PERFORMANCE WORK STATEMENT (PWS) FOR SNOW PLOWING SERVICES AT THE U. S. COAST GUARD ACADEMY, NEW LONDON, CT

1.0 GENERAL

1.1 BACKGROUND

The United States Coast Guard (USCG) Academy is an educational institution, which educates, trains and develops leaders of character who are ethically, intellectually, professionally and physically prepared to serve their country and humanity. The Academy provides a four-year Bachelor of Science program to a corps size of approximately 1,000 cadets. The Contractor shall furnish all labor, equipment, transportation and supervision to provide snow removal and salting services on roadways, driveways and parking areas at the USCG Academy and the USCG Child Development Center (CDC) as detailed below.

1.2 SCOPE

Snow plowing and salting services shall be performed in the following areas:

a. Academy and CDC roads, driveways and parking lots
b. Cadet Memorial Field (synthetic turf field)

1.3 OBJECTIVE

The objective is to provide safe and accessible paved surfaces to emergency response vehicles, Academy faculty, staff, students and cadets during periods of inclement winter weather.

1.4 APPLICABLE REFERENCE DOCUMENTS

a. Technical Exhibit 01 – Pavement Snow Removal Areas
b. Technical Exhibit 02 – Snow Removal Check Off Sheet
c. Technical Exhibit 03 – Cadet Memorial Field Diagram

1.5 PERFORMANCE REQUIREMENTS SUMMARY

This contract includes a Performance Requirements Summary (PRS) at PWS 9.0. The PRS plays an integral role in the administration of the contract. In addition to any applicable inspection clauses or other related terms and conditions contained in the contract, the PRS shall serve as a primary tool for inspection and acceptance of services as facilitated by the Contracting Officer's Representative (COR). Evaluation of the Contractor's overall performance shall be in accordance with the performance standards set forth in the PRS, and will be conducted by the COR. The PRS constitutes a material aspect of the contract and will not be changed or otherwise modified without prior written approval of the Contracting Officer.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 GENERAL REQUIREMENTS

2.1.1 Snow and/or Ice Clearing Mobilization. Snow and/or ice clearing services under this contract shall be performed within individual mobilizations. A single mobilization shall be considered complete when ALL the following have been met:

a. Snowfall has stopped for a four-hour period.
b. Snow has been removed from all paved surfaces.
c. Roadways have been salted such that there are no untreated areas greater than 150 square feet.
d. Intersections are cleared to 95% exposed pavement and all slipping or skidding hazards have been controlled for a distance of 75 feet in each direction.
e. All driveways covered by the contract have been cleared.
f. All secondary areas have been cleared and salt has been applied.
g. All snow has been cleared from Cadet Memorial Field as provided in paragraph 2.3 below.

2.1.2 Requirements for Clearing and Treating During Precipitation or Icing Conditions. While snow is accumulating or other icing conditions are occurring, the Contractor shall plow and treat paved surfaces continually. During plowing operations, the Contractor shall perform the services as to avoid disrupting the efforts of the Government's Grounds crew who are clearing sidewalks and minimize the blocking of parked vehicles. The criteria for plowing and applying salt is described below:

a. Primary areas. On all areas identified as primary areas on Technical Exhibit 1, the Contractor shall provide adequate amount of plowing and spreading of salt to ensure roads are safely passable by any vehicle at all times. 'Curb to curb' plowing is not required during precipitation or icing conditions, but the Contractor shall provide adequately wide plowed lanes for two-way traffic except in areas where only one-way traffic is marked. If precipitation occurs at a rate where the Contractor's plows cannot keep up, the contactor shall provide additional plows to keep primary roads safe.
b. Secondary areas. On all areas identified as secondary areas Technical Exhibit 1, the contactor shall provide adequate amount of plowing and spreading of salt only to keep accumulation low enough so that pedestrians can reasonably traverse the area. When vehicles are in parking areas, the Contractor shall make a passage through the driveway portion of the parking area.
c. Child Development Center. The Child Development Center's parking lot must be completely cleared no later than one-hour prior to the opening of the main base, typically by 6:30 for the standard 7:30 Academy opening. On those occasions when the Academy has delayed its opening due to severe weather, the Contractor shall provide snow and ice clearing service at the CDC at least one (1) hour prior to the delayed opening.
d. Deshon Avenue Gate. The roadway leading to the Deshon Avenue Gate must be cleared for vehicle traffic no later than fifteen (15) minutes prior to the Academy's opening time.

