PERFORMANCE WORK STATEMENT (PWS)

FOR

FAMILY HOUSING FURNITURE MOVING SERVICES MCAS IWAKUNI

03 August 2026

1.0 General

1.1. Introduction and Background.

This is a requirement for the transportation and delivery of Government-owned furnishings and appliances in support of the Family Housing Welcome Center Warehouse, Bldg 200, on Marine Corps Air Station (MCAS) Iwakuni, Japan.

1.2. Scope of Work and Objective.

The Contractor shall provide all labor, materials, equipment, tools, and supervision necessary to accomplish the transport, delivery, and installation of Government-owned furnishings and appliances, as defined in this Performance Work Statement of Work (PWS). See Appendix A – List of Government-Owned Furniture and Equipment, for a list of items that will be required to be moved.

1.2.1. All work/service calls are generated by enterprise Military Housing (eMH) Deliver/Pickup Orders. The Contractor will sign the eMH Delivery/Pickup Order Form in the appropriate signature block upon delivery and return certifying that all items annotated on the form were delivered or returned. All eMH Delivery/Pickup Orders will be generated a minimum of 24 hours in advance. These forms may be transmitted electronically, in person or by fax from the Family Housing Office to the Contractor. Emergency work orders (after hours and on weekends) will be issued by verbal order from the Contracting Officer Representative (COR) with the written work order form issued on the next business day. The Contractor is required to provide confirmation of work to the COR on a daily basis.

1.3. Ordering Periods. The Ordering Period of this Requirements Contract is for a Base Year (15 September 2026 through 15 September 2027).

1.3.1. Federal Holidays. The contractor shall not be required to provide services on federal holidays unless the holiday is particularly specified otherwise in this PWS.

Federal Holiday	Occurrence
New Year's Day	1 January*
Martin Luther King Jr.'s Birthday	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	last Monday of May
Independence Day	4 July*
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11 November*
Thanksgiving Day	4th Thursday of November
Christmas Day	25 December*

* When a federal holiday falls on Sunday, the following Monday will be observed as a holiday by the U.S. government. When a federal holiday falls on a Saturday, the preceding Friday will be observed as a holiday.

In addition to these federal holidays, if the President of the United States issues an executive order closing the federal government, that date shall also be considered a recognized federal holiday (Reference Executive Order 11582 of February 11, 1971, and 5 U.S.C. 5546 and 6103(b) and other similar statues insofar as they relate to the pay and leave of employees of the United States).

1.3.2. Hours of Operation. The Contractor shall be expected to provide services during normal Government work hours. Normal Government work hours are between 08:00am – 16:30, Monday through Friday.

1.3.2.1. The Contractor shall be able to provide emergency movement of appliances (refrigerators and stoves only) on Saturdays, Sundays, and Holidays. Contractor shall provide a phone number at which the Government may contact the contractor for emergency work orders.

1.3.3. Typhoon Conditions. Japan-based military installations close when Tropical Cyclone Condition of Readiness 1C (TCCOR 1C or TC-1C) is declared by Military Weather Station authorities. The Contractor will be required to depart military bases, remain indoors, and monitor radio/television to determine when the TCCOR changes to TCCOR SW (Storm Watch) or TCCOR AC (All Clear). When TCCOR SW is declared by Military Weather Station authorities, the Contractor shall restart the service within 2 hours. If that occurs after normal business hours, services shall begin the next normal workday at 7:30am.

2.0 Place of Performance.

The furnishings shall be typically picked up and stored in the Family Housing Welcome Center Warehouse, Bldg 200, on Marine Corps Air Station (MCAS) Iwakuni, Japan, transported to and from base family housing, *off-base private rental quarters, and Defense Reutilization and Marketing Office (DRMO), Bldg 299, on MCAS Iwakuni, Japan. Approximately 98% of work to and from Building 200/Designated location. Occasionally, furniture will be moved from one house/quarter to another.

* Off-base private rental quarters: Normally located within 15 ~20km from the base and occasionally up to 40km ~ 50km.

3.0 Technical Requirements (Description of Work / Tasks)

3.1. Type of Moves.

3.1.1. Residential furnishings: There are three types of scenarios associated with these housing items.

a. Furnishings shall be moved from the Family Housing Warehouse to designated locations identified by the installation housing office. These locations can include both on and off base residences.

b. Furnishings shall be moved from one housing location to another housing location. These locations can include both on and off base residences as identified by the installation housing office.

c. Furnishings shall be moved to the Family Housing Warehouse from designated locations identified by the housing office. These locations can include both on and off base residences.

