PERFORMANCE WORK STATEMENT (PWS)
Kitchen Hood Fire Suppression Services

509 Civil Engineer Squadron
660 Tenth Street, Ste 201
Whiteman AFB MO 65305-5316
U.S. Air Force
06/09/2026

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1. Requirement

1.1. Scope: The Contractor shall provide all necessary parts, equipment, supplies, transport, materials, and labor necessary to provide annual, semiannual, and periodic inspections, certifications and maintenance services, as well as additional in-scope work for the kitchen fire suppression systems, commercial and residential, utilized on Whiteman Air Force Base (WAFB). Additional In-Scope work shall include unscheduled maintenance or servicing, such as inspecting, testing, recharging, or service (preventive) and emergency repairs. See Appendix 1 - Kitchen Fire Control Systems Building Location and Details of Service for facilities list.

1.2. General Description: The following description shall serve as general information along with performance objectives as required by the Government. The contractor shall conform to all state and local regulations in accordance with (IAW) industry standards and best practices. The contractor shall provide all travel, personnel, transportation, equipment, tools, materials, supervision, and quality controls, as defined in this Performance Work Statement (PWS).

1.2.1. Travel and Transportation: The Contractor is responsible for mobilization of personnel and equipment to and from all individual facilities including all shipping, delivery of materials, loading and offloading of materials, tools, and necessary equipment, including storage, to perform the required activities to accomplish the PWS. Contractor and/or personnel are responsible for obtaining the required security clearances for base access. The government will provide escorts where required.

1.2.2. Period of Performance (PoP)/Hours of Service/Holidays

1.2.2.1. Anticipated PoP: The Period of Performance shall be one base year of 12 months and four 12-month option years for a total period of five years. A one-time extension of six months at the end of this period of performance may be determined to be in the best interest of the Government, per RFO 52.217-8. The award document will note the Period of Performance (PoP) and the definitive performance period.

1.2.2.2. Hours of Service: Services shall be performed between the hours of 0730 and 1630, Monday through Friday, excluding Federal Holidays, base closures, government closures, and during periods of national emergency, unless prior arrangements are made. Approved Federal Holidays for this installation:

New Year's Day
Martin Luther King – Third Monday in January
Memorial Day – Last Monday in May
Juneteenth – June 19th

Independence Day
Labor Day - First Monday in September
Columbus Day – Second Monday in October
Veterans Day – November 11
Thanksgiving Day – Fourth Thursday in November
Christmas Day – December 25th

1.2.3. Government Furnished Property (GFP): There is no GFP for this requirement.

2. Contractor Responsibilities

2.1. Program Management: The contractor shall provide materials and services to accomplish all tasks outlined in this PWS throughout the period of performance of the contract. Contractor shall perform this service at Whiteman AFB, Missouri.

2.1.1. Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person and an alternate, who are authorized to act for the contractor shall be designated in writing to the CO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the CO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor. Within 15 days of contract award, within 15 days of each option year, and upon any personnel changes, the Contractor shall provide a list of primary and alternate contacts & phone numbers. This list will be kept up-to-date and submitted to the Contracting Officer Representative (COR) and Contracting Officer (CO).

2.1.2. Technician Certification: Contractor employees shall be certified. All technicians that perform inspection, testing, and maintenance must be, at a minimum, National Institute for Certification in Engineering Technologies (NICET) Level 2 certified in special hazard systems. Any issues that arise and require design or reconfiguration of system components shall require oversight by NICET Level 3 certified technician in special hazard systems. The Contractor shall supply a copy of certification for any technician to the CO/COR at least five business days prior to the employee performing service. All contractor employees shall always carry proper identification with them and are subject to checks as may be deemed necessary. The Contractor shall ensure compliance with all regulations and orders of the installation, which may affect

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performance. The Government reserves the right to direct the removal of an employee for misconduct or security reasons. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

2.1.3. Service Compliance: Contractor and service technicians shall comply with the most current versions of National Fire Protection Association (NFPA) 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, NFPA 17A – Standard for Wet
Chemical Extinguishing Systems, and American National Standards Institute/ Underwriters Laboratories (ANSI/UL) 300 – Fire Suppression System Requirements. Maintenance shall be performed in accordance with manufacturer's specifications and recommendations or equivalent standards in accordance with the requirements of the listing will be used or referenced. Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction(509 Service Contract section and 509 Fire Emergency Services Flight). Listed hoods containing mechanical or fire-actuated dampers, internal washing components, or other mechanically operated devices shall be inspected and tested by properly trained, qualified, and certified persons every six months or at frequencies recommended by the manufacturer. All technicians that perform inspections and/or maintenance shall be properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction and NFPA 96.

