**PERFORMANCE WORK STATEMENT (PWS)**

**FO Tensile Testers Verification & Calibration**

**15 Jul 26**

**1.0 DESCRIPTION OF SERVICES.** The contractor shall provide all labor, travel, tools, equipment, materials and service to perform annual verification and calibration of six (6) tensile testers located in building 323 for the 402nd Maintenance Support Group (MXSG) at Robins Air Force Base, Georgia. The contractor shall perform verification and calibration in accordance with American Society for Testing and Materials (ASTM) Standards ASTM E4, ASTM E83, ASTM E2309 and ASTM E2658. Contractor shall be an ISO 9000 and/or A2LA accredited calibration company. All measurement equipment used for verification/calibration shall be traceable to National Institute of Standards and Technology (NIST).

**1.1 Specific Tasks.** All verifications and calibrations must be performed by certified service engineers, thoroughly trained and knowledgeable in the operation, verification and calibration of the following equipment:

| **Description** | **Machine S/N** | Tag # | Asset # |
|---|---|---|---|
| | | | |
| Instron Material Testing System<br><br>• Strain – transducer ID 2663-821/5183<br>• Displacement verification<br>• Crosshead speed<br>• Force – transducer ID 2525-802/40878, capacity 50000 N, type: tension<br>• S1490-007E ASTM E83 Verification Below 10% of Range<br>• ASTM E83 Verification Below 10% of Range | 59R5581P7383 | 5581P7383 | F18976<br>6 |
| Instron Tensile Tester<br><br>• Force – transducer ID 2580-202/102710, capacity 30 kN and 500N, type: | 5967R6023 | 5967R6023 | J02865<br>8 |

| | | | |
|---|---|---|---|
| tension/compression<br>• Speed – tension and compression<br>• Temp Verification In-Situ Method Single Point<br>• Displacement – ascending and descending | | | |
| Instron Tensile Tester<br><br>• Force – tranducer ID 2580-108/102992, capacity 5000 N, type: tension/compression<br>• Speed – tension and compression<br>• Displacement – ascending and descending | 5965R6024 | 5965R6024 | J028656 |
| Instron Tensile Tester<br><br>• Force – transducer ID 1000HDXR3087, capacity 224000 lbf, tension<br>• STD ASTM Strain Verif 1 Static Extensometer or Deflectometer<br>• Speed & Displacement Verification One Direction (ASTM E2309, E2658) | 1000HDXR3087 | 1000DXR3087 | M679815 |
| Instron Tensile Tester<br><br>• Strain – transducer ID 2663-921<br>• Displacement verification<br>• Crosshead speed<br>• Force – transducer ID 2580-100kN / 189304, | 68F100B34928 | 68FM-100 | M502433 |

| | | | |
|---|---|---|---|
| capacity 100 kN type: tension / compression<br>• S1490-007E ASTM E83 Verification Below 10% of Range | | | |
| Instron Tensile Tester (MTS Controller)<br><br>• Force – 500Kn Dynamic Loadcell Force Verification 68K-300K lb Ten & Comp (ASTM E4)<br>• Servo Machine Oil Analysis & Report<br>• Servo Machine PM For Servohydraulic Mo dels including Oil Analysis<br>• Servo Machine STD Actuator Speed & Stroke Verification (Both<br>• directions)<br>• Servo Machine Travel/Logistics Fee 4 (Tensile) | 8803H2203 | 8803H2203 | 8803F 2003 |
| Instron Material Testing System<br><br>• Strain – transducer ID 2663-921<br>• Displacement verification<br>• Crosshead speed<br>• Force – transducer ID 2580-100kN, capacity 100 kN, type: tension | 68FM-100 | 68F100B3492 8 | |

**1.1.1** The contractor shall coordinate the dates of the work to be completed with the Primary Government POC within 10 calendar days after contract award.

**1.1.2** Within five (5) days after completion of the verification and calibration, the contractor shall electronically send the certificates as a PDF to the Government POC **(CDRL A/B/C/D/E001, Calibration Certificate DI-QCIC-80798C)**

**1.2 Over and Above Work. Work discovered during the course of performance that is:**
**1.2.1** Within the general scope of the contract, not covered by the line item(s) for the basic work under the contract, and necessary in order to satisfactorily complete the contract.

