PERFORMANCE WORK STATEMENT
FOR
SPECIALTY CLEANING SERVICES

Dover AFB
06 April 2026

PERFORMANCE WORK STATEMENT FOR SPECIALTY CLEANING SERVICES

OVERVIEW. This document establishes the Performance of Work Statement (PWS) for specialty cleaning services required at Dover Air Force Base. These services are essential for conducting preventative maintenance and responding to facility incidents, including water breaks that require appropriate remediation and cleaning. The scope of work encompasses tasks such as mold abatement, HVAC duct cleaning, and other specialty cleaning needs as they arise.

1. DESCRIPTION OF SERVICES. The contractor shall provide all necessary labor, materials, and equipment to perform specialty cleaning services at Dover AFB, DE, as detailed in this Performance Work Statement (PWS). These services include, but are not limited to, mold abatement, HVAC duct cleaning, and pressure washing.

1.1. HVAC DUCT CLEANING SERVICES. The contractor shall inspect and clean the air duct systems in accordance with National Air Duct Cleaner Association (NADCA) Standard ARC 2025 or current version and other local, state, and federal rules and procedures. The contractor shall use cleaning techniques specifically required for the removal of visible surface contaminants and the cleaning of both supply and return of the air intakes, air handlers, coils, dampers, terminal units, diffusers and duct systems. The contractor shall report any mold detected while inspecting or cleaning duct work immediately to the Civil Engineer Contracting Officer Representative (COR).

1.2. MOLD ABATEMENT SERVICES. The contractor shall inspect and abate areas of visible mold identified by Civil Engineer COR. The contractor shall provide sampling and testing of air and surfaces upon request of the COR. The contractor shall use necessary methods and drying equipment to remove the moisture or cause of mold. The contractor shall use cleaning techniques specifically required for the removal of visible mold. The contractor shall take necessary measures to contain mold spores throughout remediation work. Upon completion the contractor shall submit a documented report to the COR on areas of remediation within 10 calendar days.

1.3. OTHER SPECIALTY CLEANING SERVICES. The contractor shall inspect and clean areas identified by the COR. This includes but is not limited to glycol pipe breaks, fire suppression system breaks, facility water service line breaks, sewage pipe breaks or backups, and biohazard waste. The contractor shall use necessary methods and techniques required to perform tasks as follows. This includes but is not limited to extracting, sanitizing, deodorizing, dehumidifying, and disposal of all necessary materials. Upon completion the contractor shall submit a documented report to the COR. All work should be in compliance with IICRC S500 standards and applicable public health regulations.

1.4. CERTIFICATIONS. The contractor shall be certified by the American Council for Accredited Certification (ACAC). The contractor shall hold an accreditation as a council Certified Microbial Remediation Supervisor (CMRS). The contractor shall be a member of the Indoor Air Quality Association (IAQA) and have a Certified Mold Remediator (CMR) on

staff. The contractor shall submit certifications to the Contracting Officer with their bid schedule prior to award of contract.

1.5 INSPECTIONS. The contractor shall conduct a final inspection with the 436 Civil Engineer Contracting Officer Representative following the completion of work.

2. GENERAL INFORMATION.

2.1 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 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

2.2 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.

2.3 MATERIALS.

The contractor shall provide all materials necessary to provide a professionally completed job. This includes all personal protective equipment and cleaning products.

2.4 SAFETY REQUIREMENTS.

In performing any work under this service while on premises which are under the direct control of the Government, the Contractor shall conform to all safety rules and requirements prescribed in Air Force Pamphlet 91-210, Contract Safety and Public Law 91-596 and the Occupational Safety and Health Act of 1970. Effective on the date of this service, the contractor shall take such additional precautions as the Contracting Officer may reasonably require for security, safety, traffic, fire, personnel clearances and accident prevention purposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of the Contractor, Government Property and Government personnel performing or in any way coming in contact with the performance of this service on such premises. These requirements are additional too and do not replace the standards promulgated by the Department of Labor under the Occupational Safety and Health (OSHA) Act. In the event of a conflict between the OSHA Standards and these requirements, the most stringent shall apply. Any violation of such rules and requirements, unless promptly corrected, as directed by the Contracting Officer, may be considered grounds for termination of this contract in accordance with the default provisions hereof.

2.5 SECURITY REQUIREMENTS.

All personnel entering must have specific permission of the installation commander for entry. This permission is granted when the contractor presents the proper identification (i.e.: valid driver's license, vehicle registration and proof of insurance) to the Security Forces Personnel. Once the contract's information is verified, they (the contractor) shall then provide services requested in coordination with 436 CES/CEOES. 436 CES/CEOES point of contact is Emma K. Halpin, Phone: (302) 677-4752 and Email: emma.halpin.1@us.af.mil. All personnel employed by the contractor in the performance of this service, or any representative of the contractor entering the government installation, shall abide by all security regulations of the installation.

3. 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 window 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 well-being 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 Investigation (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 Dover AFB Civil Engineer Squadron is responsible for providing escorts. The Contractor shall follow existing procedures and instructions for obtaining entrance to restricted or controlled areas.

Operations Security (OPSEC): Dover AFB Critical Information and Indicators List (CIIL) will be provided to the contractor for their understanding and compliance. 436th Contracting Squadron unit OPSEC coordinators will state OPSEC requirements on DD Form 254, contracts and SOW/PWSs with sufficient detail to ensure complete contractor understanding of the exact OPSEC provisions or measures required by the organization. Provide OPSEC guidance for the contractors to use in developing their own OPSEC plan.

- Avoid revealing or discussing information/media related to work conducted on/for the installation to any persons 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.
- The contractor must immediately notify the Government/contracting officer representative (COR) upon the discovery of any non-conformance with OPSEC requirements

4. 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 Emergency Control Center (**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 Emergency Control Center.

5. 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 a criminal background check.

Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to Pass and Registration for destruction. Also, before a new badge is issued an ORM must be resubmitted to the Pass and Registration section for approval again. In the event a badge is lost or stolen, 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 Base Contracting Office and 436th Security Forces Squadron and submit a new request for badge renewal per paragraph 1.8.4.1. Before a new badge can be reissued.

Base Contracting Office or base point of contact will immediately notify Security Forces, Pass and Registration when a contractor's employment has been terminated. The Agency Chief or 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 Dover AFB Contracting Office.

6. INSTALLATION ACCESS.

The contractor shall obtain personal contractor identification badge for all employees requiring entry onto Dover AFB from Pass and Registration, for the duration of the contract. Employees are only permitted to enter the installation during the date and time periods indicated on their contractor access badge.

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 installation 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, Alpha and Bravo, 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 curtail non-essential operations/functions; access by Non-Essential Contractors will be suspended as the direction of the Installation Commander.

7. MANPOWER: 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 the Specialty Cleaning Service Contract 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 for each Government fiscal year, which runs 1 October through 30 September * of each calendar year. Contractor may direct questions to the CMRA help desk."
Reporting Period: Contractors are required to input data by 31 October of each year.
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 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 .