2.1.3 Requirements for Clearing and Treating After Precipitation or Icing Conditions Have Ceased. The Contractor shall fully clear and treat all areas included in Technical Exhibit 1. All roadways, parking areas and driveways shall be cleared from curb to curb. Salt shall be spread on all areas. However, during plowing operations, the Contractor shall perform the services as to avoid disrupting efforts of the Government's Grounds crew clearing sidewalks and minimize the blocking any parked vehicles. All work, except areas completely inaccessible due to parked cars, shall be cleared after the workday and within twelve (12) hours of precipitation cessation. Therefore, the Contractor will likely need to return to re-plow parking areas after the workday in many instances. If vehicles continue to occupy spaces after 6:00 pm, areas made inaccessible shall not be required to be cleared.

2.1.4 Snow Removal Check Off Sheet. For each mobilization, the Contractor shall complete a Snow Removal Check Off Sheet, Technical Exhibit 2. A copy of the completed form shall be furnished to the COR prior to the Contractor de-mobilizing for each individual snow event.

2.1.5 Response Time.

a. General. For all snow events, the Contractor must be available to receive mobilization notification 24-hours per day and seven days per week**. The government will issue separate notifications for Tasks 001 and 002 identified below. While the notifications may occur at the same time, the COR will provide specific authorization for each area.** For snow events covered under Tasks 001 and 002, the Contractor shall respond to mobilization calls and commence plowing operations within one hour of receiving the notification from the COR.

2.1.6 Requirements Portion. The services covered in paragraphs 2.2 through 2.3 of this Performance Work Statement will be ordered from the Contractor on an "as needed basis" and will be activated with the issuance of a contract modification or Task Order(s). The Contractor shall only be paid for services rendered and accepted by the government.

2.2 TASK ONE - Snow and/or Ice Clearing Mobilization for Roads and Parking Lots.

Upon notification from the COR, the Contractor shall commence snow and/or ice clearing operations to include salting of paved surfaces. A single snow and/or ice clearing mobilization consists of ALL work required to mobilize with necessary equipment; continually clear and treat surfaces during precipitation or icing conditions; and thoroughly clear and treat surfaces after precipitation has stopped. Each snow and/or ice clearing mobilization shall be classified in depth of inches based on a third party snowfall report, www.certifiedsnowfalltotals.com.

a. Up to 6 inches of accumulation
b. Per inch over 6 inches

2.3 TASK TWO - Snow Clearing Mobilization for Cadet Memorial Field.

Betwee 15 January, through April, upon notification from the COR, the Contractor shall commence snow clearing operations. A single snow clearing mobilization consists of ALL work required to mobilize with necessary equipment; continually clear the field surface after precipitation has stopped.

The Contractor shall exercise extreme care when removing snow from the artificial turf field to ensure no damage to the playing surface and subsurface. The artificial turf field is designed for a maximum load bearing capacity of 70 pounds per square inch. Snow plowing will be IAW FieldTurf manufacturer's recommendation. Indicates that during snow removal operation, do not attempt to scrape the surface clean, leave approximately 1/2 inch of snow, to avoid removal of the rubber crumb and minimize the potential for damage to the surface. The Contractor shall submit a snow removal plan demonstrating their understanding of this work. The snow removal plan shall specify in detail how the Contractor plans to remove the snow and the equipment to be used. The plan shall be provided to the COR by December 15th of each performance period. The Contractor's list of equipment shall be supported with one copy of the manufacturer's specification.