**1.2.2** Upon discovery of the need for over and above work, the Contractor shall prepare and furnish to the Government a work request. Upon request the Contractor shall promptly submit to the Contracting Officer, a proposal for the over and above work. The Government and Contractor will then negotiate a settlement for the over and above work. Contract modifications will be executed to definitize all over and above work.

**2.0 SERVICES SUMMARY (SS).** None

**3.0 GOVERNMENT FURNISHED PROPERTY (GFP).** None – there is no GFP attachment for this acquisition.

**4.0 GENERAL INFORMATION.**

**4.1 Government Representatives**. The following individuals will serve as the Primary and Alternate Government Representatives as the points of contact through which all contractor-provided services will be requested and accomplished for MXSG. Government Representatives will not supervise the Contractor, and they are not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The following individuals will serve as Government Representatives for MXSG.

| Primary Government Representative | Alternate Government Representative |
|---|---|
| Name: David Maddox | Name: Mike Kilpatrick |
| Unit: 802 MXSS/MXDTA | Unit: 802 MXSS/MSDTAC |
| Phone: 478-327-4047 | Phone: 478-926-3141 |
| Email: william.maddox.1@us.af.mil | Email: john.kilpatrick.1@us.af.mil |

**4.2 Shipping/Delivery/Period of Performance.** This contract shall have a basic plus four (4) option years.

FOB destination

**4.3 Ship To Address.**
**Attention:** David Maddox
**Unit:** 802 MXSS/MXXDTA
**DODAAC:** FE2067
**Address:** 450 Third Street
Bldg 323, 1st Floor

Robins AFB, GA 31098

**4.4 Contractor Program Manager.** The Contractor shall provide a Program Manager who shall be the single point of contact between the Contractor and the Government. The name and phone number of the Contractor's Program Manager shall be provided in writing to the Contracting Officer, Government Representatives, and COR no later than five (5) calendar days after contract award date.

**4.5 Place of Performance and Hours of Work.** On-site contract services shall be performed at the Warner Robins Air Logistic Complex. The work will take place in building 323 at Robins Air Force Base, GA. The Contractor's work hours (shifts) shall normally be from 7:00 AM to 3:00 PM (EST), Monday through Friday. The Government may adjust the Contractor's work hours based on workload requirements, with the flexibility to start work earlier, work odd shifts, and/or work weekends. The Government will provide the Contractor the required work hours (schedule) for contractor personnel and will provide a 48-hour notice prior to changing any work hours.

**4.6 Recognized Holidays.** Unless otherwise required by the Government, the Contractor shall not have access to Government facilities to work or telework on all federal holidays or during facility closings as authorized by the Government. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

**4.7 Security Requirements**.

**4.7.1 Government Security Regulations.** The Contractor shall ensure personnel, information, system, facility, and international security requirements are met in accordance with 32 CFR Part 117, National Industrial Security Program Operating Manual (NISPOM), Department of the Air Force Instruction (DAFI) 31-101, Base Defense Operations.

**4.7.2 Contractor Security Clearance.** This requirement does not require a security clearance. The Contractor shall ensure Contractor personnel have a valid security clearance appropriate to the access required for proper accomplishment of contract/order requirements. Contractor personnel shall not be authorized access to classified and/or sensitive, but unclassified, information and/or materials or be permitted to work on classified and/or sensitive, but unclassified, projects and/or programs without a proper security clearance and a need-to-know. Contractor personnel whose clearances have been suspended or revoked shall immediately be denied access to classified and/or sensitive, but unclassified, information.

**4.7.3 Communications Security (COMSEC)**. The Contractor shall use only secure communications methods and/or equipment to transmit or otherwise transfer classified and/or sensitive, but unclassified, information in accordance with 32 CFR Part 117.21, National Industrial Security Program Operating Manual (NISPOM).

