

## PERFORMANCE WORK STATEMENT (PWS)

### Mowing and Trimming Services Highway 7 Recreation Sites Jessieville-Winona-Fourche Ranger District

#### PART 1 GENERAL INFORMATION

**1. GENERAL:** This is a non-personal services contract to provide grounds maintenance, to include mowing and trimming services, at Highway (Hwy) 7 Recreation Sites, Jessieville-Winona-Fourche (JWF) Ranger District, Ouachita National Forest, Garland and Perry County, Arkansas. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

**1.1 Description of Services/Introduction:** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform grounds maintenance services, to include mowing and trimming services as defined in this Performance Work Statement. The contractor shall perform to the standards in this contract.

**1.2 Scope:** The Contractor shall provide services for grounds maintenance, to include mowing and trimming services, as per the specifications, drawings, exhibits, and schedules at Hwy 7 Recreation Sites: Iron Springs, Hwy 7 Trailhead, Hollis CCC, and South Fourche Recreation Area on the Ouachita National Forest.

**1.3 Period of Performance:** The base period for this contract will be from date of award through December 31, 2023. **Note:** This solicitation contains an option clause to extend the awarded contract for up to four (4) additional one-year periods. The one-year option periods are as follows:

Option Year 1: January 1, 2024 through December 31, 2024

Option Year 2: January 1, 2025 through December 31, 2025

Option Year 3: January 1, 2026 through December 31, 2026

Option Year 4: January 1, 2027 through December 31, 2027

#### 1.4 General Information

**1.4.1 Quality Control:** The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this Performance Work Statement (PWS). The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which they assure themselves the work complies with the requirement of the contract. The contractor will be required to submit a Quality Control Plan in writing within 30 days after contract award. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to the QC system prior to implementation.

**1.4.2 Quality Assurance:** The government shall 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 must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.4.3 Recognized Holidays: Contractor **will not** perform work activities on recognized Holidays listed below during scheduled work period.

Memorial Day	Independence Day	Labor Day	Columbus Day
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1.4.4 Hours of Operation: The contractor is responsible for conducting business, between the hours of 7:00 a.m. to 4:00 p.m., Monday through Thursday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Work shall not be performed on Friday's, Saturday's, or Sundays. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.4.5 Place of Performance: The work to be performed under this contract will be performed at Hwy 7 Recreation Sites: Iron Springs, Hwy 7 Trailhead, Hollis CCC and South Fourche Recreation Area. Sites are located in Garland and Perry County, Arkansas between five and twelve miles north of Jessieville, Arkansas, on Hwy 7 North.

1.4.6 Type of Contract: The government will award an Indefinite Delivery Indefinite Quantity (IDIQ). Contractor is to provide all management, labor, transportation, supplies, materials and equipment to perform Grounds Maintenance, to include mowing and trimming services, at Hwy 7 Recreation Sites.

1.4.7 Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use.

1.4.7.1 Key Control (*If applicable*). The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

1.4.7.2 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.4.7.3 The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.4.7.4 Lock Combinations (*If applicable*). The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.4.8 Special Qualifications: Not Applicable

1.4.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer (CO), Contracting Officers 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.

1.4.10 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, 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.

1.4.11 Key Personnel: The following personnel are considered key personnel by the government: Jacob Raines, Zone Recreation Manager/RLEO – Contracting Officer Representative (COR), JWF Ranger District and Stanley Epperson, Recreation Technician, Contracting Officer Representative (COR/Contracting Officer Technical Representative or Inspector). The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 7:30 a.m. to 4:00 p.m., Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons.

1.4.12 Appearance of Contractor Employees: Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing clothing bearing the name of the company or by wearing an appropriate badge containing the company name and employee name. Additionally employees shall be fully attired at all times while performing work activities.

1.4.13 Appearance of Contractor Vehicles: All vehicles used by the Contractor to perform work under this contract shall be identified with the company name prominently displayed on the outside of both front doors of each vehicle in a professional manner to provide an attractive and readily visible means of identification. These are to be professionally made vinyl stick-on magnetic type signs. "Homemade" signs made on a computer or with a magic marker or stick-on letters on cardboard, etc., are not acceptable. All vehicles used in performance of work must be marked and properly identified.

1.4.13 Other Direct Costs: Invoice once per month, within 14-days after the end of the month, through IPP. In addition, submit a copy via email to Jacob Raines at [Jacob.raines@usda.gov](mailto:Jacob.raines@usda.gov)

PART 2  
DEFINITIONS & ACRONYMS

**2. DEFINITIONS AND ACRONYMS:**

**2.1 DEFINITIONS:**

2.1.1 CAMPING EQUIPMENT. Privately owned items found on a campsite such as tents, camping trailers, vehicles, motorcycles, bicycles, boats, lawn chairs, coolers, firewood, extensions cords, toys, fishing gear, etc.

