

**PERFORMANCE WORK STATEMENT FOR**  
**VERTICAL TRANSPORTATION EQUIPMENT MAINTENANCE, REPAIR, &**  
**INSPECTION SERVICES**

AT  
MINOT AIR FORCE BASE, NORTH DAKOTA &  
MISSILE ALERT FACILITIES



PREPARED BY:  
5 CES OPERATIONS FLIGHT  
MINOT AIR FORCE BASE, NORTH DAKOTA

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1. DESCRIPTION OF SERVICES. The Contractor shall provide all management, tools, supplies, equipment, parts and labor necessary to maintain, repair, and inspect the real property vertical transportation equipment (VTE) at Minot AFB and Missile Alert Facilities (MAF), North Dakota in a manner that will ensure continuous and safe operation (full maintenance and repair with the exception of the exclusions listed in paragraph 2 below). The VTE and their locations will be listed in Appendix A. NOTE: The term "VTE" in this Performance Work Statement (PWS) includes all equipment listed in Appendix A: freight and passenger elevators, and may include wheelchair/stair lifts, dock levelers, and dumbwaiters.

1.1. This full maintenance contract signifies a VTE service provider (Contractor) takes total service responsibility for the equipment identified in the contract listed in Appendix A. **Except those services covered in paragraph 2 below, the monthly fixed price includes all inspections, maintenance, repairs, replacements, routine, and emergency service calls.** This contract allows the Government to budget total yearly costs and eliminates concerns relating to individual parts repair or replacement invoicing. The Contractor assumes all responsibility and determines the amount of service visits and types of service required to keep the VTE operating safely and within the performance objectives of paragraph 6. **Inspections will include a minimum of monthly inspections and as outlined in paragraph 4.3.** **Exception for MAF Elevators:** Replacement components/parts will be preapproved through Missile Engineering. Missile Engineering will determine how parts are procured either by ordering through government supply system, which will be done by the Government, or Contractor furnished at government expense. Replacement parts will be funded using a Not Separately Priced CLIN.

1.2. Work conducted on VTE will be in accordance with the American Society of Mechanical Engineers (ASME) A17.1-2019 or current version ( or applicable code for year VTE put in service), Safety Code for Elevators and Escalators (ASME A17.1), ASME A17.2-2010 or current version, Guide for Inspection of Elevators, Escalators, and Moving Walks (applicable to equipment), ASME A17.3-2011 or current version, Safety Code for Existing Elevators and Escalators (applicable to equipment), National Fire Protection Association Standards (NFPA), Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities, Occupational Safety and Health Administration (OSHA) Standards and the recommendations of the original equipment manufacturer (OEM). **Exception for MAF Elevators: Work and inspections/frequency will be performed in accordance with CEM 21-SM80B-2-26-2 Table 5-39, Table 5-40, and Table 5-41.**

2. EXCLUDED SERVICES. The following are not covered in the full monthly maintenance service arrangement and are considered over and above services:

2.1. Alterations (a.k.a., modernizations) are not covered in the full maintenance service arrangement. (See Paragraph 3.2).

2.2. Acts by parties other than the Contractor of vandalism, abuse, negligence, damage resulting from rescue and recovery operations, acts of God (including damage resulting from emergency power generator power spikes and low quality) are not included in the contract.

2.3. Additional items excluded in the full monthly maintenance coverage are cosmetic, construction, ancillary components of the VTE system including the finishing, repairing or

replacement of the cab enclosure, ceiling frames, hoist way door panels, door frames, sills, car flooring, floor covering, main line power switches, main power breaker(s), hydraulic elevator jack outer housing, buried piping, smoke and fire sensors, fire service reports, main communication feeders to controller, security systems, batteries for emergency lighting and lowering that are not solely dedicated to the VTE, air conditioners, and heaters.

2.4. Routine cleaning and refinishing of the interior of cars and the exterior of the hoist way doors and frames is not included in the basic full monthly maintenance service.

