PERFORMANCE WORK STATEMENT
FOR
VERTICAL TRANSPORTATION EQUIPMENT INSPECTION MAINTENANCE & REPAIR SERVICES

FA4800-XX-X-XXXX

Joint Base Langley-Eustis
733d Civil Engineer Squadron
633d Civil Engineer Squadron

Revision Date: 7 August 2026

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1.0 SCOPE OF WORK. The contractor shall provide all management, tools, supplies, equipment, parts and labor necessary to maintain, repair, and inspect the real property vertical transportation equipment (VTE) at Joint Base Langley-Eustis (JBLE) VA, in a manner that will ensure continuous and safe operation. The term "VTE" in this Performance Work Statement (PWS) includes all equipment listed in the JBLE technical exhibits: freight and passenger elevators, and may include wheelchair/stair lifts, dock levelers, and dumbwaiters.

2.0 DESCRIPTION OF SERVICES. This full maintenance contract signifies a VTE service provider (Contractor) takes total service responsibility for the equipment identified in the contract. Except those services covered in paragraph 2.12. below, the monthly fixed price includes all inspections, maintenance, repairs, replacements, and routine and emergency service calls. This contract allows the Government to budget total yearly costs and eliminates concerns relating to individual parts repair or replacement invoicing. The Contractor assumes all responsibility and determines the types of service required to keep the VTE operating safely.

2.1. Annual Inspection. Work conducted on VTE will be in accordance with the American Society of Mechanical Engineers (ASME) A17.1-2016, 2017 (or applicable code for year VTE put in service) Safety Code for Elevators and Escalators (ASME A17.1); ANSI/ASME A17.2- 2017, Guide for Inspection of Elevators, and Moving Walks (applicable to equipment); A17.3- 2017. Inspections will consist of weight test load and certifications. When performing annual inspection, contractors shall provide elevator equipment manufacture data plate equipment information (Model Number, Serial Number, Unit Size, etc.). Data plate information shall be provided to the Contracting Officer's Representative (COR) and used to support the Sustainment Management System (SMS) Builder program inventory. Contractors when inspecting elevator equipment shall also report condition of equipment as Good (>70%), Fair (40% to 69%), and Poor (<39%). The contractor shall perform necessary inspections and tests as required under ASME A17.1 Appendix N, using a Qualified Elevator Inspector (QEI). The first annual test shall be accomplished within the first 30 days of award and of the current test expiration date. The first annual test shall include the five-(5)-year test for all traction and roped hydraulic elevators regardless of due date. The three- (3) - year test shall be scheduled in conjunction with the annual test two years later from the first annual test.

2.2. Maintenance. Monthly Inspections and maintenance shall consist of all controls, switches and parts are to be done in a manner that ensures that the equipment may be operated safely. Guide for Inspection of Elevators and Moving Walks (applicable to equipment); A17.3-2017, Safety Code for Existing Elevators and Escalators (applicable to equipment); National Fire Protection Association Standards (NFPA); Unified Facilities Criteria (UFC) 3-600-01; Fire Protection Engineering for Facilities, Occupational Safety and Health Administration (OSHA) Standards and the recommendations of the original equipment manufacturer (OEM). The contractor shall provide the government with a report within sixty (60) days of award that identifies all problems, necessary repairs and parts required to bring VTE systems to working / serviceable condition. The report shall also include the name of manufacturer, date of manufacture and date of installation of system. The Government will either replace missing items or repair all items not in working order or serviceable condition, or the COR, based on dollar threshold, will direct the Contractor to replace the missing items, accomplish the repair, and reimburse the Contractor in accordance with the contract. The COR

will give instructions for situations where a unit requires a level of repair potentially constituting alteration as described by paragraph 2.12.1. The Contractor and the COR shall certify their agreement as to the working order of the equipment. All repair work shall be in accordance with standard commercial practices using only new parts of equal quality specified by the VTE manufacturer in effecting repairs (substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency).

2.3. The Contractor with the COR shall determine the working order and condition of all VTE listed in Technical Exhibit 1 and 2 within thirty (30) calendar days of contract award. The contractor shall develop and submit to the Government an annual written Maintenance Control Program (MCP) for each VTE within thirty (30) calendar days after contract award to cover the basic contract and any option periods. The MCP shall, at a minimum, include required inspections, timelines for inspections and maintenance to be performed. The Contractor shall perform inspections and maintenance of all VTE in accordance with the MCP. The MCP shall ensure compliance with all minimum code requirements.

2.4. The contractor shall perform maintenance in accordance with the MCP to ensure reliable and continuous safe operation. The maintenance work shall be in accordance with commercial practices or manufacturer's specifications, if available, and shall be intended to maintain the VTE in safe and reliable operating condition. The MCP is required to specify appropriate intervals for specific maintenance items.

2.5. Cleaning of equipment spaces and daily cleanup of job sites in conjunction with maintenance, inspections and tests, and repairs are required.

2.6. The Government may perform inspections of the VTE at no cost to the Contractor for purposes of capital asset management and quality assurance. If discrepancies are discovered during these inspections, the Contractor will be notified in writing of any determination and may be responsible for the corrective actions.

2.7. The contractor shall prepare and submit a written report within two (2) business days of all maintenance and repair work. The report shall identify each VTE, the location, maintenance work performed, repairs needed, date of inspection, name of inspector, and overall condition of the VTE.

2.8. The contractor shall maintain a copy of all current VTE inspection documentation, along with an index indicating the location, date inspected, and date of the next required inspection having provided the original to the COR. The index and copies of certificates shall be delivered to the COR upon request; however, no later than one (1) business day of a request to review.

2.9. Repairs. The contractor shall identify, in writing, all necessary repairs considered to be out of the scope of preventative maintenance as defined within this PWS. The contractor shall accomplish all work order tasks during normal duty hours; however, occasions may arise that require work to be accomplished outside of these hours. The contractor shall coordinate all routine work outside of normal duty hours with the COR.