2.1.2 CONTRACTOR. 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.

2.1.3 CONTRACTING OFFICER (CO). A person with 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.

2.1.4 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.5 DEBRIS. Stumps, rocks, street sweepings, grass clippings and trimmings, tree trimmings and sticks longer than 18 inches or 1 inch or greater in diameter. It shall also include dead animals and animal waste (regardless of size).

2.1.6 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.7 DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.8 KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.9 GARBAGE/TRASH. Animal and vegetable waste, including grease, resulting from the handling, preparation, cooking and consumption of food, paper, plastic, and rubber by products.

2.1.10 INVOICE PROCESSING PLATFORM (IPP). Accounting system utilized by the U.S. Department of Agriculture, U.S. Forest Service where contractors submit invoices for payment processing.

2.1.11 INTEGRATED ACQUISITION SYSTEM (IAS). Acquisition system utilized by the U.S. Department of Agriculture, U.S. Forest Service in budget planning and implementation.

2.1.12 MOWING. Mowing is defined as the cutting of grass, weeds, vines, or other vegetation, to a specific height, with reel and rotary lawn mowers or gang mowers.

2.1.13 MOWING CYCLE. A mowing cycle is defined as the performance of all mowing and trimming within all of the specified recreation area.

2.1.14 OCCUPIED CAMPSITE. A campsite having camping equipment placed upon it.

- 2.1.15 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.
- 2.1.16 QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.
- 2.1.17 QUALITY ASSURANCE SURVEILLANCE PROGRAM (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.
- 2.1.18 QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.
- 2.1.19 QUALITY CONTROL PLAN. An organized written document prepared by the contractor specifying how he intends to achieve quality control.
- 2.1.20 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.
- 2.1.21 WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.
- 2.1.22 WORK WEEK. Monday through Thursday, unless specified otherwise.

PART 3  
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1 Services: Not Applicable

3.2 Facilities: Not Applicable

3.3 Utilities: Not Applicable

3.4 Equipment: Not Applicable

3.5 Materials: Not Applicable

PART 4  
CONTRACTOR FURNISHED ITEMS AND SERVICES

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1 General: The Contractor shall furnish all supplies, equipment; and services required to perform work under this contract.

4.2 Materials: Not Applicable

4.3 Equipment: The Contractor shall furnish all equipment needed to perform work under this specification. Equipment must be in good operating and mechanical condition and shall comply with all safety requirements and equipment owner manual instructions.

4.3.1 Mowing and trimming equipment shall be equipped and operated in accordance with the following:

4.3.1.1 Seat belts shall be worn at all times by operators while operating equipment.

4.3.1.2 Mowers shall be equipped with slides and wheels.

4.3.1.3 Mulching mower shall not be used.

4.3.1.4 Mowers shall not weigh more than 1,300 lbs. and not be more than 72" cutting width when used within 6 feet of campsite utilities and buildings located in the recreation area. Campsites in this area are close together, have utilities that are close together and some campsites have sloping sides. Buildings have utilities and septic laterals in the immediate lawn area.

4.3.1.5 All safety devices provided by the manufacturers of string trimmers, push and riding mowers shall function as designed.

4.3.1.6 String trimmers shall be equipped with manufacturer guards and shields.

4.3.1.7 All contract employees must wear proper personal protection equipment (PPE) while performing work tasks.

PART 5  
SPECIFIC TASKS

**5. SPECIFIC TASKS:**

5.1 Basic Services. The contractor shall provide services for grounds maintenance, to include removing debris, garbage and trash scattered on the ground in the designated mowing area prior to beginning mowing activities. Mowing and trimming of the designated Hwy 7 Recreation Sites: Iron Springs, Hwy 7 Trailhead, Hollis CCC, and South Fourche, totals approximately 4 acres.

**Schedule of Grounds Maintenance**

**All areas (listed above) shall be maintained once every two weeks.**

**All ground maintenance shall occur Monday thru Thursday.**

**All areas shall be maintained within one day of each other.**

5.2 Mowing and Trimming: Mowing and trimming in the designated mowing area must be conducted in such a manner as to provide uniform grass height. Mowing shall be conducted in the least disruptive manner to forest visitors.

