PERFORMANCE WORK STATEMENT (PWS)
Building 3400 – Low Voltage Cable Removal

PART 1
GENERAL INFORMATION

1. GENERAL: This is a non-personal services contract to provide low voltage cable removal to Building 3400 at Headquarters (HQ) United States Military Entrance Processing Command (USMEPCOM). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1. Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform low voltage cable removal as defined in this PWS, except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.2. Background: Building 3400 (3 floors, approx. 280,000 sq ft) contains legacy low-voltage cabling installed over multiple decades. Many systems have been decommissioned without cable removal, resulting in excessive abandoned and potentially energized cabling. This poses safety risks, restricts ceiling access, and creates fire load concerns.

1.3. Objectives:

1.3.1. Safe Identification of Cabling
1.3.1.1. Ensure accurate distinction between active and inactive cabling to prevent disruption to operational systems.

1.3.2. Elimination of Energized Abandoned Circuits
1.3.2.1. Identify and safely de-energize non-operational but energized cables using Lockout/Tagout (LOTO) procedures.

1.3.3. Removal of Abandoned Cabling
1.3.3.1. Remove unused and abandoned low-voltage cabling throughout the facility.

1.3.4. Maintain Safe Operating Environment
1.3.4.1. Ensure remaining cabling is safe, accessible, and not obstructing facility operations.

1.4. Scope: The contractor shall provide all labor, tools, materials, and supervision necessary to identify, de-energize, and remove abandoned low-voltage cabling within the entirety of Building 3400 (3 floors, approx. 280,000 sq ft). Systems may include telecommunications, data, security, access control, video surveillance, intercom, alarm, and other low voltage systems. Work is limited to safety-focused execution, including basic cable identification, lockout/tagout of energized abandoned circuits, removal of unused cabling, minimal cleanup, and proper disposal. No system reconfiguration, cable management, or documentation is required, and all work shall be performed using ladder-based access only in accordance with (IAW) applicable safety and electrical standards.

1.5. RESERVED

1.6. General Information

1.6.1. Quality Control (QC): The contractor shall develop and maintain an effective quality control program to ensure services are performed IAW this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which the contractor assures that work complies with the requirement of the contract. contractor shall deliver a comprehensive QCP to the Contracting Officer (KO) and the

Contracting Officer Representative (COR) within 30 days of contract award, and within 5 days of any changes being made. The QCP is contingent on final acceptance by the KO. After acceptance of the QCP, the contractor shall receive the KO's acceptance in writing of any proposed change to the QC system.

1.6.2. Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. 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 minimum acceptable defect rate(s).

1.6.3. Recognized Holidays: The contractor shall not be required to perform services on holidays.

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

1.6.4. Hours of Operation: The contractor shall conduct business between the hours of 07:30 a.m. to 4:30 p.m. CT Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5. Place of Performance: HQ USMEPCOM, 2834 Green Bay Road, North Chicago, IL 60064.

1.6.6. Type of Contract: Firm Fixed Price

1.6.7. Security Requirements: Contractor personnel performing work under this contract must have a general confidential background check at time of the proposal submission and must maintain the level of security required for the life of the contract.

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

1.6.7.2. Key Control. USMEPCOM will not be issuing keys. Dedicated Government personnel will be available to open doors as needed during business hours.

1.6.7.3. Lock Combinations. RESERVED

1.6.7.4. Anti-Terrorism and Information Assurance Training. IAW ATTP 4-10 (FM 3-100.21)

1.6.7.5. Access and General Protection/Security Policy and Procedures. Contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes. Access will be coordinated through the COR. Escorts may be required in certain controlled areas. The percentage of areas requiring escorts is unknown.

1.6.7.6. Contractor Employees Who Require Access to Government Information Systems. RESERVED

1.6.7.7. Global Address Listing (GAL). RESERVED

1.6.7.8. Annual Cyber Awareness Training. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete the Annual Cyber Awareness Training located at the US Army IA Training Center web site listed below (previous training expires 25/Nov/13): Link: https://ia.signal.army.mil/DoDIAA/default.asp.

