PERFORMANCE WORK STATEMENT

FOR

SNOW/ICE REMOVAL SERVICES

AT

STOCKBRIDGE RESEARCH FACILITY

STOCKBRIDGE, NY

FOR

AIR FORCE RESEARCH LABORATORY

ROME RESEARCH SITE

ROME, NY

WHXP270512 DATED: 21 July 2026

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PERFORMANCE WORK STATEMENT

1. OBJECTIVE

The contractor shall provide all management, tools, supplies, equipment, and labor necessary to ensure that snow/ice removal services are performed at Stockbridge Research Facility in a manner that will maintain a satisfactory and safe environment.

1.1. DESCRIPTION OF SERVICES

1.1.1. SNOW AND ICE REMOVAL

The contractor shall remove snow and ice from, and/or apply sand/salt to road network, parking areas and work areas (Stockbridge), as shown in Appendix D. The contractor shall remove snow, including drifts or piles, from all paved surfaces such as roads and parking lots as shown on the map in Appendix B. The snow shall be removed when accumulation reaches four (4) inches or within one (1) hour after snowfall stops. This may require multiple snow/ice removals each day. The contractor shall immediately remove ice to provide secure footing and safe driving conditions by the snow removal operation, or by sanding/salting. The contractor will provide all sand/salt. When icy/slippery conditions exist, sanding/salting operations shall begin within one hour, twenty-four hours a day, seven days a week, including holidays. If contractor fails to keep the site open, necessitating assistance and use of available Government snow removal equipment, the contractor will be required to reimburse the Government. The amount of reimbursement will be based on the current RS Means price for the specific piece of equipment used with operator.

1.1.2. SPRING CLEAN UP

At the completion of the snow removal season, sweep all paved walkways, roads and parking areas to remove sand. Make all ground repairs to pre-snow removal conditions that were caused by snow removal.

1.2. SUPPLIES

The contractor shall furnish a complete list of all supplies that are anticipated to be used during the contract period to the CO not later than the pre-performance conference for acceptance by the CO. After award, any new supplies added to the contract will need acceptance before being used on the installation. The supply inventory supply list shall contain the following information:

a) Product name
b) Manufacturer
c) Item use
d) Disposal procedures if material remains after usage
e) Storage provisions for item

The contractor shall be responsible for the proper disposal of all supplies.

A Safety Data Sheet (SDS) shall also be provided for each cleaning and restroom supply item and contractor employees will be trained, by the contractor, on the proper use and disposal of each item. All cleaning and supplies shall be non-flammable.

NOTE: Products containing chloroflourocarbons (CFCs) or ozone depleting substances shall not be allowed or approved for use.

2. SERVICES SUMMARY

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 Services Summary (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 validation and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the RFO 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. During the first initial 30 days of the contract, two additional defects on each work item shall be allowed in an effort to identify normal phase-in problems.

Performance Objective	Para	Performance Threshold
Remove Snow/Ice and apply sand/salt	1.1.1	No more than 2 valid defects per month
Spring Clean-up	1.1.2	No more than 1 valid defects per season

2.1. QUALITY CONTROL

Contractor shall develop and maintain a quality program to ensure services are performed in accordance with commonly accepted commercial practices for meeting the objectives of this Performance Work Statement. The contractor shall develop and implement procedures to identify and prevent defective services from recurring.

2.2. QUALITY ASSURANCE

The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this PWS. The CO or COR shall inspect by validating actual work performance, checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS. The CO or COR will use the contractor's work schedule or modified version thereof, to record validation results. Results of the validation then become the official Air Force record of the contractor's performance.

2.3. PERIODIC VALIDATIONS

This method requires the COR to employ a "spot check" style of evaluation based on the contractor's schedule. Periodic validations will be conducted on a scheduled basis (daily, weekly, monthly, or quarterly) and may be adjusted, based on quality trends. Any unsatisfactory inspection (defect) result shall be recorded, and the contractor shall re-perform the service after notification by the CO or COR. Failing to meet the performance threshold as outlined in the SS for any of these performance objectives in any one month period shall result in a warning or letter of concern from the CO. Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-functional Team.