3.1.2. Appliances movement from the warehouse to quarters on or off base and from quarters to the Family Housing warehouses or other designated locations on base.

3.2. Timely Pick-up and Delivery.

The Contractor shall commence pick-up or delivery, Monday through Friday, not earlier than 8:00 a.m. on the date specified and proceed without unnecessary interruption until the required services are fully performed. Pick-up and deliveries shall be completed no later than 4:00 p.m. on the same day.

The Contractor is required to deliver/pickup furniture sets and/or appliances to/from each residence based on the time specified on each eMH Deliver/Pickup Order. Current time of arrival are 0830, 1030, 1330, and 1530. To meet the specified delivery/pickup time to/from each residence, the Contractor shall arrange the time for the pickup of furniture sets and/or appliances from Family Housing Warehouse and/or transportation.

Note: Government warehouses close at 4:30 p.m. each day

3.2.1. Government Representative Furniture Inspection.

The Contractor shall commence furniture pick-up only after a QC/Government Representative has completed inspection to identify any damages.

3.3. Preparation, Loading, and Padding.

3.3.1. The Contractor shall adequately pad all furniture and appliances, and position them in a manner that will prevent shifting or damage during transportation.

3.3.2. The Contractor shall remove all materials such as protective films, tapes, etc covering new appliances prior to loading.

3.3.3. The Contractor shall install handles on appliance doors prior to padding furnishings for movement to designated residences.

3.3.3.1. When required by eMH Delivery/Pickup Orders, the Contractor shall reverse the axis of appliance doors and install door handles prior to padding. The Contractor shall perform all necessary works such as removing and replacing door covers and all associated labels to the opposite side.

3.4. Transportation of Furnishings.

The Contractor shall provide the necessary vehicles and handling equipment to and from the required delivery locations on and off base. Some locations may require handling and moving of furnishings where access to quarters is through narrow side streets and driveways. The vehicles used for pickup and delivery by the Contractor shall be either a closed moving van, a truck with an enclosed bed, or a flatbed type vehicle for hauling containers. The vehicle shall be free of holes or conditions that would permit the entry of water or anything that could damage the items being transported. The doors must fit tightly and securely when closed.

3.5. Unloading, Assembly, Disassembly, and Replacement.

3.5.1. Upon delivery to the residence: Unloading shall include the assembly of furniture, removal of all materials such as protective films, tapes, etc covering new furniture and/or appliances, installation of appliances and the placement of goods in appropriate rooms of the dwelling for ready availability of occupant's use. Furniture shall be set up and placed in the rooms as designated by the occupant. The Contractor shall not be required to move items after placement in designated location. The Contractor shall insure the employees perform the loading, offloading, and placement of furniture with due care to prevent damage to furnishings, occupant's property, Government quarters or off-base private rental quarters.

3.5.2. Appliances: After delivery of appliances, the contractor must install appliances at the destination per the relevant manufacturer's instructions.

3.5.3. Inclement Weather: During inclement weather, the Contractor shall ensure furnishings delivered and /or picked-up are safeguarded from the elements. Items that are wet shall be wiped down immediately after delivery/pick-up to prevent damage.

3.5.4. Dwelling Modifications: The Contractor shall not modify any dwelling for the purpose of delivering and pick-up of furnishings. This consists of, but not limited to, removing doors, unscrewing door hinges.

3.5.5. Contractor Safety: The Contractor may not be required to lift furnishings and appliances over walls, through windows, or balconies unless the proper equipment that is designed for such functions can be used. Due to safety constraints, the Contractor shall not remove footwear during the delivery or pick-up of furnishings, on or off base.

3.5.6. Clean-Up: Contractor shall remove all padding, materials, and other debris from occupant premises, as a result of unloading, placement, assembly and installation of furnishings. Contractor personnel shall collect and deposit at a location designated by the Government warehouse personnel. Contractor shall leave the area in the same manner as it was prior to the performance of services.

3.5.7. Long Distance Transportation Fee: The Contactor is able to charge long distance transportation fee when the distance of an individual movement order for one-way is over 35km.

3.6. Attempted Delivery/ Cancellation of Services.

3.6.1. Attempted Delivery Charges: In the event the Contractor cannot complete any delivery work due to the absence of the resident, at no fault of the Contractor, the applicable rate specified in the corresponding Contract line items of the Contract, will be paid to the Contractor provided:

(i) The Contractor immediately notifies the Contracting Officer's Representative (COR) using the nearest available telephone,

(ii) The COR cannot have the resident be at the point within 30 minutes after notification by the Contractor, and

(iii) The Contractor's notice of attempted delivery is left at the residence.

