall provide the CO telephone number(s) where validation results and complaints can be reported. The contractor shall also provide to the CO the names and phone numbers of contractor POCs for after business hours including nights, weekends, and holidays. This information will be kept updated by the contractor whenever personnel changes occur. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operation of this contract.

4.7.2 Personnel

Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, overcoats, or hats, bearing the company name or logo. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection.

4.7.3. Employee Restrictions.

The government is authorized to restrict employment under the contract of any contractor employee or prospective contractor employee who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

4.8 CONTRACTOR MANPOWER REPORTING

The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for "U.S. Air Force" via a secure data collection site. The contractor is required to completely fill in all required data fields at http://www.ecmra.mil. Reporting inputs will be for the labor executed during the period of performance during each government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the electronic Contractor Manpower Reporting Application (eCMRA) help desk.

4.9 SECURITY REQUIREMENTS

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

4.9.1 Base Access

The Contractor must be aware that entry requirements are subject to change due to installation and world situations. All employees may be subject to a background check through the FBI for base access.

4.9.2 Key Control

The contractor shall establish and implement methods of making sure all keys/combinations issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report to the COR or CO any occurrences of lost or duplicated keys. In the event keys other than master keys are lost or duplicated, the contractor may be required, upon written direction of the CO, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, the government shall replace all locks and keys for that system, and the total cost will be deducted from the monthly payment due the contractor.

4.9.3 Main Base Access

Current security access restrictions at the South Gate require all contractor vehicles (which are the size of a standard bread delivery truck or larger) to enter through the Commercial Vehicle Gate only. Contractor vehicles may be subject to search prior to gaining base entry. The Contractor should plan and allow for delays because of increased and ever- changing security procedures. The contractor shall obtain contractor identification badges for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto DAFB from 438 SFS Pass and Registration, for the duration of the contract. Vehicle registration, proof of insurance and a valid driver's license must be presented for all vehicles while operating on the Installation. All vehicles entering the Dover Air Force Main Base, Military Family Housing or sensitive areas are subject to search. Any refusal or non-consent by an employee will result in termination of their base access and immediate confiscation of this access badge.

During Force Protection Condition (FPCON) Normal and Alpha, personnel without base issued badges must be sponsored onto the installation.

During FPCON Bravo, Charlie and Delta, personnel without base issued identification shall be physically escorted onto the installation.

During Higher FPCONs (Charlie and Delta) the base will normally curtail non-essential operations/functions; access by non-essential Contract operations will be suspended as the direction of the Installation Commander.

4.9.4 Security Manager

Upon contract award, the Contractor shall designate, in writing to the CO, a Security Manager who shall be the Contractor's point of contact for all security matters. Within 5 working days of contract award, the Contractor's Security Manager shall contact the Civil Engineer Squadron (CES) Security Manager for assistance on accomplishing Contractor personnel security requirements.

4.9.4.1 Security Training

Contractor personnel are required to attend security and OPSEC orientation under Homeland Security Presidential Directive (HSPD) Title 12. The Contractor shall schedule initial and annual refresher training (for all assigned contractor personnel) through the CES Security Manager. All contractor personnel shall be thoroughly briefed by the CES Security Manager on established security requirements and procedures as stipulated in Air Force Policy Directive (AFPD 31-1, Integrated Defense).

4.9.4.2 Security Authority

The Contractor shall brief all employees that they shall ***immediately leave any area*** upon notification by the CO, COR, constituted authority, Security Forces, or when directed as occasional operational requirements, real world activities, or emergencies dictate.

4.9.5 Restricted/Controlled Areas

Contractor performance within restricted/controlled areas shall require Contractor compliance with various levels of security and established personnel security entry control procedures. The Contractor shall ensure all contractor employees performing services in secured areas are processed for a controlled area, limited access, or visitor badge by the Entry Controller of the restricted/controlled area.

4.9.5.1 Access Coordination

The facility manager/user/occupant/requester will be responsible for ***providing*** access, escorts, or temporary visitor access badges for contractor personnel while performing ISWM duties. The Contractor shall be responsible for scheduling access/escorts/badges by contacting the facility manager/requester at the Entry Control Point of the restricted/controlled area.

4.9.5.2 Escorts

At all times while in restricted/controlled areas, contractor employees shall be under direct surveillance of a person from that facility who is cleared to wear a controlled area badge and perform escort duties. Visitor badges shall be returned to the Entry Controller each time the employee completes the duties and leaves the area. This requirement is waived for contractor personnel who have unescorted access privileges and display a controlled area badge for the restricted/controlled areas.

