PERFORMANCE WORK STATEMENT (PWS)

FY26, Building (Bldg) 950 Signage Conversion
April 2026

Part 1
General Information

1. General: This Performance Work Statement (PWS) is for a non-personal service(s) requirement under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

1.1 Description of Services/Introduction:

1.1.1 Canopy Conversion: This is a non-personal services contract to provide backer-mounted, illuminated Channel Lettering and Logos to the entrance canopy of Bldg 950, Ft Eustis, VA.

1.1.2 Monument Signs: This is a non-personal services contract to reface and refurbish five existing monument signs to a like-new condition. All signs are located within the boundaries of Bldg 950.

1.2 Background: FCC is a subordinate command of U.S. Army Transformation and Training Command (T2COM) and is located at Fort Eustis, Virginia. FCC is designing the future force by developing integrated concepts and requirements, informed by experimentation, and synchronized into T2COM and Army processes to drive persistent Army modernization.

1.3 Scope:

1.3.1 Canopy Lettering: The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other required personnel and services to mount backlit channel letters and branding logos to a backer panel on the canopy fascia at the entrance of Bldg 950. The backer panel shall fully encompass previous flush-mounted signage area to conceal residual lettering and branding holes and blemishes. Abandoned mounting holes will be sealed with high-grade silicone to ensure a water-tight canopy fascia. All mounting hardware must be non-corrosive.

1.3.2 Monument Signs: The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other required personnel and services to repair, refurbish, rebrand, and cosmetically refresh the base of five existing monument signs to like-new condition on the Bldg 950 campus.

1.3.3 Measurements: All measurements, specifications, and materiel requirements addressed in this PWS shall be verified by contractors; and agreed to by the Government, during the initial Site Visit.

1.4 Objectives:

1.4.1 Canopy Lettering: Mount backlit channel letters and branding logos on an aluminum composite material (ACM) backer panel on the building entrance canopy of Bldg 950 to conceal existing fascia damage and modernize the entryway.

The Contractor shall perform to the standards and acceptable quality levels identified in this PWS and associated contract documents unless approved otherwise by the Government.

1.4.2 Monument Signs: Refurbish and reface the existing pre-cast monument sign. This involves structural repair of the concrete face, a cosmetic refresh of the base, applying impact-resistant gravel guards to the monument base to prevent landscaping damage, and the application of new dimensional branding to restore the sign to "like-new" condition.

The Contractor shall perform to the standards and acceptable quality levels identified in this PWS and associated contract documents unless approved otherwise by the Government.

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The Contractor's existing quality assurance system shall be utilized in accordance with (IAW) FAR 12.208.

The Contractor’s Proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer’s Representative (COR) for review within ten (10) days after date of contract commencement date.

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within five days. If the Government has provided comments, the Contractor shall then have ten (10) days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the KO's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the KO no later than five days prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance for proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

(a) How the Contractor will monitor work to ensure performance complies with all deliverables (etc. timelines, deadlines, and goals);

(b) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract’s clauses;

1.5.2 Quality Assurance: The Government will ensure compliance of the contractor's performance under this contract IAW the PWS. In addition, the Performance Requirements Summary (PRS) defines how the performance standards will be applied

1.5.3 Recognized Holidays: The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g., deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 U.S. Holidays: Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the KO. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1st
Presidents Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th
M. L. King Memorial Day 3rd Monday in Jan
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.3.2 Host Nation Holidays: Not applicable.

1.5.4 Operating Hours: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 Government Facility Office Hours: The Government facility office hours are 0800 to 1700 Eastern Time, Monday through Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.2 Government Facility Operating Hours: The Government facility operating hours occur between the hours of 0600 to 1800 Monday through Saturday. However, a Government representative will be on site during all periods of sign installation. The Government facility is closed during local or national emergencies, and recognized U.S. Holidays identified in paragraph 1.5.3.1 above. There will not be a government representative on site during these periods of closure/shutdown. The Government facility is open 0600-1800 on Government directed facility closings (e.g., military Training Holidays).