(iv) After "Attempted Delivery" the Contractor returns to the Family Housing Warehouse and unloads undelivered items

The Contractor shall be responsible to return the items without additional cost to the Government. (The Contractor is not able to charge the cost of returning items.)

3.6.2. Cancellation of Services: The Contactor shall be notified no later than 1500 hrs of the previous business day for cancellation of services. Failure to notify the Contractor of cancelled services will result in compensating the Contractor for the full amount of delivery/pickup services excluding appliance installation charges ordered in each eMH Delivery/Pickup Order.

The applicable rate of delivery/pickup charge specified in the corresponding Contract line items of the Contract, will be paid to the Contractor. However, such payment will not apply when the cancellation is caused by conditions beyond the Government's control such as strike, typhoons, etc.

When the cancellation is notified after pickup of items from FH Warehouse, the Contractor shall be responsible to return the items without additional cost to the Government. (The Contractor is not able to charge the cost of returning items.)

3.7. Damage by Contractor.

3.7.1. In all instances where Government Property, Facilities, or Equipment is damaged by the Contractor, or when private rental quarters are damaged by the Contractor, a full report of the facts and the extent of the damages shall be submitted to the COR or Family Housing Director or a duly authorized representative within 24 hours following the incident. The COR or the Family Housing Director or a duly authorized representative shall forward the report to the Contracting officer within 24 hours of receipt. If the Contractor is found to have been negligent in causing the damage, the Contractor shall be held responsible and reimburse the Government for all damage.

3.8. Communication Requirements.

The Contractor shall provide a telephone number at which the Contractor is always reachable from 7:30 a.m. through 4:30 p.m., Monday through Friday, and a point of contact for emergency work orders on holidays, nights,

and weekends. The Contractor shall provide a point of contact at this number who must be able to speak and understand English. This individual shall be capable of taking messages and relaying information, in English, on matters pertinent to the Contract.

3.9. Regulatory Compliance Requirements. It shall be the Contractors' responsibility to identify and apply the proper procedures and protocols as required by Japanese National, Prefecture, and local laws and regulations. Also, the Contractor shall be knowledgeable of and comply with all applicable safety laws and regulations listed in but not limited to, paragraph 4.4 and 5.0. In the event any safety laws/regulations change during the term of this Contract, the Contractor is required to comply as such laws come into effect.

3.9.1. Public Laws and Statutes – The Contractor shall comply with the issue or version (including all changes and amendments) of Japanese National, Prefecture, and local statutes and regulations in effect, defined in this Performance Work Statement (PWS).

3.9.2. Department of Defense (DoD) Directives and Marine Corps Orders – The Contractor shall comply with the issue or version of the DoD and Marine Corps directives, instructions, regulations, policies and other documents in effect, defined in this PWS, including but not limited to the document listed below. Nothing in this PWS, supersedes applicable laws and regulations, unless a specific exemption has been obtained.

- DoD Japan Environmental Governing Standards (JEGS), Current Edition as April 2024

3.10. Contractor Furnished Equipment (CFE)

3.10.1. The Contractor shall provide all padding for protecting furniture and appliances while moving. Padding cloth shall be clean and at least 5 oz. in weight and adequately sized to fully pad the furniture surfaces. Used blankets are acceptable; however, canvas, burlap, and other material padding with rough textures that could scratch furniture or appliance surfaces are not acceptable. Use of damp, wet, or unclean material is prohibited.

3.10.2. All mattresses and box springs shall be placed in plastic envelopes, provided by the Contractor, for protection. These envelopes shall be removed when the items are placed in quarters. Envelopes can be stored in the Family Housing Warehouse, BLDG 200.

4.0 Delivery or Deliverables

4.1.1. Daily Report – The report shall be prepared in accordance with the sample form provided by the COR after award. The report shall contain the below listed items:

a. Date, Time of Delivery/Pickup, locations, details of work performed
b. enterprise Military Housing (eMH) Deliver/Pickup Order Number
c. Cancellation of orders if applicable

When any item of work is performed, the Daily Report shall be submitted to the COR by 10:00AM the following workday via email in pdf format.

4.2. (Contract Data Requirements List – CDRL).