2.9.1. The COR will approve each repair that has a total cost under $2,500.00 and the Contracting Officer (CO) will approve each service call/repair that has a total cost of $2,500.00 and greater. The contractor is not authorized to perform unscheduled work without the approval below.

2.9.2. All work with the total cost of each repair under the services micro-purchase threshold limit (currently $2,500.00) shall be approved by the COR first before the contractor is authorized to perform. The contractor shall repair the affected system or area within the mutually agreed upon time after notification.

2.9.3. All work with the total cost of each repair over the services micro-purchase threshold limit (currently $2,500.00) is required to be approved by a CO to determine the price to be fair and reasonable. The process for CO approval is outlined below.

2.9.4. When the contractor identifies a repair that is estimated to cost $2,500.00 or more, the contractor shall contact the COR first and provide the COR with the scope of work for repairs. **The contractor shall not provide any pricing or estimates, for any repair that is estimated to cost $2,500.00 or more.** The contractor shall only provide the scope of work to the COR.

2.9.5. The COR will submit a repair request to the 633 CONS contract specialist, who will then send a Request for Quote (RFQ) to the contractor.

2.9.6. The contractor shall provide their quote to the 633 CONS contract specialist, who will then coordinate with the COR to ensure technical acceptability. Once the COR provides their technical review to the 633 CONS contract specialist, a Letter of Direction (LOD) will be issued by 633 CONS for the contractor to begin the repairs. The contractor shall complete the repairs within the mutually agreed upon time stated in the LOD after the notification. A minimum of two (2) quotes shall be submitted by the contractor for items that are not proprietary to the Original Equipment Manufacturer (OEM) and if individual parts exceed $250.

2.9.7. The contractor shall invoice for all repairs after the work is completed and submit all tickets for the work as one (1) attachment in Wide Area Workflow (WAWF).

2.9.8. The contractor shall ensure they obtain the best possible prices and discounts from suppliers. The contractor shall provide a copy of the vendor invoice to the CO or COR depending on the amount of the repair.

2.10. Personnel Qualifications. All personnel shall be certified to services or repair all types of VTE in this state of Virginia.

2.11. Deliverables. The contractor shall submit all deliverables in electronic form and shall produce reports using the Microsoft Office suite of applications. All deliverables must meet professional standards and the requirements set forth in contractual documentation. The contractor shall be responsible for delivering all end items specified.

Deliverables	
Item	**Due Date**
Contractor's Quality Control Plan (QCP)	Submitted with proposal. Any revisions after contract award shall be submitted to the CO & COR for approval.
Special Qualifications/Certifications	Submitted with proposal.
Current Employee Listing	NLT 10 days after contract award and upon change of personnel.
Mission Essential Personnel List (If different from standard employee list)	NLT 10 days after contract award and upon change of personnel.
Annual Inspections	NLT 30 calendar days after award
Maintenance Control Plan (MCP)	NLT 30 calendar days after award
Environmental Management Awareness and Competency (EMAC)	NLT 30 calendar days after award
Maintenance Report	NLT 60 days after award

2.12. EXCLUDED SERVICES. The following are not covered in the full maintenance service arrangement and are considered over and above services:

2.12.1. Alterations (a.k.a., modernizations) are not covered in the full maintenance service arrangement. An alteration is also on existing VTE but is not included under the full maintenance service arrangement. Alteration/modernization will be covered on an over and above Contract Line Item, or it may result in a modification to the contract. The typical alteration results in a betterment to the safe operation of the equipment. In the case of elevators, when an alteration is made, all affected safety requirements must be complied with. All work as part of an alteration is required to comply with specific requirements of the current ASME A17.1 Code edition. See ASME A17.1 for requirements.

2.12.2. Acts by parties other than the contractor of vandalism, abuse, negligence, damage resulting from rescue and recovery operations, acts of God (including damage resulting from emergency power generator power spikes and low quality) are not included in the contract.

2.12.3. Additional items excluded in the full maintenance coverage are cosmetic, construction, ancillary components of the VTE system including the finishing, repairing or replacement of the cab enclosure, ceiling frames, hoist way door panels, door frames, sills, car flooring, floor covering, main line power switches, main power breaker(s), hydraulic elevator jack outer housing, buried piping, smoke and fire sensors, fire service reports, main communication feeders to controller, security systems, batteries for emergency lighting and lowering that are not solely dedicated to the VTE, air conditioners, and heaters.

2.12.4. Routine cleaning and refinishing of the interior of cars and the exterior of the hoist way doors and frames is not included in the basic full maintenance service.

2.13. SERVICE CALLS. The contractor shall provide service calls (routine and emergency) under the full maintenance service agreement at no additional charge. All repair work shall be done in accordance with standard commercial practices. When a component in a labeled product is replaced, it must be replaced with an identical component manufactured under the original labeling service (certifying agency). Substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency. The parts used for replacement are required to comply with all the requirements that the old parts originally complied with. The Unified Facilities Guide Specifications (UFGS) and the UFC will be used to benchmark acceptable replacement components. See UFGS 14 21 00. 00 20 Electric Traction Elevators, UFGS 14 21 13 Electric Traction Freight Elevators, UFGS 14 21 23 Electric Traction Passenger Elevators, and UFGS 14 2 00 Hydraulic Elevators for guidance.

2.13.1. Routine Calls. Service calls will be classified as routine when the work or adjustments do not qualify as an emergency call. The COR will notify the contractor of the location of the routine service called VTE.

2.13.2. The contractor shall respond in-person to the VTE and begin work on routine service calls at no additional cost to the Government within 4 hours of receiving the call on regular scheduled workdays/hours.