1.5.4.3 Contractor Support Hours: The Contractor shall provide support between the hours of 0700 to 1530 Monday through Friday and 0800 to 1600 on Saturdays (if required); or as agreed to by the government. The Contractor shall maintain an adequate workforce at all times, for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.5.4.3.1 Contractor Work Plan: The Contractor shall prepare and maintain a Work Plan. The plan, at a minimum, shall identify regularly scheduled work (to include location, work to be completed, timeline, etc). The Contractor shall be prepared to meet with the Facility Manager or his representative prior to commencement of on-site performance and at least at the end of each workday to discuss current and forecasted progress and timeline. The Contractor shall include in the Work Plan intentions to address and meet increased operations tempo (e.g., Contractor's need for overtime or extended work hours). If the need for overtime is anticipated, the Contractor must receive approval from the KO at a minimum seven calendar days prior to execution. The Contractor's proposed Work Plan shall be submitted to the KO via the COR for review within five (5) days after contract start date. The Government will review and either accept or return their comments to the Contractor within ten (10) days. The Contractor shall then have three (3) days to submit a Final Work Plan. Any proposed change to the accepted Final Work Plan is required to be resubmitted via the COR for review and acceptance by the KO at a minimum thirty (30) days prior to implementation. The timeline noted above shall apply for review and acceptance for proposed changes.

1.5.5 Training Holidays: The Government grants military personnel training holidays, typically in conjunction with Federal Holidays (e.g., Christmas half days or granting time off on the work day preceding or immediately following a Federal Holiday). Training holidays will not impact this PWS unless otherwise directed by the Government. However, paragraph 1.5.3.1 prevails as regards Federal Holidays (i.e., facilities are closed on Federal Holidays).

1.5.6 Place of Performance: The location for the work to be performed under this contract is the Government facility located at 950 Jefferson Ave (Bldg 950), Ft Eustis, VA 23604

1.6 Security Requirements: The following information is provided on security related matters.

1.6.1 Security Program: Reserved

1.6.2 Personnel Security Clearance Requirements: Reserved

1.6.3 Installation Access: Access to U.S. installations, buildings and controlled areas is limited to personnel who meet security and/or fitness criteria and are consequently authorized. Base commanders may revoke authorization for any contractor employee or subcontractor personnel. Contractors shall ensure that all employees and subcontractor employees maintain access to the installation and to all areas required for performance throughout the life of the contract. Failure to submit required information/data and obtain required documentation or clearances will be grounds for denying access to U.S. installations, buildings and controlled areas. The Contractor shall ensure that any subcontractors used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any subcontractor utilized by the Contractor, are made aware of and comply with these requirements.

The Contractor shall be aware of and comply with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance

delays due solely to a firm's failure to comply with Installation Access Control System (IACS) processing requirements.

The Contractor shall return installation passes to the issuing IACS office when the contract is completed or when a Contractor employee no longer requires access.

All contractor employees performing service on the installation must be United States citizens or hold a valid resident alien status providing proof of alien registration with the Immigration and Customs Enforcement Service.

Contractor in support of this PWS shall not have access to classified information in the performance of their duties.

Contractor and all associated subcontractors' employees shall comply with applicable installation, facility and local security policies and procedures (provided by government representative).

The contractor shall provide all information required or background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office.

A list of all contractor employees shall be provided not later than five working days after contract start date. The list shall state each employees complete legal name, SSN, and job title.

The Contractor shall provide in writing to the KO any additions or deletions to the personnel roster one day in advance of any personnel changes. An employee may be barred from entering the installation because of misconduct or breaches of security violations.

Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy.

In addition to the changes otherwise authorized in this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.6.3.1 <u>Installation Pass Log</u>: The Contractor shall provide the COR, an Initial Installation Pass Log within three calendar days after contract start date. The log must at a minimum contain the following information: Full Name, Driver's License (DL) Number, DL State Issued, DL expiration date. The Contractor shall update the Log as employees are added or removed. The Updated Installation Pass Log shall be current and available at any time upon request by the Government and submitted to the COR within five days after any changes to the log.