CDRL Title	Applicable PWS Paragraphs
Daily Report	PWS Section 4.1.1

4.3. Performance Requirement Summary (PRS).

The Contractor's performance requirements are summarized into performance objectives that relate directly to standards of performance required to meet mission essential needs. For the Performance Objective to be met, service delivery must be in substantial compliance with applicable performance standards. The Performance Threshold describes the minimum overall levels of service delivery required for acceptable quality control. Failure to meet these Performance Thresholds means that Contractor Quality Control is unacceptable.

Table 1: PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The Performance Requirements Summary (PRS) in Table 1 outlines the Government's performance requirements for this Contract.

PERFORMANCE REQUIREMENT SUMMARY (PRS)

Task	Performance Objective	PWS Ref	Performance Standard	AQL Acceptable Quality Level (AQL)	Surveillance Method	Remedy
Furniture Moving Services	Daily Report	4.1.1	Daily Report shall be submitted to the COR by 10:00AM the following workday via email in pdf format.	95% in accuracy when compared to eMH order.	COR will review all information and compare with eMH database.	Shall be immediately corrected in comliance with COR guidance.
	Timely Pick-up and Delivery	3.2	Time – The Contractor proceeds with the services on date and time specified and without unnecessary interruption until the required services are fully performed.	95% in compliance with the established schedule.	COR will review all information and reports disseminated from the Contractor.	Shall be immediately corrected in compliance with the established schedule.
	Prevention of Damages	3.3 3.3.1 3.3.2 3.3.3 3.5 3.5.1 3.5.3	Furniture and Appliances: Technical – The Contractor shall exercise care in the handling, loading, unloading, and padding of furniture and appliances during the Contractor's performance.	95% of all items delivered without contractor-caused damage If damages occur, 95% of all damage reports submitted to the	Inspection of damages will be conducted by the QC/FH Representatives. Random Inspection (twice per month) will be conducted by the COR for the Contractor's Work performed in accordance with the PWS	Shall be in compliance with Section 3.7. - Damage by Contractor.

		3.5.6 3.7 3.7.1	Other Government Property: Technical – The Contractor shall perform the services with due care to prevent damage occupant's property, Government quarters or off-base private rental quarters.	Government within 24 hours.	requirements and Contractor's Quality Control Plan.	
Contractor's Safety	Contractor shall comply with all safety requirements .	3.5.5 and 4.4	Technical – Services shall be performed in compliance with the required Safety and Environmental laws and regulations.	95% of all safety requirements shall be identified and properly classified as per the PWS with 95% accuracy	Inspections will be conducted by the COR, twice per month during the moving services.	N/A - Recorded as contractor deficiencies. Repeated safety violations may be considered deficiencies base on type/severity .

4.4. Safety. The Contractor shall be responsible for ensuring the safety of their personnel along with any other personnel who should enter the worksite. Requirements for safety shall be strictly adhered to as they pertain to Contractor operations and as required by Industrial Safety and Health Law and Related Legislation of Japan, and NAVMC Directive 5100.8 – Marine Corps Occupational Safety and Health (OSH) Program Manual.

4.4.1. Safety Provisions.

4.4.1.1. The Contractor is is not authorized to use of any overhead devices including (but not limited to): crane, cherry picker, etc, that would create an overhead hazard under this Contract.

4.4.1.2. The Contractor shall conform to the specific safety requirements prescribe by the Government installation and take such additional immediate precautions as the Contracting Officer may reasonably require for safety and accident prevention purposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel performing or in any way coming in contact with the performance of this contract on such premises. Any violation of such rules and requirements, unless promptly corrected as directed by the Contracting Officer, shall be grounds for termination of this contract in accordance with the default provisions hereof.

4.4.1.3. The Contractor shall observe all local Safety Requirements while traveling, working, or using equipment at the installation sites. If conflicts arise, they shall be referred to the COR for resolution. The Government may add Special Safety Requirements for specific work requirements not covered herein.

4.4.2. Occupational Safety and Health. The Contractor shall be responsible to maintain a safe working environment in compliance with 29 CFR 1910 – Occupational Safety and Health Standards. The followings are OSHA provisions will be applied under this Contract, but not limited to:

4.4.2.1. Personal Protective Equipment. The contractor shall be responsible for providing the following types of personal protective equipment in accordance with 29 CFR Subpart I, but not limited to:

Foot Protection: Contractor shall provide foot protection in accordance with 29 CFR Part 1910.136.

Head Protection: Contractor shall provide head protection in accordance with 29 CFR Part 1910.135.

Protective Clothing: Contractor shall provide protective clothing in accordance with 29 CFR Part 1910.132.