**4.7.4 Contractor Access To Department of the Air Force Installations.**

**4.7.4.1** The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of the

Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

**4.7.4.2** The contractor shall submit a written request on company letterhead to the Contract Surveillance Management Office (CSMO) POC (Wide Area Workflow – WAWF Acceptor) listing the following: contract number, location of work site/building number, start and stop dates, and names of employees, birthdate; license number/state of issue; days of the week/hours needed (including overtime) and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The CSMO POC will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license/Identification card/Passport, current vehicle registration, valid vehicle insurance certificate, and all visitors are subject to a criminal background check and required to follow all traffic guidelines while on the installation to obtain a vehicle pass.

**4.7.4.3** During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

**4.7.4.4** When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *DAFI 31-101, Integrated Defense, and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program*

**4.7.4.5** Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

**4.7.4.6** The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.

**4.7.4.7** Failure to comply with these requirements may result in withholding of final payment.

**4.7.4.8** If a contractor is denied base access due to criminal activity the CSMO POC will notify the contracting company which will take appropriate action to resolve the issue.

**4.7.5 Visitors Only – No Badging ID (Short Term Pass).** The Air Force has mandated all visitors consent to a check of their criminal history prior to being allowed access to installations. The check will be conducted at the Visitor Control Center (VCC) off Watson Boulevard, Robins AFB, GA. The Contractor shall submit a letter to the Badging Agent [CSMO POC (WAWF Acceptor) listing all contractor/subcontractor personnel requiring access with the information requested in paragraph 4.7.4.2. The pass issued by the Visitor Control Center authorizes unescorted entry to Robins AFB for the bearer only. For visitors, a short term pass is up to 60 days.

**4.7.6 Operations Security (OPSEC).** The purpose of OPSEC is to reduce the vulnerability of USAF missions to adversary collection and exploitation of critical information. The Contractor shall comply with DoDD 5205.02E "DoD Operations Security (OPSEC) Program", DoD Manual 5205.02 "DoD Operations Security (OPSEC) Program Manual" and AFI 10-701 "Operations Security (OPSEC)" to protect United States (U.S. Government interest). The Contractor shall ensure compliance with OPSEC requirements including procedures to protect classified and/or sensitive, but unclassified, Government projects and/or programs. The Contractor shall ensure Contractor personnel who perform work at Robins AFB or another Government facility comply with the OPSEC procedures of the facility.

**4.7.7 Security Incident or Violation.** The Contractor shall immediately notify the Government Security Office of any potential or actual security incidents or violations including potential or actual unauthorized disclosure or compromise of classified and/or sensitive, but unclassified, information.

**4.7.8. Supply Chain Risk Management.** The Contractor shall implement risk management procedures to ensure that system, equipment, components, software, maintenance equipment, and supplies do not incorporate counterfeit parts, malicious code, or other elements that would allow adversaries to gain access to data and critical program information and disrupt operations. Contractor risk management procedures shall comply with:

- DoDI5000.83 DAFI 63-113, *Technology and Program Protection to Maintain Technological Advantage*
- SAE Aerospace Standard AS5553D, *Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation and Disposition,*
- National Institute of Standards and Technology (NIST) Special Publication 800-53 Rev 5, *Security and Privacy Controls for Information Systems and Organizations*

**4.8 Contractor Identification.** Contractor personnel shall wear visible identification designating them as contractors at all times while on Robins Air Force Base.

**4.9 Contractor Vehicle Entry.** The Contractor shall contact the Robins Air Force Base Visitor's Center to and comply with local procedures for obtaining credentials and vehicle entry. Information may be obtained by calling the following phone number: Commercial 478-222-1972.

**4.10 Agency Affirmative Procurement Program.** In accordance with RFO 23.102 (Policy) and 23.103 (Procedures), 100% of purchases of Environmental Protection Agency (EPA)-designated products included in the Comprehensive Procurement Guidelines (CPG) list [https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program] and/or United States Department of Agriculture (USDA)-designated products included in the biobased product listings [http://www.biopreferred.gov] shall, at a minimum, meet the EPA or USDA standards for recovered materials or bio based content, respectively, unless an item cannot be acquired competitively within a realistic timeframe, meet appropriate performance standards, and/or be acquired at a reasonable price.