1.6.3.2 <u>Individual Termination or Expiration of Employment:</u> The Contractor shall collect the installation access passes the same day employment of an individual has expired or has been terminated and shall return them to the issuing office within three calendar days.

1.6.3.3 Contract Termination or Cancellation: Upon termination or cancellation of this contract, the Contractor shall collect all outstanding installation access passes and return them to the issuing office within three calendar days.

1.6.3.4 Common Access Cards (CAC) and CAC Log: Reserved

1.6.4 Background Checks:

1.6.4.1 U.S. Citizen: Contractor and subcontractor employees performing work under this PWS must obtain and maintain installation access privileges. Contractor and subcontractor employees performing work under this PWS do not require a Common Access Card (CAC). Personnel who do not require a CAC are subject to a fitness determination conducted by the installation security office (e.g., Visitor Control Center, Pass & ID).

This process includes, at a minimum, identity proofing and background screening against the National Crime Information Center (NCIC) database. Access will be granted on a temporary or recurring basis, in accordance with local installation policy.

The Contractor shall ensure its employees provide all required personal information and identification documents to the COR within ten (10) days following contract start date. The Government reserves the right to deny or revoke installation access to any individual based on the results of the background screening or a subsequent unfavorable determination.

Any individual who is denied access or has their access revoked shall not be permitted to perform work on the installation. The Contractor shall immediately provide a replacement employee acceptable to the Government at no additional cost3

1.6.4.2 Local Nationals and Third Country Nationals: Reserved.

1.6.5 Physical Security: Reserved

1.6.6 Operations Security (OPSEC) Requirements: Contractor personnel shall adhere to facility security policies and restrictions. The Contractor shall immediately report suspicious activities to security personnel.

Government issued access badges shall not be worn outside designated facilities where visible to the general public.

1.7 Keys and Key Cards: Reserved

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The KO, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the KO will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall 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.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the KO, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the KO. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. 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 KO and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

1.10 Key Personnel: The Government considers the following personnel as key Contractor personnel: Project Manager, Site Supervisor, Quality Control Manager, Safety Supervisor, and Lead Electrician. The names of these personnel and qualifications as listed below, shall be provided in writing to the COR no later than five (5) days following contract start date. Acceptance by the COR and / or KO is required before these individuals are permitted to perform any task on this contract.

1.10.1 Project Manager (PM): The Project Manager is the primary point of contact for the Contractor and is responsible for the overall management and administration of the project. The PM shall be responsible for the overall schedule, budget, and resources; prepares and submits all required project documentation, coordinates all project activities with the COR, ensures meeting requirements are met, resolves project level issues, and ensures all work complies with this PWS. The name of this person, and relevant experience shall be provided in writing to the KO no later than five days after contract start date.

The Project Manager shall be available per paragraphs 1.5.3 – 1.5.4.3 and 1.5.5.

The Project Manager is not required to be on-site.

Qualifications for the PM in support of this PWS are listed below:

Project Manager Experience: A minimum of five years' experience as a Project Manager for projects of similar size and scope.

Project Manager Education/Certifications: A Bachelor's degree in Construction Management or a related field is preferred or 10+ years equivalent experience acceptable. A Project Management Professional (PMP) certification is desirable.

1.10.2 <u>Site Supervisor:</u> The Site Supervisor is responsible for the direct, on-site supervision of all contractor and sub-contractor personnel to include installation work, job site safety, quality control, and the day-to-day execution of the work. This person may 'tri-hat' as Safety Officer and Quality Control Manager as well. The Site Supervisor has the authority to stop any work that does not conform to this PWS.

The Site Supervisor is expected to be on site.

Qualifications for the Site Supervisor for this PWS are listed below:

Site Supervisor Experience: High School diploma or GED; vocational trades training preferred. A minimum of five years' experience in construction supervision or projects of similar scope.

Site Supervisor Education / Certifications: High School diploma or GED; vocational trades training preferred. Occupational Safety and Health Administration (OSHA) 30-Hour Construction Safety Course or 40 hour Corps of Engineer EM 385-1-1 training are highly desirable.