4.9.6 Employee Background Checks

All Contractor employees who do not have a current security investigation acceptable to the Security Forces, and who require a National Agency Check (NAC) for the performance of their duties, shall complete an Electronic Personnel Security Questionnaire (EPSQ), SF 85P, Questionnaire for Public Trust Positions, in three copies (original and two photocopies); and an AF Form 2583, Request for Personnel Security Action. For all employees requiring local area network (LAN) access (if applicable), the Contractor shall submit the following information: full name, date and place of birth, social security account number, affirmation of United States citizenship, and any current security investigation data. Information shall be in writing, on company letterhead, and submitted to Security Forces through the CES Security Manager.

4.9.6.1 Pre-approval Coordination

The CES Security Manager is the source for the necessary forms and will provide instructions for receiving, preparing, and processing these forms. The Contractor shall coordinate with all required facilities to process all necessary paperwork. After forms have been properly completed, the CES Security Manager will make an appointment for contractor employee(s) to go to the Security Forces for submittal of paperwork and fingerprinting. Appointments will be scheduled within two weeks of request.

4.9.6.2 Badge Issuance

A minimum of 180 days is required to process contractor employee NACs. Additional time will be required if the NAC is unfavorable and may result in denial of entry to restricted/controlled areas or denial of base LAN access. The CES Security Manager will notify the Contractor of any NAC results. After completion of a favorable NAC, each eligible employee shall report to the CES Security Manager for processing of AF Form 2586, Unescorted Entry Authorization Certificate. The CES Security Manager will schedule appointments for issuance of badges.

4.9.6.3 Access Revocation

The Dover AFB Installation Commander reserves the right to deny restricted area entry to any contractor employee who's NAC is unfavorable, and the right to terminate the entry of any employee upon disclosure of information indicating the individual's continued entry to a secure area is not in the best interest of national security.

4.9.6.4 Badge Validity

Controlled area badges will be valid only for the actual period of employment or the term of the contract, whichever occurs first. Contractor employees must display the controlled area badge on their outer garment above waist level, and must, upon request, surrender the badge to any DoD member for identification verification. Violations or deviations from established security procedures by contractor employees may result in confiscation of controlled area badges and denial of future entry to restricted areas.

4.9.6.5 Contract Personnel Requirements

The Contractor shall not employ persons for work on this contract who are identified to the Contractor by the CO as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

4.9.7 Contractor Vehicles

Contractor vehicles must be always maintained in a safe and operational condition while on Dover AFB.

4.9.8 For Official Use Only (FOUO)

The contractor shall comply with DoD 5400-7-R, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

4.9.9 Reporting Requirements

Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security or well-being of DoD personnel, contractor personnel, resources, and classified or unclassified defense information.

4.9.10 Physical Security

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

5. AWARENESS TRAINING

5.1 ANTITERRORISM

References:

Department of Defense Instruction O-2000.16, Volume 1 DoD Antiterrorism (AT) Standards, Standard 18

Defense Federal Acquisition Regulation Supplement (DFARS) (*R*eference (r)) reflects current DoD AT security requirements for defense contractors.

Joint Publication 3-07.2 Antiterrorism

Terrorism is defined as: The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.
Antiterrorism: As a prelude and during performance of any contract, it is critical that the Contractor be supportive of all Department of Defense (DoD) requirements to protect personnel and their families, installations, facilities, information, and other resources from terrorist acts.
Antiterrorism Awareness Level I Training
Contractors or subcontractors *possessing a Common Access Card (CAC)* will complete AT Awareness Level I training IAW DAFI 31-145, *Antiterrorism*, Standard 25, by completing the—Force Protection computer based training (CBT) course through the MyLearning site. This training site is available through the AF Portal at https://lms-jets.cce.af.mil/moodle/. This site automatically records members completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager.
Contractors or subcontractors *without a CAC* or who do not have access to a government Non-classified Internet Protocol Router Network (NIPRNET) computer performing construction/services on the installation will complete AT Awareness Level I training IAW DAFI 31-145, Antiterrorism, Standard 25, by completing the— Level I Antiterrorism Awareness computer based training (CBT) course through the Joint Knowledge Online (JKO) Learning Management System (LMS) at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf
Force Protection Condition (FPCON) Impact on Work Levels: If the DAFB FPCON level is elevated to Charlie, the installation shall evaluate the need for contract services to be discontinued. At FPCON Delta, services are discontinued. Services shall resume when the FPCON level has been lowered.
Administrative Note: In the event of an emergency, dial **9 1 1** from any land line on the installation. The call will be routed to the ECC (**302-677-6666**). If you use a cell phone and dial **9 1 1,** you will be routed to the county **9 1 1** dispatch (Kent County). Simply inform the dispatcher that you are on DAFB, they will route your call to the DAFB ECC.

