

Performance Work Statement (PWS)

FORT SILL, OKLAHOMA

Laundry and Dry Cleaning

08/01/2023 – 07/31/2028

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Performance Work Statement (PWS)

Laundry and Dry Cleaning

1.0 Introduction.

Army Sustainment Command (ASC) provides contracted Laundry and Dry Cleaning (L&DC) services In Accordance With (IAW) Army Regulation (AR) 210-130 to launder and press fabrics, textiles, garments, linens, and specified Organizational Clothing and Individual Equipment (OCIE) for Active and Reserve Components.

1.1 Background.

The Army Sustainment Command (ASC) has provided or made available, L&DC services to launder and press textiles, garments, linens, OCIE and fabrics for Active or Reserve components on a direct or reimbursable basis. L&DC operations are primarily governed by AR 210-130, Laundry and Dry Cleaning Operations. ASC provides manpower and contracts for L&DC at specific Installations, both Continental United States (CONUS) and Outside of Continental United States (OCONUS).

1.2 Mission.

The Army's Installations L&DC Program provides the laundry and dry cleaning of government owned items IAW environmental Occupational Safety and Health Administration (OSHA)/host nation, and other applicable regulations and policies. This process includes: drop-off, pick-up, and direct exchange at designated locations. The laundry services include accountability, wash, dry, and package specified items (blankets, pillows, sheets, pillowcases, mattress covers, bedspreads, tablecloths, cook and medical non-reimbursable whites; confinement uniforms and OCIE) to meet organizational health and sanitation requirements. Dry cleaning services include accountability and cleaning, packaging of items (flags; bunting; draperies; ceremonial uniforms; funeral detail clothing; and special categories).

1.3 Objectives.

The Contractor shall schedule and manage operations to maximize responsiveness, efficiency and economy to the Fort Sill community.

The Contractor shall provide L&DC services to include: labor, supervision, vehicle transportation for pickup and delivery, facilities, equipment, supplies and material (unless designated as Government furnished within this contract) necessary for the performance for bulk and piece rate Customer support at Fort Sill.

This contract includes functions, tasks and responsibilities normally inherent to a Laundry and Dry Cleaning Facility. The Contractor shall receive, account for, process and return articles tendered for laundry. The Contractor shall establish and maintain a system of record to quantify work performed and shall prepare administrative correspondence and reports incidental to the work covered in this contract.

Services shall be performed in compliance with the standards as contained or referenced in this contract.

2.0 Requirements.

2.1 Description of Services.

2.1.1 The Contractor shall operate and manage the Laundry Distribution and Collection Point(s) for the issue, receipt, requisition, exchange, warehousing, and turn-in of linens IAW AR 710-2, Supply Policy Below the National Level; Department of Defense (DoD) 4145-19-R, Storage and Materials Handling; and other regulatory requirements.

2.1.2 The Contractor shall maintain accountability for linens submitted for L&DC services IAW AR 710-2, Supply Policy Below the National Level; Department of Army Pamphlet (DA PAM) 710-2-1, Using Unit Supply System (Manual Procedures); AR 735-5, Property Accountability Policies; and other regulatory requirements.

2.1.3 The Contractor shall pickup/deliver linen at designated unit locations IAW Technical Exhibit 2.

2.1.4 The Contractor shall receive, account for, process and return all organizational and individual articles tendered for laundering.

2.1.5 The Contractor shall establish and maintain a system of records to quantify all work performed and shall be responsible for the preparation of reports incidental to the work covered by this contract.

2.1.6 The Contractor shall ensure that only authorized individuals are afforded laundry service.

2.1.7 All work and services provided by the Contractor shall be performed IAW the standards as contained or referenced herein.

2.2 General Information.

2.2.1 Non-Personal Services.

The Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor believes that any action constitutes, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the Contracting Officer (KO) immediately.

2.2.2 Period of Performance (PoP).

The PoP is for a one (1) base year and four (4) option years consisting of:

Base Period - 1 August 2023 through 31 July 2024

Option Year 1 - 1 August 2024 through 31 July 2025

Option Year 2 - 1 August 2025 through 31 July 2026

Option Year 3 - 1 August 2026 through 31 July 2027

Option Year 4 - 1 August 2027 through 31 July 2028

2.3 Place of Performance and Hours of Operation.

The Contractor shall pick-up soiled items/equipment from designated unit areas on unit scheduled days at 0830 hours thru 1000 hours. and 1230 hours thru 1500 hours Monday thru Friday all laundered items shall be directly exchanged at the location it was received from on the same day during the same scheduled times listed below. If not, laundered items shall be returned within 3 business days of pick-up. The drop-off day and pick-up day are included in the return timeframe.