1.6.7.9. Acceptable Use Policy. RESERVED

1.6.7.10. For contractors that do not require CAC but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative); or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

1.6.8. Special Qualifications. RESERVED

1.6.9. Post Award Conference/Periodic Progress Meetings. The contractor agrees to attend any post award conference convened by the contracting activity or contract administration office IAW Revolutionary Federal Acquisition Regulation Overhaul (RFO FAR) 42.302(a)(3). The KO, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the KO will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.10. Contracting Officer Representative (COR). The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions: assure that the contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor contractor's performance and notifies both the KO and contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.11. Key Personnel. The following personnel are considered key personnel by the government: Project manager and certified electricians. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 7:30 a.m. to 4:30p.m. CT, Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons.

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

appropriately disclosed. Contractor personnel shall be required to obtain and wear badges in the performance of this service.

1.6.13. Contractor Travel. RESERVED

1.6.14. Other Direct Costs. RESERVED

1.6.15. Data Rights. RESERVED

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

PART 2
DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

2. DEFINITIONS, ACRONYMS, AND ABBREVIATIONS:

2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER. A person with authority to enter into, administer, or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to assist in the administration of the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

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

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

2.1.6. KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

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

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

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

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

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

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

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

2.2. ACRONYMS AND ABBREVIATIONS:

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

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Services : RESERVED

3.2. Facilities : RESERVED

3.3. Utilities: RESERVED

3.4. Equipment: RESERVED

3.5. Materials : RESERVED

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General : The contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Secret Facility Clearance : RESERVED

4.3. Materials . RESERVED

4.3.1. RESERVED

4.3.2. RESERVED

4.4. Equipment. RESERVED

4.4.1. RESERVED

PART 5
SPECIFIC TASKS

5. Specific Tasks:

5.1. Basic Services. The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Low Voltage Cable Removal in Bldg. 3400 as defined in this PWS except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

5.2 Cable Identification ( System Assessment and Isolation) The contractor shall identify active and inactive low-voltage cabling within Building 3400 to prevent disruption to operational systems.

5.2.1 Sub-Tasks and Performance Standards

5.2.1.1The contractor shall.
5.2.1.1.1 Perform basic cable tracing sufficiently to distinguish active versus inactive cabling.
5.2.1.1.2 Apply temporary tagging to all identified active cabling to prevent accidental disruption.
5.2.1.1.3 Coordinate with the COR or designated facility personnel when uncertainty exists.

5.2.1.2 Performance Standard.
5.2.1.2.1 No interruption to active systems during identification activities.

5.2.1.3 Performance Threshold (AQL).
5.2.1.3.1 100% compliance (zero tolerance for disruption to active circuits).

5.2.1.4 Reference Standards.
5.2.1.4.1 NFPA 70 (National Electrical Code).
5.2.1.4.2 Industry best practices for low-voltage identification (BICSI guidelines where applicable).

5.2.1.5 Alignment.
5.2.1.5.1 This task aligns with system level decomposition for:
5.2.1.5.1.1 System assessment and verification.
5.2.1.5.1.2 Identification and isolation of non-operational components.
5.2.1.5.1.3 Pre-removal safety validation.

5.3. De-Energization of Abandoned Cabling (System Deactivation). The contractor shall safely deenergize all abandoned low-voltage cabling that remains energized but does not support active systems.

5.3.1 Sub-Tasks and Performance Standards. The contractor shall:
5.3.1.1 Identify energized abandoned circuits.
5.3.1.2 Coordinate with the COR and facility personnel prior to de-energizing any abandoned circuits to verify the circuits do not support active operational systems.
5.3.1.3 Perform LOTO procedures IAW Occupational Safety and Health Administration (OSHA) requirements.
5.3.1.4 Verify zero energy state prior to removal

5.3.2 Performance Standard.
5.3.2.1 All abandoned energized circuits are safely de-energized prior to removal.

5.3.3 Performance Threshold (AQL).
5.3.3.1 100% compliance (no energized abandoned cables remain).

5.3.4 Reference Standards:

5.3.4.1 OSHA 29 CFR 1910.147 (LOTO).

5.3.4.2 NFPA 70E (Electrical Safety in the Workplace).

5.4. Removal and Disposal of Abandoned Cabling (System Removal and Disposal). The contractor shall remove and dispose of all abandoned low-voltage cabling to eliminate safety hazards and restore accessible ceiling space. The Government will not pre-identify or mark cables for removal. The contractor is responsible for identifying active versus inactive cabling and coordinating removal recommendations with the COR.