1.10.3 <u>Quality Control Manager (QCM):</u> The QCM is responsible for the development, implementation, and management of the Quality Control Plan and ensures materials and installation meet technical specifications. The QCM has the authority to stop work that does not conform to this PWS.

Quality Control Manager Experience: High School Diploma or GED

Quality Control Manager Education / Certifications: Current "Construction Quality Management for Contractors" (CQM-C) certificate

1.10.4 <u>Safety Officer:</u> The Safety Officer is responsible for the implementation of the Accident Prevention Plan (APP) and ensuring all on-site activities comply with recommended Safety education / certifications in support of this PWS. Conducts daily safety briefings as necessary.

Safety Officer Experience: Minimum five years' experience in projects of similar scope; has experience with DoD safety protocols. Must have completed the OSHA 30-hour Construction Safety or Corps of Engineer 40 hour safety training course.

Safety Officer Education / Certifications: High School Diploma or GED

1.10.5 Lead Electrician: (for Canopy Sign only): The Lead Electrician oversees all illuminated sign wiring, verifies safe integration of the sign into the building's power, and performs the final electrical hookup to building power.

Lead Electrician Experience: Journeyman or Master Electrician license satisfies this category.

Lead Electrician Education / Certifications: Must hold a valid Journeyman or Master Electrician license in the Commonwealth of Virginia.

1.11 Identification of Contractor Employees: All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.11.1 Contractor Workspace: Reserved.

1.11.2 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges IAW Contractor Identification (AE Reg. 27-715). Contractor identification badges will be issued by the Government once all background checks are complete.

1.12 Utilizing Electronic Mail: When Contractor employees send e-mail messages to government personnel while performing on this contract, the Contractor employee's e-mail address shall include the company name together with the person's name (ex: John Smith, Contractor, ABC Company).

1.12.1 All Contractor employees shall conduct official communication using Government-owned or provided e-mail, networks, websites, systems, and devices. The use of commercial ISP e-mail accounts or personal e-mail accounts to conduct official communication is prohibited. Technology for alternate location may be leveraged to ensure compliance with these requirements.

1.12.3 All Contractor employees are prohibited from using Army assigned e-mail addresses for unofficial business affiliations. Personnel may not provide official e-mail addresses to businesses, affiliated organizations, or online retailers, unless those entities are known by personnel to be legitimately engaging in official business.

1.13 Contractor Travel: Reserved

1.14 Other Direct Costs (ODCs): Reserved

1.15 Data Rights: Reserved

1.16 Non-Disclosure Requirements: Reserved

1.17 Protection of Government and Contract Information: Per Public Use Notice of Limitations as stated by Department of War Information Activity, the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.18 Non-Disclosure Statements: Reserved

1.19 Organizational Conflict of Interest (OCI): Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The Contractor's OCI Mitigation Plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.20 Phase In / Phase Out Period: Reserved

1.21 Safety: The Contractor is responsible for the safety of all persons employed by them and their subcontractors, as well as for the safety of government personnel and others in the areas affected by the project.

1.21.1 Before initiation of work at the job site, an Accident Prevention Plan (APP), including an Activity Hazard Analysis, shall be written by the Contractor for the specific work and hazards of the contract and will be reviewed for acceptance by designated Government personnel.

1.21.2 The Contractor shall discuss the APP in any pre-construction conferences; or as required, that are convened by the KO or his COR prior to starting work on any phase of this PWS. Plans shall include all relevant information such as site-specific safety considerations, layout of storage areas, access to work areas, and personnel protection from project hazards. The APP with accompanying Activity Hazard Analysis (AHA) shall be submitted within 15 calendar days after contract start date.

1.21.3 The Contractor shall require subcontractors to submit their plan of operations showing methods they propose to use in accomplishing major phases of work

1.21.4 The Contractor shall provide and enforce the use of all necessary PPE for its employees, as required by federal, state, and local laws and regulations governing safety and

health protection and other applicable occupational safety codes for the specific tasks being performed under this PWS

1.22 Environmental Compliance: The following provides information on Environmental Compliance.

1.22.1 Environmental Compliance Plan and Program: The Contractor shall develop, implement, and maintain the environmental plans listed below. These plans shall be submitted to the Contracting Officer's Representative (COR) for review and approval no later than fifteen (15) days prior to the start of on-site work. No work may begin until the COR has approved these plans in writing.