2.4 Recognized Government Holidays.

The Federal Government observes the following holidays. Government personnel in CONUS locations (to include Alaska and Hawaii) will not be available.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Memorial Day
Veteran's Day	Juneteenth
Thanksgiving Day	Independence Day
Christmas Day	

2.4.1 When a federal holiday falls on a pick-up/delivery day the Contractor shall pick-up laundry for processing and return cleaned laundry on the next business day.

2.4.2 In the event that weather or other bona fide emergency conditions prevent performance of scheduled pickups or deliveries, the COR will work with the Contractor to provide a revised schedule as soon as practical. The contractor shall perform to the revised schedule, upon notification, to the same standard as the normal schedule.

2.5 Contract Administration and Management.

2.5.1 Post Award Conference/Performance Evaluation Meetings.

2.5.1.1 The Contractor shall attend the post award conference convened by the Contracting Activity or Contract Administration Office IAW Federal Acquisition Regulation (FAR) 42.5, Post Award Orientation, or as agreed upon and stated in the contract award document. The KO, Contracting Officer Representative (COR), and Logistics Readiness Center (LRC) management will meet quarterly with the Contractor to review the Contractor's performance.

2.5.1.2 The Contractor is responsible for total management during the performance of this contract. The administration of the contract requires maximum coordination and cooperation between the Government and the Contractor.

2.5.2 Roles, Responsibilities and Respective Authority.

2.5.2.1 Contracting Officer (KO). The KO is the only person authorized to make changes in any of the requirements under the contract, and notwithstanding any provisions contained elsewhere in the contract, said authority remains solely with the KO. In the event the Contractor makes any change at the direction of any person other than the KO, the change will be considered to have been made without authority and solely at the risk and expense of the Contractor. All contract administration will be affected by the KO. Communications pertaining to contractual administrative matters shall be addressed to the KO. No changes in or deviation from the terms and conditions shall be affected, without a written modification to the contract, executed by the KO authorizing such changes. The KO will approve all submittals and plans required in this PWS.

2.5.2.2 Contracting Officer's Representative (COR). The KO will appoint a COR during the performance of this requirement. Additional Government personnel may be designated by the requiring activity to assist in contract oversight IAW AR 70-13, Management and Oversight of Service Acquisitions. Other surveillance personnel may be designated as a COR, and shall be trained and appointed IAW Department of Defense Instruction (DoDI) 5000.72, DoD Standard for Contracting Officer's Representative (COR) Certification, and Defense Federal Acquisition Regulation Supplement (DFARS) 201.602-2, Contracting Officer's, Responsibilities. The COR will provide assistance in identification and resolution of problems, conflicts in priority, subtask requirement definitions, and other operations type problems. The COR will perform IAW the responsibilities and duties identified in the appointment letter.

2.5.2.2.1 COR Authority. A letter of designation will be issued to the COR by the KO. A copy of the letter will be sent to the Contractor. The letter of designation states the responsibilities and limitations of the COR, especially with regard to changes in cost, price estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions regarding cost, quantity, or schedule of the resulting order.

2.5.2.2.2 COR/ACOR Functions. The COR/ACOR or designated Government Representative shall monitor all technical aspects of the contract and assist in contract administration. The COR/ACOR or designated Government representative is authorized to perform the following functions: assure 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; monitor, document, and report Contractor's performance and notify both the KO and Contractor of any deficiencies; coordinate availability of Government-Furnished Property, and provides direction or assistance for site entry requests of Contractor personnel.

2.5.2.3 The Contractor shall not in any way represent that it is a part of the United States (U.S.) Government, or that it has the authority to contract or procure supplies for the account of the United States of America (U.S.A).

2.5.3 Contract Management.

2.5.3.1 The Contractor shall provide a Project Manager (PM) who shall be responsible for the overall management, performance and coordination of this contract. The PM shall act as the central point of contact with the Government. The PM shall have signature authority and the authority to make independent decisions concerning the performance of the contract to include personnel staffing, work beyond normal operating hours and contract negotiations. An Alternate shall be designated to act in the same capacity as the PM during his/her absence. The PM and Alternate, shall be designated in writing to the Contracting Officer. The Contractor shall submit an organization chart (to include contact info) for the PM and their Alternate and replacements, to the KO, not later than ten (10) business days prior to the contract start date or ten (10) business days prior to the start date for any replacements.