5.4.1 Sub-Tasks and Performance Standards. The contractor shall:

5.4.1.1 Remove all identified abandoned cabling using ladder-based access only. Where practical, abandoned cable should be removed back to the source or termination point without impacting active systems. Final disposition shall be coordinated with the COR.

5.4.1.2 Avoid disturbance to active cabling and infrastructure.

5.4.1.3 Perform minimal cleanup necessary to eliminate hazards.

5.4.1.4 Dispose of removed materials in accordance with applicable environmental regulations.

5.4.2 Performance Standard:

5.4.2.1 Complete removal of abandoned cabling within defined scope.

5.4.3 Performance Threshold (AQL):

5.4.3.1 All abandoned low-voltage cabling identified by the contractor and accepted by the COR for removal shall be removed.

5.4.4 Reference Standards:

5.4.4.1 EPA disposal and recycling guidelines

5.4.4.2 Local environmental and building codes

5.5. Conduit may exist within the facility. Removal of conduit is not required unless specifically identified and approved by the KO and COR. Wall demolition and concealed pathway demolition is not required.

5.6. All information provided in this PWS is what is currently available. A site visit will be scheduled to allow prospective vendors the opportunity to view the site.

5.7. Cleanup and Safety Assurance ( Site Restoration). The contractor shall ensure all work areas are left in a safe and accessible condition. The contractor is responsible for exercising due care and following industry best practices to prevent damage to active systems. Any damage resulting from contractor operations remains the contractor's responsibility.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

1. **NFPA 70 (National Electrical Code – NEC)**
2. **NFPA 70E (Standard for Electrical Safety in the Workplace)**
3. **OSHA 29 CFR 1910.147 (Control of Hazardous Energy – Lockout/Tagout)**
4. **OSHA 29 CFR 1910 Subpart S (Electrical Standards)**
5. **OSHA 29 CFR 1926 Subpart K (Electrical – Construction)** (if applicable based on work classification)
6. **EPA Regulations for Waste Handling and Disposal (40 CFR applicable sections)**
7. **State and Local Environmental and Building Codes** (applicable to cable removal and disposal)
8. **Installation Access, Safety, and Security Policies and Procedures**

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

Attachment/Technical Exhibit List:

7.1. Technical Exhibit A – Performance Requirements Summary

7.2. Technical Exhibit B – Deliverables Schedule

TECHNICAL EXHIBIT A
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 | PERFORMANCE STANDARD | PERFORMANCE THRESHOLD | INCENTIVE / DISINCENTIVE |
|---|---|---|---|
| Cable Identification | Contractor correctly identifies active vs inactive cabling with no disruption to operational systems | 100% compliance; zero disruption to active circuits | Rework at no cost to the Government; any disruption requires immediate correction and may result in deduction up to 10% equitable reductions in payments or contract termination. |
| De-Energization | All abandoned energized circuits are safely de-energized using OSHA-compliant LOTO procedures prior to removal | 100% compliance; zero energized abandoned cables remain | Immediate correction required; failure may result in deduction up to 15% of equitable reductions in payments and potential stop-work for safety violations |
| Cable Removal | Contractor removes all abandoned low-voltage cabling without damaging active systems or infrastructure | 100% compliance; all abandoned low-voltage cabling identified by the contractor and accepted by the COR for removal shall be removed. | Deduction of 2% of equitable payment per percentage point below threshold; correct or redo work that was not performed to the agreed-upon standard at no additional cost |
| Cleanup and Safety | Work areas are left free of hazards; remaining cabling is safe and accessible | 100% compliance; zero safety hazards | Withhold final payment until deficiencies corrected; deduction up to 10% of equitable payment for non-compliance |
| Disposal Compliance | All removed materials are disposed of in accordance with EPA, state, and local regulations | 100% compliance | Contractor responsible for corrective action; costs borne by contractor; potential deduction up to 10% of equitable payment |

TECHNICAL EXHIBIT B
DELIVERABLES SCHEDULE

| Deliverable | Frequency | # of Copies | Medium/Format | Submit To |
|---|---|---|---|---|
| PWS 1.6.1.- Quality Control Plan | Once, within 30 calendar days after contract award | 1 | Electronic (MS Word/PDF) | COR |
| PWS 1.6.7.8. – Annual Cyber Awareness Training | Once, within 10 calendar days after contract award. | 1 | Electronic (MS Word/PDF) | COR |