Approved methods for clearing snow include the following:

*Brushes & Brooms: Soft brushes or mechanical sweepers designed for turf can remove light snow without harming fibers.

*Pro-Tech Turf Pusher: This is a specialized plow designed for synthetic turf sports fields, utilizing a rubber-edged blade to remove snow while protecting the turf surface.

*Rubber-Edged Plows/Blades: Instead of metal, using plows equipped with rubber blades is critical for preventing punctures or damage to the turf. Any equipment with sharp edges with not be approved for field use.

*Snow Blowers (Rubber-Edge): Snow blowers with rubber-edged blades can be used for larger areas to efficiently remove snow.

Best Practices for Snow Management on Turf:

*Plow with the Grain: When removing snow, push the plow in the direction of the turf blades (with the grain).

*Avoid Complete Removal: It is often best to leave a small layer (approx. 0.5 inches) of snow on the field, allowing it to melt naturally, which protects the turf from direct contact with plows.

*Use Proper Timing: Remove snow as it falls to reduce the risk of new snow buildup or ice formation.

On weekdays and weekends, work shall be completed as soon as possible once the storm has ended. On weekdays, ideally the government desires the snow to be removed no later than 3:00 p.m. when practical. The field shall be cleared as follows:

a. East and West Sidelines: Remove snow from the women's lacrosse playing field plus 10 feet on both sidelines keeping any snow accumulation to a minimum. Do

not blow snow onto the fuel tank along the east side of Cadet Memorial Field. The field's grandstand along the west side line is comprised of 7 sections designated as Sections A through G. The Contractor may blow snow onto the two southernmost sections (Sections A and B) and onto the two northernmost sections (Sections F and G). The three center sections (Sections C, D and E) shall remain free of blown snow.

b. North and South End Zones: Remove snow from the women's lacrosse playing field and the end zones of the football field. The Contractor may blow snow onto the bank at the south end of Cadet Memorial Field and onto the bleachers at the north end of the Cadet Memorial Field.

The Contractor shall furnish all labor and equipment to provide snow clearing services. Each snow clearing mobilization shall be classified in depth of inches based on a third party snowfall report, www.certifiedsnowfalltotals.com.

a. Up to 6 inches of accumulation
b. Per inch over 6 inches

2.4 TASK THREE - Snow Hauling from Academy Property

Additional snow hauling is an as-needed service to remove accumulated snow from designated areas when on-site snow storage capacity is exceeded or when snow accumulation creates safety, access, or operational impacts. This work is not part of routine plowing or snow relocation and shall only be performed when directed by the Government. The Contractor shall not perform snow hauling without prior written authorization (email acceptable) from the Contracting Officer's Representative (COR).

Snow hauling may be directed by the COR under the following conditions:

- Snow piles encroach upon fire lanes, emergency access routes, or life-safety areas
- Snow accumulation restricts vehicular sight lines or pedestrian safety
- Designated snow storage areas reach maximum capacity
- Successive storm events prevent normal melt-off and relocation
- Snow accumulation interferes with mission operations or facility access

When authorized, the Contractor shall:

- Load accumulated snow using appropriate equipment
- Haul snow to a legal, approved off-site disposal location
- Comply with all local, state, and federal environmental regulations
- Prevent damage to pavements, curbs, utilities, and structures
- Restore disturbed areas to safe, usable condition upon completion

Snow hauling shall be measured and paid on a per truckload basis. A "truckload" is defined as one fully loaded dump truck (minimum 10 cubic yards or contractor-standard capacity). The unit price shall include all labor, equipment, fuel, loading time, hauling, disposal/tipping fees, overhead, and profit.

Snow hauling is event-driven and unpredictable, so it should be priced as unit rates that are only paid when ordered by the COR.