2.4. PERIODIC PROGRESS MEETINGS

The CO, COR, and the Contractor shall periodically meet to discuss the Contractor's performance. Topics of discussion may include, modifications required of the contract, unsatisfactory inspections and trends against each performance objective observed, positive performance and steps taken by the Contractor to prevent unsatisfactory occurrences in the future. The Contractor shall provide a summation of unsatisfactory inspections and customer complaints and provide insight into any identified trends. The minutes of these meetings will be reduced to writing,

signed by the CO and any other signatures as deemed appropriate, distributed to the functional area and the contractor. Should the contractor not concur with the minutes, the contractor shall provide a written notification to the CO identifying areas of non-concurrence for resolution.

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1. UTILITIES

The government will furnish a reasonable amount of utilities necessary to accomplish the work in accordance with this contract. The contractor shall not change or modify any utility system or component; or connect any contractor property, equipment or system without prior CO review and approval. The contractor shall practice energy conservation in the Government provided facilities.

3.2. GOVERNMENT FURNISHED FACILITIES

Access to government facilities is not needed under this contract.

3.3. SALT CONTAINMENT

Salt storage on site is NOT permitted.

3.4. TELEPHONE SERVICE

The Government shall provide only site and local commercial telephone service. Long distance service, if desired, shall be at the contractor's expense.

3.5. SECURITY, FIRE AND MEDICAL SERVICES

The Government will provide local site security services. The RRS Security Desk can be reached at 330-2961 and is manned 24 hours per day year-round. Fire medical emergencies should be handled by contacting 911.

3.6. SOLID WASTE COLLECTION AND DISPOSAL

The contractor shall use existing bulk containers to dispose of trash or solid waste generated from accomplishment of services detailed in this PWS. The contractor shall adhere to all site level recycling programs.

4. GENERAL INFORMATION

4.1. DAMAGES TO GOVERNMENT BUILDINGS, EQUIPMENT OR VEGETATION

Damages to Government buildings, equipment, or vegetation are addressed in clause 52.237-2 – Protection of Government Buildings, Equipment, and Vegetation. The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of these properties, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

4.2. ENVIRONMENTAL REQUIREMENTS

In addition to all applicable Federal, State and local environmental codes and regulations, the following specific guidance is provided:

4.2.1. HAZARDOUS MATERIALS

All hazardous materials brought on-site by the contractor prior to use must be approved using the AF 3952 and local processes. See Appendix A for categories of materials that require approval. Government may remove any materials from consideration for use by the Contractor that contain ingredients prohibited by the AF or other regulatory agency. Contractor will be instructed materials that require the Air Force's Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS) tracking. Those materials will require the completion of a Contractor HAZMAT Product Request Form (PRF). This includes products that contain chemicals tracked for Air Quality purposes that may not be considered "hazardous" and any non-commodity batteries. This also includes fuels used to run generators and other construction/maintenance equipment. Contractors shall anticipate a 7-10 business day turnaround for approvals. For initial contract PRF/Safety Data Sheet (SDS) submissions, of fifteen or more, a lead time of 20-25 business days can be expected. See Appendix B for the PRF. The Contractor will retain a copy of their Contractor HAZMAT PRFs for the duration of the specified project.

The Contractor will submit a Contractor Material Usage Data Sheet for each unique material to the COR once a quarter. Any HAZMAT brought on site for the contract and not used in its entirety will be removed from the installation by the Contractor. See Appendix C for a copy of the Contractor Material Usage Data Sheet.

The contractor shall maintain an up-to-date hazardous material inventory with copies of SDS(s) for all materials used on the job site. The contractor shall maintain a complete copy of all approved SDS and AF Form 3952s. At the end of the contract, all excess hazardous materials will be removed by the Contractor. The contractor shall remove all hazardous materials by the end of each workday unless prior approval is granted detailing the amounts and location.

The contractor shall submit an interim inventory report, not later than ten working days following each contract year, of all hazardous materials used since the last hazardous usage report to the CO or COR. In addition, the final inventory report will list all hazardous materials used, total amount of each used, and a description of the disposition of any remaining hazardous material over the duration of the contract.