2.1.4. Service Coordination: Contractor will coordinate service scheduling with 509 Civil Engineer Squadron (CES). A schedule of inspection and periodic maintenance shall be provided to CES no later than ten business days before service starts at first scheduled facility. CES will coordinate with the contractor if there is a need to adjust the dates of the inspections, according to the status and schedule of each facility. The schedule shall include all applicable facilities, fire suppression systems, and the dates on which inspection and maintenance shall be provided for each. Facilities shall be scheduled to provide full services to the facility in one service call. Each building will be serviced completely before moving to the next facility.

2.1.5. Government Escort: The contractor shall comply with all applicable local security policies and procedures, which may be obtained from the COR. Ten business days prior to scheduled maintenance in a secure area in which escort is required, the contractor shall contact CES for coordination/ scheduling of government-provided escort and entry into this area. Flight Kitchen Bldg. 34 requires government-provided escort for access to the fire suppression system. Ten business days prior to scheduled maintenance in a secure area in which escort is required, the contractor shall contact CEOES, (660) 687-4817, for coordination/scheduling of government-provided escort and entry into this

area. Requirements set forth in PWS paragraph 2.1.7 must be accomplished prior to escort into controlled and restricted areas and contractor personnel will need to be escorted to facilities.

2.1.6. Identification of Contractor Employees: All Contractor personnel are required to identify themselves as contractors to avoid creating an impression that they are Government employees. The Contractor shall ensure that all documents or reports produced are suitably marked as contractor products and that contractor participation is appropriately disclosed. The Contractor's status as a "contractor" shall be predominantly displayed in all correspondence types and dealings with Government or non-Government entities.

2.1.7. Contractor Required Identification: The Contractor shall ensure each employee obtains a contractor pass. This shall be accomplished by completing an Entry Authorization List (EAL) through the CE Service Contracts office. All employees shall have the contractor pass in their possession at all times when on base. For personnel that will be working in a restricted access area, additional checks may apply. All contractor personnel will be required to obtain and wear badges, specific uniforms, etc., in the performance of this contract. Badges or clothing shall have the company name, employee name, and the word "contractor" displayed prominently and in a visible location. The Contractor shall retrieve all identification media (including vehicle passes) from its employees who depart employment.

2.1.8 Invoicing: The Contractor shall submit and attach a full and complete invoice in Wide Area Work Flow (WAWF) within 14 business days of service. The invoice description in WAWF shall include the date(s) the service was provided.

2.2. TASK 2 Inspection and Maintenance

2.2.1. Fire Suppression Inspection/Certification Commercial: Periodic inspection and maintenance of each commercial fire suppression system shall be performed (semi-annual) at the frequency stated in Appendix 1. The Contractor shall comply with NFPA 96, NFPA 17A, and ANSI/UL 300. Technicians shall verify signal is sent to fire dispatch if/when suppression system is activated. During the inspection of the fire suppression systems, the Contractor shall perform routine maintenance of packing, seats, seals, and other leak control components; this is included in the inspection process. Replacement of individual heat detectors (not flame or gas detectors), pressure gauges, and valves (up to and including 2-inch) up to a cumulative value of two percent (2%) of that specific fire suppression system's replacement cost, is also considered to be included in the inspection process. These measures are intended to cover incidental costs associated with any small and miscellaneous repairs that are equal to or below the 2% replacement value of each

fire suppression system. Technicians shall ensure the system has not been tampered with or damaged there by preventing proper operation and notification if activated. Any evidence of tampering will be annotated on the system reports (para 2.2.3 Reports).

2.2.2. Fire Suppression Inspection/Certification Residential: Periodic inspection and maintenance of each residential fire suppression system shall be performed (annual) at the frequency stated in Appendix 1. The Contractor shall comply with Guardian 3 (III) Owner's manual model G300-A. During the process, at a minimum, inspect all components, including fire extinguisher unit, appliance nozzles, sensor, distribution assembly, and shutoffs. Replace battery in the central processing unit control board and the "Optional Gas Sonic Shutoff" part # 306-A unit annually from the date of installation. Technicians shall keep the Guardian III system free of cooking grease residue.

