Performance Work Statement (PWS)

FOR

FIELD SANITATION SERVICES FOR Expert Badge Event

Fort Custer Training Center (FCTC), MICHIGAN

1. General

1.1 Scope: The contractor shall provide all labor, supervision, quality control, tools, equipment, vehicles, and transportation necessary for the delivery, set-up, maintenance, and tear-down of portable latrines and hand-wash stations for Expert Badge Event at Fort Custer, MI.

1.2 Background: The Expert Badge Event (E3B) will be conducted at Fort Custer (FCTC), MI. They will require a field sanitation contract for daily maximum of 29 portable latrine stations and for a daily maximum of 10 hand washing stations between the dates of 09September 2026 and 09 October 2026. For specific daily requirements see Technical Exhibit 2 (TE) 2.

1.3 Period of Performance: 09 September – 09 October 2026. Set up shall occur before 1200pm ET 09 September 2026. Tear down and packing up of equipment shall occur between 8:00pm ET 09 October 2026 and NLT 1000am ET 16 October. Reference Technical Exhibit 1 (TE) 1.

1.3.1 Place of Performance: Fort Custer Training Center (FCTC), MI; Services for field sanitation are estimated to support out of no more than 4 locations. See Technical Exhibit 2 (TE) 2 for locations.

1.4 General Information:

1.4.1 The contractor shall provide all labor, supervision, quality control, and transportation, to include any other supplies and services necessary to provide rental, delivery, set-up, and tear-down for a daily maximum of 29 portable latrine stations and for a daily maximum of 10 hand wash stations. See Technical Exhibit 2 (TE) 2 for estimated number of units required daily and maximum number of units required for duration of exercise. There shall be no service on recognized US holidays or when the Government facility/installation is closed due to local or national emergency, or similar Government-directed facility/installation closings. The performance shall be at Fort Custer Training Center. Specific locations will be identified when contract is approved. The Contractor shall always maintain an adequate work force for the uninterrupted performance of all tasks defined within this Performance Work Statement (PWS) when the Government facility/installation is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that stability and continuity of the work force are essential. Teleworking is not authorized.

1.4.1.1 Reserved

1.4.1.2 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 The contractor's employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall always carry proper identification with them and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: Reserved.

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective Quality Control Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, (TE) 1. Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will 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 acceptable quality level(s) or defect rate(s).

1.4.5 Installation Access and Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the COR. The 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. The contractor shall ensure compliance with all personal identity verification requirements as directed by Department of Defense (DoD), Headquarters Department of Army (HQDA) and/or local policy (see PWS 6.0). Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.4.5.1 Communications Security/Information Technology (COMSEC/IT) Security. *A*ll communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.7: Special Qualification: Reserved

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with FAR 42.5. The KO, COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contactor's performance. At these meetings, the KO will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.9 Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The

CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word “contractor” displayed.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government’s zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services 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 OCIs, as defined in 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. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose 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.

2.0 Definitions and Acronyms:

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 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 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 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.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

| | |
|---|---|
| AEI | Army Enterprise Infostructure |
| AR | Army Regulation |
| AT/OPSEC | Antiterrorism/Operational Security |
| BI | Background Investigation |
| CM | Contract Manager |
| COR | Contracting Officer Representative |
| DA | Department of the Army |
| DD254 | Department of Defense Contract Security Classification Specification |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DoD | Department of Defense |
| FAR | Federal Acquisition Regulation |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services |
| HQDA | Headquarters, Department of the Army |
| HSPD | Homeland Security Presidential Directive |
| IA | Information Assurance |
| IS | Information System(s) |
| KO | Contracting Officer |
| NGB | National Guard Bureau |
| OCI | Organizational Conflict of Interest |
| PII | Personally Identifiable Information |
| 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 Program |
| SCR | Service Contract Reporting |
| SSN | Social Security Number |
| TE | Technical Exhibit |
| USD(I) | Under Secretary of Defense for Intelligence |

3.0 Government Property, Material, Equipment and Services:

3.1 Property: The contractor shall furnish everything required to perform the services as indicated in Section 1.

3.2 Materials: Reserved

3.3 Equipment: Reserved

3.4 Services: Reserved

3.5 Utilities: Reserved

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 Portable Latrines

4.2.1 Toilet Paper

4.2.2 Hand Sanitizer

4.3 Hand Wash Stations

4.3.1 Liquid soap dispensers with soap for each wash station

4.3.2 Paper towel dispensers with paper towels

4.3.3 Thirty-gallon trash containers that have a cover/lid with liner for each location

4.4 The Government shall not reimburse the contractor for the procurement of any property, material, or equipment.

5.0 Requirements: The contractor shall:

5.1 Basic Services: Latrines and wash stations shall be delivered and set up during dates defined in section 1.3. Placement locations shall be provided to the contractor by the COR. The Government will provide a staging area to allow for the contractor to have latrines and wash stations ready to put into use when quantities and locations change.