2.5. In the event that the Contractor encounters an item of work included in paragraphs 2.1 through 2.4, the Contractor will report the situation to the Contracting Officer (CO)/Contracting Officer's Representative (COR). The report will include the work location, a detailed scope of the required work, justification for Contractor determination that the work was not included in the contract, and an itemized cost estimate (including time to repair, all required parts and a breakdown of labor hours).

**Exception for MAF Elevators:** All replacement VTE components/parts need to be approved by Missile Engineering. Replacement parts for MAF elevators not listed in the Civil Engineer Manuals 21-SM80B-2-26-2 (Appendix B) and 35R-1-581-2 (Appendix C) need to be approved by Missile Engineering before being installed.

### 3. DEFINITIONS:

3.1. Maintenance, Repair, and Replacement. Maintenance, repair, and replacement are on existing VTE and included in the contract scope of services. All maintenance, repair, and replacement of damaged, broken, or worn parts are to be done in a manner that ensures that the equipment may be operated safely. Maintenance, repair, and replacement are actions to restore equipment to a state in which it may safely perform its required operations as installed in accordance with the manufacturer's recommendations. See ASME A17.1 for requirements.

**Exception for MAF Elevators:** Replacement components/parts will be preapproved through Missile Engineering. Missile Engineering will determine how parts are procured either by ordering through government supply system, which will be done by the Government, or Contractor furnished at government expense. Replacement parts will be funded using a Not Separately Priced CLIN.

3.2 Alteration. An alteration is also on existing VTE but is not included under the full monthly maintenance service arrangement. Alteration/modernization will be covered on an over and above CLIN or it may result in a modification to the contract. The typical alteration results in a betterment to the safe operation of the equipment. In the case of elevators, when an alteration is made, all affected safety requirements must be complied with. All work as part of an alteration is required to comply with specific requirements of the current ASME A17.1 Code edition. See ASME A17.1 for requirements. **Alterations need to be approved by the 5th Civil Engineer Squadron.**

### 4. MAINTENANCE AND INSPECTION SERVICES:

4.1. The Contractor along with the CO/COR (or representative) shall determine the working order and condition of all VTEs listed in Appendix A within forty-five (45) calendar days of the contract award. Any missing items or repairs identified within first 45 days, will be funded by

the Government and replaced/repared by the Contractor. The COR will give instructions for situations where a unit requires a level of repair potentially constituting alteration as described by paragraph 3.2. The Contractor and the CO/COR shall certify their agreement as to the working order of the equipment. All repair work shall be in accordance with standard commercial practices using only new parts of equal quality specified by the VTE manufacturer in effecting repairs (substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency. **Exception for MAF Elevators:** Replacement components/parts will be preapproved through Missile Engineering. Missile Engineering will determine how parts are procured either by ordering through government supply systems, which will be done by the Government, or Contractor furnished at government expense. Replacement parts will be funded using a Not Separately Priced CLIN.

4.2. The Contractor shall submit to the CO/COR an annual written Maintenance Control Plan (MCP) for each VTE within forty-five (45) calendar days of contract award and every 12 months thereafter for approval by the Government. The Contractor shall provide to the CO/COR current copies of the Qualified Elevator Inspector's (QEI) certification and all Elevator Technician's certification. The MCP shall, at a minimum, include required inspections, checklists, timelines for inspections and maintenance to be performed. The Contractor shall perform inspections and maintenance of all VTE in accordance with the MCP. The MCP shall ensure compliance with all minimum code requirements. The MCP is required to specify appropriate intervals (in months) for specific maintenance items. Minimum code requirements for MAF VTEs are based on the Civil Engineer Manuals in Appendix B and Appendix C.

4.3. The Contractor shall perform necessary inspections and tests as required under ASME A17.1 Appendix N, using a Qualified Elevator Inspector (QEI). The first annual inspection shall include the five (5) year test for all traction and roped hydraulic elevators within 5 months of due date. The three (3) year inspection/test shall be scheduled in conjunction with the annual inspection two years later from the first annual inspection. To de-conflict scheduling conflicts with other government operations, the Contractor shall coordinate with the CO/COR thirty (30) calendars prior to all monthly, semi-annual, annual, three (3) year inspection/tests, and five (5) year tests.