3.0 CONTRACTOR PERSONNEL

3.1 Qualified Personnel

The Contractor shall provide qualified personnel to perform all requirements specified in this PWS.

3.2 Project Manager.

The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this PWS. The Project Manager shall be a single point of contact for the Contracting Officer and the COR. The Project Manager shall be available to the COR via telephone 24 hours a day during the snow season and shall respond to a request for discussion or resolution of technical problems within 02 hours of notification. The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the Government as part of the Contractor's proposal. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Project Manager without prior approval from the Contracting Officer

3.3 Contractor’s On-Site Supervisor

The Contractor shall provide an on-site supervisor who shall be responsible for Contractor personnel and on-site work performed by the Contractor. This person represents a single, on-site point of contact for the COR. Before replacing this individual, the Contractor shall notify the Contracting Officer no less than 15 business days in advance, submit written request for replacement, and provide the name and qualifications of any proposed replacement or substitute. All proposed replacements or substitutes shall possess qualifications equal to or superior to those of the person being replaced, unless otherwise approved by the Contracting Officer.

3.4 Employee Conduct

Contractor’s employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, designated smoking areas and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety

and security. Upon request, the COR will provide the Contractor's on-site supervisor with the four designated smoking areas onboard the Coast Guard Academy.

3.5 Removing Employees for Misconduct or Security Reasons

The Government may, at its sole discretion (via the Contracting Officer), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

3.6 Prime Contractor

3.6.1 Prime Contractor On-Site Requirement

The Prime Contractor shall maintain an on-site supervisory representative at the installation for the duration of all snow and ice removal operations, including pre-storm staging, active snowfall, and post-storm cleanup. The on-site representative shall be a direct employee of the Prime Contractor, vested with authority to direct all snow and ice removal activities, including those performed by subcontractors, and authorized to make immediate operational decisions. Failure of the Prime Contractor to maintain an on-site supervisory presence during snow events shall be considered a material performance failure and may result in payment deductions, negative CPARS, or termination for default.

3.6.2 Subcontracting Limitations

Subcontracting is permitted; however, the Prime Contractor shall perform no less than 60 percent of snow and ice removal operations using Prime-owned or Prime-controlled equipment and personnel. Subcontractors shall not operate independently of the Prime Contractor's on-site supervision.

3.6.3 Equipment Ownership and Control

A minimum of 50 percent of all snow removal equipment utilized during each event shall be owned or leased by the Prime Contractor and shall be physically staged on site or within immediate deployment distance prior to snowfall.

3.6.4 Prime Contractor Response Requirement

Snow and ice removal operations shall not be initiated solely by subcontractors. The Prime Contractor's personnel and equipment shall be on site and actively engaged prior to or concurrent with any subcontractor activity.

3.6.5 Command Authority

All subcontractor personnel shall take direction exclusively from the Prime Contractor's on-site representative. Direct coordination between subcontractors and Government personnel is prohibited except through the Prime Contractor.

4.0 OTHER APPLICABLE CONDITIONS

4.1 PERIOD OF PERFORMANCE

The period of performance for this contract is a one-year base period with four one-year option periods as follows:

Base Period	September 1, 2026 through August 31, 2027
Option Period One	September 1, 2027 through August 31, 2028
Option Period Two	September 1, 2028 through August 31, 2029
Option Period Three	September 1, 2029 through August 31, 2030
Option Period Four	September 1, 2030 through August 31, 2031

4.2 PLACE OF PERFORMANCE

The primary place of performance will be the United States Coast Guard Academy, 15 Mohegan Avenue Parkway, New London, Connecticut 06320.

4.3 HOURS OF OPERATION

Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this PWS.

4.4 TRAVEL

Contractor travel shall not be required for this requirement.

4.5 POST AWARD CONFERENCE

The Contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 15 business days after the date of award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract to ensure alignment between all parties. The Post Award Conference will be held at the Coast Guard Academy, 15 Mohegan Avenue Parkway, New London, CT and/or via teleconference.