2.13.3. The contractor shall report to the work location, survey the repair, and provide the COR with an estimate of time and cost of repairs not covered in the full maintenance service contract, but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the COR. The Contractor shall prepare and submit to the COR a written report within two business days after the repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

2.13.4. Emergency Calls. Emergency calls are defined as calls made for services when a VTE system fails and constitutes a danger to personnel; threatens to damage properties; or threatens to disrupt activity, operations, and/or training missions. The COR will notify the Contractor of the location of the emergency service called VTE.

2.13.5. The contractor shall respond in person to the VTE and begin work on emergency service calls within 2 hours after receiving the call.

2.13.6. The contractor shall report to the work location, survey the repair, and provide base contracting an estimate of time to repair and cost of repairs not covered in the basic full maintenance service contract but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the COR. The contractor shall prepare and submit to the COR a written report within two business days after the emergency repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

2.13.7. The Government will not hold the contractor responsible for response-time delays that are directly caused by Government actions or base security protocols. Delays resulting from gate security

congestion, commercial vehicle inspection processing, restricted-area access procedures, or the unavailability of required Government escorts shall be documented and excluded from the contractor's response-time performance calculations, provided the contractor notifies the COR of such delays in a timely manner.

2.14. Trapped Passengers. The Fort Eustis and Langley Fire Departments will respond to trapped passenger calls.

2.15. WARRANTY ON SERVICE CALL REPAIRS. All maintenance work shall have a 30-calendar day material, parts and workmanship warranty, unless a manufacturer's parts warranty is greater than 30 days, then the greater warranty shall prevail.

2.16. REPORTS. The contractor shall provide the COR initial inspection reports within sixty (60) days of contract award, monthly maintenance reports within five (5) working days, and repair estimates within five (5) working days of service/inspection.

3.0. GENERAL INFORMATION.

3.0.1. Hours of Operation. Joint Base Langley-Eustis hours of operation are 0700-1600 Eastern Standard Time, Monday – Friday**,** excluding federal holidays. If the contractor wishes to perform any services outside of the normal hours of operation, the contractor shall coordinate with the Contracting Officer Representative no later than one week prior to the scheduled event. In the event of emergency circumstances, accommodation may be made on a case-by-case basis.

3.0.2. Base Closure Days. If the Base Commander determines the base is closed due to snow, hurricane, or Acts of God, the contractor shall reschedule work planned for this time.

3.0.3. Federal Holidays. The Contractor shall not be required to work any of the following federal holidays:

- 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
- Juneteenth – 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

3.0.3.1. If a holiday falls on Saturday, the preceding Friday shall be observed. If a holiday falls on Sunday, the following Monday shall be observed. If a holiday falls on a scheduled service day, the

contractor shall be responsible for rescheduling services for the first day after the holiday observance.

3.1. Essential Contractor Service. The Government has identified all, or a portion of the contractor services performed under this contract as essential contractor services in support of mission essential functions. Services are essential if the effectiveness of defense systems or operations have the potential to be seriously impaired by the interruption of these services, as determined by the appropriate functional commander or civilian equivalent when this paragraph is used, CONS must include provision DFARS 252.237-7023 in the solicitation and clause 252.237-7024 in the contract.

3.1.1. The contractor shall designate personnel required for mission essential tasks in writing, and ensure a copy is submitted to the COR within ten (10) days of award. The contractor shall ensure contractor personnel are properly briefed of the requirements for severe weather events and exercises IAW the JBLE Comprehensive Emergency Management Plan 10-2.

3.2. English Language Requirement. All contractor personnel shall read, understand, speak and write English fluently.

3.3. Contract Manager. The contractor shall provide a contract manager and an alternate who shall be responsible for the performance of the work and management of personnel; these duties can be an additional duty.

3.3.1. The contract manager or alternate shall be available within 4 hours to meet on the installation or by telecom with the CO or the COR during normal duty hours to discuss issues or concerns.

3.4. Communication. Contractor personnel shall always maintain open and professional communication with government personnel. Complaints validated by the COR shall be reported in writing to the CO and the contractor for action. Failure of the contractor to take corrective action on validated complaints raised by the COR and the CO will be considered a failure to perform.

3.5. Appearance. Contractor personnel shall present a professional, conservative, and neat appearance. Contractor personnel shall report for duty in a professional manner, in appropriate safety attire and having complied with socially acceptable standards of personal hygiene.

3.6. Contractor Identification. Contractor personnel shall clearly identify themselves in any situation where their contractor status may not be obvious, including during meetings, when answering Government telephones, or while working in Government facilities. Contractors shall issue employees an easily readable ID badge displaying the employee's name, contractor name, functional area, and a recent photograph, and employees must wear these badges visibly while on Government premises.

3.7. Conflict of Interest. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest. The contractor shall not employ any person who is an employee of the Department of the Air Force,

either military or civilian, unless such a person seeks and receives approval in accordance with the Department of Defense (DoD) Directive 5500.7 and Air Force policy. If prior military, personnel must have been discharged under honorable conditions with no administrative actions taken against them.

3.8. Security Requirements for Unclassified Contracts. The contractor shall ensure the necessary pass and identification items required for contract performance are obtained for all personnel.

3.8.1. Listing of Personnel. The contractor shall maintain a current listing of personnel and supply COR with list within 10 business days after contract award. The list shall include the employee's name, social security number and level of security clearance. The list shall be validated and signed by the company's Facility Security Officer and provided to the sponsoring agency's security manager, the COR, and the CO. An updated listing shall be provided when an employee's status or information changes.

3.8.2. Pass and Identification. All prospective contractors shall undergo a verification process to determine the trustworthiness and suitability prior to being granted access to federal property. Limited access with escorts may be granted (at the installation's discretion) for an interim period while investigations are being conducted. The 733d & 633d Security Force Squadron, as appropriate, will conduct background checks on all contractor personnel requiring access to the installation. IAW 18 USC 1382, the authority of the Installation Commander to control and deny a contractor employee entry to all or part of the installation is absolute.