4.2.2. SPILL RESPONSE

The contractor shall maintain spill control material on hand at all times sufficient to contain a worse case spill, both volume and hazard level. Care will be taken to minimize or avoid fuel spills when

refueling equipment. If a fuel spill does occur, it shall be reported immediately to Security Police 315-330-2961. The fuel spill will be contained and cleaned up immediately upon notification.

4.2.3. PESTICIDES (RESERVED)

4.3. PERMITS, LICENSES AND CERTIFICATIONS (RESERVED)

4.4. HOURS OF OPERATION

The contractor shall perform services as needed. The Stockbridge test site's normal duty hours which are 0700-1600 Monday – Friday, excluding Federal Holidays. The contractor may work weekends and holidays if approved in advance at his convenience. Work required outside of the standard work hours shall be coordinated with RIOC and RRS Security forces.

4.5. RECOGNIZED HOLIDAYS

The contractor is not required to provide service on federal holidays, except in emergency situations. The holidays are as follows:

New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
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

4.6. SITE CLOSURES

In addition to the federal holidays identified above, the AFRL Site Director may limit access due to emergency conditions. These conditions may include inclement weather conditions, power outages, and/or other unexpected emergency situations. The Director will announce through public channels, either delayed reporting or closure of RRS facilities due to emergency conditions. This announcement is made solely for safety and security purposes and to inform all personnel (Government and contractor) of site closure/delayed reporting. The Director is not authorizing time off for contractor employees and is not authorizing payment for work not performed. contractors shall take all appropriate actions to notify their employees of closure/delayed reporting and make alternate work/schedule arrangements, if necessary.

The above applies to emergency situations only. Facilities will remain open for contractor personnel during unscheduled federal closures (e.g., National Day of Mourning) or other instances where Government employees are granted administrative leave in non-emergency situations. Work scheduled but not accomplished because of site closure will be accomplished as soon as possible after reopening the site.

4.7. SECURITY

4.7.1. ACCESS CONTROL

The work to be done under this contract is located in and around areas that are under the scrutiny of the USAF Civilian Police assigned to Rome Laboratory. To gain access to the area(s) to examine the work to be done for job estimation purposes, arrangements must be made through the Contracting Office. Contractor personnel will be escorted into the area(s) for the purpose of project estimation.

4.7.2. VISIT REQUESTS

The Visit Request can be done via RRS Visit Request Form 31 or a simple Company Letterhead letter identifying all personnel who will be employed during the work will be necessary prior to work commencement. The Visit Request Form 31 or Visit Request letter shall be signed by the Company President or Director of Human Resources. The contractor will supply the Visit Request to the Security Office (AFRL/RIOF) and Contracting Office (AFRL/RIKO). The request will contain the full name of each individual, to include a middle initial, date of birth, state of driver's license issuance and city and state of birth. If the individual is not a US citizen, they will not be allowed within the complex or facilities. If the individual is not a US citizen but has a Green Card, Form I-551 or has the I-551 stamp on their passport, the Security Office will need to see either one. No foreign national workers are allowed on the Rome Research Site.

4.7.3. CONTRACTOR POINT OF CONTACT (POC)

The contractor's phone number and a Project Leader or Supervisor/Foreman contact number is necessary for use by the Law Enforcement Desk Sergeant. The 24-hour Desk Sergeant can be reached at 330-2961.

4.7.4. BUILDING ACCESS

All facilities are entered using a proximity entry badge. Any personnel such as Supervisor/Foreman or Project Leaders who may need building access for meetings etc., during the contract period, can acquire a Local contractor Entry Badge from the Security Office located in the lobby of Building 3, West Wing with a valid visit request. This badge will be worn at all times and will be returned to the Contracting Officer's Representative upon completion of the final inspection and acceptance of work. Any badges lost during the period of work will be reported to the Security Office as soon as possible.