2.2.3. Service/Emergency Call: The contractor shall be responsible for providing all parts, labor, and agent needed to keep fire suppression systems in service and certified. A thorough examination of the fire suppression system should be provided upon a service call from the installation. Service calls are intended to give maximum assurance that an extinguishing system will operate effectively and safely, and maintenance must be done IAW NFPA 17A and Guardian 3 (III) Owner's Manual publications. Only the Contracting Officer's Representative (COR) is authorized to request service. The contractor must respond to routine service calls from the COR within 24 hours of request. Additionally, the Contractor must respond to emergency calls from the COR within 2 hours of request. Billable routine/emergency service hours will be accrued from the time the contractor arrives at the facility until work is completed. If repairs should be necessary beyond normal inspection, maintenance service and/or emergency repairs for the kitchen hood fire suppression systems, the Contractor shall submit the description of work and pricing to the CO for review and approval before repairs are accomplished under Additional In Scope Work contract line-item number (CLIN). Material, labor, meals, lodging, travel, or transportation of materials and personnel is to be included in pricing. Recharging is considered part of a service/emergency call and shall be done in accordance with NFPA 17 A, (section 7.4 Recharging) for commercial kitchens or Guardian 3 Owner's Manual for residential kitchens.

2.2.4. Parts/Materials: At the request of the Government, the Contractor shall provide cost estimates to repair additional items not included in contract, such as but not limited to 12-Year Hydrostatic Test/Certification or replacing a fire suppression system. Funding this CLIN is optional until the Government decides there is a need. No work shall start until a bilateral contract modification has been issued. The Government reserves the right to negotiate costs. The estimated labor, materials, supplies, and parts shall be provided to the COR and CO in the form of an itemized quote. 3 Quotes shall be submitted for all additional work exceeding $500) Cost Estimates (additional work quotes) shall be provided to the Government upon request within five business days. The Government reserves the right to utilize its own stock or supply chain to procure material and/or

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Government labor and/or outsourced labor. Upon approval of the cost by the CO via a contract modification, the contractor shall make repairs. Additional work shall be completed within 15 days of issuance of contract modification. The only exception shall be when proof of extended delivery lead-time is provided to and accepted by the Government.

2.2.5. Certificates: All maintenance, inspection, and testing procedures shall be documented on certificate of maintenance and inspection. Separate Certificates of Inspection for each fire suppression system shall be provided, including building number, system number, details of inspection, date of inspection, and signature of the inspector. These certificates will be provided to the contract administrator/contracting officer (CA/CO), COR, and facility manager upon completion of the inspection.

2.2.6. Reports: Following each maintenance/service call, the contractor shall submit a report of their findings with all required information IAW NFPA 96 and NFPA 17A. The Contractor shall submit a report for each fire suppression system receiving maintenance or inspection to be provided to COR and CA/CO electronically within 7 days after servicing. The report shall include building number, room number, system number, manufacturer serial number, signature of inspector and date of inspection or maintenance and for 12-year inspection, the date performed and date due of each facility. The condition of each fire suppression system shall be identified using one of the following four designations and include details/argument for the choice:

- Operational – Fully functional.
- Impaired – May not function as intended.
- Marginal – Will not operate without some manual action not normally required.
- Compromised– Will not function.

2.2.7. Unserviceable Equipment and Materials and Clean-up: For fire suppression system cylinders that are determined to be unserviceable, a written notice shall be given to CES explaining its unserviceability. The system shall not be out of service for more than five hours during any single scheduled maintenance event, unless extended part delivery times are approved by the CO. Unserviceable fire extinguishing system cylinders and any disposable materials shall become the property of the contractor and disposed of in a legal manner. Any clean up and disposal of fire suppression water and/or agents from actual fires and false activation during the course of the contract (other than during inspections or service/ emergency repairs) shall be accomplished by the Government. All debris and rubbish not specified to become Government property resulting from the inspection and testing of the fire systems shall be disposed of by the contractor off Government property. Disposal will be in compliance with all applicable Federal, state and local hauling and disposal.

2.2.8. Site Conditions: Facilities will be occupied during the performance of inspection and testing of fire suppression systems. Contractor is responsible for returning the site to

the condition it was prior to start of inspection and maintenance. This includes cleaning the area and disposing of waste products off base and IAW all local, state, and federal environmental regulations.

