STATEMENT OF WORK

FOR

FOR DORMITORY MINOR MAINTENANCE & REPAIRS SCOPE OF WORK BARKSDALE AFB, LA

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PERFORMANCE WORK STATEMENT (PWS) FOR DORMITORY MINOR MAINTENANCE & REPAIRS (MM&R)

1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, and tools, materials, supervision, and other items and services necessary to perform Dormitory Minor Maintenance & Repairs (MM&R) at Barksdale Air Force Base. These services apply to all dorm rooms identified by authorized callers. The contractor shall:
a. Complete repairs on time, support a wholesome environment, and provide dependable service with minimum disruption to residents.
b. Comply with statutory requirements and submit timely reports.
c. Ensure repairs and improvements to dormitory rooms are consistent with Local Unaccompanied Housing Plan and IAW the Headquarters USAF Unaccompanied Housing Design Guide, January 2006, Chapter 3, Facility Design.
d. Provide a clean, aesthetically pleasing room for the new occupant upon completion of MM&R.

1.1. PERFORMANCE STANDARDS AND WORKMANSHIP. Work in this PWS shall be performed in accordance with manufacturers' recommendations, national, and state codes (Occupational Safety and Health Act of 1970, National Electric Code, NFPA, Uniform Plumbing Code), industry standards (American Concrete Institute, Gypsum Association, ASHRAE Standards, SMACNA Standards, etc.), federal, military (MIL-HDBK-1190, Facility Planning and Design Guide, Air Force Engineering Technical Letters, etc.) state (Southern Standard Building Code, etc.), local rules and regulations, environmental rules and regulations, and building and safety codes unless other requirements are specified herein. The contractor shall correct work not meeting these specifications within commercial industry standard time frames. When damage to government property and personal property (to include facilities, grass, sidewalks, all exterior fixtures, poles, lighting, drains, etc.) results from contracted activities or negligence by contractor personnel, the contractor shall be responsible to repair or replace at no additional cost to the government. Upon completion of all work, the dorm room, including the exterior, shall be cleared of any debris resulting from contractor operations and ready for occupancy.

1.2. SUPPLIES/EQUIPMENT/MATERIALS/PARTS. Contractor-furnished items shall comply with commercial standards for their intended use. The contractor shall be responsible for providing supplies, equipment, materials, and parts.

1.3. WORK/SERVICE ITEMS. All work and/or services ordered shall be performed in IAW paragraph 1 above. Generally, when work is ordered, the contractor shall complete the work within the performance time unless approved otherwise by the government.

1.4. EXTERIOR WORK: Exterior work includes any minor maintenance on the exterior and surrounding area of the dorm room being serviced. The following are items to include but not limited to:
Repair/painting exterior walls
Roof leaks and all associated damage
Gutter leaks and downspouts
Repair/replace broken windows and associated hardware

Doors (excluding locks)
Exterior lighting

1.5. INTERIOR WORK: Interior work includes any minor maintenance in the interior of the dorm room being serviced. The following are items to include but not limited to:
Interior walls, ceilings and flooring (patch, paint, wallpaper/other covering)
Lights and ceiling fan fixtures (exit lighting)
Faulty electrical parts (ballasts, switches, receptacles, breakers)
Change HVAC filters every 90 days
Carpet Cleaning
Plumbing system and accessories (fixtures, valves, fittings, toilets, showers, sinks, tubs, caulking)
Remedy all clogs (drains, sinks, toilets, HVAC)
Garbage disposals
Vanities, cabinets and unserviceable furnishings

1.6. REPLACEMENT OF FLUORESCENT LAMPS. When requested by the government to replace a fluorescent lamp, the contractor shall replace the lamp with a light-emitting diode (LED) lamp. The replacement LED shall have a color temperature that ranges from 3,000K - 4,000K.

1.7. Additional Work. If while on a call to perform the vendor discovers additional maintenance to be performed, the vendor shall notify an authorized caller. This work will be added to the task list to be completed later.

2. ADMINISTRATIVE REQUIREMENTS. The contractor shall log all completed tasks and report them on a weekly basis. All parts and materials used shall be itemized in the report. The report shall include the date and time, repairs performed, date and times repairs were completed, description of parts/materials replaced, actual cost and name of personnel performing the work.