5.2 OPERATIONAL SECURITY (OPSEC)

Avoid revealing or discussing information/media related to work conducted on/for the installation to any person without a valid need to know and adhere to a 100% shred policy when discarding written/printed materials. Contractors or subcontractors possessing a Common Access Card (CAC) will complete DAF-Operations Security Awareness Training (CBT) course through the MyLearning site. This training site is available through the AF Portal at https://lms-jets.cce.af.mil/moodle/. This site automatically records members' completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager. For contracts that require additional OPSEC measures, elevated security requirements will be conducted utilizing DD Form 254, Department of Defense Contract Security Classification Specification and appropriately annotated IAW DODM5220.22V2_AFMAN 16-1406v2, NATIONAL INDUSTRIAL SECURITY PROGRAM: INDUSTRIAL SECURITY PROCEDURES FOR GOVERNMENT ACTIVITIES. Additionally, if the OPSEC block is checked on the DD Form 254, the 436th Contracting Squadron unit OPSEC coordinators shall: Task the contractor to develop an OPSEC program plan to address how the contractor plans to protect critical and sensitive contracted information, and upon organization acceptance, implement an OPSEC program plan crafted for nature of work and operational concerns.

6. APPENDICES

APPENDIX A

TABLE A1 – ESTIMATED WORKLOAD DATA

ITEM / CLIN REF	NAME	ANNUAL ESTIMATED QUANTITY	
X001	Municipal Solid Waste	870	Tons
X002	Food Waste	100	Tons
X003	Recyclable Commodity- Paper/Cardboard 8 CY	150	Tons
X009	Container Placements 30 CY	200	Tons
X013	Additional Pickups -Glass, Plastic, Cardboard, Wood_ 30 CY	300	Tons
X014	Container Placements	2	Each
X017	Container Maintenance	170	Each
X019	Provide Tire Enclosure	1	Each
X021	Collect/Dispose of Tire Container	8	Tons
X022	Collect/Dispose Refuse 30 CY	200	Tons
X023	Munciple Solid Waste Collection MED Grp	18	Tons
X024	Container Maintenance MED Grp	2	Each
X025	Munciple Solid Waste Collection JPED	7	Tons
X026	Container Maintenance JPED	1	Each
X027	Munciple Solid Waste Collection TWCF	175	Tons
X028	Container Maintenance TWCF	17	Each
X029	Munciple Solid Waste Collection Lodging	30	Tons
X030	Container Maintenance Lodging	4	Each

TABLE A2 - TASKS & ESTIMATED FREQUENCIES

ITEM	NAME	ESTIMATED CONTAINERS	
1	Maintain, clean, and paint containers for Dover Main Base, sites and ranges	170	Each
2	Provide service to 8 Cu Yd containers	157	Each
3	Provide service to 30 Cu Yd roll-off containers	10	Each
4	Provide service to 20 Cu Yd roll-off container	1	Each
5	Provide service to 20 Cu Yd tire roll-off container	1	Each
6	Provide service to 2 Cu Yd container	1	Each

MSW Container Location/Schedule
R = Refuse Containers
G = Food & Garbage Containers

Facility #	Size (CY)	Type	Mon	Tue	Wed	Thu	Fri	Sat	Dumps/Week
105	8	R				X			1
115A	8	R		X					1
115B	8	R		X					1
116A	8	R			X				1
116B	8	R			X				1
122	8	R				X			1
140/150	8	G & R		X	X	X	X	X	5
203	8	R				X			1
205	8	R			X			X	2
206	8	R				X		X	2
211	8	R					X		1
212	8	G & R		X	X	X	X	X	5
222	8	G & R		X	X	X	X	X	5
261	8	R			X				1
264	8	R			X				1
266A	8	G & R		X	X	X	X	X	5
266B	8	R			X				1
268A	8	G & R		X	X	X	X	X	5
268B	8	G & R		X	X	X	X	X	5
268C	8	G & R		X	X	X	X	X	5
270A	8	R				X			1
270B	8	R			X				1
300	8	R			X			X	2
304	8	R			X				1
310	8	R		X					1
401/2	8	R		X		X		X	3
403A	8	G		X	X	X	X	X	5
403B	8	G		X	X	X	X	X	5