4.4.3. Accident Reporting and Investigation.

4.4.3.1. The Contractor shall report promptly (within one hour) to the COR all available facts relating to each instance of damage to Government property.

4.4.3.2. The Contractor shall immediately secure the accident area and wreckage until released by the accident investigative authority as designated by the unit Safety Officer. Such release will be accomplished through the COR.

4.4.3.3. The Contractor shall cooperate fully and assist Government personnel if the Government chooses to conduct an investigation.

5.0 Applicable Documents / Governing References. In addition requirements of regulations and policies applicable to this contract/order by virtue of clauses contained herein, the contractor shall, in the performance of this contract/order, also comply with all references applicable to the specific tasks of this Performance Work Statement, as listed below, including any amendments or subsequent issuance.

Reference	Location
DoD Japan Environmental Governing Standards (JEGS)	https://www.usfj.mil/Resources/JEGS/
Industrial Safety and Health Act , Act No. 57	https://www.mhlw.go.jp/web/t_doc?dataId=74001000&dataType=0&pageNo=1 http://www.japaneselawtranslation.go.jp/law/detail_main?re=&vm=&id=1926
Marine Corps Order (MCO) 5100.29B – Marine Corps Safety Program	https://www.marines.mil/News/Publications/ELECTRONIC-LIBRARY
NAVMC DIRECTIVE 5100.8 - Marine Corps Occupational Safety and Health (OSH) Program Manual	https://www.marines.mil/News/Publications/ELECTRONIC-LIBRARY
OPNAVINST 5100.23G - Navy Occupational Safety and Health Program Manual	https://www.secnav.navy.mil/doni/default.aspx
United States 29 CFR 1910 standards	http://www.osha.gov/
United States 29 CFR 1926 standards	http://www.osha.gov/
DoD 7000.14R - Financial Management Regulations	
Department of Defense (DOD) Directive 5500.07 – Standard of Conduct	http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/550007p.pdf
DOD 5500.7-R - Joint Ethics Regulation	http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/550007r.pdf
DOD Directive 4715.1E	https://www.esd.whs.mil/Directives/issuances/dodd/
DODI/M series 1000.13	https://www.esd.whs.mil/Directives/issuances/dodi/
DODI 5200.46	https://www.esd.whs.mil/Directives/issuances/dodi/
DoD 5220.22-M	https://www.esd.whs.mil/Directives/issuances/dodm/
DOD 5400.11-R	https://www.esd.whs.mil/Directives/issuances/dodm/
Executive Order 11582 of February 11, 1971	https://www.archives.gov/federal-register/codification/executive-order/11582.html
Public Law 91-596	https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=2743&p_table=OSHACT
Public Law 99-234	https://www.congress.gov/public-laws/99th-congress
United States Code Title 18, Section 793	https://uscode.house.gov/
United States Code 5546	https://uscode.house.gov/
United States Code 6103 (b)	https://uscode.house.gov/

USFJI 31-205	Will be provided upon the Contractor's Request.
USFJI 64-100	Will be provided upon the Contractor's Request.

6.0 Government Furnished Facilities, Equipment, Services and/or Information.

N/A

7.0 Special Instructions and Administrative Information

7.1. Non-Personal Services. This is a non-personal services, performance-based contract. The contractor bears responsibility to manage its employees and guard against any actions that could be characterized as personal services as defined in FAR 37.201-2, or which convey the perception that personal services are being delivered. No provisions are implied nor provided in this contract for any benefits such as medical care, retirement, or worker's compensation, other than those incorporated through enumerated clauses.

7.2. Identification of Contractor Personnel and Equipment. In accordance with R-DFARS 211.270, contractor personnel performing non-personal services on DOD installations or other government facilities shall ensure that they are readily identifiable as contractor employees (including subcontractors and consultants). All contractor employees shall comply with the following at all times:

7.2.1. Telephone Identification. Identify themselves as contractor personnel at the onset of every telephone call made from a Government telephone or any other phone if the call is made in support of Government-related requirements and activities.

7.2.2. Recorded Messages. Identify themselves as contractor personnel in all recorded messages including those, which are heard by callers attempting to contact contractor employees via answering machines or voicemail.

7.2.3. Meetings, Conferences and Events. Identify themselves as contractor personnel at the onset of every meeting, conference or any other gathering attended in support of any Government related requirements or activities.

7.2.4. Correspondence. Identify themselves as contractor personnel on any correspondence, documents, or reports accomplished or sent in support of any service provision to the Government, including, but not limited to, correspondence sent via the U.S. Mail, facsimile, or electronic mail (email) inclusive of out-of-office replies.