**4.10.1** The Contractor shall provide estimates and verification of recovered material for EPA-designated CPG products and certification for both EPA-designated CPG products and USDA-designated biobased products. In accordance with the Robins Air Force Base, Georgia / Affirmative Procurement Program (formerly Green Procurement Program (GPP)) Plan, the Contractor shall provide estimates and certifications to the Government for completion of the applicable attachment(s) to be included in the Purchase Request (PR) package.

**4.11 Elimination of Use of Class I Ozone Depleting Substances (ODS)**

**4.11.1** Contractors shall not:

**4.11.1.1** Provide any service or product with any specification, standard, drawing, or other document that requires the use of a Class I ODS in the test, operation, or maintenance of any system, subsystem, item, component, or process; or

**4.11.1.2** Provide any specification, standard, drawing, or other document that establishes a test, operation, or maintenance requirement that can only be met by use of a Class I ODS as part of this contract/order.

**4.11.2** For the purposes of Department of the Air Force policy, the following products that are pure (i.e., they meet the relevant product specification identified in AFI 32-7086[AR2] ) are Class I ODSs:

**4.11.2.1** Halons: 1011, 1202, 1211, 1301, and 2402

**4.11.2.2** Chlorofluorocarbons (CFCs): CFC-11, CFC-12, CFC-13, CFC-111, CFC-112, CFC-113, CFC-114, CFC-115, CFC-211, CFC-212, CFC-213, CFC-214, CFC-215, CFC-216, and CFC-217, and the blends R-500, R-501, R-502, and R-503; and

**4.11.2.3** Carbon Tetrachloride, Methyl Chloroform, and Methyl Bromide.

**4.12 Environmental Management System (EMS).** Environmental Management Systems (EMS) Awareness Training: All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force-provided initial EMS Awareness Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB.

Notification of training completion shall be sent to the Robins AFB Contracting Officer (CO) and the Contract Surveillance Management Office (CSMO) POCs to be maintained in the contract file for tracking purposes. Failure to provide documentation of EMS Training may result in termination of the contract.

**4.12.1** EMS training is provided by Environmental Management. Contractors have two options to satisfy the mandatory EMS Awareness Training requirement. (Front Desk: 478-926-1176)

**4.12.2** Option 1: Contractors can register for an account through The Environmental Awareness Course Hub (TEACH), the Air Force training
database: https://usaf.learningbuilder.com/account/login/?ReturnUrl=%2f
Search for Course ID: EMS110UHHZ00293

Directions:

1. Hover your mouse over the Courses and Transcripts tab.
2. Click on Transcripts
3. Click into the TEACH Course Completion Log by clicking the orange Continue or Begin button.
4. When you are on the transcript, click on the blue "Search for Course" button.
5. When the pop up appears enter the course name or course number and press search.
6. Once you find the course you want to add, click on the +Select button to add the course to your transcript.

(Note: TEACH may not be supported by Internet Explorer; recommend using Chrome.)

**4.12.3** Option 2: Contractor requests a copy of the Robins EMS Awareness Training PowerPoint Presentation from Environmental Management. The request should be sent to the Environment Management Office at the following email address, jessica.parker.15@us.af.mil. Once the presentation is received, the contractor is responsible for ensuring that all his/her employees view the training. **(CDRL A/B/C/D/E002 DI-MGMT-80368A/T, Status Report/EMS Training)**

**4.13 ISO 50001 – Energy Management System.** Due to the WR-ALC being ISO 500001 certified, all contractors are subject to the Energy Management System (EnMS) requirements and shall abide by certification guidelines whenever applicable.

**4.13.1**. EnMS Training. All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force provided initial EnMS Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB.

**4.13.1.1.** EnMS training is provided by the Energy Assurance Office. The Contractor shall request the training by sending an email to 402MXSG.MXDEA.EnergyAssurance@us.af.mil.