3.8.3. Physical Security (Security of Government Property). The contractor shall safeguard all government property, including controlled forms provided for contractor use. At the close of each work period, government equipment, facilities, and squadron assets and materials shall be secured.

3.8.4. Entry Procedures to Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work.

3.9. **Reporting Requirements.** The contractor shall comply with the requirements of Volume 1, AFI 71-101, *Criminal Investigations,* and paragraph 1.1 of Volume 2, *Protective Service Matters*. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. The contractor personnel's immediate supervisor shall brief him/her upon initial on-base assignment and as required thereafter.

3.10. Retrieving Identification Media. The contractor shall return all identification media to the sponsoring agency's security office, the COR or the CO upon completion/termination of the contract or upon departure of any personnel during the contract. Failure to do so may delay payment to the contractor. Final payment may be withheld until identification media is returned.

3.11. Key Control. The contractor shall establish and implement key control procedures to ensure keys issued to the contractor by the government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the government. Contractor personnel shall not use keys to open work areas for personnel other than contractor personnel engaged in performance of their duties, unless authorized by the Facility Security Officer or Facility Manager.

3.11.1. Lost Keys. Lost keys shall be reported immediately to the CO and the COR. The government replaces all lost keys and performs re-keying for all government owned facilities. The total cost of the keys, re-keying or lock replacement shall be deducted from the price of the contract.

3.12. Traffic Laws. The contractor and/or contractor personnel shall comply with the installation traffic code as specified in Virginia State Law and Air Force Instruction (AFI) 31-218*, Motor Vehicle Traffic Supervision* (current edition). The Contractor and/or contractor personnel shall comply with current instruction on cell phone use while on any military installation.

3.13. Weapons, Firearms, and Ammunition. Contractor personnel are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately-owned vehicle while on any military installation**.** *This prohibition includes any individual who may otherwise possess any legally issued concealed weapons permit*.

3.14. Smoking in Air Combat Command (ACC) Facilities. Contractors are advised that the ACC Commander has placed restrictions on the smoking of tobacco products in ACC facilities. AFI 40-102, *Tobacco Use in the Air Force (current edition)*, outlines the procedures used by the commander to control smoking in our facilities. Contract personnel and visitors are subject to the same restrictions as Government personnel. Smoking is permitted only in designated smoking areas.

3.15. **ENVIRONMENTAL REQUIREMENTS:** All contractor personnel must complete Environmental Management Awareness and Competency (EMAC) training within 30 days after contract award and annually thereafter. This training is accomplished on The Environmental Course Hub (TEACH) website at: https://usaf.learningbuilder.com/. Any questions about EMAC training certification may be addressed to the Environmental Management System program manager within 733 CES at (757)878-7378. By order of the 633d Air Base Wing Commander, all contractors working on Joint Base Langley-Eustis must follow the installation's environmental regulations (also known as "Environmental Management Procedures" or "EMPs" which are available for viewing and downloading from the EMP Library on the JBLE-Eustis Environmental Web Page at this location: https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/. Contractors must follow all the EMPs but of particular importance to contractors is EMP 4.4.6.16 (Environmental Contracting Special Conditions at JBLE-Eustis); the current version (as of July 2025) is provided below in Appendix C of this PWS.

3.16. Operations Security (OPSEC) This contract has been determined to ***not*** have critical or sensitive information requiring an OPSEC Plan.

3.17. Installation Access. All prospective contractors requiring access to the installation in performance of their contractual duties must undergo a verification process 72 hours prior to being granted access to federal property. The information shall include the person's name, social security number, date of birth, gender, company name and telephone number. Once approved, contract personnel will receive a Defense Biometric Identification System Badge.

3.17.1. Requirements for Ft. Eustis, the COR and/or the Organization's Security Manager is responsible for submitting the request to 733d Security Forces Squadron once a visit authorization letter is received from the company. For contractor access to Langley AFB, Contractor information shall be sent to the appropriate Contracting Officer Representative (COR) to initiate base access. The information shall include the person's name, social security number, date of birth, gender, company name and telephone number. The COR will send this information on the appropriate template (seven (7) day pass/Contractor badge) to the 633d Security Forces Squadron. The Contractor will be notified when base passes are ready for issue.

3.18. Contractor Conduct Requirements. Contract employees' conduct shall be IAW 5 CFR Parts 2600- 2641 and DOD-5500 7-R (Joint Ethics Regulations). If a Contract employee is removed from the job site or dismissed from the premises, the Contractor is not relieved of the requirement to provide sufficient personnel to perform the services as required by this PWS. IAW 18 USC 1382, Army Regulations, and Air Force Instructions, the authority of the Installation Commander to control and deny a contractor employee entry to all or part of the installation is absolute. The individual concerned has no right to appeal. Contractor personnel shall present a neat appearance and conduct themselves in a professional manner. This requirement also extends to contractor work areas (i.e. Jokes, calendars, bumper stickers or any other unofficial items, which do not convey a professional appearance and can be found offensive to others, shall not be displayed in any area).

3.19. Vehicle Access. The contractor shall comply with all installation rules and regulations regarding motor vehicle use, which include the mandatory wearing of seat belts. The Contractor shall also comply with installation regulations, which prohibit the use of cell phones (other than "hands-free" devices), while operating a motor vehicle on the roads/streets of the installation. Proof of insurance, valid state driver's license for the category of vehicle being operated, state inspection and vehicle registration form are required to register their vehicles (to include motorcycles) with the installation SFS immediately upon employment on post or driving vehicles on post IAW AFI 31-218 IP Motor Vehicle Traffic Supervision.

3.19.1. Traffic Laws. The contractor shall comply with the installation traffic code as specified in Virginia State Law and AFI 31-218 Motor Vehicle Traffic Supervision.

3.21. Weapons, Firearms, and Ammunition. The contractor is prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned vehicle or privately-owned vehicle while on any military installation.