2.5.3.2 The Contractor shall provide Point of Contact information for the PM and designated Alternate to the KO/COR, not later than ten (10) calendar days prior to the contract start date.

2.5.3.3 The Contractor's PM and Alternate shall each possess three (3) years specialized experience in supervising, administering and managing a L&DC operation.

2.5.3.4 The PM or Alternate shall be present during normal operating hours. At other times when employees are working the PM or Alternate shall be on call to handle contractual matters that may arise.

2.5.4 Personnel Administration.

The Contractor shall provide the following management and support as required. The Contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The Contractor shall make necessary travel arrangements for employees, if required. The Contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

2.5.5 Subcontract Management.

The Contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime Contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the KO or COR. Cross teaming may be permitted.

2.6 Contractor Personnel, Disciplines, and Specialties.

2.6.1 Contractor Personnel Requirements.

2.6.1.1 The Contractor shall provide personnel with required training, skills and experience in order to accomplish the work required under this PWS. Additionally, the Contractor must exercise due diligence in its hiring practices to ensure employee probity. Moreover, the Contractor shall provide its employees with detailed instruction on Government policies and

regulations in the areas of safety, security, and environmental compliance as they pertain to the operations specified or implied in this PWS and subsequent modifications.

2.6.1.2 The Contractor shall ensure all required interviews, background checks, and forms are always up to date and on file.

2.6.1.3 The Contractor shall develop a training program addressing both Government training and Contractor-provided training to ensure Contractor personnel are trained and required skills are maintained to accomplish the requirements of this effort. Additionally, the Contractor will be advised of mandatory Government sponsored training and shall request, in writing, authorization for additional training to be approved by the KO. The Contractor shall maintain records of all accomplished training.

2.6.1.4 IAW AR 525-13, Antiterrorism, all Contractor employees, requiring access to Army Installations, Facilities or Controlled access areas shall complete Antiterrorism (AT) Level I Awareness Training within thirty (30) calendar days after contract award date or effective date of incorporation of the requirement into the contract, whichever applies. The Contractor shall submit certificates of completion for each affected contract employee and subcontractor employee to the KO or COR within thirty (30) calendar days of completion of training by all employees and subcontractor personnel on a recurring annual basis. AT Level I Awareness Training is available at the following site: [CS Signal Training Site, Fort Gordon \(army.mil\)](https://www.army.mil/CS-Signal-Training-Site).

2.6.1.4.1 iWatch Training - The Contractor and all associated sub-Contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Antiterrorism Officer (ATO)). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 days of contract award and within 5 days of new employees commencing performance. Results shall be reported to the COR NLT 10 days after completion. Course takes approximately two (2) hours to complete.

2.6.1.4.2 OPSEC Training - Per AR 530-1 Operations Security, the Contractor employees shall complete Level I OPSEC Awareness training within 30 days of their reporting for duty and annually thereafter. OPSEC Awareness training is available at the following website: <https://securityawareness.usalearning.gov/opsec/index.htm>. The course takes approximately one (1) hour to complete. In the event the automated system cannot be accessed or is not available (e.g., server problems), OPSEC Training can be provided by a qualified instructor.

2.6.1.4.3 Threat Awareness and Reporting Program (TARP) Training - Per AR 381-12 TARP, Annual threat awareness training conducted by a CI agent making the presentation to a live audience is mandatory for all Contractor personnel. Contractor personnel shall be trained within 30 days of their reporting for duty and annually thereafter. In the event live training is not possible Contractor personnel shall complete the computer based training that is available on the Army Learning Management System (ALMS) Web site at <https://www.lms.army.mil>. This is the only authorized alternative method for TARP training.

2.6.1.5 The Contractor shall ensure that all Contractor personnel meet the physical requirements to perform the function(s) and task(s) to which they are assigned.