4.4. The Government may perform inspections of the VTE at no cost to the Contractor for purposes of capital asset management and quality assurance. If discrepancies are discovered during these inspections, the Contractor will be notified in writing of any determination and may be responsible for the corrective actions. Contractor is responsible for maintaining a clean work site.

4.5. The Contractor shall prepare and submit to the CO/COR a written report within two (2) business days of work. The report shall identify each VTE, the location, maintenance work performed, repairs needed, date of inspection, name of inspector, and overall condition of the VTE. **Not applicable to MAF VTEs.**

4.6. The Contractor shall maintain all original inspections/tests documents in each VTE machine room. The Contractor shall maintain a copy of all current VTE inspection/test documentation, along with an index indicating the location, date inspected, and date of the next required inspection/test having provided a copy of the original to the CO/COR. The log and copies of

certificates [Quality Elevator Inspector (QEI) and Elevator Service Technician certification] shall be delivered to the CO/COR upon request; however, no later than one (1) business day of a request to review.

5. REPAIR SERVICE CALLS. Contractor shall provide service calls (routine and emergency) under the full maintenance service agreement at no additional charge. All repair work shall be done in accordance with standard commercial practices using parts specified by the elevator manufacturer or items of equal or better quality. Downtime of the elevator will be kept to an absolute minimum. Contractor shall repair and replace components of the VTE at no additional cost to the Government. When a component in a labeled product is replaced, it must be replaced with an identical component manufactured under the original labeling service (certifying agency). Substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency. The parts used for replacement are required to comply with all the requirements that the old parts originally complied with. The Unified Facilities Guide Specifications (UFGS) and the UFC will be used to benchmark acceptable replacement components. See UFGS 14 21 00. 00 20 Electric Traction Elevators, UFGS 14 21 13 Electric Traction Freight Elevators, UFGS 14 21 23 Electric Traction Passenger Elevators, and UFGS 14 2 00 Hydraulic Elevators for guidance. **Exception for MAF Elevators:** Replacement components/parts will be preapproved through Missile Engineering. Missile Engineering will determine how parts are procured either by ordering through government supply system, which will be done by the government, or Contractor furnished at government expense. Replacement parts will be funded using a Not Separately Priced CLIN.

5.1. Routine Calls. Service calls will be classified as routine when the work or adjustments do not qualify as an emergency call.

5.1.1. The CO/COR will notify the contractor of a routine service call for repairs to be made. The Contractor will then contact the Facility Manger (FM) via landline to troubleshoot the VTE issues within one (1) hour of notification. After contacting the FM, call the CO/COR back within this one (1) hour of notification and provide the status of the VTE, if the VTE issues were resolved or not, and if an in-person response will be needed. If VTE issues were resolved, no in-person response is required.

5.1.2. If troubleshooting with the FM doesn't resolve the VTE issues, the Contractor shall respond in-person to the VTE (at MAF locations the contractor must be escorted) and begin work on routine service calls at no additional cost to the Government.

- Response time for all base VTEs is within twenty four (24) hours of the call on regularly scheduled workdays/hours.
- Response time for all MAF VTEs is withing twenty four (24) hours of the call on regularly scheduled workdays/hours.

5.1.3. When the Contractor has reported to the work location, surveyed the repair, and identifies repairs not covered in the full maintenance service contract but necessary to bring the VTE back to operation, the Contractor shall provide a report to the CO/COR in accordance with paragraph 2.5. The Contractor shall commence repair work after notification from the CO/COR. Upon completion of repairs, the Contractor shall prepare and submit to the CO/COR within two (2) business days a detailed written report that includes the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the

repairs.

5.2. Emergency Calls. Emergency calls are defined as calls made for services when a VTE system fails and constitutes a danger to personnel; threatens to damage properties; or threatens to disrupt activity, operations, and/or training missions. Only the CO/COR may request emergency service calls outside of the routine service cycle.

5.2.1. The contractor shall be available for emergency service calls 24 hours, 7 days a week, to include Saturdays, Sundays, and Federal holidays.