Waste Management and Recycling Plan
Hazard Communication (HAZCOM) Program, including a full SDS binder
Spill Prevention and Response Plan

1.23 Required Training: The following provides information on training requirements.

1.23.1 Anti-Terrorism (AT) Level I Training: All Contractor employees, including subcontractor employees, who are employed under the contract, shall complete AT Level I Training and submit certificates of completion to COR within five calendar days of contract start date or effective date of incorporation of this requirement into the contract, whichever applies. AT Level I awareness training is available at https://jkodirect.jten.mil.

If training cannot be conducted on the website, the Contractor shall coordinate with the COR who will contact the local AT Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the AT Officer. Verification of the training shall be provided to the COR within five after completion of the training.

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Contracting Officer (KO) – means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the KO to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, KO's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the KO as alternate CORs."

Contractor – means a supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

Contractor-acquired Property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Deliverable – means anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

Government-furnished Property – As reflected in FAR 52.245-1, Government-furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired

property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government. Government property includes both Government-furnished and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on "what" is to be accomplished; however they are not prescriptive in describing "how" the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Work Day - The number of hours per day the Contractor provides services in accordance with the contract.

2.2 <u>Acronyms</u>: Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

AHA	Activity Hazard Analysis
AR	Army Regulation
AT	Anti-terrorism
CAC	Common Access Card
COR	Contracting Officer's Representative
DA	Department of the Army
DFARS	Defense Federal Acquisition Regulation Supplement
DoW	Department of War
FAR	Federal Acquisition Regulation
GFP	Government Furnished Property

IAC	Installation Access Control
ID	Identification
KO	Contracting Officer
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
OPSEC	Operations Security
OSHA	Occupational Safety and Health Administration
PII	Personally Identifiable Information
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
TE	Technical Exhibit

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. <u>Government Property and Services</u> Reserved

3.5 <u>Special Tooling and Test Equipment:</u> Reserved

3.6 <u>Materials:</u> Reserved

3.7 <u>Training:</u> Reserved

3.8 <u>Common Access Cards (CAC):</u> Reserved

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in the PWS and associated contract documents.

4.2 Secret Facility Clearance: Reserved

4.3 Materials: Reserved

4.4 Vehicles and Equipment: The Contractor shall provide all necessary vehicles (no GSA vehicles provided to Contractor for use on this contract) and equipment to perform the work described in this PWS.

All Contractor provided vehicles and equipment shall have the company name prominently displayed on both sides of the vehicle or equipment and present a neat, professional appearance.

Contractor's vehicles and equipment used in the performance of this contract shall meet all Federal., State, and Local traffic, safety, and environmental requirements. Vehicles and equipment found to be unsafe shall be removed from the installation and replaced. The Contractor shall not use any Government-owned tools, materials, or parts to maintain Contractor vehicles and equipment without prior written approval of the KO.

4.5 Background Checks): The Contractor shall provide Background Checks in accordance with this PWS and as determined by the Government.

PART 5
SPECIFIC TASKS

5.1 Canopy Sign Fabrication and Installation:

5.1.1 The contractor shall provide all personnel, equipment, tools, materials, supervision, and other required personnel and services to mount backlit channel letters and branding logos to a backer panel on the canopy fascia at the entrance of Bldg 950. The backer panel shall fully encompass previous flush-mounted signage area to conceal residual lettering and branding holes and blemishes. Abandoned mounting holes will be sealed with high-grade silicone to ensure a water-tight canopy fascia. All mounting hardware must be non-corrosive.

5.1.2 The Contractor shall fabricate and install thirty letters, two logos, and backer pan per COR-approved drawings. All components must be securely mounted, level, and free of structural or cosmetic defects (scratches, dents). Ensure All required plans, product data sheets, samples, and certifications are 100% complete and approved by the COR prior to the start of any related on-site work.