2.6.1.6 Contractor employees or representatives will, always, be clearly identified as such and must be distinct from Government personnel. Contractor employees shall not act, advertise, or willfully appear to be Government employees, agents, or representatives. Contractor employees are required to appropriately identify themselves as Contractor employees. Contractor employees will be introduced as Contractor personnel and must wear Contractor furnished identification badges that display the employees name, photograph and company name in a conspicuous place on exterior clothing, above the waist, except when safety or health reasons prohibit. Upon termination of this contract or the employment of any individual, the Contractor shall destroy the affected individuals' badge(s). For additional guidance reference the Army Contracting Command Contracting in the Workplace Guide at:

<http://www.atsc.army.mil/tcmlive/srp/downloads/ContractorsintheWorkplace.doc>

2.6.1.7 While on a DoD Installation: Contractor personnel shall be appropriately dressed, including individual protective clothing and equipment, for the work to be performed. At no time will Contractor employees, or representatives wear or display any clothing, garment or accessory that is offensive, racial, gang-related, otherwise derogatory, or contrary to the Army values. Government rules and policies, regulations, laws, directives and requirements which are in place or issued during the contract term relating to law, order, and security shall be applicable to all Contractor employees. Contractor personnel who violate such rules, policies, regulations, laws, directives or requirements may be denied access to the Installation, either temporarily or permanently. The Contractor shall provide employees with appropriate dress code information.

2.6.1.8 The Contractor shall not hire any person whose employment would result in a conflict of interest or employment that is prohibited by the latest Department of Defense Directive (DoDD) 5500.7-R entitled "Joint Ethics Regulation".

2.6.1.9 The Contractor shall not employ persons considered by the Government to be a potential threat to the health, safety, security, general well-being, or mission of the Installation and its population.

2.6.1.10 Employment of off-duty Military personnel or Government civilian personnel is permissible provided such employment does not contravene the policies set forth in DoD Joint Ethics Regulation 5500.7-R as determined by the local Staff Judge Advocate (SJA).

2.6.1.11 The Contractor shall ensure the Contractor PM and the Alternate PM possess basic proficiency in the English language (reading & writing).

2.6.1.12 Contractor employees having duties on a DoD Installation shall not loiter in any work or patron area. Upon completion of their assigned duties on the Installation, Contractor employees will depart the facility within a reasonable amount of time.

2.6.1.13 All Contractor personnel required to access a Government Installation in performance of their duties under this effort must possess a Common Access Card (CAC); non-CAC eligible Contractor employees must possess the appropriate Government issued identification for entry to the Installation (e.g., DA Form 1602), as required. The Government will issue a CAC to all qualified Contractor employees performing work under this contract IAW Homeland Security Presidential Directive-12 (HSPD-12) entitled Policy for a Common Identification Standard for Federal Employees and Contractors; Office of Management and Budget (OMB) Guidance M-05-24, Subject: Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors; Federal Information Processing Standards Publication (FIPS PUB) Number 201-3 entitled Personal Identity Verification (PIV) of Federal Employees and Contractors. The Government reserves the right, in its sole discretion, to refuse a CAC to any employee or to revoke one for security or other reasons.

2.6.1.14 Contractors that require Installation access must, at a minimum, have a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation IAW Army Directive (AR) 2014-05 entitled Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors. At the discretion of the sponsoring Activity, an initial CAC may be issued based on a favorable review of the Federal Bureau of Investigation (FBI) fingerprint check and successfully scheduled NACI at the Office of Personnel Management.

2.7 Contractor Planning, Resource Management.

2.7.1 If the Senior Mission Commander or Installation (Garrison) Manager declares an Installation closed or road conditions red or black are deemed unsafe for routine travel/use due to inclement weather, the Contractor will not pick up or deliver laundry to the installation. The remuneration of Contractor employees for lost time due to weather or other allowable causes is at the sole discretion of the company and is not an allowable cost under this effort.

2.7.2 When required and directed by the KO, the Contractor shall provide technical support or assistance at Customer locations within the LRC area of responsibility. The impact of this additional Customer support to current workload/capability must be assessed by the Contractor prior to the assistance being provided. If the support or assistance is anticipated to impact cost or mission capability, the Contractor must contact the COR prior to performing support or assistance.

2.7.3 The Contractor shall ensure that all Contractor-generated technical records, reports, files, and other documentation are made available to the KO/COR during the performance of this contract. This Contractor shall obtain KO approval before releasing any information that has been stored, generated, or archived related to this contract to the Contractor's corporate or other off-site offices, to other Government Activities or Agencies, to other Contractors, or to private parties. This restriction does not apply to contractor data needed to properly execute this effort (e.g., man-hour reporting).