4.6 PROGRESS REPORTS

The Contractor's on-site supervisor shall continuously liaison with the COR during each mobilization. Reports may be verbal and include a brief summary of work completed. The on-site supervisor shall complete the Snow Removal Check Off Sheet (Technical Exhibit 2) and review this document with the COR before securing snow removal operations.

4.7 PROGRESS MEETINGS

The Project Manager shall be available to meet with the COR upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues.

4.8 GENERAL REPORT REQUIREMENTS

The Contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with Coast Guard workstations (Windows and Microsoft Office Applications).

5.0 GOVERNMENT FURNISHED RESOURCES

5.1 Road Salt. The government shall provide a continuous supply of road salt for use by the Contractor in carrying out the requirements of this contract. The salt will be stored in the storage area located at the Academy near the Johnson Hall Garage. Salt shall be used as needed to meet the requirement and shall be used economically. The government shall provide a continuous supply of road salt for use by the Contractor in carrying out the requirements detailed in paragraph 2.6 of the PWS.

6.0 CONTRACTOR FURNISHED PROPERTY

The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in PWS 2.0

7.0 GOVERNMENT ACCEPTANCE PERIOD

The COR will review deliverables prior to acceptance and provide the Contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

7.1 The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

7.2 The COR will have 10 business days to review deliverables and make comments. The Contractor shall have 10 business days to make corrections and redeliver.

8.0 DELIVERABLES

The Contractor shall consider items in **BOLD** as having mandatory due dates. Items in *italics* are deliverables or events that must be reviewed and/or approved by the COR prior to proceeding to next deliverable or event in this PWS.

ITEM	PWS REFERENCE	DELIVERABLE / EVENT	DUE BY	DISTRIBUTION
1	2.1.4	**Snow Removal Check Off Sheet**	Immediately Prior to De-mobilization	COR
2	2.3	**Snow Removal Plan for Cadet Memorial Field**	December 15th of Each Performance Period	COR
3	4.5	**Post Award Conference**	15 Business Days After Award	N/A
4	4.6	**Progress Reports**	Verbal Reports during Snow Mobilizations	COR

9.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS).

The PRS establishes key elements of Contractor performance that represent "mission essential" service requirements, which are identified in the table below in the "Service Output" column. The "Performance Objective" column represents the standard against which Contractor performance will be measured in relation to accomplishment of the corresponding service output. The performance objective or "standard" describes the minimum acceptable level of service by the Contractor for satisfactory performance. The "Acceptable Quality Level (AQL)" column displays the maximum allowable deviation from the performance objective, which, if exceeded, evokes the negative incentive specified in the table below.

Service Output	Performance Objective	Acceptable Quality Level	Positive Incentive	Negative Incentive
1. Response Time (PWS 2.1.5)	Respond and commence plowing operations within 1 hours	+/- 0%	Positive Past Performance Evaluation	Negative Past Performance Evaluation
2. Task One (PWS 2.2)	Provide safe and accessible roadways, parking lots and other paved surfaces.	+/- 5% of total paved surfaces area.	Positive Past Performance Evaluation	Re-performance and Negative Past Performance Evaluation
3. Task Two (PWS 2.3)	Remove snow from Cadet Memorial Field with no damage to the playing surface	+/- 3% of total areas within the women's lacrosse playing surface plus 10 feet on the east and west sidelines	Positive Past Performance Evaluation	Re-performance and Negative Past Performance Evaluation
4. Project Manager Availability/Response (PWS 3.2)	Available 24/7 during snow season. Respond to issues within 2 hours of notification.	+/- 3%	Positive Past Performance Evaluation	Negative Past Performance Evaluation
5. On-Site Supervisor Availability (PWS 3.3)	On-site and available to COR during plowing operations.	+/- 5%	Positive Past Performance Evaluation	Negative Past Performance Evaluation