414	8	G		X		X		X	3
417	8	R			X				1
420/423	8	G & R		X	X	X	X	X	5
421	8	R		X		X		X	3
430	8	R		X		X		X	3
435	8	R		X		X		X	3
445	8	R		X		X		X	3
475	8	R			X				1
476	8	R				X			1
479A	8	G & R		X	X	X	X	X	5
479B	8	G & R		X	X	X	X	X	5
501	8	R			X			X	2
502	8	R			X				1
503A	8	R			X			X	2
503B	8	R			X			X	2
508	8	R			X			X	2
520/524	8	R			X				1
550A	8	R			X			X	2
550B	8	R			X			X	2
600	8	R				X			1
607A	8	R				X			1
607B	8	R				X			1
615	8	R			X				1
635	8	R			X				1
639A	8	R			X			X	2
639B	8	R				X			1
639C	8	R				X			1
639D	8	R				X			1
639E	8	R				X			1
650	8	R				X			1
706	8	R			X				1
709	8	R			X				1
711	8	R			X				1
715	8	R						X	1
719A	8	R			X			X	2
719B	8	R			X			X	2
721	8	R			X			X	2
726	8	R			X			X	2
760A	8	R			X			X	2
760B	8	R			X			X	2
779	8	R			X			X	2
780	8	R			X				1
781	8	R			X				1
794	8	R			X			X	2
800	8	R			X			X	2
801	8	R			X			X	2
810	8	G & R		X	X	X	X	X	5

845	8	R			X				1
860A	8	R			X			X	2
860B	8	R						X	1
910	8	R				X			1
916	8	R				X			1
918	8	R				X			1
921/922	8	R				X			1
945	8	R				X			1
1212	8	R			X				1
1270	8	R			X				1
1301	8	R			X				1
1306	8	R			X				1
1320	8	R			X				1
1344	8	R			X				1
1350	8	R			X				1
1355 Fam Camp	8	R			X				1
1402	8	R			X				1
1403	8	R			X				1
1501	2	R			X				0.5
2998	8	R			X				1

Recycling Container Location/Schedule

C = Cardboard

P = Paper

M = Mixed Plastics/Glass/Aluminum Cans

W = Wood

Facility #	Size (CY)	Type	Mon	Tue	Wed	Thu	Fri	Sat	Dumps/Week
115A	8	C				X			1
115B	8	P	X						0.25
122	8	C				X			1
140	8	C				X			1
200	8	P	X						0.25
206	8	C				X			1
212	8	C				X			1
222	8	C				X			1
261A	8	C				X			1
261B	8	P	X						0.25
266	8	C				X			1
270A	8	C				X			1
270B	8	P	X						0.25
300A	8	C				X			1
300B	8	P	X						0.25
304	8	C				X			1
310	8	C				X			1

403	8	C				X			1
421	8	C				X			1
423	8	C				X			1
442	8	C				X			1
476	8	C				X			1
501A	8	C				X			1
501B	8	P	X						0.25
502	8	C				X			1
503	8	C				X			1
515	8	C				X			1
520A	8	C				X			1
520B	8	P	X						0.25
550A	8	C				X			1
550B	8	P	X						0.25
550C	30	C							As Needed
550D	30	W							As Needed
550E	30	W							As Needed
600A	8	C				X			1
600B	8	P	X						0.25
608	8	C				X			1
630	8	C				X			1
632	8	C				X			1
639A	8	C				X			1
639B	8	C							1
639C	8	C							1
639D	8	P	X						0.25
639E	30	W							As Needed
650A	8	C				X			1
650B	8	P	X						0.25
650C	30	W							As Needed
650D	30	M							As Needed
712	8	C				X			1
715	8	C				X			1
721	8	C				X			1
725A	8	C				X			1
725B	8	P	X						0.25
727	8	C				X			1
760A	8	C				X			1
760B	8	P	X						0.25
778	8	C				X			1
781	8	C				X			1
800	8	C				X			1
801	8	C				X			1
810	8	C				X			1
845	8	C				X			1
862	8	C				X			1

910	8	C				X			1
916	8	C				X			1
922	8	C				X			1
1212A	30	W							As Needed
1212B	30	W							As Needed
1270	8	C				X			1
1301	8	C				X			1
1350	8	C				X			1
1403	8	C				X			1

APPENDIX B - MAPS AND/OR SITE PLANS
Maps will be provided to contactor showing all station locations for containers and where they are in relation to each other. Refer to the attached Dumpster Location document station locations.