3.22. Physical Security. The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the end of each workday, all Government facilities,

equipment, and materials shall be secured The Contractor shall be responsible for any damage caused by contract personnel to the building finishes, furnishes, equipment, and shall repair, clean, replace, or restore damaged items to the condition existing immediately prior to the item being damaged. The Contractor shall conform to the provisions of AFI 31-209, Resource Protection Program, for safeguarding government furnished facilities and materials contained therein.

3.23. Lost and Found Property. It shall be the responsibility of the Contractor to ensure that all articles of personal or monetary value found by the Contractor's employees are turned over to the Security Police.

3.24. SAFETY REQUIREMENTS.

3.24.1. The Contractor shall conform to the safety requirement contained in the contract for all activities related to the accomplishment of the work.

3.24.2. If during any maintenance or inspection as required if the Contractor discovers any defects making the VTE unsafe for use, the Contractor shall immediately apply lock out tag out procedures per 29 CFR 1910.147 to prevent its use until such time as the hazard is abated in accordance with (IAW) the terms and procedures of this contract.

3.24.3. The Contractor shall take precautions as the COR may reasonably require for safety and mishap prevention purposes.

3.24.4. The Contractor shall record and report promptly, within two hours, to the Contracting Officer and COR, all available facts relating to each instance of damage to Government property, Contractors' property, or injury to either Contractor or Government personnel.

3.24.5. The Contractor shall, in the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the Contracting Officer.

3.24.6. If the Government elects to investigate the accident/mishap, the Contractor shall cooperate fully and assist Government personnel in the conduct of investigation until the investigation is completed.

3.24.7. Include a statement for each subcontract requiring cooperation and assistance in accident/mishap reporting and investigation.

3.25. FIRE PREVENTION.

3.25.1. Under this Contract, the Contractor shall be required to obey all National Fire Codes and Air Force regulations as they relate to this work.

3.25.2. Contractor shall not execute any open welding or use of flame apparatus without obtaining clearance from the base fire inspector. The base fire inspector may be contacted at (757) 878-1008 for Fort Eustis and (757) 764-3068 for Langley AFB. The Contractor shall notify the base fire inspector 24 hours in advance of the intended use of any fire apparatus. When using flame apparatus, Contractor shall provide fire protection devices, such as noncombustible coverings and fire extinguishers, as directed by the fire inspector.

3.25.3. Open burning is not allowed on base.

3.25.4. Always control litter by keeping it in containers. Remove construction debris from the base.

3.25.5. Remove all equipment, drums, containers, and all other construction material upon contract completion

3.26. SPECIAL QUALIFICATIONS. The contractor will be licensed by the State in which the work is conducted to provide the services specified in this contract. All work will be performed by personnel who are trained and qualified for the systems and equipment. Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements (documentation provided with proposal) in maintenance of VTE.

3.27. SCHEDULE COORDINATION. The contractor shall be responsible for coordinating all phases of his/her operations with the appropriate base personnel through the CO/COR. The facilities shall remain in operation while the contractor is working, and it is up to the contractor to coordinate around the normal activities of the facility.

3.28. Contracting Officer's 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, and specifications; monitor Contractor's performance and notifies both the Contracting Officer (CO) and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. The COR will be identified and designated by separate letter and a copy furnished to the Contractor stating the responsibilities and limitations of the COR.

3.29. Post Award Conference/Periodic Progress Meetings. The contractor shall attend any post award conference convened by the contracting activity or contracting office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The CO and COR shall meet periodically with the contractor to review the Contractor's performance. At these meetings the CO will notify the Contractor of how the Government views the Contractor's performance and the Contractor will notify the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

4.0. SERVICES SUMMARY(SS). The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SS and the contractor's Quality Control Plan provide information on contract requirements, the expected level of contractor performance and the expected method of government surveillance and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the Federal Acquisition Regulation (FAR) 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. The absence of any contract requirements from the SS shall not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract. The Government has the right to inspect all services required in the contract.

The Government will evaluate the Contractor performance in accordance with the following criteria. Performance evaluations will be rendered in one or more Government databases for that purpose.

Performance Objective	PWS Paragraph	Performance Threshold	Assessment	Method of Surveillance
SS1. Written Maintenance Control Program (MCP) for each VTE. MCP identifies all maintenance intervals to include safety inspections.	PWS para 2.2, 2.3, 2.4, 2.7, & 2.8	MCP in accordance with ASME A17.1 delivered to the COR within 30 calendars days of contract award. No deficiencies permitted (AQL)	SAT/UNSAT	100% Inspection (Annually)
SS2. Service Availability	PWS para 2.1, 2.2, 2.3, 2.4, 2.6, 2.7, & 2.8	VTE availability >95%	SAT/UNSAT	Customer Complaint Periodic COR Inspection
SS3. Service Call Response Times (Routine & Emergency)	Para 2.13 Inclusive	Response to routine/emergency service calls are on-time 100% of the time. No deficiencies permitted (AQL)	SAT/UNSAT	100% Inspection Per Service Call
SS4. Service Call Repair Quality (Repair Quality is repairs that result in reduced callbacks)	Para 2.13 Inclusive	Only two callbacks of the same problem/instance per month	SAT/UNSAT	100% Inspection Per Service Call
SS5. Inspection - MCP Adherence	PWS para 2.1 & 2.2	Inspection to MCP 100%. No deficiencies permitted (AQL)	SAT/UNSAT	100% Inspection (Monthly)
SS6. Preventative Maintenance - MCP Adherence	PWS para 2.2, 2.3, 2.4, & 2.7	Preventative Maintenance performed to MCP 100%. No deficiencies permitted (AQL)	SAT/UNSAT	100% Inspection (Monthly)
SS7. Reporting & Deliverables	PWS para 2.11 & 2.16	All documents, receipts, and records as required by this PWS, submitted within established timelines. No deficiencies permitted (AQL)	SAT/UNSAT	100% Inspection (Monthly)

4.1. Performance Evaluations. The Contractor shall have work complete and ready for inspection in accordance with all terms of the contract. The Government will perform monthly quality assurance inspections to measure overall performance and determine contract payment.