- Prior to mowing and trimming of all designated mowing areas, the contractor shall remove rocks, trash, and debris that is likely to damage equipment or be thrown and or scattered by the mowing equipment.
- Mowing will not begin before 7:00 a.m. in developed recreation areas.
- Grass and weeds shall be mowed to a height of not more than 3 inches or less than 1-1.5 inches within designated mowing areas.
- All trimming of an area shall be performed in conjunction with the mowing of the designated area. Trimming with specialized devices shall be performed in the area where conventional mowing would risk damage to either the object or a conventional mowing device, or risk the safety of the operator or anyone else in the area. Consequently, special care shall be taken not to damage area trees, shrubs, wooden posts, or any public or private property. All poisonous plants shall be cut flush with the ground and removed from trees. Additional caution will be adhered to when mowing around vehicles in the area as to avoid damaging property.
- Mow and trim around all site amenities, signs, fences, sidewalks, etc.
- Mow along each side of the main road approaching the recreation area, trim along road if too steep for mower, as indicated on the designated mowing map.
- Mow around all approach and designation signs associated with the Recreation Area.
- After mowing is accomplished in the recreation area, the contractor shall remove vegetation and debris from parking lots, walkways, unoccupied camping sites, and around building structures. **DO NOT BLOW DEBRIS INSIDE FACILITIES UNDER DOORS.**
- Mowing shall not be performed if grounds are wet. No rutting or scalping of the ground surface.
- If present, do not cut or damage seedlings or saplings planted in the designated mowing area.

PART 6  
APPLICABLE PUBLICATIONS

**6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

6.1. Not Applicable

PART 7  
ATTACHMENT/TECHNICAL EXHIBIT LISTING

**7. ATTACHMENT/TECHNICAL EXHIBIT LIST:**

7.1 Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2 Attachment 2/Technical exhibit 2 – Hwy 7 Recreation Sites Designated Mowing Area Map(s)

**TECHNICAL EXHIBIT 1**

**Performance Requirements Summary**

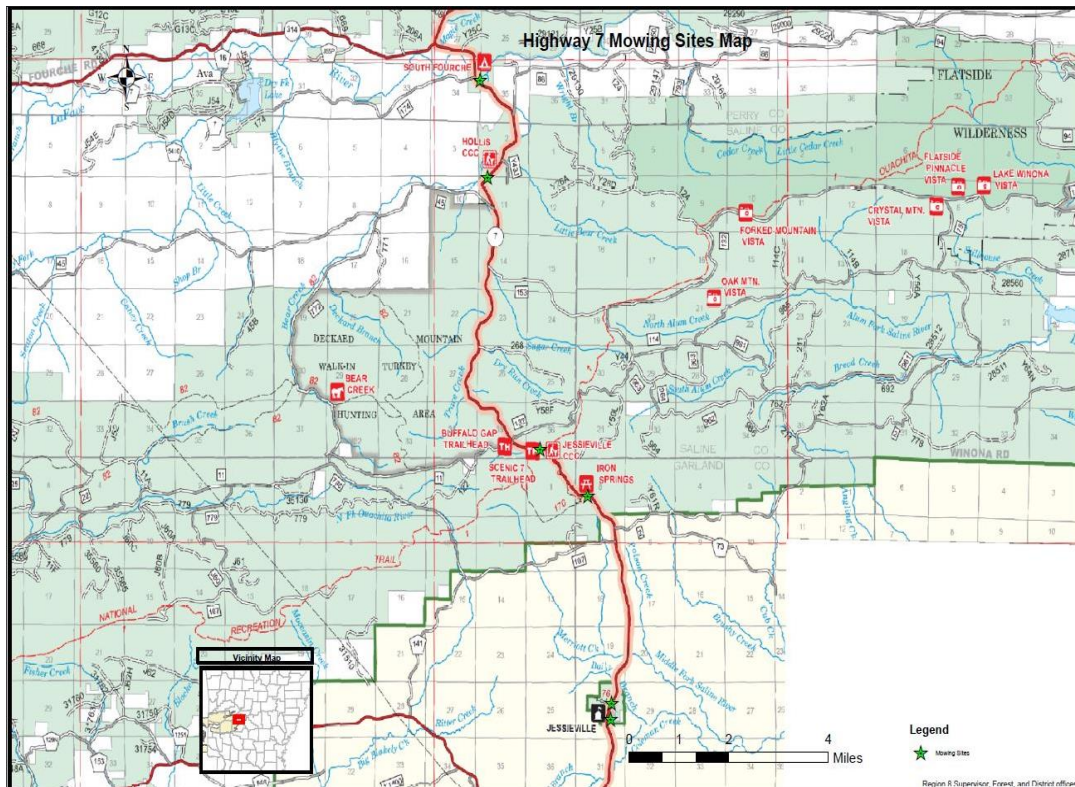
The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