2.7.4 The Contractor shall report all Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract. The Contractor is required to completely fill in all required data fields in the System for Award Management (SAM) at www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than (NLT) October 31 of each calendar year. The COR will be responsible for verifying that the Contractor has reported the required data and has complied with the required manpower reporting annually; and will document the results in the Surveillance and Performance Monitoring (SPM) Module within the Procurement Integrated Enterprise Environment (PIEE) in the Miscellaneous section.

3.0 Performance Requirements and Standards (Attachment 3).

3.1 Performance Task Requirements, Standards and Acceptable Quality Levels (AQLs).

The Contractor shall provide L&DC services to authorized individuals and organizations. All work performed under the contract shall be provided IAW the terms and conditions of the contract and AR 210-130, Laundry and Dry Cleaning Operations.

3.1.1 The Contractor shall clean OCIE for authorized Customers.

Performance Standards (STD)

- a) STD: The following OCIE items (Garrison Food Services Uniform (GFSU), Maternity coat and slacks, tactical/modular sleep system, etc.) shall be cleaned IAW Manufacturer care/label instructions and be free of dirt and soil.
- b) STD: Contractor shall provide laundry services (i.e., wash, dry, press) and return within three (3) business days.
- c) STD: All items shall be dried with no signs of wetness IAW with Manufacturer care label/instructions.
- d) STD: Finished products shall be protected from any contaminants that would require items to be re-laundered.
- e) STD: All items that fail to meet quality standards shall be returned for re-laundering at no additional costs.
- f) STD: All items turned in for cleaning shall be completed within three (3) business days.

3.1.2 The Contractor shall provide laundry services for linens.

Performance Standards

- a) STD: All linens (sheets, pillows, pillowcases, mattress covers/pads, bedspreads and blankets) shall be laundered IAW Manufacturer care label/instructions and be free of dirt and soil.
- b) STD: All linens shall be dried with no signs of wetness IAW Manufacturer care label/instructions.

- c) STD: All finished linen shall be folded and bundled (ten (10) each sheets, ten (10) each pillowcases, five (5) each mattress covers/pads, five (5) each bedspreads, and five (5) each blankets).
- d) STD: Finished products shall be protected from any contaminants that would require items to be re-laundered.
- e) STD: All items turned in for laundry shall be completed within three (3) business days.

3.1.3 The Contractor shall provide Dry Cleaning Service.

Performance Standards

- a) STD: All dry cleaning of flags, bunting, ceremonial uniforms, chaplains' vestments, and OCIE of deceased Soldiers shall be conducted IAW manufacturer/care label/instructions and be free of dirt and soil.
- b) STD: Draperies accepted by the Contractor for processing shall be invoiced by the Contractor at the established rate per square foot. This price shall include appropriate processing, ironing, and delivery of the completed work to the Requiring Organization.
- c) STD: Coats, trousers or skirts of Dress Uniforms shall be pressed.
- d) STD: At training installation Fort Sill, dress uniforms shall be dry cleaned, pressed, and returned to the Unit Representative five (5) business days prior to the unit's scheduled inspection or graduation.
- e) STD: Finished products shall be protected from any contaminants that would require items to be re-laundered.
- f) STD: All items that fail to meet quality standards shall be returned for re-laundering at no additional costs.
- g) STD: All items turned in for dry cleaning shall be completed within three (3) business days.

3.1.4 The Contractor shall provide repairs to individual garments or organizational items within the Contractor's possession.

Performance Standards

- a) STD: The Contractor at their expense shall repair (minor snags, holes, open seams, replacement of buttons, and repair or replacement of broken zippers) or replace items damaged during the laundering process. Any existing damages discovered at the time of turn in shall be so noted on the laundry or dry cleaning ticket.
- b) STD: Thread, material, zippers and buttons of the same type, texture, manufacture quality, color, and colorfastness used for repair and replacement shall match and be equal to or better than those used in the manufacture of the article.
- c) STD: Claims for lost or damaged items shall be resolved within ten (10) business days following the date the claim is received by the Contractor.

3.1.5 The Contractor shall pickup/deliver linen at designated location(s) IAW Attachment PWS Section 8.2 Attachment 2. Pickup Delivery Schedule.