4.2. Measuring Performance. The Government will use the SS in this contract as the primary tool to measure contract performance. The American National Standard Sampling Procedures and Tables for Inspection by Attributes (ANSI/ASQC Z1.4) will be used to determine the number of inspections and the number of allowable defects each month. Contract performance will be measured each month by comparing the number of recorded defects on the sampling guides to the number of allowable defects as determined by the AQL. Defects are the Contractor's failure to meet contract provisions, requirements and standards. One defect constitutes failure of one inspection of one service listed on the SS during an evaluation period

4.3. Performance Tolerance for Random Sampling. When the method of surveillance of a service listed on the SS is random sampling, tables in ANSI/ASQC Z1.4 will be used to determine the number of allowable defects and when each service should be accepted or rejected.

4.4. Acceptable Performance. Contractor performance will be acceptable when all requirements have been met per each performance threshold.

4.5. Unacceptable Performance. Services listed on the SS will be unacceptable and rated UNSAT when the number of recorded defects exceeds the allowable number of defects permitted. Defects will result when performance does not meet contract provisions, or was not IAW contract requirements and standards, or was not completed by the specified time, or was not completed in its entirety. Once a defect has been identified it remains a defect, regardless of whether it has been corrected.

4.6. Corrective Action Report (CAR). When a SS service is defective, the Government will issue the Contractor a CAR. The Contractor shall reply in writing by the suspense date explaining why performance was unacceptable and how recurrence of the problem will be prevented in the future. The Contracting Officer will evaluate the Contractor's explanation and determine if other remedies, e.g., partial payment, or contract termination is applicable.

4.7. Re-performance of Defective Work. Except as otherwise provided by this para, the work required by the contract is of such a nature that defective or incomplete performance disclosed by Government inspection is not subject to correction by re-performance or late performance. The Contractor shall not be required or entitled to re-perform, perform late, or otherwise correct defective work for the purpose of avoiding a defect on the day of evaluation and any applicable reduction in contract price.

4.8. Re-performance Requirements. At the sole election of the Government and upon notification to the Contractor, the Contractor may be required to re-perform or perform late any or all defective work. Where the Government elects, the Contractor shall be notified promptly after inspection that specified defective work will be re-performed or performed late and completed within the re-performance period specified by the Government. In such cases, the Government will re-inspect work designated for re-performance or late performance.

4.9. Conditions of Re-performance. Re-performed work shall comply with same requirements as initial work. The requirement for re-performing defective work will not alleviate the Contractor from responsibility to perform all other work IAW the terms of the contract. The Contractor's original inspection results will not be modified when work is re-performed IAW the contract. The Contractor may be held liable for any damages sustained, e.g., costs associated with re-inspection.

4.10. QUALITY CONTROL. Contractor shall develop and maintain a quality control plan (QCP) to ensure maintenance and repair services are performed in accordance with ANSI/ASME A17 and other applicable standards and codes. The Contractor shall develop and implement procedures to eliminate reoccurrence of once identified/repaired defects. At a minimum, the Contractor shall develop quality control procedures that address the areas identified in Paragraph 4, *Service Summary*. The Contractor shall maintain the QCP throughout the period of performance of the contract. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. The QCP will have the inspection forms and records which will be used for the service. The Contractor shall submit their QCP with their initial proposal. Any revisions afterwards shall be submitted to the CO & COR for approval.

4.11. QUALITY ASSURANCE. The Government will periodically evaluate the Contractor's performance in accordance with the Quality Assurance Surveillance Plan.

4.12. A description of the methods to be used for identifying and preventing defects in the quality of service performed.

4.13. A description of how the records will be kept. Records must document all inspections and corrective or preventive actions taken.

4.14. The Contractor shall establish and implement methods of making sure all keys/combinations issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons.

4.14.1. Surveillance Methods. The Government may use a variety of surveillance methods to evaluate the Contractor's performance. The Government may unilaterally change the type and frequency of inspections as it deems necessary. Both scheduled and unscheduled surveillance will be used to look at the total or parts of performance. Valid customer complaints will not be added to the defective samples found under random or planned sampling for the purposes of deductions in contract payment.

4.14.2. SS Table. The SS Table will provide the following information.

Column Number 1. Lists the contract requirements by service outputs which breakdown the contract in areas considered necessary for acceptable contract performance. The Government will measure contract performance in each of these various areas to determine overall performance and contract payment. Each service on the SS will be evaluated IAW established AQLs. Also provided in this

column is the reference para number of the contract that describes the required service.

Column Number 2. Lists the PWS para (including all subsequent subparagraphs), which details the standards for each listed service.

Column Number 3. Lists the Performance Threshold which indicates the maximum allowable degree of deviation from perfect performance that may occur for each listed service before the Contractor will receive less than 100 % of the maximum possible score for the listed service.

Column Number 4. Lists the assessment as SAT/UNSAT per inspection.

Column Number 5. Lists the primary surveillance methods the Government will use to evaluate the Contractor's performance of each listed service.

4.14.3. The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SS and the Contractor's QCP provide information on contract requirements, the expected level of the Contractor's performance and the expected method of Government surveillance and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the Federal Acquisition

Regulation (FAR) clause 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. The absence of any contract requirements from the SS shall not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract. The Government has the right to inspect all services.

5.0. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

5.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract. The Government will furnish or make available facilities described in Technical Exhibit 1 and 2. No alterations to the facilities will be made without specific written permission from the Contracting Officer.

5.2 Property: There is no Government-furnished property for this Contractor that meets with the intent of FAR Part 45. There is Government equipment that will remain in the control and accountability of the Government.