4.7.5. ROME RESEARCH SITE (RRS) COMPLEX ACCESS CONTROL

Access to the RRS Complex is controlled by a main gate on Brooks Rd, located just west of the Otis St. & Brooks Rd. intersection. Identification for the contractor to enter with a vehicle will be on an access list supported by the magnetic media entry badge issued.

4.7.6. NEWPORT AND STOCKBRIDGE SITES ACCESS CONTROL

Access to either site will follow the same visit request requirements and site access will be coordinated through RIO Facility Managers.

4.7.7. COMMERCIAL VEHICLES

All commercial vehicles are searched prior to entry into the RRS Complex. Vehicle operators will be aware of the vehicle search pull-off area prior to approaching the main gate. A search of the vehicle will be conducted prior to its entry. All vehicles not needed for delivery of equipment or tools will be parked in the visitor parking area unless cleared through the Security Office.

4.7.8. POSTED SIGNAGE

All contractor personnel will be aware that the Rome Research Site is property of the United States Air Force and they will follow all posted signage

4.7.9. EMERGENCIES REQUIRING EVACUATION

Contractor personnel will be notified by RRS Police of any emergencies which would require an evacuation or work stoppage, such as an increase in the Force Protection Condition.

4.7.10. PHOTOGRAPHY AND VIDEOGRAPHY

Photography and videography of RRS facilities and surroundings is strictly prohibited.

4.7.11. CONTRACTOR/EMPLOYEE SITE PASS AND IDENTIFICATION

The contractor shall comply with all requirements and procedures IAW AFFARS 5352.242-9000, contractor Access to Air Force Installations. All required documentation shall be submitted at the pre-performance conference.

4.8. TRAFFIC LAWS

The contractor and its employees shall comply with all site traffic regulations.

4.9. WEAPONS, FIREARMS, AND AMMUNITION

Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on the AFRL/Rome Research Site.

4.10. PERFORMANCE OF SERVICE DURING CRISIS OR HEIGHTENED SECURITY

Services requirements under this PWS are not essential to be performed during a declared crisis.

4.11. GOVERNMENT INTERFACE

Do not unduly interfere with regularly scheduled Government operational activities in the performance of contract requirements. In the event a Government supervisor so requests, temporarily cease work in the area and report the instructions, to include name of the Government person involved, to the CO immediately by the most expedient means. Notify the CO verbally of disputes with customers or other base contractors and follow-up in writing.

4.12. SAFETY

The contractor shall comply with all applicable Occupational Safety and Health Administration (OSHA) standards, federal, state, and local laws, regulations, and requirements regarding worker safety while performing on the Air Force Research Laboratory, Rome Research Site. Compliance shall also include following industry standards concerning worker safety and personal protective equipment. The contractor shall comply with all safety and health requirements necessary for the protection of personnel, facilities and equipment

4.12.1. SPECIFIC SITE REQUIREMENTS

4.12.1.1. Written Safety Program

Maintain a written Safety Program, as required by OSHA and make said plan available for review by the Government upon request by the contracting officer.

4.12.1.2. Mishaps

In the event of a mishap during the performance of this contract on AFRL/RRS premises, the contractor shall notify the CO in an expeditious manner.

4.12.1.3. Mishap Documentation Requirement

a. Contract, Contract number, Name and Title of Person(s) Reporting
b. Date, Time and exact location of accident/incident
c. Brief Narrative of accident/incident (events leading to accident/incident)
d. Cause of accident/incident (if known)
e. Estimated cost of accident/incident (material and labor to replace/repair)
f. Nomenclature of equipment and personnel involved in accident/incident
g. Corrective Actions (taken or proposed)
h. Other pertinent information

4.13. EQUIPMENT OPERATORS

Equipment operators must possess current and appropriate operator license or certificate for the equipment utilized.

4.14. WORKMANSHIP

All work shall be performed by qualified, experienced contractor personnel.

4.15. TOOLS

All tools shall be furnished by the contractor.

4.16. TEST EQUIPMENT

N/A to snow plowing contract.