5.2.2. The CO/COR will notify the contractor of an emergency service call for repairs to be made. The Contractor will then contact the FM via landline to troubleshoot the VTE issues within one (1) hour of notification. After contacting the FM, call the CO/COR back within this one (1) hour of notification and provide the status of the VTE, if the VTE issues were resolved or not, and if an in-person response will be needed. If VTE issues were resolved, no in-person response is required.

5.2.3. If troubleshooting with the FM doesn't resolve the VTE issues, the Contractor shall respond in-person to the VTE (at MAF locations the contractor must be escorted) and begin work on emergency service calls at no additional cost to the Government.

- Response time for all base VTEs is within four (4) hours after receipt of call.
- Response time for all MAF VTEs is within twenty four (6) hours after receipt of call.

5.2.4. When the Contractor has reported to the work location, surveyed the repair, and identifies repairs not covered in the full maintenance service contract but necessary to bring the VTE back to operation, the Contractor shall immediately contact the CO/COR with a report in accordance with paragraph 2.5. The Contractor shall commence repair work after notification from the CO/COR. Upon completion of repairs, the Contractor shall prepare and submit to the CO/COR within two (2) business days a detailed written report that includes the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

6. SERVICES SUMMARY. The Government will evaluate the Contractor performance in accordance with the following criteria and will be rendered and stored in one or more Government databases for that purpose.

Performance Objective	PWS Para	Performance Threshold
<b>SS-1 Written Maintenance Control Program (MCP) for Each VTE for all equipment.</b> MCP identifies all maintenance intervals to include safety inspections.	4	MCP in accordance with ASME A17.1 delivered to CO/COR within 45 calendar days of contract award.
<b>SS-2 VTE Service Availability</b>	4	VTE availability is 95% or greater. Calculation = ((sum of all VTE * # days in service during the selected month for each VTE) / (#VTE* # days in the selected month.))
<b>SS-3 Repair Service Call Routine – Response Time.</b> Response to routine calls within time specified in paragraphs 5.1.1 and 5.1.2.	5	Response to routine service calls are on time 100% of the time on a monthly basis.
<b>SS-4 Repair Service Call Emergency – Response Time.</b> Response to emergency calls within time specified in paragraphs 5.2.2 and 5.2.3.	5	Response to emergency service calls are on time 100% of the time on a monthly basis.
<b>SS-5 Service Call Repairs – Repair Quality.</b> Repairs are of high quality resulting in reduced call backs.	5	No more than two call backs of the same problem (same instance) each month
<b>SS-6 Preventative Maintenance – MCP Adherence</b>	2, 4, 5	Preventative maintenance performed to MCP 100% of the time.
<b>SS-7 Reporting</b>	4.5.,5.1.3., 5.2.4	Submit reports in a manner consistent with PWS 100% of the time.

7. GOVERNMENT FURNISHED PROPERTY AND SERVICES. The Government shall provide without cost to the contractor:

7.1. UTILITIES: The Government will furnish existing electrical power, water, and sewer service to the contractor during performance of this contract. The contractor shall conserve all furnished utilities.

7.2. SECURITY FORCES AND FIRE PROTECTION: The Government will furnish Security Forces and Fire Protection when required.

7.3. ESCORTS: The Government will provide continuous escort personnel for all work at MAFs.

## 8. GENERAL INFORMATION.

8.1. QUALITY CONTROL. Contractor shall develop and maintain a quality control program (QCP) to ensure maintenance and repair services are performed in accordance with ASME A17 and other applicable standards and codes referenced in paragraph 1.2. The Contractor shall develop and implement procedures to eliminate re-occurrence of once identified/repaired defects. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in paragraph 6, Service Summary. The QCP shall demonstrate how the Contractor ensures quality performance during the contract period of performance. The Contractor shall maintain the QCP throughout the period of performance of the contract. The CO will be provided updates to the QCP as they occur during the period of performance. The QCP will identify the procedures in writing for inspections/tests, individual responsible, VTE MCP, and the location of all inspection records and key control logs which will always be available to the Government upon request. The QCP will have the inspection forms and records which will be used for the VTE service. The Contractor will identify to the CO/COR the responsible quality control inspector to notify in case of customer complaints. For MAF VTEs, refer to Appendix A, B, & C for Air Force Standards and Codes.

