PERFORMANCE WORK STATEMENT (PWS)

SCISSOR LIFT PERFORMANCE WORK STATEMENT
PUGET SOUIND NAVAL SHIPYARD

PART 1
GENERAL INFORMATION

1. **GENERAL:** This is a non-personal services contract to provide leasing of 1 each scissor lifts. The Government shall not exercise direct supervision or control over any contractor employees. Notwithstanding, contractor shall ensure employees comply with all requirements of this Performance Work Statement (PWS) and contract.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform operational lease of scissor lift rentals as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.2 Background: Puget Sound Naval Shipyard (PSNS) is an industrial complex whose mission is to maintain, modernize and retire the Navy fleet with a vision of on-time maintenance, modernization, and retirement of the U.S. Navy's fleet. The shipyard in Bremerton is the Pacific Northwest's largest naval shore facility and one of Washington State's largest industrial installations.

In order to accomplish this mission PSNS utilizes scissor lifts. In order to meet the mission's demand the government must subsidize its inventory of government owned scissor lifts by leasing additional scissors lifts.

1.3 Objectives: The requirement is to provide leased scissor lift services for the installations and aboard ships at Bremerton, Washington.

1.4 Scope: Leasing of a scissor lift with a platform height of 43' for a 1-year ordering period at the locations listed in paragraph 1.7.1. Services include leasing, transportation, inspection, maintenance, and emergency repair of scissor lifts.

1.5 Period of Performance: The ordering period shall be between 10/05/26 – 10/04/27.

1.6 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.7 Location:

1.7.1 Place of Performance: The work to be performed under this contract will be performed at Puget Sound Naval Shipyard. If maintenance/repair cannot be completed in one day the contractor shall transport the scissor lifts to contractor repair facility to perform work at no additional cost to the government.

1.7.2 Hours of Operation: The contractor is responsible for conducting business, between the hours of 0700-1600 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government

facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.7.3 Recognized Holidays: Contractor is not required to perform services on federal holidays. The list of current federal holidays can be found here: *https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/*

In addition to the above listed holidays, Puget Sound Naval Shipyard is normally closed for all except necessary services during the week between Christmas Day and New Year's Day (curtailment). Necessary services/frequencies for various facilities are noted on the detail sheets and work contracted for shall be performed during this period unless otherwise directed by the Contracting Officer. Exact number of closure days may vary from year to year. Actual requirements will be determined in advance of the closure. On site work performed by the Contractor for the Contractor's convenience during this time must also be specifically requested by the Contractor in writing and approved by the Contracting Officer in advance.

1.8 Security Requirements: Contractor Employees, in order to gain access to the government facility identified in paragraph 1.7.1 to perform work under this contract, shall comply with the Badging and Access Requirements Attachment to the solicitation/contract.

1.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.10 Contracting Officer 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, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel.

The COR is NOT authorized to change any of the terms and conditions of this contract. **Only the warranted Contracting Officer is authorized to make modifications/changes to the terms and conditions of this contract.** If the Contractor believes any Government personnel has effectively issued a change resulting in a change in effort and price/cost of the contract, the Contractor shall immediately notify the Contracting Officer in writing.

CORS: [redacted]

1.11 Contract Manager: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or

alternate shall have full authority to act for the contractor on all contract matters relating to execution of this contract.

1.12. Identification of Contractor Employees: All contractor personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials. All contractor personnel on a government installation will be required to obtain and wear badges in the performance of this contract.

1.13 Contractor Travel: All contractor personnel will be required to travel from place of business in CONUS to PSNS & IMF Bremerton, WA.

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. COMMON DEFINITIONS: Per Clause 52.212-4(e), clause 52.202-1 is incorporated by reference to this contract.

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Services:

3.1.1 The Government will provide all required government personnel and contracted personnel for scissor lift operations.

3.1.2 The Government will provide all fuel/electricity and personnel/equipment required for scissor lifts.

3.1.3 The Government will perform a pre-operational and post-operational safety inspection of the scissor lifts as part of daily use. If a scissor lift is defective, needing repair or maintenance or found to be otherwise unsafe it will be removed from service and the contractor will be notified of the scissor lift's status.

3.1.4 The Government will provide crane lifting and handling services as required for the scissor lifts.

3.1.5 The Government will provide accident reporting services if the scissor lift is involved in an accident or mishap it will be removed from service and the contractor will be notified of the scissor lift's status.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall furnish all supplies, equipment, facilities, materials and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Weigh vehicle(s) prior to delivery and mark (4 inch high black lettering) with the individual weight in pounds on each side of vehicle(s). OEM weight markings are acceptable.

4.3 Accomplish the following prior to delivery and provide written certification of accomplishment upon delivery:

4.3.1 Provide newer condition maintenance free battery.

4.3.2 Inspect all hoses and belts for cracks, wear, etc. and replace items that suspect to failure.

4.3.3 Operationally test the vehicle(s) to include all manufacturer safety features and performance criteria.

4.3.4 Inspect the vehicle(s) provided, at the time of delivery and before acceptance, with the Contracting Officer's Representative (COR) or other authorized government representative.

4.3.5 Document in writing the condition of the vehicle to ensure it meets contract requirements. Provide a signed copy of the inspection document to the government representative. Correct any discrepancies noted or replace the delivered vehicle(s) with a compliant unit.

4.4 Inspect the vehicle(s), upon completion of the period of performance and at the time of pick-up, or prior to the return of the vehicle(s) to the contractor for maintenance, repair or replacement during the period of performance, with the authorized Government representative and document any new conditions or damage. Provide a signed copy of the inspection document to the government representative.