5.1.3 Deviations from the stated standard must be approved by the COR.

5.2. Canopy Sign Illumination & Electrical

5.2.1 Signage illuminates completely with a uniform "halo" effect. No dark spots or flickering. All wiring is concealed, routed through approved conduit, and meets National Electrical Code (NEC), UL standards, and any specific requirements of Ft Eustis Civil Engineering Squadron.

5.2.2: 100% compliance.

5.3. Monument Sign Surface Restoration

5.3.1 The contractor shall provide all personnel, equipment, tools, materials, supervision, and other required personnel and services to repair, refurbish, rebrand, and cosmetically refresh the base of five existing monument signs to like-new condition on the Bldg 950 campus.

5.3.2 Precast concrete surfaces of all 5 signs are repaired to a smooth, uniform finish. No visible cracks, spalling, or patching compound outlines visible beneath the paint.

5.3.3 Zero visible surface defects from a viewing distance of 10 feet.

5.4. Monument Sign Painting & Branding:

5.4.1 Paint is applied uniformly with no runs, drips, or overspray on surrounding areas. Colors match U.S. Army branding standards. New letters are securely mounted, level, and correctly spaced.

5.4.2: Deviations must be approved by the COR..

5.5 Site Cleanup and Closeout:

5.5.1 At the end of each day, and upon project completion, work sites are kept orderly during operations. Upon completion, all debris, old sign faces, packaging, and construction materials are completely removed from Fort Eustis. All punch-list items are completed.

5.5.2: Zero deviations. Zero debris left on-site overnight or at project conclusion 100% of the project work area must be cleaned at the end of each day, upon project completion, and all punch list items must be marked as complete by the COR.

5.6 (For Option) **Apply Impact-Resistant Protective Coating to Monument Bases:**

5.6.1 Apply a durable, impact-resistant barrier to the bottom 12" of the monument base designed to withstand landscaping debris and trimmer abrasion.

5.6.1.1 Protection: Apply a durable, impact-resistant barrier to the bottom 12" of the monument base designed to withstand landscaping debris and trimmer abrasion

5.6.1.2. **Aesthetics:** Finish must be color-matched to "Brick Red" (or owner-approved sample) with a uniform, professional texture.

5.6.1.3 Adhesion: Coating must be compatible with existing pre-cast/brick substrate with no visible peeling or bubbling.

5.6.1.4 Cleanliness: No overspray on sign faces, lettering, or surrounding landscape.

5.6.2: 95% Compliance. All 5 signs must be fully coated to the 12" mark. Minor texture variations are acceptable, but visible substrate exposure or color mismatch is unacceptable.

5.7 Service Contract Reporting:

5.7.1 System for Award Management (SAM) Service Contract Report (SCR): If applicable, the Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Bldg 950 Signage Conversion Requirement via a secure data collection site. The Contractor is required to completely fill in all required data fields through the following web address: www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government FY, which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk by clicking “View Assistance for SAM.gov” which is located at the top of the SAM.gov website. From there, you can the select “Contact Our Service Desk” which will allow you to contact SAM.gov directly. If contract period of performance ends prior to September 30, the Contractor has 30 calendar days from end date of the contract to complete the SAM SCR requirement.

Steps for Submitting a Service Contract Report (SCR)

1. Go to www.sam.gov and log in.
2. Select Entity Registrations and then select Service Contract Reporting.
3. SAM displays your entities which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity.
4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the FAR Subpart 4.1703 reporting thresholds is displayed.
5. You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report. You are required to enter the following information:
   - **Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
   - **Prime Contractor Hours Expended:** Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,087 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.
6. Report any required Tier 1 subcontractor information by selecting the Add Tier 1 Subcontract Information button.
7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.

Steps for Editing a Submitted Report

1. Follow steps 1-4 above. Any previously submitted SCR will have a View/Edit button instead of an Add button.
2. Select View/Edit. You will be able to view the current SCR, edit available fields, and resubmit the record. You can also delete previously entered information altogether.