8.2. QUALITY ASSURANCE. The Government will periodically evaluate the Contractor's performance in accordance with the Quality Assurance Surveillance Plan.

8.3. HOURS OF OPERATION. The contractor shall normally perform the services required under this Performance Work Statement during regular business hours 7:30 AM.-4:30 PM., Monday through Friday. No routine work shall be performed on federal holidays without CO/COR approval.

8.4. SECURITY REQUIREMENTS. The contractor shall obtain paperwork to obtain a base access pass from the CO/COR. Failure to obtain the required documents or obtain the required passes will result in the contractor experiencing access problems and require an escort while on the installation.

8.5. MAF SECURITY REQUIREMENTS / PROCESSING AN ENTRY AUTHORITY LIST (EAL) FOR USE ON MISSILE SITES. In order to gain entry onto a MAF, contractor personnel and mission essential contractor owned/leased vehicles must be listed on an Entry Authority List (EAL) and physically escorted on site by authorized government inspector/personnel.

8.5.1 Twenty (20) working days prior to the initial commencement of work, the contractor must submit to the CO/COR a summarized list of employees and vehicle information along with a legible photocopy of each employee's REAL ID Act approved picture identification (ID). These summarized lists and the legible photocopies of the Contractor's employee's REAL ID Act approved picture IDs will be used to prepare the Contractor's EAL referenced above. Foremen, supervisors, and superintendents must be identified as such on this Contractor's summarized list of employee information.

8.5.2 Each employee must have their identity verified and their access vetted through the National Crime Information Center database and the Security Forces Information Management System using their name, DOB, and SSAN. The employees DOBs and SSANs will only be used for this verifying and vetting process and are not used on the EAL used in the field for access.

8.5.3 The contractor's summarized list of employee information must show each employee's:

1. Full name exactly as it appears on the REAL ID Act approved picture identification (ID) submitted for use in conjunction with the contractor's EAL.
2. Date of birth (DOB).
3. Full Social Security Account Number (SSAN).
4. The employee's name and control number (exactly as it appears on the REAL ID Act approved picture ID) submitted for use in conjunction with the contractor's EAL.
5. Provide a legible copy of the individual's REAL ID Act approved picture ID. The following is guidance on the REAL ID Act approved picture IDs authorized for use.

8.5.4 Individuals, who do not possess a driver's license or identification card compliant with the REAL ID Act and do not possess an acceptable alternate identification credential will be denied access. For the current status on state and territory driver's licenses and IDs that are approved, visit the Department of Homeland Security (DHS) website at the following location: <https://www.dhs.gov/current-status-states-territories>.

8.5.5 One form of the following documents below will be accepted as proof of identity. The document must be a picture ID and all documents must be unexpired and valid:

1. US Passport
2. Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
3. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa
4. Employment authorization document that contains a photograph (Form I-766)
5. Driver's License that is current and meets REAL ID Act ; it contains a photograph and biographic information such as name, date of birth, gender, height, weight, eye color, and address
6. Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address
7. U.S. Coast Guard Merchant Mariner Cards/Credentials

8. PIV or Federally-Issued PIV-1 Cards (Personal Identification Verification) issued by the Federal Government
9. PIV-I card (Personal identification verification-Interoperable Issued by Non-Federal Government entities
10. DHS “Trusted Traveler Cards” (Global entry, NEXUS, SENTRI, FAST)
11. Merchant Mariner card issued by DHS/ United States Coast Guard (USCG)
12. Border Crossing Card (Form DSP-150)
13. U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550) and U.S. Permanent Resident Card (Form I-551)
14. U.S. Refugee travel document or other travel document or evidence of immigration status issued by DHS containing a photograph
15. Foreign Government Issued Passport

8.5.6 The contractor’s summarized list of vehicle information must include:

1. Vehicle Make
2. Vehicle Model
3. Vehicle Year
4. Vehicle Primary Color
5. Vehicle License Plate # (State of Issue and Number). If no license plate, provide the vehicle identification number (VIN) or Serial Number.
6. Vehicles include mission essential company owned/leased vehicles driven into restricted areas.
7. Owned/leased status must be made clear.
8. Mission essential equipment (skid-steers, bobcats, forklifts, loaders/backhoes, and any equipment being transported), trailers, and materials need not be listed individually on the EAL.
9. No privately owned vehicles (POVs) will be permitted on MAFs.