2.2.9. Safety Requirements: While on Whiteman Air Force Base, all contractor personnel shall comply with applicable safety requirements of the Occupational Safety and Health Act (OSHA). All replacement parts and materials for the fire suppression systems shall have parts specifically designed for that system, as recommended by the manufacturer. If any circuits need to be turned off during inspections/servicing, the contractors shall coordinate with the Facility Manager/Building Representative prior to work being started.

2.2.10. Warranty: The contractor shall provide the Government with a one-year warranty on workmanship or parts related to work covered under section 2.2.1 through 2.2.4 of this Statement of Work.

2.3. Technical Exhibit

2.3.1. TECHNICAL EXHIBIT 1: Estimated Workload Data

This information is provided for historical background only. It is not a guarantee of workload quantities.

Item	Name	Estimated Quantity
1	Number of Commercial kitchen fire suppression systems to receive recurring/ periodic maintenance, service, testing and certification inspections	11
	Number of Residential kitchen fire suppression systems to receive recurring/ periodic maintenance, service, testing and certification inspections	12
2	Frequency of Certification Inspections	Annual & Bi- annual
3	Routine Service Call – Any corrective maintenance to fire suppression system that hinders the function of fire suppression system. Contractor shall Respond within 24 hours of notice.	As Needed
4	Emergency Service Call Any corrective maintenance to fire suppression system that completely stops mission or can cause loss of life. Shall respond within 2 Hours of notification.	As Needed

3. Quality Assurance (QA)

3.1.1 Post Award Conference / Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract

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administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer (CO), Contracting Officer's Representative (COR) and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the contracting officer will apprise the contractor of how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government. Meetings may be held in person, by conference call, or by email.

3.1.2 Quality Control (QC): The contractor shall develop and maintain an effective Quality Control Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non- recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 2, Service Summary (SS). A final QCP shall be submitted to the CO NLT 15 days after contract award. After acceptance of the QCP, the contractor shall obtain the CO's acceptance in writing of any proposed changes to its QCP. The QCP shall be reviewed annually and an updated plan provided to the CO NLT 15 days after option exercise. CO acceptance will be in writing and include proposed changes.

3.1.3 COR Surveillance with QASP: The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will 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 acceptable quality level(s) or defect rate(s). The COR is the primary contact for surveillance and contract performance. The COR does not have the authority to make any contract changes or authorize additional work.

3.1.4 Customer Complaints: All valid customer complaints shall require services to be re-performed, if applicable, as soon as possible after notification, but prior to the next service period. Re-performance, however, does not eliminate the customer complaint and it still applies against the contractor's performance threshold. If the contractor challenges the validity of the complaint and the COR and contractor cannot come to agreement, the customer complaint will be forwarded to the CO for resolution. Customer complaints will be tracked and if the performance threshold is exceeded, action will be taken by the CO IAW the applicable inspection/acceptance clause.

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Appendix 1: Kitchen Fire Control Systems Building Location and Details of Service

Facility Name	# of Systems	Bldg.#	Annual (Mar)	Semi Annual (Sept)
Commercial				
In-Flight Kitchen	3	34	x	x
Bowling Center	1	541	x	x
DFAC	4	1553	x	x
Club	1	3008	x	x
Youth Center	1	3019	x	x
CDC	1	3021	x	x
Residential				
Dorm Enterprise	2	1551	x	
Dorm Atlantis	2	1552	x	
Dorm Columbia	2	1556	x	
Dorm Endeavor	2	1559	x	
Dorm Challenger	2	1560	x	
Dorms Discovery	2	1561	x	

HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS

In performing work under this contract on a Government installation, the contractor shall:

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

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

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2. 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.

3. 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.

CONTRACTOR ACCESS TO DEPARTMENT OF THE AIR FORCE INSTALLATIONS

- 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.
- The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees 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 contracting officer 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, current vehicle registration, valid vehicle insurance certificate, and [*insert any additional requirements to comply with local security procedures*] to obtain a vehicle pass.
- 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.
- When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *[insert any additional requirements to comply with DAFI 31-101, Integrated Defense, and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program]* citing the appropriate paragraphs as applicable.
- 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.
- 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.

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

ELIMINATION OF USE OF CLASS I OZONE DEPLETING SUBSTANCES (ODS)

Contractors shall not:

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**

    a. **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.**

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:**

    a. **Halons: 1011, 1202, 1211, 1301, and 2402;**

3. **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**

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