4.17. CONTRACT MANAGER

The contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available (within 1 hour) during normal duty hours to meet on the site with the government personnel designated by the CO to discuss problem areas. The contractor shall provide the CO with telephone number(s) where validation results and complaints can be reported. The contractor shall also provide to the CO the names and phone numbers of contractor POCs for after business hours including nights, weekends, and holidays. This information will be kept updated by the contractor whenever personnel changes occur. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operation of this contract.

4.18. PERSONNEL

Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract.

The government is authorized to restrict the employment under the contract of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

4.19. KEY CONTROL

N/A to snow plow contract.

5. LIST OF APPENDICES:

APPENDIX A - FEDERAL STOCK CLASSES REQUIRING CONTRACTOR REPORTING

Federal Stock Class	Description
2640	Tire rebuilding and tire and tube repair materials
3439	Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
5610	Mineral Construction Materials, Bulk
5640	Wallboard Building and Thermal Insulation
6130/40	Batteries
6550	In Vitro Diagnostic Substances, Reagents, Test Kits and Sets
6750	Photographic Supplies
6810	Chemicals
6820	Dyes
6830	Gases: Compressed and Liquefied
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservative and Sealing Compounds
8040	Adhesives
8720	Fertilizers
9110	Fuels, Solid
9130	Liquid propellants and fuels, petroleum case
9135	Liquid propellant fuels and oxidizers, chemical base
9140	Fuel Oils
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic
9160	Miscellaneous Waxes, Oils and Fats

Products Containing Chemicals in the following Stock Classes are required to be reviewed and reported, additional stock classes may exist. If unsure, please submit for review. All non-commodity batteries must be submitted for review.

APPENDIX B - PRODUCT REQUEST FORM

Product Request Form

Request Date:

Project Start Date:

Estimated Completion Date:

Contractor Name:

AFRL POC:

Contract #:

Project #:

Name of Material:

NSN (if known):

Manufacturer:

Container Type:

Size of Container (12 oz= 12):

Part #:

Units of Container (12 oz= oz):

Location of Stored Materials:

SDS # (if known)

QTY Requested:

Have you received the before?

Detailed description of how material is being applied:

i.e. Paint being brushed or sprayed; How is solder being applied

Requested by & Phone Number:

EOH OFFICE USE ONLY

Additonal Information:

Approved

Disapproved

Issued to:

Barcodes Assigned:

Issued Date:

Issued By:

APPENDIX C - PRODUCT USAGE FORM

Contractor Hazardous Material Usage Form

Contractor Name:

Contract #: Delivery Order #:

Name of Material:

NSN:

SDS #: Qty Used:

Equipment Used in conjunction with Hazardous Material

i.e. Diesel Fuel used in John Deere Lawn Mower Model ABC123

Name of Material:

NSN:

SDS #: Qty Used:

Equipment Used in conjunction with Hazardous Material

i.e. Diesel Fuel used in John Deere Lawn Mower Model ABC123

Name of Material:

NSN:

SDS #: Qty Used:

Equipment Used in conjunction with Hazardous Material

i.e. Diesel Fuel used in John Deere Lawn Mower Model ABC123

Print Name and Signature:

APPENDIX D - MAP/SITE PLAN

C-002	PROJECT MANAGER P.FITZGERALD DESIGNED BY P.FITZGERALD DRAFTED BY P.FITZGERALD CHECKED BY P.FITZGERALD DATE PUBLISHED 06/08/2026	MARK ##	DESCRIPTION OF REVISION DESCRIPTION OF REVISION	DATE MM/DD/YY	WHXP270512 STOCKBRIDGE SNOW REMOVAL SERVICE CONTRACT SITE PLAN	U.S. AIR FORCE RESEARCH LABORATORY INFORMATION DIRECTORATE, INTEGRATION AND OPERATIONS CIVIL ENGINEERING, PROGRAMMING & ENGINEERING 26 ELECTRONIC PARKWAY, ROME, NY 13441	ROME RESEARCH SITE

APPENDIX E – ESTIMATED WORKLOAD AREA

ITEM	NAME	ESTIMATED QUANTITY	
1	Roads/Parking Lots (Stockbridge)	15,300	Square Yards