7.2.5. Personal and Corporate Identification. Wear or display contractor provided nametags, badges or attire which display, at a minimum, the name of the contractor and their respective company.

7.3. Designated Third Country Nationals (DTCN). Persons from certain countries are considered DTCN and are generally restricted from entering Marine Corps Bases Japan (MCBJ) Camps, Air Stations, or facilities. A listing of DTCN countries and other related information regarding this policy can be found in USFJ Instruction 31-204 (Designated Third Country Nationals), which can be made available upon request.

7.4. Exemption from Japanese Taxes. Pursuant to the U.S. – Japan Status of Forces Agreement and the Joint Committee, the governments of the United States and Japan have agreed that the procurement in Japan of materials, supplies, equipment and services for official purposes may be except from certain Japanese taxes. When incorporated, paragraph c. of the clause FAR 52.229-6, " TAXES – FOREIGN FIXED PRICE CONTRACTS" and/or R-DFARS 252.229-7001 'TAX RELIEF' stipulate that contract/order pricing shall not include the Consumption Tax. Submission of, and/or incorporation into the contract of, your offer, certifies that pricing does not contain any cost related to the Consumption Tax. Questions concerning this matter should be directed to your local Japanese Tax Office.

7.5. Subcontract Management. The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR). Cross teaming may or may not be permitted.

7.6. Mission Essential Personnel / Tasks. Unless specified otherwise in this Performance Work Statement, contractors supporting this contract/order are not considered "Mission Essential" personnel (as defined in R-

DFARS 237.76) who would be required during crisis or emergency operations.

7.7. Hazardous Materials and Safety. The Contractor and its subcontractors shall comply with all applicable laws, including Public Law 91-596 *(Occupational Safety and Health Administration (OSHA))* and DOD Directive 4715.1E, *Environmental, Safety, and Occupational Health (ESOH)*). Contractor personnel performing services on a DOD installation shall participate in local Voluntary Protection Programs (VPP). Information on the VPP is available at http://www.osha.gov/dcsp/vpp/index.html

7.8. Installation Access and Personnel Credentialing

7.8.1. Motor Vehicles. Vehicle licensing, registration, and insurance requirements must all be conducted in accordance with host nation law, USFJ Instruction 31-205, and applicable local installation policies.

7.8.1.1. Road Laws. All personnel operating motor vehicles under this contract/order are subject to U.S. military installation regulations and Japanese Road Laws. Failure of the contractor, its employees, or its sub-contractors, to comply, may result in revocation of driving privileges or other legal action.

7.8.2. Personnel Access / Credentialing. Access to local installations is inherently required to accomplish specified tasks under this contract/order. The contractor shall therefore ensure all necessary actions are taken to obtain such access by its personnel in time to affect access in accordance with the requirements of the PWS and POP. Failure to complete such actions in a timely manner, some of which may occur prior to the POP or individual mobilization/relocation to the place of performance, shall not constitute excusable delay. Upon request, the Contracting Officer will provide a 'check-in' sheet that summarizes required actions.

7.8.2.1. Base Passes and/or Defense Biometrics Identification System (DBIDS) cards. The Contractor shall submit a request for base passes for its employees to the Marine Corps Air Station Iwakuni Contracting Office for approval by the Contracting Officer. Upon approval, the Contractor shall hand-carry the request to the Provost Marshall's Office (PMO), Pass and Registration, Building 360, (Telephone #0827-79-4640). The Contractor shall be responsible for all passes issued to its employees and its sub-contractor's employees under this contract. The Contractor shall return all applicable base passes upon termination of employment or completion of this contract to the Pass and Registration and certification of receipt shall be obtained.

7.8.2.2. Return and/or Disposal of Access Credentials. The contractor's employees shall return to the applicable issuing office all base passes, DBIDS cards, and/or CAC, immediately upon termination of employment or completion of this contract and certification of receipt shall be obtained and submitted to the Contracting Officer. The Contractor shall submit a listing of employees terminated under this contract to the Contracting Officer within seven (7) days of the effective date of termination.

7.9. Privacy Act. Pursuant to FAR clause 52.224-3, as incorporated, DoD requires agency-specific Privacy Act training as prescribed in DOD 5400.11-R. DOD 5400.11-R also prescribes required actions regarding information and privacy, which are applicable to the contractor and its personnel performing under this contract/order. The regulation may subject the contractor and/or contractor's personnel to criminal liability under Title 18, Section 793 of the United States Code.