2.1. SERVICES SUMMARY. The contractor service requirements are summarized into performance standards relating directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.
Performance Standard Performance Threshold
Perform MM&R in accordance with turnaround times requested by the customer.
No more than 2 validated customer complaints. Turn-back times met 98% of the time.

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

3.1. GOVERNMENT FURNISHED UTILITIES. The government will furnish electricity, water and sewage services as necessary for accomplishment of work in accordance with this agreement.

3.2. UTILITY CONSERVATION. The contractor shall adhere to all base level utility conservation practices or requirements. The contractor shall be responsible for operating under conditions to prevent waste of utilities.

3.3. SECURITY, FIRE AND MEDICAL SERVICES. The government will provide police and fire protection. In the event of a medical emergency, dial 911 from an on base phone.

3.4. SOLID WASTE COLLECTION AND DISPOSAL. The contractor shall dispose of trash or solid waste generated from accomplishment of services. Pre-exiting bulk containers designated for various wastes will be identified by an authorized caller to ensure proper disposal. The contractor shall adhere to all base level recycling programs.

4. GENERAL INFORMATION

4.1. QUALITY ASSURANCE. The government will periodically evaluate the contractor's performance by appointing authorized callers to assess performance to ensure services are received. The authorized caller will evaluate the contractor's performance through intermittent on-site inspections and receipt of complaints from base personnel. The government will also receive and investigate complaints from various customers located on the installation. The contractor shall be responsible for initially validating customer complaints. However, the authorized caller shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).

4.2. COORDINATION WITH OTHERS. The contractor shall not commit or permit acts that will interfere with the performance of work by another contractor or a government employee.

4.3. SMOKING IN AIR FORCE FACITLITIES. In accordance with AFI 40-102, Tobacco Use in the Air Force, smoking (cigar, cigarette, pipe) and the use of smokeless (spit/loose tobacco) products is prohibited in the workplace, to protect the health of all workers. The use of tobacco products is permitted only in designated tobacco use areas. AFI 40-102 applies to all contractor employees and other non-DoD personnel on Air Force facilities and in Air Force buildings, vehicles, and aircraft.

4.4. TRAFFIC LAWS. The contractor and its employees shall comply with base traffic regulations.

4.5. 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 Barksdale AFB.

4.6. SAFETY REQUIREMENTS AND REPORTS. The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal report to the authorized caller as soon as possible of each occurrence of damage to government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact.

4.7. HOURS OF OPERATION. The contractor shall perform the services required under this contract during normal hours. The contractor shall not perform services on Federal Holidays.

4.7.1 NORMAL BASE HOURS. Normal base hours of operation are 7:00 am to 5:00 pm, Monday through Friday, excluding federal holidays. The contractor may find it necessary to deviate from the normal base hour of operation to ensure timely completion of work under this PWS at no additional cost to the government.

4.7.2. FEDERAL HOLIDAYS. If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the contractor will be responsible for scheduling services for the first business day after the holiday observance.

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
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

4.7.3. BASE CLOSURES. Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.8. SECURITY REQUIREMENTS. Security and base access requirements are contained in clause 5352.242-9000 "Contractor Access to Air Force Installations." Contractor employees will be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial vehicle access to the base are subject to change without prior notice.

4.8.1. The contractor shall not employ any person who has been identified by the Contracting Officer (CO) as a potential threat to health, safety, security, general well-being, or operational mission of the installation and its population. All employees and potential employees shall be subject to a local background investigation. Investigation results shall be provided to the applicable base CO for all employees prior to start of work.

4.8.2. Contractor personnel shall present a neat appearance and shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, overcoats, or hats, bearing the company name or logo. The coloring or design of the items selected should identify personnel easily and quickly for reasons of safety and personal protection.

4.9. KEY CONTROL. 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. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report to the authorized caller any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the authorized caller, to re-key or replace the affected lock or locks at cost to the government. The government may, at its option, replace the affected lock or locks or, in its option, perform re-keying and deducting the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, the government shall replace all locks and keys at the contractor's expense.

End of Statement of Work