

**PERFORMANCE WORK STATEMENT  
FOR  
PUMP & MOTOR MAINTENANCE &  
REPAIR SERVICES**

**Dover AFB  
26 October 2022**

**PERFORMANCE WORK STATEMENT  
FOR  
PUMP & MOTOR SERVICES**

**1. DESCRIPTION OF SERVICES.** The contractor shall provide all management, tools, materials, equipment, labor, and all other services necessary to provide pump and motor repair, rebuild, or refurbishment services as identified in this Performance Work Statement (PWS).

**1.1. PUMP & MOTOR MAINTENANCE & REPAIR SERVICES.** The contractor shall inspect and quote for necessary repairs, rebuilds, or refurbishments. The contractor shall notify the COR if a repair, rebuild, or refurbishment can be accomplished and which category it falls in. The contractor will warranty all services for one year.

**1.1.1.** All water pumps require high temperature seals on repairs and replacements.

**1.2. LASER ALIGNMENT SERVICES.** The contractor shall provide laser-based diagnostics for vertical and horizontal alignments of all rotating equipment. Alignment service should include:

**1.2.1.** A complete inspection including the base, feet, shims, bolts, and couplings.

**1.2.2.** Laser based measurement of alignment and vibration level.

**1.2.3.** Corrective laser alignment adjustments on the motor drive-pump with tighter tolerances than coupling and bearing manufacturer's specifications.

**1.2.4.** Detailed report including preventive measures for maintaining performance.

**2. GENERAL INFORMATION.**

**2.1.** The contractor shall provide all tools, materials, labor, and equipment necessary to perform all work in strict accordance with the highest safety standards and applicable codes to eliminate the possibility of damage to installed machinery, equipment and building structures.

**2.2.** All services required for this requirement will be accomplished off-base. Pumps and motors identified for service will be picked up at Dover AFB for service and delivered back to Dover AFB after completion of requirement.

**2.3. MATERIALS.** The contractor shall provide all materials necessary to provide a professionally completed job.

**3. GENERAL BASE INFORMATION**

**3.1. Base Hours of Operation.** The contractor shall perform pick up and drop off services during normal duty hours which are 7:30am to 4:30pm, Monday through Friday, excluding federal

holidays, unless otherwise required in the contract approved by the CO. When the contractor's work schedule conflicts with an Air Force mission requirement, advise the CO and reschedule the work to minimize disruption.

**3.2. Recognized Holidays.** The contractor is not required to provide service on federal holidays, except in emergency situations. Federal holidays are as follows:

New Year's Day - 1 January

Martin Luther King Day - 3rd Monday in January

Washington's Birthday - 3rd Monday in February

Memorial Day - last Monday in May

Emancipation Day - 19 June

Independence Day - 4 July

Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October

Veteran's Day - 11 November

Thanksgiving Day - 4th Thursday in November

Christmas Day - 25 December

#### **4.0. RECORDS MANAGEMENT.**

The contractor understands that when creating, handling, and maintaining records for the Air Force, either electronic or paper, you must meet the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program. In order to meet the requirement established IAW the above-mentioned regulations contact the Base Records Management Office (436 CS/SCXK, Bldg. 310) at (302) 677-5157 for guidance and training.

#### **5.0. SECURITY.**

**5.1.** All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the governmental installation shall abide by all security instructions and directives of Dover AFB. Employees are responsible for safeguarding all government property provided for contractor use.

**5.2.** At the close for each work period, government facilities, equipment and materials shall be secured, lights, and water turned off and all doors and window secured.

**5.3.** The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the Criminal Background Check (CBI).

**5.4.** Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Employees and subcontractors later found to be undocumented or illegal aliens will be remanded to the proper authorities.

**5.5.** The contractor shall submit any request for compensation on delays to the Contracting Office for approval. The contractor shall notify the Contracting Office or authorized representative as soon as the contractor realizes/determines of any potential delays in accordance with the terms and conditions of this requirement.

**5.6.** All contractors and subcontractors when working in a Controlled, Restricted, or other sensitive areas must be escorted at all times. The military agency or unit responsible for the project or work is responsible for providing the escorts. The Contractor shall follow existing procedures and instructions for obtaining entrance to restricted or controlled areas.