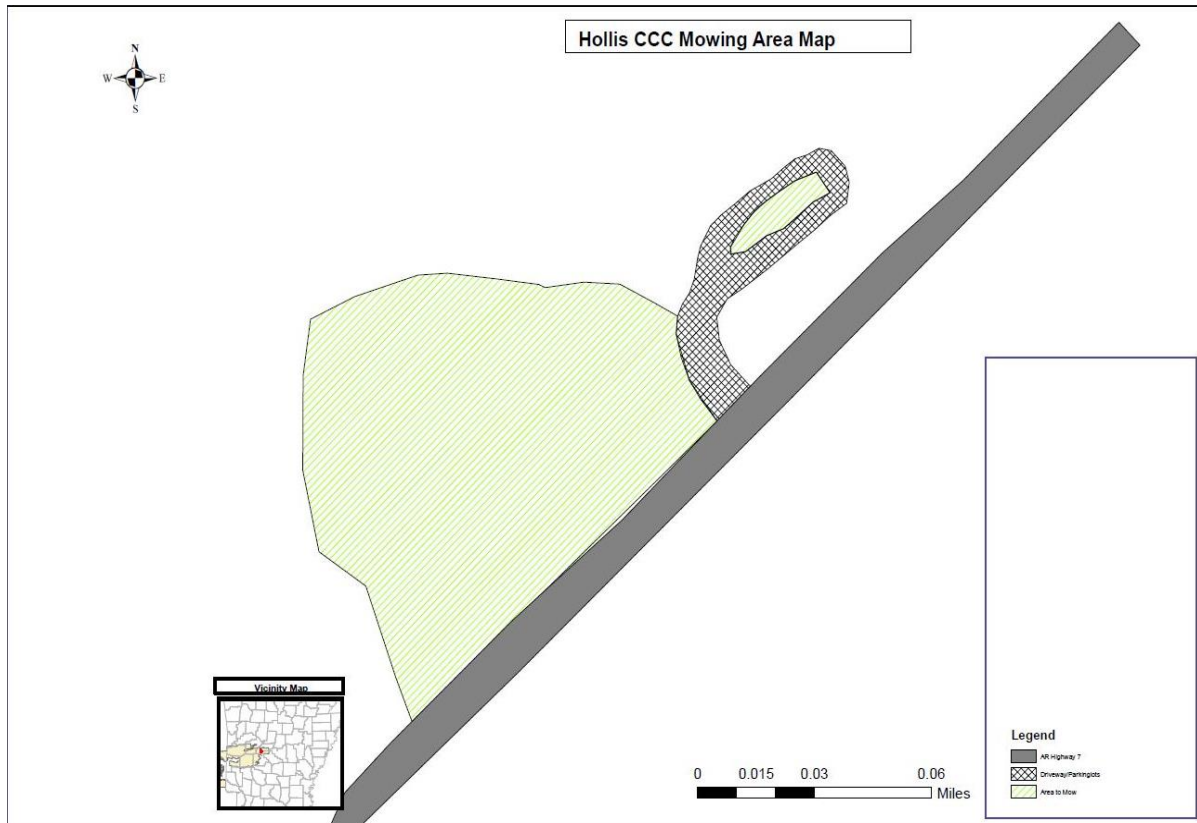
Performance Objective	Standard	Performance Threshold	Method of Surveillance
5.2 Mowing and Trimming	Mowing and trimming of grass to a height of 3 inches or less. Mowing all designated areas and around approach signs. After mowing remove debris and grass from sidewalks, parking lots, walkways etc. Debris shall not be blown inside facilities under doorways.	Zero	100 Percent Inspection



## TECHNICAL EXHIBIT 2

### Designated Mowing Area Map(s)





**TECHNICAL EXHIBIT 3**  
**ESTIMATED WORKLOAD DATA**

\*\*\* Government retains the option to adjust the schedule of service depending on observed use.  
Adjustments will be made 30-days prior in implementation. \*\*\*

**Part I – The Schedule**

**Scope**

The contractor shall provide all materials, labor, equipment, tools, transportation, supervision, expertise, and other incidentals necessary, except as otherwise provided, to successfully perform grounds maintenance services on National Forest lands as further described in the attached Performance Work Statements for each location.

This request for proposal will result in a performance-based contract for a base period starting the date of award through December 31, 2027, with four (4) year option periods (2024-2027). Submission of an offer for the base contract period constitutes an offer to perform in the options period(s), if exercised. There is no guarantee that any options will be exercised. The government anticipates making award to one offer as a result of this solicitation. This project is set-aside 100% for small businesses.

**LOCATION**

Highway 7 Sites: Iron Springs, Hwy 7 Trailhead, Hollis CCC, South Fourche

**SITE VISIT** – an organized site visit is not scheduled. Offerors are urged and expected to inspect the site(s) where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

For site visit, contact Jacob Raines, Zone Recreation Manager at 870-867-2101 or email at [jacob.raines@usda.gov](mailto:jacob.raines@usda.gov)