7.10. Classified information. Any classified work products shall be handled in accordance with DoD 5220.22-M. The contractor's procedures for protecting against unauthorized disclosure of information will not require DoD employees or members of the Armed Forces to relinquish control of their work product, whether classified or not, to the contractor. The contractor may also have access to, and be required to safeguard, Controlled Unclassified Information (CUI), sensitive, confidential, and/or classified information and material.

7.11. Key Control. The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by the government are not lost or misplaced, and are not used by unauthorized persons. The Contractor shall report lost keys to the COR. The Contractor shall not duplicate any keys. It is also the responsibility of the Contractor to prohibit the opening of locked areas by the Contractor's employees to permit entrance of persons other than Contractor's employees engaged in the performance of assigned work in those areas. In the event keys are lost or unauthorized duplication occurs through the fault of a Contractor employee, The Government may, at its option, require the Contractor to replace keys, reimburse the government for replacement of locks, or re-key as a result of Contractor losing keys. In the event a master key is lost or duplicated, the Contractor shall replace all locks and keys for that system and the total cost will be deducted from the monthly payment.

7.12. Quality Control and Quality Assurance. In accordance with FAR part 46, and the respective enumerated clauses incorporated in this contract/order, the contactor is reminded that the government may conduct Quality Assurance actions, inspect the Contractor's Quality Control Plan and records, and take remedial actions as necessary, at any time through the duration of this contract/order.

7.12.1. The Contractor shall develop and maintain a quality control program to ensure services are performed in accordance with the Government's requirements and accepted practices as specified in the Performance Work Statement (PWS) and publications listed in Section 5.0 of the PWS. The Contractor shall develop and implement procedures to identify and prevent defective services from reoccurring. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in Section 4.3 - Performance Requirement Summary (PRS) of the PWS. The Contractor shall designate a Quality Control Representative in writing who must be available in the event deficiencies are found by the Contracting Officer Representatives (COR) or his/her authorized representatives. The Contractor shall provide a quality control plan for Government review and acceptance provided to the Contracting Officer no later than 30 days after receipt of contract award. Records of all inspections conducted by the Contractor, and corrective action taken, shall be made available to the Government upon request.

8.0 Acronym Key

AOR - Area of Responsibility
CAC – Common Access Card
CLIN – Contract Line Item Number
CDRL – Contract Data Requirements List
COR – Contracting Officer's Representative
CPARS – Contractor Performance Reporting System
DBIDS – Base Passes and/or Defense Biometrics Identification System
DFARS – Defense Federal Acquisition Regulation Supplement
DoD – Department of Defense
DRMO – Defense Reutilization and Marketing Office
DSSR – Department of State Standardized Regulations
DTCN – Designated Third Country Nationals
eMH – enterprise Military Housing
ESOH – Environmental, Safety, and Occupational Health
FAR – Federal Acquisition Regulation
FCG – Foreign Clearance Guide
FOUO – For Official Use Only
FTR – Federal Travel Regulations
INDOPACOM – Indo-Pacific Command
JCI – Japanese Compulsory Insurance
JEGS – Japan Environmental Governing Standards
KO – Contacting Officer
MCAS – Marine Corps Air Station
MCO – Marine Corps Order
OCI - Organizational Conflict of Interest
OSHA – Occupational Safety and Health Act
OSHA – Occupational Safety and Health Administration
PCO - Procuring Contracting Officer
PIV - Personal Identity Verification
PMO – Program Management Office
PMO – Provost Marshal's Office
POC – Point of Contact
PWS – Performance Work Statement
PRS – Performance Requirements Summary

QA – Quality Assurance
QASP – Quality Assurance Surveillance Plan
QC – Quality Control
SOFA – Status of Forces Agreement
TCCOR – Tropical Cyclone Condition of Readiness
TC-SW – TCCOR Storm Watch
USC – United States Code
USFJI – US Forces Japan Instruction
VPP - Voluntary Protection Programs
VTC – Video Teleconference

9.0 Definitions

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.

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

Contracting Officer's Representative (COR). An employee of the U.S. Government appointed by the contracting officer to administer 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.

Defective Service. A service output that does not meet the standard of performance specified in the contract for that particular service.

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

Enterprise Military Housing (eMH) Deliver/Pickup Order Number. All Delivery/Pickup orders generated by the Government's internal data system called "eMH" have an exclusive order number in which the Government can track the physical locations of assets.