5.3 Materials: The contractor shall provide new or factory reconditioned parts and components when providing preventive maintenance services as described herein. All replacement units, parts, components, and materials to be used in the maintenance of the VTEs shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality as original equipment specifications; and used in accordance with original design and manufacturer intent. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain parts replaced and

readily available for inspection by the COR upon request if necessary. When disputes arise concerning material, equipment, and components selected for work items already accomplished, the Contractor shall remove, replace, and/or rework material, equipment, and components so that compliance with the Government's requirements are satisfied. The resolution of formal disputes is addressed in the "DISPUTES CLAUSE". The Government will not provide any materials to the Contractor.

5.4. Equipment: The contractor shall furnish all the vehicles necessary to fulfill the requirements of this contract and be maintained in good operating order and meet all Federal, State, local and base requirements. The Contractor shall not perform vehicle maintenance or non-emergency repair on Government property. Vehicles shall present a neat appearance and have the Contractor's name affixed on it for easy identification. The contractor will furnish all tools and equipment required for the performance of this contract.

5.5. Safety Equipment: The contractor shall provide all safety and personal protective equipment necessary to fulfill the requirements of this contract and be maintained in good operating order and meet all Federal, State, local and base requirements**.**

5.6. Mobile Device or Computer: The contractor shall provide a mobile device or computer for entering inspection and maintenance data for reports.

5.7. Utilities: The Government will provide utilities to the contractor as needed.

5.8. Emergency Medical Service: The Government will provide emergency medical treatment and emergency patient transportation service for Contractor personnel. The Contractor shall reimburse the Government for the cost of medical treatment and transportation service at the current inpatient or outpatient rate as appropriate. Emergency Medical Service phone number is 911. Contractor personnel are responsible for preparing necessary paperwork. All injuries will be promptly reported to the CO, COR and the Installation's Safety Office at (757) 501-8261.

5.9. Security and Fire Department: The Government will provide general on-base Security Force services. Security Force phone extension is 911 for emergencies and (757) 878-4555 for routine calls for Fort Eustis. Contractors can also call the Fire Department at (757) 878-1008 for assistance while performing services and or requirements under this contract for Fort Eustis. For Langley AFB, Security Force's phone extension is 911 for emergencies and (757) 764-5091 for routine calls. Contractor can also call the Fire Department at (757) 764-3068 for assistance while performing services and or requirements under this contract.

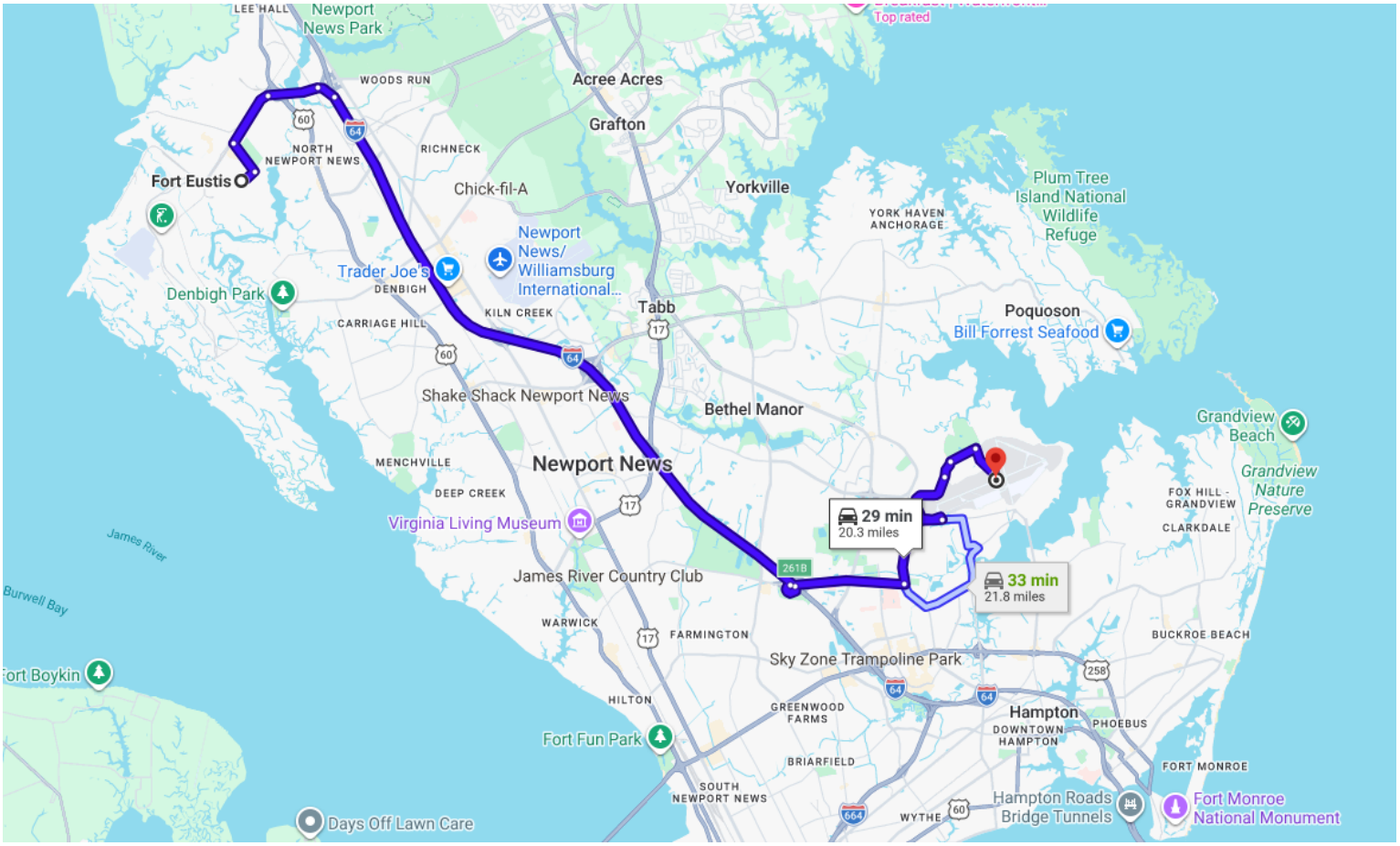
5.10. Facilities: The Government will not provide office space and operational facilities to the contractor. The contractor shall secure and maintain the necessary office space and other facilities required for the performance of this contract at his/her own expense.