8.5.7 Upon arrival at the MAF, the Government inspector/escort will identify and search all Contractor personnel and vehicles. All Contractor personnel will provide the Government inspector/escort with the REAL ID Act approved picture identification (ID) used to generate the EAL. Contractor personnel are not listed on the EAL or those who are listed cannot provide proper identification, they will not be permitted on the site. Delays caused by lack of proper EAL data or proper identification shall be at no cost to the Government.

8.5.8 Contractor vehicle information will be collected and compared with EAL. Vehicles not listed on the EAL will not be permitted on the site. Delays caused by lack of proper EAL data or proper identification shall be at no cost to the Government.

8.5.9 Restricted Area. The work to be performed at the MAFs is in a restricted area. Workers will be required to have an escort with them at all times. Vehicles will be parked in accordance with the MAF FMs and Flight Security Controller’s (FSC) direction. The Government will provide an inspector/escort for the Contractor. The Contractor shall allow sixty (60) minutes per site for personnel to process onto and off the work site that will not be considered delay time. All site access delays above and beyond these sixty (60) minutes must be reported by the Contractor, in writing, to the CO/COR within 24 hours of occurrence. All Government-caused work stoppages

must be documented by Government personnel at the time of occurrence and reported by the Contractor, in writing, to the COR/CO within 48 hours of occurrence.

8.6. CONTINUATION OF ESSENTIAL DEPARTMENT OF DEFENSE SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER. According to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DoD Contractor Services During Crisis, and the Air Force implementation thereof, unless otherwise directed by an authorized government representative, it is determined that the Elevator Maintenance services requirement under this PWS are essential to be performed during a crisis.

8.7. SPECIAL QUALIFICATIONS. The Contractor will be licensed by the State in which the work is conducted to provide the services specified in this contract. All work will be performed by personnel who are trained and qualified for the systems and equipment. Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements in maintenance of VTE. Quality Elevator Inspector and Elevator Technician Certification documentation shall be provided to CO/COR upon request, however, no later than one (1) business day of a request.

8.8. SCHEDULE COORDINATION. The Contractor shall be responsible for coordinating all phases of operations with the appropriate base personnel through the CO/COR. To de-conflict scheduling conflicts with other Government operations, the Contractor shall coordinate with the CO/COR thirty (30) calendars prior to all monthly, semi-annual, annual, three (3) year inspection/tests, and five (5) year tests. The facilities shall remain in operation while the Contractor is working, and it is up to the Contractor to coordinate around the normal activities of the facility.

8.9 ENVIRONMENTAL CONTROL. The Contractor shall comply, and assure that all subcontractors comply, with all applicable federal, state, and local laws, regulations, ordinances, policies and standards related to environmental matters. Where applicable, the Contractor shall use environmentally safe products in the course of completion of their project. The Contractor shall maintain, in company vehicle on site, Safety Data Sheets (SDS) for all chemicals. A copy of all SDS will be provided to the CO/COR. The SDS data is subject to random checks by the Government. Contractor shall maintain, and provide on demand, an inventory of materials being brought on the Government facility. The Contractor shall complete, and provide on demand, monthly inventories of HAZMAT used, including but not limited to: solvents, paints, degreasers, greases, Ozone Depleting Substances, and oils brought on to the Government facility. If the Contractor spills or releases any HAZMAT or other substance contained in 40 CFR 302 into the environment, the Contractor shall immediately notify the CO/COR and appropriate emergency responders. The Contractor is responsible for all costs associated with clean-up and restoration, including any applicable fines and/or penalties. The Contractor shall maintain a spill plan as required by federal, state, and local laws and regulations.