5.7.2 Contractor SCR Compliance: Contractor shall ensure that all information provided is accurate, complete and within suspense dates noted above with 100% compliance.

PART 6
APPLICABLE PUBLICATIONS

6. **<u>Applicable Publications (Current Editions):</u>** The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

6.1.1 National Electric Code
6.1.2 UL 48 (Standard for Electric Signs)

PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Technical Exhibit A – Performance Requirements Summary

7.2 Technical Exhibit B – Deliverables Schedule

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	INCENTIVES/ DISINCENTIVES
PRS#1 **PWS 5.1** Canopy Sign Fabrication and Installation	Fabricate and install 30 letters, 2 logos, and backer pan per COR-approved shop drawings.	SATISFACTORY: 0% Deviations from approved design proofs. Zero safety incidents during overhead mounting. UNSATISFACTORY: Anything not meeting PWS standards.	Any defect over allowable performance deviation may result in a CAR and may negatively affect CPARS evaluation. Contractor's performance documented on monthly reports.
PRS#2 **PWS 5.2** Canopy Sign Illumination and Electrical	Signage illuminates completely with a uniform "halo" effect. No dark spots or flickering. All per PWS standards.	SATISFACTORY: 100% Functionality. Zero exposed splices or code violations. UNSATISFACTORY: Anything not meeting PWS standards.	Any defect over allowable performance deviation may result in a CAR and may negatively affect CPARS evaluation. Contractor's performance documented on monthly reports.
PRS#3 **PWS 5.3. –** Monument Sign Surface Restoration	Precast concrete surfaces of all 5 signs are repaired to a smooth, uniform finish	SATISFACTORY: Zero visible surface defects from a viewing distance of 10 feet. UNSATISFACTORY: Anything not meeting PWS standards.	Any defect over allowable performance deviation may result in a CAR and may negatively affect CPARS evaluation. Contractor's performance documented on monthly reports.
PRS #4 **PWS 5.4.** Monument Sign Painting and Branding	Paint is applied uniformly with no runs, drips, peeling, bubbling or overspray on surrounding areas,	SATISFACTORY: 0% peeling, bubbling, or incorrect colors. Zero misaligned or loose lettering.	Any defect over allowable performance deviation may result in a CAR and may negatively affect CPARS evaluation.

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	INCENTIVES/ DISINCENTIVES
		UNSATISFACTORY: Anything not meeting PWS standards.	Contractor's performance documented on monthly reports.
PRS #5 **Para 5.5** Site Cleanup and Closeout	Work sites are kept orderly during operations. Upon completion, all debris, old sign faces, packaging, and construction materials are completely removed from Fort Eustis.	SATISFACTORY: Zero debris left on-site overnight or at project conclusion. UNSATISFACTORY: Anything not meeting PWS standards.	Any defect over allowable performance deviation may result in a CAR and may negatively affect CPARS evaluation. Contractor's performance documented on monthly reports.

TECHNICAL EXHIBIT B

DELIVERABLES SCHEDULE

Deliverable	Frequency	Medium/Format	Submit To
Contractor's Proposed QCP (Para 1.5.1)	Within 10 days of contract start date	Electronic delivery via email using Microsoft Office Word or Power Point	To the Contracting Officer (KO) through the Contracting Officer's Representative (COR)
Contractor Work Plan (Para 1.5.4.3.1	Within 5 days of contract start date	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
Contractor List (Para 1.6.3)	Within 5 days of contract start date	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
Installation Pass Log (Para 1.6.3.1	Within 3 days of contract start date	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
Contractor Key Personnel List (Para 1.10)	Within 5 days of contract start date	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
Accident Prevention Plan (Para 1.21.1)	Within 15 days of contract start date	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
defe	Within 15 days prior to the start of on-site work	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
Anti-Terrorism Level I Training Certificate (Para 1.23.1)	Within 5 days of contract start date or onboarding and annually thereafter as required	Electronic delivery via email using Microsoft Office Word or Power Point	To the KO through the COR
Service Contract Reporting (Para 5.7)	Annually in OCT	www.sam.gov	System for Award Management (SAM)