Appendix A - ACRONYMS

AQL	Acceptable Quality Level
AFI	Air Force Instruction
ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
CES	Civil Engineer Squadron
CFR	Code of Federal Regulations
CAR	Contract Action Report
CO	Contracting Officer
COR	Contracting Officer's Representative
CS	Contracting Specialist
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
EMAC	Environmental Management Awareness and Competency
EMP	Environmental Management Plan
FAR	Federal Acquisition Regulation
IAW	In Accordance With
JBLE	Joint Base Langley-Eustis
LOD	Letter of Direction
MCP	Maintenance Control Plan
NFPA	National Fire Protection Association Standards
OSHA	Occupational Safety and Health Administration
OPSEC	Operations Security
OEM	Original Equipment Manufacturer
PAR	Performance Assessment Report
PWS	Performance Work Statement
QEI	Qualified Elevator Inspector
QCP	Quality Control Plan
RFQ	Request for Quote
SAT	Satisfactory
SMS	Sustainment Management System
UFC	Unified Facilities Criteria
UFGS	Unified Facilities Guide Specifications
USC	United States Code
UNSAT	Unsatisfactory
VTE	Vertical Transportation Equipment
WAWF	Wide Area Workflow

Appendix B - MAP

Although we operate as a Joint Base, it's important to note that Langley AFB and Fort Eustis are located roughly 20 miles apart.



Appendix C – ENVIRONMENTAL REQUIREMENTS

Contractors working on JBLE must follow all state and federal environmental regulations that cover/impact the specific services they provide. Additionally, by order of the 633d Air Base Wing Commander, all contractors working on JBLE must follow the installation's environmental regulations (also known as "Environmental Management Procedures" or "EMPs" which are available for viewing and downloading from the EMP Library on the JBLE-Eustis Environmental Web Page at this location: https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/.

Of particular importance to contractors is EMP 4.4.6.16 (Environmental Contracting Special Conditions at JBLE-Eustis); the current version (as of July 2025) is provided below. However, this EMP is updated annually by the JBLE environmental element staff, so the contractor must ensure they are following the most current version that's posted in the web link.

EMP 4.4.6.16
Contracting Environ

Technical Exhibit 1

Equipment List for Fort Eustis

(Excel Spreadsheet Attachment)

Technical Exhibit 1 -
Fort Eustis Elevator

Technical Exhibit 2
Equipment List for Langley AFB

BLDG #	ADDRESS	ELEVATOR MANUFACTOR	ELEVATOR CAPACITY	# OF ELEVATORS	Hydraulic Traction?
10	22 ELM STREET	COMMONWEALTH	3,500 /2,100	2	Hydraulic
15	45 NEALY AVENUE	DOVER	3,000	1	Hydraulic
25	37 ELM STREET	DOVER	2,500 /3,000	2	Hydraulic
67	14 BURRELL LOOP RD	WEBSTER	4,000	1	Hydraulic
68	120 BURRELL LOOP RD	WEBSTER	4,000	1	Hydraulic
82	82 NEALY AVE	VIRGINIA CONTROL	2,500/2,500/4,000	3	Hydraulic
381	82 W. FLIGHTLINE	WESTINGHOUSE	1,500	1	Hydraulic
412	128 BENEDICT AVENUE	SCHUMACHER	3,500	1	Hydraulic
546	162 DODD BLVD	MCE	2,100	1	Hydraulic
558	180 BENEDICT AVENUE	COMMONWEALTH	3,500	1	Hydraulic
580	187 THORNELL AVE	BAYLINE	2,000	1	Hydraulic
584	113 PLUMB ST	SMARTRISE	2,500	1	Hydraulic
586	114 THOMPSON	SOUTHEASTERN	2,000	1	Hydraulic
590	115 THOMPSON	DOVER	2,000	1	Hydraulic
587	109 DOOD AVENUE	MCE	2,000	1	Hydraulic
602	204 DODD AVENUE	COMMONWEALTH	4,000	1	Hydraulic
635	129 ANDREWS	DOVER	3,500	1	Hydraulic
664	139 ANDREWS	COMMONWEALTH	2,500	1	Hydraulic
669	220 SWEENEY	MCE	3,500	1	Hydraulic
671	216 SWEENEY	MCE	3,500	1	Hydraulic
693	205 DODD	ANDERSON	2,100	1	Hydraulic
681	130 DOUGLAS	OTIS	2,500	1	Hydraulic
703	130 ANDREWS	MCE	2,500	1	Hydraulic
764	159 SWEENEY	COMMONWEALTH	2,500	1	Hydraulic
789	190 E. FLIGHTLINE	COMMONWEALTH	2,500	1	Hydraulic
790	180 E. FLIGHTLINE	COMMONWEALTH	2,500	1	Hydraulic
791	170 E. FLIGHTLINE	COMMONWEALTH	2,500	1	Hydraulic
801	402 HELM AVENUE	MCE	2,100	1	Hydraulic
945	376 CLARKE AVE	SERGE	2,500	2	Traction
945	376 CLARKE AVE	WESTINGHOUSE	4,000	1	Traction
1017	445 WEYLAND DR	DOVER	2,500	1	Hydraulic
1082	594 WORLEY RD	VIRGINIA CONTROL	3,500	1	Hydraulic
1302	586 WORLEY RD	DOVER	4,000	1	Hydraulic