## **6. OPERATIONAL SECURITY (OPSEC)**

**6.1.** 436th Contracting Squadron unit OPSEC coordinators will state OPSEC requirements on DD Form 254, contracts and SOW/PWSs with sufficient detail to ensure complete contractor understanding of the exact OPSEC provisions or measures required by the organization. If the OPSEC block is checked on the DD Form 254, the 436th Contracting Squadron unit OPSEC coordinators shall: Task the contractor to develop an OPSEC program plan to address how the contractor plans to protect critical and sensitive contracted information, and upon organization acceptance, implement the OPSEC program plan. Provide OPSEC guidance for the contractors to use in developing their own OPSEC plan.

**6.2.** Based on the classification guidance or OPSEC requirements in the prime contract, the prime contractor is responsible for preparation of DD Forms 254 for any subcontracts. This should be done in coordination with the 436th Contracting Squadron unit OPSEC coordinators and unit security manager. For a contractor to effectively comply with OPSEC provisions of the contract, the organization must provide the following guidance: 1. Organization's Critical Information and Indicator List (CIIL) and Operations Security (OPSEC) Supplemental Guidance (SG) Trifold (Tri-fold available from Contracting OPSEC Coordinators). 2. Adversaries' collection threat information as it applies to the organization's mission and the contract. 3. Operations security guidance (at a minimum, the organization will provide a copy of this instruction). 4. Specific OPSEC measures the organization requires (as appropriate).

**6.3. ANTITERRORISM AWARENESS LEVEL 1 TRAINING.** DoD Contractors supporting a Base Service Contract are highly encouraged to complete AT Awareness Level I training IAW AFI 10-245, Antiterrorism, Standard 25, by completing the—Force Protection computer based training (CBT) course through the Joint Knowledge Online (JKO) Learning Management System (LMS) at <http://jko.jten.mil/courses/at11/launch.html> for individuals without access to government Non-classified Internet Protocol Router Network (NIPRNET) computer and who do not possess a CAC card.

**6.4. CONTRACTOR BADGE POLICIES.** All requests for contractor badges will be submitted through the Base Contracting Squadron Office and/or the requesting agencies base point of contact. The Contracting Squadron Office or base point of contact will then fill out an Operational Risk Management Assessment Form (ORM) for the requesting

agency and submit it to the Pass and Registrations section for processing IAW DAFBI 31-101. As a minimum, the ORM will be submitted 72-hours prior to the requested date of employment. All contractor employees who will be granted unescorted access to the installation are required to consent to a Criminal Background Investigation (CBI) prior to being granted entry to the installation. Continued employment is contingent upon successful completion and favorable reporting of the criminal background check. Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to Pass and Registration for destruction. In addition, before a new badge will be issued an ORM must be resubmitted to the Pass and Registration section for approval again. In the event a badge is lost or stolen, the badge holder must accomplish the Loss/Theft of Identification Worksheet and provide it to his/her supervisor. The supervisor of the contractor will investigate the loss and report in writing the circumstances in which the badge was lost to the 436th Contracting Squadron and 436th Security Forces Squadron and submit a new request for badge renewal per paragraph 1.8.4.1. Base Contracting Office or base point of contact will immediately notify Security Forces, Pass and Registration when a contractor's employment has been terminated. The Agency Chief or Site Supervisors are responsible for notifying and returning the contractor's badge to Pass and Registration when this occurs. At no time will a contractor contact Security Forces directly regarding badge denial; they need to contact the Contracting Squadron.

**6.5. INSTALLATION ACCESS.** The contractor shall obtain contractor identification badges for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto Dover AFB from Pass and Registration, for the duration of the contract. Employees are only permitted to enter the installation during the date and time periods indicated on their contractor badge. Vehicle registration, proof of insurance and a valid driver's license must be presented for all vehicles while operating on the installation. All vehicles entering the installation or sensitive areas are subject to search. Any refusal or non-consent by an employee will result in termination of their base access and immediate confiscation of this access badge.