MAIN BASE
CENTRALIZED BULK COLLECTION
POINT RECYCLING CENTER

Other Pertinent Government Office
CIVIL ENGINEERING BLDG – 600
COR OFFICE – 650
CONTRACTING BLDG – 639
PASS AND ID BLDG – 331

APPENDIX C – GOVERNMENT FURNISHED PROPERTY/SERVICES/EQUIPMENT
No government furnished property/equipment

APPENDIX D - CLINS

CONTRACT LINE ITEM NO. (CLIN)	SUPPLIES/SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT
	NON-PERSONAL SERVIES: Provide all supervision, personnel, equipment, transportation, material, and other items and services necessary to perform Integrated Solid Waste Management services at Dover AFB for the period 1 Oct 26 – 31 Sep 27in accordance with the Performance-based Work Statement (PWS) dated: 1 October 26. This CLIN is not separately priced; the requirement of this CLIN applies to all subsequent CLINS (0001-0018).				
0001	Municipal Solid Waste Collection – Base (PWS 1.1.1.1)	12	MO		
0002	Food Waste Collection - Base (PWS 1.1.1.2)	12	MO		
0003	Recyclable Collection - Base (PWS 1.1.1.3) Cardboard/Paper 8CY	12	MO		
0006	Compostable Organics – MFH (Non-privatized) (PWS 1.1.2.3)	NA	MO		
0007	Bulk Item Pickup – MFH (Non-privatized) (PWS 1.1.2.4)	NA	EA		
0008	Unscheduled Items Pick-up and Special Events (8 CY Containers) (PWS 1.1.3.1)	10	EA		
0009	Construction and Demolition Debris Placement / Pickup (PWS 1.1.3.2) 7NOT FOR CONSTRUCTION ONTRACT (SRM) DEBRIS] (3 0 CY Containers)	50	EA		
0010	Public/ Common Use MSW Receptacle Collection (PWS 1.1.3.3)	NA	MO		
0011	Public/ Common Use MSW Receptacle Collection (PWS 1.1.3.4)	NA	MO		
0012	Ash Collection (PWS 1.1.3.5)	NA	MO		
0013	Additional Pickups (PWS 1.1.3.6.) Recycling 30 CY	150	EA		
0014	Container Relocations (PWS 1.1.3.7)	2	EA		
0015	Operate Base Recycling Center / Material Recovery Facility (PWS 1.2)	NA	MO		
0016	Operate Compositing Facility (PWS 1.2.6)	NA	MO		

0017	Equipment Maintenance (PWS 1.4)	NA	EA		
0018	Landfill Tipping Fees (PWS 1.5)	NA	Tons		
0019	Provide Tire Enclosed Container 1- 20 CY	12	MO		
0021	Collect/Dispose of Tire Container	4	EA		
0022	Collect/Dispose Refuse Base Tonnage (30CY)	240	Tons		
0023	Municipal Solid Waste Collection MED (2-8 CY Containers)	12	MO		
0024	Maintenance/Clean Bulk Containers MED	12	MO		
0025	Municipal Solid Waste Collection JPED (1-8 CY Container)	12	MO		
0026	Maintenance/ Clean Bulk Containers JPED	12	MO		
0027	Municipal Solid Waste Collection TWCF (17-8 CY Containers)	12	MO		
0028	Maintenance/ Clean Bulk Containers TWCF	12	MO		
0029	Municipal Solid Waste Collection Lodging (4-8 CY Container)	12	MO		
0030	Maintenance/ Clean Bulk Containers Loding	12	MO		
TOTAL CLINS: 0001-0018					

NOTE: CONTRACTING OFFICER SHALL NOT DEVIATE FROM THIS SCHEDULE WITHOUT THE AFIMS APPROVAL. A STANDARIZED CLIN STRUTURE IS CRITIAL FOR AF ACTIVITY MANAGEEMNT PLANS IN ORDER.

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