PERFORMANCE WORK STATEMENT (PWS)

PSNS & IMF LABORATORY, [redacted]
INSPECTION AND CALIBRATION OF LECO MICRO HARDNESS TESTERS

PART 1
GENERAL INFORMATION

1. **GENERAL:** This is a non-personal services contract to provide inspection and calibration services for the following mission-vital government owned equipment:

- LECO AMH-55/ LM248AT Micro Hardness Tester Serial Number: XMS8223 (AID 4523A16871)
- LECO AMH-55/ LM248AT Micro Hardness Tester Serial Number: XMS8039 (AID 4523A12455)

The Government shall not exercise direct supervision or control over any contractor employees. Notwithstanding, the contractor shall ensure employees comply with all requirements of this Performance Work Statement (PWS) and contract.

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 on site calibration and repair of micro hardness testers as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.2 Background: The [redacted] of the PSNS&IMF Laboratory requires a contractor to provide annual preventative maintenance and calibration/verification of government owned micro hardness testers. Annual calibration/verification is required to maintain accredited mission support of metallographic analysis. One Microhardness tester has experienced temporary issues with recording data.

1.3 Objectives: To maintain, calibrate, and technically support test equipment.

1.4 Scope: The contractor shall perform at least one calibration/preventive maintenance for each equipment piece listed. Services include repair, calibration, field service report and calibration certificates

1.4.1 Basic Services: The contractor shall provide services.

- Annual service/Verification agreement for government owned micro hardness testers. Includes one service visit to be performed at date and time agreed upon between vendor and COR.
- Service includes preventive maintenance, cleaning, lubrication and repair, when necessary. Contractor must be accredited to ISO 17025 by an ILAC recognized accreditation provider.
- Micro hardness tester shall be calibrated by indirect verification in both Knoop and Vickers scales per the latest revision of ASTM E92.
- Additional parts/labor as needed for Annual service.
- Upon completion of each service call the contractor must provide the laboratory with a Field Service Report that describes the services provided as well as a certificate of calibration.

1.5 Period of Performance: The period of performance shall is 9/18/2026 - 9/17/2027

1.6 Quality Control: The contractor shall develop and maintain an effective quality control program 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 quality control program is the means by which he assures himself that his work complies with the requirement of the contract.

1.6.1 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).

1.7 Location:

1.7.1 Place of Performance: The work to be performed under this contract will be performed at PSNS & IMF, [redacted], 1400 Farragut Ave, Bremerton, WA 98314.

1.7.2 Hours of Operation: The contractor is responsible for conducting business, between the hours of 0730 to 1600 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. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. 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.

1.7.3 Recognized Holidays: Contractor is not required to perform services on federal holidays. The list of current federal holidays can be found here: *https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/*

1.8 Security Requirements: Contractor personnel performing work under this contract must have United States citizenship and be able to pass a security screening to obtain green badge clearance at the time of contract performance, and must maintain the level of security required for the life of the contract.

Contractor Employees, in order to gain access to the government facility identified in paragraph 1.7.1 to perform work under this contract, shall comply with the Badging and Access Requirements Attachment to the solicitation/contract.

1.8.1 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. If the contractor requires use of a computer, the contractor from the COR the PSNS digital media and computer requirements form at least 10 business days prior to the start of onsite services. The contractor shall comply with Shipyard digital media and computer requirements.

1.9 Special Qualifications: Contractor shall be accredited to ISO 17025 by an ILAC recognized accreditation provider.

1.10 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.11 Contracting Officer Representative (COR): 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 Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel.

The COR is NOT authorized to change any of the terms and conditions of this contract. **Only the warranted Contracting Officer is authorized to make modifications/changes to the terms and conditions of this contract.** If the Contractor believes any Government personnel has effectively issued a change resulting in a change in effort and price/cost of the contract, the Contractor shall immediately notify the Contracting Officer in writing.

CORS:

PRIMARY	**ALTERNATE**
[redacted]	[redacted]

Government Technical Points of Contact (TPOC): The TPOC(s) monitors all technical aspects of the contract and assists in contract administration. The TPOC 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 notify both the Contracting Officer and Contractor of any deficiencies; coordinate availability of Government furnished property; and provide site entry of Contractor personnel.

The TPOC(s) are NOT authorized to change any of the terms and conditions of this contract. **Only the warranted Contracting Officer is authorized to make modifications/changes to the terms and conditions of this contract.** If the Contractor believes any Government personnel has effectively issued a change resulting in a change in effort and price/cost of the contract, the Contractor shall immediately notify the Contracting Officer in writing.

TPOCS:

PRIMARY	ALTERNATE
[redacted]	[redacted]

1.12 Contract Manager: 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 execution of this contract.

1.12.1 Identification of Contractor Employees: All contractor personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials. All contractor personnel on a government installation will be required to obtain and wear badges in the performance of this contract.

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. COMMON DEFINITIONS: Per Clause 52.212-4(e), clause 52.202-1 is incorporated by reference to this contract.

2.2 SPECIAL DEFINITIONS: NA

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. **GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1. Services: NA

3.2 Facilities: NA

3.3 Utilities: The Government will provide basic utilities for equipment function. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4 Equipment: NA

3.5 Materials: NA

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. **CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

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

PART 5
SPECIFIC TASKS

5. **SPECIFIC TASKS:**

5.1. Basic Services: The contractor shall provide services for:

- **Preventative Maintenance;** Cleaning and Servicing of all equipment listed. Tasks include, but are not limited to, cleaning and servicing of scope objectives, lenses, and cameras as necessary, servicing turret style objectives as needed for smooth action, inspecting all equipment for damaged components, and repairing of damage as requested and/or required for functionality.

- **Calibration of Microhardness Testers;** Microhardness testers shall be calibrated by the indirect verification method per ASTM E 92 Annex A1.4 (latest revision). Both the HK and HV scale shall be verified on both microhardness testers. A report/certificate of conformance shall be produced and provide both an as found and as left condition/verification. Cleaning, servicing, and

adjustments shall be made between the as found and as left condition. TPOC's shall be notified of any non-conformance in verification at any time.

- **Return ready for use;** Ensure all microhardness testers are returned to a working condition ready for use after servicing. Components removed or modified during servicing shall be re-installed/replaced and verified to function as intended.

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.

- ASTM E384
- ASTM E92

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. ATTACHMENT/TECHNICAL EXHIBIT LIST:

7.1 Technical Exhibit 1 – Performance Requirements Summary:

TECHNICAL EXHIBIT 1
Performance Requirements Summary

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 (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (This is the maximum error rate. It could possibly be "Zero deviation from standard")	**Method of Surveillance**
PRS # 1. Contractor maintains close liaison and good communication with Government	Any problems or questions encountered by either party are addressed within 1 business day.	Zero deviation from standard	*TPOC provides COR with written report of discrepancies.*
PRS # 2 The contractor shall provide calibration and maintenance services such that equipment functions as intended.	The contractor provided certs shall be in accordance with ASTM E384 and ASTM E92	Zero deviation from standard	100% verification by TPOC or qualified analyst.

7.2. Technical Exhibit 2 – Deliverables Schedule:

TECHNICAL EXHIBIT 2
Deliverables Schedule

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Calibration reports/certificates with calibration uncertainty. Field service report.	At the completion of every preventative maintenance visit, calibration visit or service/repair visit.	One (1)	Electronic PDF on company letterhead listing: • Serial number • Service engineer contact information • Work performed • Service recommendations Final instrument status (functional vs non-functional).	TPOCs