Performance Standards

- a) STD: The Contractor shall pickup and return all linen to designated locations IAW Attachment 2 in line-item bundles.
- b) STD: The Contractor shall maintain accountability of Government-owned items.

3.1.6 The Contractor shall provide Transportation Services.

Performance Standards

- a) STD: Pickup and delivery of laundry and dry cleaning during normal duty hours.
- b) STD: All cleaned laundry and dry cleaning items shall be transported separately from items to be cleaned and dry cleaned.
- c) STD: Vehicles shall be cleaned with germicidal cleaner after each working day.

4.0 Special Requirements.

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations for this effort.

4.1 Security and Safety.

4.1.1 Physical Security, Anti-terrorism & Operations Security.

4.1.1.1 Neither the Contractor nor any of its employees will disclose, or cause to be disclosed, any information concerning operations which could result in or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of operations. Additionally, the Fort Sill Public Affairs Office (PAO) is the only official spokesperson for the Installation. No information regarding performance of this contract will be released to the media without prior approval of the PAO, KO or their authorized representative(s).

4.1.1.2 Contractor shall secure and safeguard all Army property.

4.1.1.3 Upon notice to proceed date, the Contractor will request and obtain appropriate Government issued identification and badges required for personnel to access work locations. Specific Contractor security access requirements are outlined in the Contract Security Classification Specification, DD Form 254, and the respective Government Trusted Agent (TA) will be responsible for approving and facilitating Contractor acquisition of Contractor CACs and badges through the Contractor Verification System and local security offices. Temporary employees (employed 90 calendar days or less) will be allowed access if they have a visitors badge and comply with Installation policy. Once a Contractor is no longer eligible to perform work on a contract, the CAC must be turned in to the Government (e.g., Trusted Associate Sponsorship System (TASS) Trusted Agent). CACs cannot be transferred between contracts.

4.1.1.4 As requested by the KO/COR, the Contractor will remove, at no additional cost to the Government, any employee who endangers operational or national security. The Contractor is reminded that the Government has the right to exclude individuals from its facilities. If this action results in any employee being unable to perform his/her duties, the Contractor shall replace him/her at no additional cost to the Government.

4.1.1.5 The Contractor's employees will comply with applicable Installation/Facility access including local security policies and procedures (provided by the Government Representative). The Contractor shall also provide all information required for background checks to meet

Installation access requirements to be accomplished by the Installation Provost Marshal Office, Director of Emergency Services, or Security Office. The Contractor workforce will comply with all personal identity verification requirements. In addition to the changes otherwise authorized by the changes clause of 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.

4.2 Transition.

4.2.1 Phase In/Phase Out. To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board during the one (1) month phase in/ phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services noted in the Schedule and PWS. The Contractor shall, at a minimum: reconcile all property accounts, requisitions, and work in progress; clean-up Contractor work areas; provide for training of the successor's personnel on automated systems used in performance of the contract; and accomplish security debriefings in accordance with AR 380-5 and AR 380-40 for departing incumbent personnel holding security clearances.

4.2.2 GOCO One (1) week prior to the contract start date, concurrent formal inventories shall be performed jointly by the COR, successful Offeror and the outgoing Contractor. Parties to these inventories shall provide sufficient personnel to perform the inventories.

4.2.3 GOCO As each area is inventoried, the outgoing Contractor and incoming Contractor shall reconcile the inventory results. Within 48 hours after reconciliation is completed, the incoming Contractor shall review the results of the inventory, and reconciliation thereof. The incoming Contractor shall assume direct responsibility for the reconciled on-hand balances on the contract start date. Should the incoming Contractor take exception to any or all the balances or the way they were reconciled, a mutual effort shall be made within five (5) business days to resolve the conflict. If the conflict cannot be resolved to the Contractor's and the KO's mutual satisfaction, additional inventories of selected items or of entire areas may be required.

4.2.4 GOCO The Contractor and COR shall inventory Government property each contract year. Contractor shall provide custodial services in building 1802W.

4.3 Government Furnished Property and Services.

4.3.1 The Contractor shall be responsible and accountable for all Government laundry items from the time of pick-up until returned to the service point. The government will not provide any equipment, fuel, or personnel to the contractor for execution of this contract. Items to be laundered shall be picked up and returned on the next scheduled delivery/pick-up day. The Contractor shall use Government-furnished property provided in this contract only for the performance of the services provided herein. Upon completion or termination of the contract, government property shall be transferred to the incoming Contractor or the Government.