4.5 Provide a copy of the manufacturer Operation manual(s), containing detailed operating instructions specific for the vehicle provided to the Contracting Officer's Representative or designated Government employee.

4.6 Perform any required scheduled maintenance, in accordance with the manufacturer's maintenance standards, on vehicles provided during the period of performance.

4.6.1 Provide the planned scheduled maintenance schedule, with the contractor's proposal, and notify the Contracting Officer's Representative four days in advance of performing maintenance on the vehicle(s), to permit coordination with project workload.

4.6.2 Provide a replacement vehicle, within 24 hours, for any unscheduled repairs required.

4.6.3 Perform lockout/tag-out of vehicle(s) prior to performing maintenance. Notify the Contracting Officer's Representative if vehicle(s) maintenance must be performed in a condition not requiring lockout or tag-out conditions.

4.7 Replace inoperative or unsafe vehicles, upon notification by authorized Government representative as specified in technical exhibits 1 and 2.

4.7.1 Supply a manufacturer's technical representative or ASME certified mechanic to respond on-site as specified in technical exhibits 1 and 2.

4.7.2 Provide the Contracting Officer's Representative the name, telephone number and/or other contact information to coordinate contact with the contractor's representative for repair of defective or inoperative equipment.

4.7.3 Coordinate scheduled pick-up of the vehicle(s), at the end of the period of performance, with the Contracting Officer's Representative. If the contractor is unable to accomplish pick-up on this date, immediately notify the Contracting Officer's Representative and provide an alternate date and time of pick-up that is mutually agreeable.

PART 5
SALIENT CHARACTERISTICS OF LIFTING ATTACHMENTS ON SCISSOR LIFTS

5. SALIENT CHARACTERISTICS:

5.1 Lift Points: OEM installed lift points are required. Lift points shall be marked adjacent to lift points. Lift Points shall accommodate standard rigging gear (e.g. shackles, wire rope pendants, etc.).

PART 6
SPECIFIC TASKS

6. SPECIFIC TASKS:

6.1. Basic Services: The contractor shall provide leasing services for scissor lifts meeting the following specifications:

6.1.1 Specifications for Diesel 43' Scissor Lift

Crane Liftable per Part 5 of PWS

Power Diesel

Tires Solid

Raised Platform Height 43'

Minimum Lift Capacity 1500 LBS

6.2 Maintenance: Contractor to provide scissor lift maintenance within 8 hours of notification to the Government or provide replacement unit within 2 business days Monday through Friday 0700-1600.

6.3 Repair Services: The contractor is responsible for all repairs to government-leased scissor lifts that is not a direct result of government negligence within 8 hours of notification by the government or provide replacement unit within two business days, Monday through Friday 0700-1600 at no additional cost to the government.

6.4 Transportation: Contractor shall provide delivery/pickup of scissor lifts to and from the government facilities identified via contract/task order at contractor expense and shall provide all transportation at contractor expense as required to perform maintenance or repairs. Contractor shall coordinate delivery of scissor lifts with COR and shall provide delivery IAW the Period of Performance identified per task order.

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. ATTACHMENT/TECHNICAL EXHIBIT LIST:

7.1 Technical Exhibit 1 - Performance Requirements Summary

7.2. Technical Exhibit 2 - Deliverables Schedule

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate 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 Objective (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (This is the maximum error rate. It could possibly be "Zero deviation from standard")	**Method of Surveillance**
PRS # 1 The contractor shall provide leasing services of scissor lifts per specifications. PWS 6.1	Contractor to deliver and pick-up scissor lift and provide inspection documents within 2 business days of POP start/end date.	100% of the services performed and documents submitted.	100% Inspection by COR.
PRS # 2 Maintenance: PMs will be performed per the contractor's requirements. PWS 6.2	Contractor to perform scheduled maintenance of scissor lift within 2 business days of notification by Government Monday through Friday 0700-1600.	100% of scheduled maintenance completed within 2 business days 0700-1600 Monday through Friday.	100% Inspection by COR.

PRS # 3 Contractor to provide scissor lift repairs within 8 hours of notification by the Government or provide replacement unit within 2 business days Monday through Friday 0700-1600. PWS 6.3	When notified by the COR, Contractor will respond on site within 8 hours to diagnose/repair scissor lift Monday through Friday 0700-1600 or provide a replacement unit within 2 business days 0700-1600 Monday through Friday.	100% of repairs within 8 hours of notification by Government. Replacement unit onsite within 2 business days 0700-1600 Monday through Friday if repairs cannot be completed.	100% Inspection by COR.
PRS # 4 Contractor to provide transportation of scissor lift to and from the government facilities or as required to perform maintenance or repairs. PWS 6.4	The contractor delivered all deliverables timely.	No more than 2 business days late in submission.	100% Inspection by COR.

TECHNICAL EXHIBIT 2

Deliverables Schedule

	Frequency	# of Copies	Medium/Format	Submit To
Scissor lifts PWS 6.1	On or before contract POP dates	1	Scissor lift onsite in the location established on the contract.	COR
Preventive Maintenance PWS 6.2	Within 8 hours of scheduled PM Monday through Friday 0700-1600.	1	Notify COR by email of maintenance schedule and completion.	COR via Email
Repair PWS 6.3	Within 24 hours of notification from COR Monday through Friday 0700-1600.	1	Notify COR by email of repair completion.	COR via Email
Transportation PWS 6.4	On or before period of performance.	1	Notify COR by email of delivery/transport.	COR via Email