#### 8.10 HAZARDOUS MATERIALS (HAZMAT) CONTRACTOR AUTHORIZATION PROCEDURES

8.10.1 Contractors must obtain an authorization prior to bringing any hazardous materials (Federal

Standard 313) on Air Force installations. Contractors must submit all required documentation including appropriate Safety Data Sheet (SDS) and projected usage information to 5 CES/CEIE through the Contracting Officer at least 15 days before the HAZMAT is brought onto Minot AFB and facilities within the Missile Field. This review is to ensure that no Air Force restricted hazardous materials are being proposed for use.

8.10.2 Following contract award, the contractor shall provide the name and an initial volume of each hazardous material being used on Minot AFB and its storage location.

8.10.3 Contractors shall provide 5 CES/CEIE with specific usage data on a monthly or quarterly basis as determined by the Installation Hazardous Materials Management Process (IHMMMP) Team. Reports must include: name of material, manufacturer, volume of material used in reporting period, container size, and storage location if it's changed since initial reporting, and the name and phone number of the reporting official. Reports shall be on letterhead paper, dated, and signed by the reporting official. Prime contractors shall be responsible for reporting hazardous material used by subcontractors.

8.10.4 The contractor shall maintain SDSs for all hazardous materials used on base, and the SDSs shall be on file on site at the construction site office at all times. The contractor shall send 5 CES/CEIE via the Contracting Officer a SDS for any new material not initially identified, the volume being brought on base, and its storage location. The SDS shall be submitted to 5 CES/CEIE in accordance with paragraph 8.8.1.1 and 8.8.1.3.

8.10.5 Prior to completion of the contract, the contractor shall provide a finalized report of the actual quantities used during the contract and remove all excess materials. Contractors may use excess materials on other projects and shall be responsible for proper disposal of any materials removed from Minot AFB.

8.10.6 The Contractor shall submit all of the above data as a formal contract submittal.

8.11 EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)  
Contractors shall comply with the reporting provisions of EPCRA Sections 311, 312 and 313 during the life of the contract. Contractors shall provide a list of all hazardous materials procured, used and stored along with a current SDS for each item, an initial inventory and a monthly or quarterly inventory. Contractors shall provide the information to 5 CES/CEIE through the Contracting Officer. The inventory reporting period shall be determined by the installation Hazardous Materials Management Process Team.

## 8.12 STORAGE OF HAZARDOUS MATERIALS

8.12.1 All hazardous materials used by the contractor on Minot AFB property shall be stored properly in segregated areas in accordance with all regulatory and MAFB Fire Department requirements. Storage requirements shall include, but not be limited to:

1. Containers must be securely closed when not in use
2. Containers must be labeled with appropriate warning labels
3. Storage area must be posted with hazardous signs as required

4. Storage must have secondary containment
5. Contractor shall check at least weekly for leaks and spills and maintain a log of the inspections
6. Materials shall be stored in one central location
7. Flammable items must be stored in an approved flammable storage locker and grounded as needed
8. All fuel storage tanks and containers must have secondary containment

8.13 ASBESTOS The Contractor shall comply with Section 29 CFR 1910.1001(j)(7)(iv). VTE may be located in facilities that may contain Lead-Based Paint (LBP), ACM or PACM. The Contractor (not the Government) shall determine if any exposure to LBP or ACM may result in performing work under the contract.

## 9 RECORDS

9.1. RECORDS MANAGMENT All records, files, documents, regardless of media (e.g., paper, electronic, etc.), as described in the PWS, that are the responsibility of the contractor are the property of the Government and shall remain so upon termination or completion of the contract. The contractor shall keep these items current and maintain and dispose of them in accordance with the requirements established in Air Force Instruction (AFI) 33-322, Records Management Program, and the Air Force Records Disposition Schedule which can be provided by the Base Records Manager or CO upon request. Records shall be turned over to the Government upon completion of the contract unless otherwise stated. All records are subject to the Freedom of Information and Privacy Act. The Minot AFB Records Management Office (5 CS/SCXR), 723-7542, will provide assistance and training to the contractor to ensure compliance with Federal record keeping requirements.

APPENDIX A: VTE Equipment Listing

APPENDIX B: Civil Engineer Manual 21-SM80B-2-26-2

APPENDIX C: Civil Engineer Manual 35R-1-581-2