**5.2 Portable Latrine Stations:**

5.2.1 Portable Latrines shall be serviced a minimum of one (1) time per day unless otherwise specified in Technical Exhibit 3. Servicing shall include cleaning, disinfecting, and sanitizing the latrine, collecting the waste, replenishing the porta john water, and proper transportation/disposal of waste. See performance standard reference in Technical Exhibit 1 (TE1)

5.2.2 Each portable latrine shall be fully stocked with toilet paper and hand sanitizer. Replenished daily during servicing.

5.2.3 The COR will provide a minimum of twenty-four (24) hours' notice to the Contractor when additional support is required or extended.

5.2.4 The contractor shall be notified at least twelve (12) hours in advance of any repositioning of latrines.

5.2.5 The contractor will be escorted to the delivery/pickup sites, and/or provide a map of all delivery sites. The COR will confirm accurate placement after all portable latrines are placed.

5.2.6 Maximum number of chargeable moves is 275. Must be coordinated through contract POC SGM Banks, Jeremy or SSG Emmendorfer, Emily.

**5.3 Portable Hand-Wash Stations:**

5.3.1 Hand washing stations shall be serviced at a minimum of one (1) time per day unless otherwise specified in Technical Exhibit 3. See performance standard reference in Technical Exhibit 1 (TE1)

5.3.2 Each hand-washing station shall include one (1) liquid soap dispenser with soap, no less than one (1) paper towel dispenser fully stocked with paper towel, and one (1) thirty (3) gallon trash container with cover and liner replenished daily with servicing.

5.3.3 The contractor-will be notified at least twelve (12) hours in advance of any repositioning of hand-washing stations.

5.3.4 The contractor
will be escorted to the delivery/pickup sites and/or provided a map of all delivery sites. The COR will confirm accurate placement after all hand-washing stations are placed.

5.3.5 Maximum number of chargeable moves is 275. Must be coordinated through contract POC SGM Banks, Jeremy or SSG Emmendorfer, Emily.

5.4 The contractor shall replace any unit that is unserviceable and/or undesirable within 2 hours of notification by the COR through the duration of the performance period.

**5.4 Portable Latrine / Hand Wash Station Placement and Servicing Equipment**

5.4.1 The contractor shall possess transportation and servicing equipment capable of navigating military terrain in the placement, and servicing of latrines and hand wash stations. See performance standard reference in Technical Exhibit 1 (TE1)

5.4.1.1 Transportation and servicing equipment shall be able to enter and exit placement locations at provided locations.

5.4.1.2 All Equipment shall be expected to navigate hardball roads, gravel roads, single lane training area roads. Discussions on unavailability of traverse training area roads shall be discussed with the COR within twenty-four (24) prior to placement.

6.0 Applicable Publications: Publications applicable to this PWS are listed below:

| Publication (Chapter/Page) | Date of Publication | Mandatory or Advisory | Website |
|---|---|---|---|
| Federal Acquisition Regulation | | | https://www.acquisition.gov/?q=browsefar |

6.1 Applicable Forms: Forms applicable to the PWS are listed below:

| Form | Date | Website |
|---|---|---|
| DD 441 Department of Defense Security Agreement | Feb 2020 | http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm |
| DD 250 Material Inspection and Receiving Report | Aug 2000 | https://www.esd.whs.mil/Directives/forms/dd0001_0499/ |

TECHNICAL EXHIBIT 1

Performance Requirements Summary

| Performance Objective | Task | Performance Standard | Acceptable Quality Levels (AQL) | Surveillance Method / By Whom |
|---|---|---|---|---|
| 1.3 | Equipment delivery and set up NLT 48 hours before start of service. | All equipment is delivered, and in place or at staging clean, in good condition without defect, meeting timelines and requirements specified in DOS | No more than 5 defects at end of set up week 09 SEP 26 | Inspected by COR |
| 5.2.1 – 5.2.2 & 5.3.1- 5.3.2 | Daily Servicing of Latrines and Hand-Wash Stations | Servicing is provided as specified in the DOS, meeting all schedules, supplies, and quality of service. | No more than 2 units daily are found that are not serviced properly. Vendor corrects within 3 hours of notification | Inspected by COR & Customer Feedback |
| 5.4 | Replacement of unserviceable and/or undesirable units | Units are replaced within 2 hours of notification by COR | No more than 2 units exceeding 3 hours timeframe; but are within 4 hours | Inspection by COR |
| 1.3 | Removal of equipment NLT 120 hours after the end of performance | 90% of units are removed by 1500L 14 OCT 26 | 100% of remaining units removed by 1000L 16 OCT 26 | Inspected by COR |

TECHNICAL EXHIBIT 2

See the chart for complete details of requirements with locations, service requirements etc.

TECHNICAL EXHIBIT 3

Deliverables Schedule

| DOS Reference / Deliverable Title | Frequency | Number of Copies | Medium/Format | Submit To |
|---|---|---|---|---|
| 2.1 Base Access Information | NLT 10 business days prior to start of work | 1 | Electronic Submission | POC as identified in para 2.1 |
| Identification Media | Return upon completion of contract performance. | Originals | Hard Copy | COR |