Quality Assurance. A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For purposes of this contract, quality assurance refers to actions by the Government.

Quality Control. Those actions taken by a Contractor to control the production outputs to ensure that they conform to the contract requirements.

Performance Requirement Summary. A listing of the service outputs under the contract that are to be evaluated by the COR on a regular basis, the surveillance methods to be used for these outputs, and the standards of the listed outputs.

Standard: The point that divides acceptable and unacceptable performance of a task according to the Performance Requirement Summary. It is the number of defectives or maximum percent defective in the lot that is deemed acceptable.

End Performance Work Statement

APPENDIX A:

LIST OF GOVERNMENT-OWNED FURNITURE AND EQUIPMENT

Typical items for furniture and appliance movement:

Small: (1 – 10,500 Cubic Inches)

Night stand
Table lamp

Medium: (Over 10,500 Cubic Inches but not to exceed 20,000 Cubic Inches)

Coffee table
Dining chair
End table

Large: (Over 20,000 Cubic Inches)
Queen Size Bed Set (Box spring, mattress and frame = 1 bed set)
Single Size Bed Set (Box spring, mattress and frame = 1 bed set)
Chest of drawers
Couch
Dining room table and 4 chairs = 1 dining set
Dresser and mirror
Easy Chair

Appliances:

Dishwasher (Small and Large sizes ranging from 16,000 to 23,000 Cubic Inches)
Refrigerator (Various sizes ranging from 14 to 45 Cubic Feet)
Stove (gas, electric double oven, and standard electric), (Various sizes ranging from 14,000 to 42,000 Cubic Inches)
Washer (Small and Large sizes ranging from 12,000 ~ 30,000 Cubic Inches)
Dryer (Small and Large sizes ranging 11,000 ~ 35,000 Cubic Inches)

Typical items for the installation of appliances:

Installation of Appliances:
Washer (On-Base & Off-Base)
Dryer (On-Base & Off-Base)
Stove (gas, electric double oven, and standard electric)-Required for Off-Base Residents only

APPENDIX B:

GOVERNMENT'S HISTORICAL WORKLOAD SUMMARY

Period: 01 Mar 2025 through 28 Feb 2026													
FURNITURE MOVING (To/ From On-Base)	**Total**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
		Qty	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**
Movement of Small Items	**1871**	164	191	194	150	236	148	214	100	98	116	135	125
Movement of Medium Items	**1270**	111	134	131	108	153	96	135	65	72	79	95	91
Movement of Large Items	**5203**	390	566	637	634	636	382	479	258	292	294	354	281
Movement of Appliance (Regular Hours)	**1547**	142	152	122	153	107	126	135	34	162	168	116	130
Emergency Movement of Appliances	**0**	0	0	0	0	0	0	0	0	0	0	0	0
Installation of Appliances:	**749**	75	73	55	63	53	63	62	36	84	62	59	64
FURNITURE MOVING (To/ From Off-Base)	**Total**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
		Qty	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**
Movement of Small Items	**589**	60	38	45	65	89	65	46	58	44	21	27	31
Movement of Medium Items	**405**	40	22	37	53	58	41	34	36	23	11	20	30
Movement of Large Items	**1852**	180	135	205	270	249	137	104	157	138	90	70	117
Movement of Appliance	**631**	34	50	39	54	81	55	51	57	57	50	59	44
Installation of Appliances:	**280**	13	24	15	22	34	30	24	26	21	23	27	21
LONG DISTANCE TRANSPORTATION FEE	**Total**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
		Qty	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**	**Qty**
Long Distance Transportation Fee	**N/A**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

APPENDIX C:

GOVERNMENT'S WORKLOAD ESTIMATE

FURNITURE MOVING (To/ From On-Base)	**Base Year** 16 Sep 2026 thru 15 Sep 2027 **Qty**
Movement of Small Items	**1900**
Movement of Medium Items	**1300**
Movement of Large Items	**5300**
Movement of Appliance (Regular Hours)	**1600**
Emergency Movement of Appliances	**5**
Installation of Appliances:	**800**
FURNITURE MOVING (To/ From Off-Base)	**Base Year** 16 Sep 2026 thru 15 Sep 2027 **Qty**
Movement of Small Items	**600**
Movement of Medium Items	**450**
Movement of Large Items	**1900**
Movement of Appliance	**700**
Installation of Appliances:	**300**
LONG DISTANCE TRANSPORTATION FEE	**Base Year** 16 Sep 2026 thru 15 Sep 2027 **Qty**
Long Distance Transportation Fee	**20**