4.3.2 The Contractor shall be liable for the loss, damage or destruction except for fair wear and tear, of Government property. The Contractor shall repair or replace any item damaged while in his/her possession. Repairs or replacements shall be accomplished using supplies and materials of the same quality, color, texture and colorfastness as the original manufacturer. Claims for lost or damaged items of clothing shall be resolved within ten (10) business days following the date the claim is received by the Contractor.

4.3.3 The Contractor shall provide an annual report of Government property for which the Contractor is responsible in compliance with FAR 45.505-14.

4.4 Environmental Requirements.

4.4.1 The Contractor shall be knowledgeable of, and comply with, all applicable local, Installation, Federal and State Environmental laws and regulations (note: roads and highways are considered public thoroughways).

4.4.2 The Contractor shall use bio based cleaning products to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the COR.

4.4.3 The Contractor shall ensure their vehicles do not drip fuel, grease, oil or other environmentally hazardous components on the Installation. Where dripping occurs, the Contractor shall place drip pans to catch the dripping material and discard of it IAW 40 Code of Federal Regulation (CFR) Parts 262-268.

4.5 Quality.

This section describes the Quality Control components for this effort. The following sub-sections provide details of various considerations on this effort.

4.5.1 Quality Control.

4.5.1.1 Quality Control is the responsibility of the Contractor. The Contractor shall develop a QCP and maintain an effective Quality Control Program to ensure services are performed IAW the Indefinite Delivery Indefinite Quantity (IDIQ) contract and this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which the Contractor can assure himself/herself that their work complies with the requirement of the contract.

4.5.1.2 The finalized QCP will be accepted by the KO/COR at the time of the award.

4.5.1.3 The KO may notify the Contractor of required modifications to the plan during the period of performance. The Contractor then shall coordinate suggested modifications and obtain acceptance of the plan by the KO. Any modifications to the program during the period of performance shall be provided to the KO for review NLT ten (10) business days prior to the effective date of the change.

4.5.1.4 The QCP shall be subject to the Government's review and approval. The Government may find the QCP "unacceptable" whenever the Contractor's procedures do not accomplish quality control objective(s). The Contractor shall revise the QCP within ten (10) business days from receipt of notice that the QCP is found "unacceptable."

4.5.1.5 The Contractor shall be responsible for costs associated with any re-work that is due to incomplete, incorrect, or improper tasks performed by its personnel. The Contractor will implement a tracking system that accounts for its re-work separately from re-work that is not caused by the Contractor personnel.

4.5.1.6 The QCP shall include, as a minimum, the following:

4.5.1.6.1 A comprehensive program to plan and deliver quality services to the Government.

4.5.1.6.2 The personnel, either by name or position title, the Contractor intends to use for controlling quality, instructions, and the authority given to these Contractor personnel.

4.5.1.6.3 An inspection system covering all services required by this contract.

4.5.1.6.4 Methods for identifying deficiencies in the quality of services performed to prevent the level of performance from becoming unacceptable and address processes for corrective actions.

4.5.1.6.5 The Contractor shall comply with Federal, State, Local and Department of Health regulations, and the Center for Disease Control (CDC) and the Healthcare Infection Control Practices Advisory Committee (HICPAC) regulations.

4.5.2 Quality Assurance Surveillance Plan (QASP).

The Government will evaluate the Contractor's performance under this Task/Delivery Order IAW the Government's QASP. The Performance Summary (PRS) defines the criteria of how the Contractor's performance will be evaluated, the frequency of surveillance and the items to be inspected. The Government retains the right to evaluate all services required by the contract. The Government will perform inspections and tests in a manner that will not unduly delay the work.

5.0 Deliverables.

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Distribution</u>
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Execution of Laundry Services paragraphs 3.1 – 3.1.2.-3.1.3.4	At time of Award	One (1) each	Electronically in PLP, Post Laundry Program	The Contractor will return items to point at which they picked them up from. i.e. Laundry Bldg 1802W, Units, CIF, Ect.
Execution of Dry-Cleaning Services 3.1.3 – 3.1.3.4	At time of Award	One (1) each	Electronically in PLP, Post Laundry Program	The Contractor will return items to point at which they picked them up from. i.e. Laundry Bldg 1802W, