PERFORMANCE WORK STATEMENT
MAINTAIN INDUSTRIAL WATER TREATMENT FOR HIGH VOLUME AIR CONDITIONING / HEATING SYSTEMS

Dover Air Force Base, Delaware
6 July 2026

Reviewed:

_____ _____
Quality Assurance Program Coordinator Date

Approved:

_____ _____
Contracting Officer Date

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FOR HVAC SYSTEMS

1. DESCRIPTION OF SERVICES: The contractor shall furnish all labor, tools, transportation and supervision necessary to provide a service program to control corrosion, slime and algae in the condensers and service the thermal ice storage systems, closed loop heating and cooling systems, gas-fired heating hot water systems and water softeners at Dover AFB, DE.

1.1. FACILITY LISTING: The contractor shall provide services to the buildings listed in Appendix A of this Performance Work Statement (PWS).

2. HAZMAT REQUIREMENTS:

2.1. Purpose. The contractor shall comply with hazardous materials usage as required by AFI 32-7086, paragraphs 2.5.5.2.4, 2.5.5.2.8 and 2.5.5.2.9. Dover AFB is required to account for all hazardous materials (HAZMATs) brought on the facility, to include contractors, as well as providing procedures for the reporting of those items. Reference https://www.e-publishing.af.mil/ for guidance.

2.2. This part outlines actions to be taken by the contractor in the request for approval of hazardous materials prior to initiating field activities associated with the subject project and the reporting of approved hazardous materials usage during contract performance.

2.3. Compliance with this part is mandatory and the contactor shall comply with all required policies and procedures on Dover AFB. Contractors must also comply with mandatory Federal, State and local guidelines regarding storage and management of hazardous materials. Failure to comply can result in legal action by Federal, State or local enforcement officers against the offender.

2.4. CONTRACTORS RESPONSIBILITIES:

2.4.1. Contractors must submit to the Contracting Office the information and supporting documentation (including Material Safety Data Sheets (MSDSs) necessary to obtain HAZMAT usage authorization. Report data on the HAZMAT used during the performance of the contract at intervals and in the format specified by Dover AFB.

2.4.2. The contractor shall provide a completed Dover AFB HAZMAT Chemical Worksheet for each HAZMAT to be used during the duration of the contract to include MSDS. This list of all HAZMATs shall be provided at the beginning of the contract. Any additional HAZMATs required during the contract shall be requested for approval at that time. In addition, the quantity of chemicals expended will be reported to the Dover AFB Hazardous Materials Pharmacy

(HAZMART) by filling out the Contractor's Monthly Report for HAZMATS. Both the Worksheet and Monthly Report forms shall be provided upon award of contract.

2.4.3. If non-compliance is identified, the Quality Assurance Person (QAP) will notify the Contracting Officer of the specific issue. Contractor, upon notification from Contracting Officer, will take immediate action to ensure compliance.

2.4.4. All products furnished by the contractor shall meet all Federal and State regulatory requirements.

3. CONTRACTOR GENERAL SERVICE REQUIREMENTS:

3.1. SERVICE ON-SITE: The successful contractor shall provide Dover Air Force Base with employees experienced in HVAC System water treatment to provide regular on-site service. The contractor shall provide a resume for each employee, verifying and detailing that they are competent, qualified and experienced industrial water treatment technicians in the trade to include a chemical engineer on staff. The technicians shall have a minimum of 5 years' continuous experience in working with thermal ice storage, gas-fired heating and hot water- and air-cooled chiller cooling systems. The contractor shall submit resumes for approval to the Contracting Officer prior to contract award. The purpose of these service visits is to prevent potential problems that will reduce equipment efficiency or result in equipment damage. Response time by phone for all of the contractor's representatives must be within 30 minutes of notification. For emergency call the contractor has 24hrs to be on site. The following services shall be provided on each visit:

On-site testing and analysis
Operator training and updating should changes occur during contract period
System log review and program adjustments
Add glycol to the Closed Loop Systems

3.1.1. If additional services or repairs need to be provided, the contractor shall notify the Quality Assurance Person (QAP) with this information during the service visit. The contractor shall report any problems to the system or system components to the QAP and/or HVAC shop Foreman for action during the site visit.

3.1.2. Any relocation of chemical feed points and/or purchase of test kits and any other changes required to meet the bidder's proposed program needs shall be provided and installed by the contractor.

3.2. ON-SITE TEST AND ANALYSIS: The successful contractor must be able to do the following analysis at any given time:

Microbiological analysis
Water analysis
Deposit analysis
Metallographic failure analysis

3.3. CHEMICAL TESTING AND MONITORING PROGRAM: The contractor shall submit written procedures for all control tests including a description of the test, test equipment and chemical reagents to be used. Also, include the test frequency and duration of each test. In addition, the contractor will provide samples of the log requirements to be used by Civil Engineering to track program parameters. The written procedures and samples of log requirements are to be submitted to the Contracting Officer and QAP for review within 10 calendar days of award of contract.

4. CHEMICAL TREATMENT PROGRAM REQUIREMENTS:

Note: No bulk storage allowed on Dover AFB, DE.

4.1. CLOSED LOOP TREATMENT:

4.1.1. CHEMICALS: The chemical treatment program to be used in each facility will vary from building to building based on present loop condition, equipment manufacturer's requirements, metal, alloys, temperature, treatment currently used and makeup to the system. The technologies that will be acceptable to Dover Air Force Base in general are as follows:

Molybdate combination which includes polyacrylate dispersants, Tolyltriazole and a pH buffer or similar chemicals.

Propylene glycol (food grade) -10 degrees F burst protection. Contractor is required to monitor levels, and when needed, the contractor will add glycol (provided by the Contractor) to the system to bring it to the required freezing point.

4.1.2. APPLICATION: The chemicals will be applied by "slug" feeding through a pot feeder based on an as-needed basis determined by the contractor at the time of the monthly site testing.

4.1.3. SERVICE PROGRAM: The contractor shall conduct a survey of Dover Air Force Base closed loops to identify the need for back-flow preventers, pot feeders and present loop conditions. The survey must be done by Contractor personnel once per month. The monthly report is to include pH, conductivity, Molybdenum and freeze point and shall be submitted to the government QAP within 5 business days at end of each month. If a back-flow preventer requirement is identified, notify the government Quality Assurance Personnel (QAP) and do not treat. If no pot feeder exists, notify QAP and treat. The contractor shall identify any system that exceeds a corrosion rate above 0.1 MPY on copper and mild steel coupons and will furnish testing and recommendations. In addition, the following minimum chemical levels will be maintained: Molybdate Program will be maintained at 60 ppm as Mo in chilled loops and 80 ppm as Mo in hot loops. For dual temperature systems maintain higher level of 80 ppm.

4.2. WATER SOFTNERS:

4.2.1. CHEMICALS: The chemicals to be used for water softener treatment will be solar salts. Contractor is to supply as part of contract.

4.2.2. APPLICATION: The chemicals will be administered via brine tank as necessary after the monthly testing.

4.2.3. SERVICE PROGRAM: The contractor shall test the water to ensure that hardness levels are less than 1 PPM as $CaCO_3$. Test results and recommendations shall be furnished by the contractor to ensure that the water is maintained at the recommended parameters. The test must be done by Contractor personnel monthly and pounds of salt added at each location recorded on monthly report and submitted to the government QAP within 5 business days at the end of each month.

4.3. ICE BANKS:

4.3.1. CHEMICALS: The chemical to be used for treating the glycol Ice Banks will be Biocide. Contractor will supply as part of contract.

4.3.2. APPLICATION: Manual feed into each system as necessary after the test conducted every two months.

4.3.3. SERVICE PROGRAM: The contractor shall test the glycol solution for freeze point, conductivity and for pH. The tests shall be conducted every two months to determine the quality of the glycol in the system. Test results are to be submitted to the QAP on a service report within 5 business days at the end of each 2-month period. If any changes occur in the conductivity or pH, the contractor shall notify the QAP and the HVAC Shop Foreman and recommend a corrective action.

5. SERVICE SUMMARY:

Performance Objective	PWS Para	Performance Threshold
Perform Preventive Maintenance. Maintain proper chemical levels to prevent corrosion, pipe bursts, biological fouling and freezing.	3.1., 4.1.3., 4.2.3., 4.3.3.	100% Testing of all systems monthly.
Service Calls. Response time by phone for all the contractor's representatives must be within 30 minutes of notification. For emergency call the contractor has 24hrs to be on site	3.1.	Response to and repairs of service calls are timely 95% of the time.
Submit Maintenance and Service Reports. Accurate reports are delivered within five business days, at the end of each month.	3.3., 4.2.3, 4.3.3.	100% of all reports are timely and accurate.

6. 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. In order 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.

7. SECURITY:

All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the governmental installation shall abide by all security instructions and directives of Dover AFB. Employees are responsible for safeguarding all government property provided for contractor use.

At the close of each work period, government facilities, equipment and materials shall be secured, lights, heat and water turned off and all doors and windows secured.

The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the Criminal Background Check (CBI).

Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Employees and subcontractors later found to be undocumented, or illegal aliens will be remanded to the proper authorities.

The contractor shall submit any request for compensation on delays to the Contracting Office for approval. The contractor shall notify the Contracting Office or authorized representative as soon as the contractor realizes/determines any potential delays in accordance with the terms and conditions of this requirement.

All contractors and subcontractors when working in a Controlled, Restricted, or other sensitive areas must be escorted at all times. The military agency or unit responsible for the project or work is responsible for providing the escorts. The Contractor shall follow existing procedures and instructions for obtaining entrance to restricted or controlled areas.

8. CONTRACTOR BADGE POLICIES:

All requests for contractor badges will be submitted through the Base Contracting Squadron Office and/or the requesting agencies base point of contact. The Contracting Squadron Office or base point of contact will then fill out an Operational Risk Management Assessment Form (ORM) for the requesting agency and submit it to the Pass and Registrations section for approval IAW OPlan 31-101. As a minimum the ORM will be submitted 10 days prior to the requested date of employment.

All contactor employees who'll be granted unescorted access to the Installation are required to consent to a Criminal Background Investigation (CBI) prior to being granted entry to the

Installation. Continued employment is contingent upon successful completion and favorable reporting of the CBI.

DAFB Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to 436 SFS, Pass and Registration for destruction. Also, before a new badge will be issued an ORM must be resubmitted to the Pass and Registration section for approval again. In the event a badge is lost or stolen, immediately contact the 436 SFS, Pass and Registration office. The badge holder must accomplish the Loss/Theft of Identification Worksheet and provide it to his/her supervisor. The supervisor of the contractor will investigate the loss and report in writing the circumstances in which the badge was lost to the 436th Contracting Squadron and 436 SFS, Pass and Registration office and submit a new request for badge before a new badge can be reissued.

Base Contracting Office or base point of contact will immediately notify 436 SFS, Pass and Registration when a contractor's employment has been terminated. The Site Supervisors are responsible for notifying and returning the contractor's badge to Pass and Registration when this occurs. At no time will a contractor contact Security Forces directly regarding badge denial; they need to contact the Contracting Office.

9. INSTALLATION ACCESS:

The contractor shall obtain contractor identification badges for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto DAFB from 436 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 DAFB 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 <u>must</u> 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 curtail non-essential operations/functions; access by Non-Essential contractors will be suspended as the direction of the Installation Commander.

10. 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.

Work Stoppage – The contractor should expect possible work delays or work stoppage due to sensitive missions that could/may operate from Dover AFB. Expect at least 4 days of work stoppage due to these types of situations. Airfield Management will notify CE of any work stoppage at least 8 hours prior, ideally 24 hours prior if time allow

Flight-line Driving: Contractors will have to adhere to the provisions in DAFBI 13-202 if operating on the airfield.

11. 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)* <u>will complete</u> 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 **911** 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 **911,** you will be routed to the county **911** dispatch (Kent County). Simply inform the dispatcher that you are on DAFB, they will route your call to the DAFB ECC.

12. MANPOWER REPORTING: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Maintain Industrial Water Treatment for HVAC Systems Service via data collection site. The contractor is required to completely fill in all required data field at http://www.ecmra.mil.

Reporting inputs will be for the labor executed during the period of performance for each Government Fiscal Year (FY), which runs from 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. The contractor may direct questions to the CMRA help desk.

Uses and Safeguarding of Information**: Information** from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor's name and contract number associated with the data.

User Manuals: Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at http://www.ecmra.mil.

13. OPERATIONAL SECURITY (OPSEC):

13.1. 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.

13.2. 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.

13.3. 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.

14. Base Hours of Operation. The contractor shall perform maintenance services during normal duty hours which are 7:30am to 4:30pm, Monday through Friday, excluding federal holidays, unless otherwise required in the contract or approved by the Contracting Officer (CO). There may be situations that require the contractor to work at times other than normal working hours. When the contractor's work schedule conflicts with an Air Force mission requirement, advise the COR and both parties must work out the schedule. If there is an issue, then the COR will engage with the (CO) and reschedule the work to minimize disruption.

Recognized Holidays. The contractor is not required to provide service on federal holidays, except in emergency situations. Federal holidays are as follows:

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
Emancipation Day – 19 June
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

15. APPENDICES:

A. LOCATIONS.

Appendix A Locations

Buildings and Units for Water Treatment and Maintenance

O & M Facility Systems

Closed Loop (4 Pipe Hot & Cold)		Closed Loop (4 Pipe Hot & Cold)		Closed Loop (2 pipe Hot & Cold)		Closed Loop (Hot Loop)		Closed Loop (Hot Loop)		Glycol Ice Banks		Water Softener
Fac #	Pot Feeder	Fac #	Pot Feeder	Fac #	Pot Feeder	Fac #	Feeder	Fac #	Pot Feeder	Fac #	Fac #	Fac #
116	Yes(3)	442	No	2998	No	270	No	1403	No	116	520	206
122	Yes(2)	445	Yes (2)			420	Yes			122	524	208
140	Yes(2)	475	Yes (2)			515	Yes			140	600	
200	Yes	479	Yes (2)			524	No			200	639	
202	Yes	519	Yes			607	No			201	800	
208	Yes (2)	520	Yes (4)			609	No			208	801	
201	Yes	524	No			630	Yes			212	810	
212	Yes(2)	551	Yes			633	No			261	864	
261	Yes(2)	600	Yes			701	Yes			262	910	
262	Yes	615	Yes			726	No			266	918	
266	Yes (2)	635	No			727	No			310	2998	
270	Yes	639	Yes			780	Yes			402		
310	Yes	800	Yes (2)			781	Yes			403		
401	No	801	Yes (2)			794	No			414		
402	No	810	Yes (2)			918	Yes			417		
403	No	864	Yes (2)			921	No			423		
414	Yes (2)	910	Yes (2)			1306	No			445		
423	Yes	918	Yes			1320	Yes			479		
430	Yes	922	Yes							501		
435	No	1301	Yes (2)							519		

TWCF Facility Systems

Closed Loop (4 Pipe Hot & Cold)		Closed Loop (4 Pipe Hot & Cold)		Closed Loop (2 pipe Hot & Cold)		Closed Loop (Hot Loop)		Closed Loop (Hot Loop)		Glycol Ice Banks		Water Softener
Fac#	Pot Feeder	Fac#	Pot Feeder	Fac#	Pot Feeder	Fac#	Feeder	Fac#	Pot Feeder	Fac#		
150	Yes	760	Yes(2)	206	No	500	No	721	Yes	150		
203	Yes(2)	945	Yes	714	Yes	702	No	722	No	203		
206	No			719	Yes	704	No	725	Yes	722		
500	Yes(1)Yes(1)					706	No	778	No			
501	Yes(2)Yes(1)					711	No	779	No			
502	Yes					712	No	792	No			
550	Yes					715	No	793	No			
712	Yes					716	No					
721	No/Yes					719	No					
916	Yes					916	No					