**4.13.2.** Notification of training completion shall be sent to the Energy Assurance Office (402MXSG.MXDEA.EnergyAssurance@us.af.mil) and the CSMO POC to be maintained

for tracking purposes. Failure to provide documentation of EnMS Training prior to beginning work may result in termination of the contract. **(CDRL A/B/C/D/E003 DI-MGMT-80368A/T, Status Report/EnMS Training)**

**4.14 Contractor Safety Program.** (See Appendix C, Part II, Para 7) The Contractor shall establish and maintain an acceptable safety program in accordance with their accepted Safety and Health Plan. The Air Force is part of the OSHA Voluntary Protection Program (VPP). All shall familiarize themselves with the requirements of VPP. Information on the VPP can be accessed at http://www.osha.gov/dcsp/vpp/index.html. Additionally, the Contractor is responsible for the safety and health of all subcontractor employees. No more than two Class C mishaps per contract year and Zero Class A or B mishaps will be tolerated. All changes to the plan must also be submitted in writing and approved by the Government.

**4.14.1** Safety and Health Plan: Within 10 calendar days after contract award, the contractor shall email a copy of their company Safety Plan that is required to ensure compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) to 402mxw.se.wf@us.af.mil. The Safety Plan will be provided to the Safety Office for review. The Safety Office will provide acceptance or non-acceptance within 5 working days of receipt to the government point-of-contact who will notify the CO. **(CDRL A004, DI-SAFT-82080/T NOT 2 Contractor's Safety Plan)**.

**4.14.2** The Contractor Safety Plan shall address in detail the items listed in the Contract Appendix C, Part II through Part IV as applicable. For task specific procedures identified in the Contract Appendix C, the contractor's internal procedures for those tasks must be identifiable within the submitted Safety Plan or shall be provided in an amendment or addendum to the company's Safety Plan. If task specific procedures identified in the Contract Appendix C, are not submitted with the contractor's Safety Plan, the submitted Safety Plan will be returned as NOT ACCEPTED. The contractor will have 5 working days to resubmit the Safety Plan, amendment or addendum to address or correct issues identified for non-acceptance. The Safety Office will provide acceptance or non-acceptance of the resubmission within 5 workings days of receipt to the government POC who will notify the CO.

**4.14.3** In performing work under this contract on a Government installation, the contractor shall:
**4.14.3.1** Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

**4.14.3.2** Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

**4.14.3.3** The contracting officer may, by written order, direct Department of the Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

**4.14.3.4** Any violation of these health and safety 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 clause of this contract.

**4.15 Mishap Notification.** (See Appendix C, Part II, Para 5) The Contractor shall notify the Robins AFB Safety Office telephonically at (478)327-4862 during duty hours and (478)926-3567 after hours, within four (4) hour after initial notification of all mishaps or incidents for damage to DoD property (material plus labor) entrusted by this contract and employee injuries as a result of the contract operation. A follow-up (written or e-mail) of this mishap/incident notification shall be sent within three calendar days to the Government Representative, the Procurement Contracting Officer (PCO), CSMO Representative (with a copy to program manager), who will forward it to the Safety Office. The information that is not available at the time of the initial notification shall be provided within 20 calendar days after the mishap. Mishap notification shall contain, as a minimum, the following information:

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 repair/replace)
f. Impound Authority Name and Phone Number (as applicable)
g. Nomenclature of equipment and personnel involved in accident/incident
h. Corrective actions (taken or proposed)
i. Other pertinent information

**(CDRL A/B/C/D/E005, DI-SAFT-81563 NOT 2, Accident/Incident Report)**

**4.16 Essential Services During Crisis.** The Services Acquisition Lead (SAL) has determined, by placing in writing their decision, that this requirement is not Mission Essential (M-E) in accordance with R-DFARS 252.237-7023, Continuation of Essential Contractor Services.

**4.17 Inspection of Services/Inspection of Supply**: In accordance with the Inspection of Supply/Services clause(s) identified in the contract/order, the Government reserves the right to inspect Contractor performance.

**4.18 Invoice/Payment and Receipt/Acceptance**: In accordance with R-DFARS clause 252.232-7003, Electronic submission of Payment Requests and Receiving Reports, the Contractor shall submit/process payment requests (invoices, Receiving Reports or combos) and receipt/acceptance documents via Procurement Integrated Enterprise Environment (PIEE) through module Wide Area Workflow (WAWF). Access at the following site: https://piee.eb.mil/

**5.0 APPENDICES – None**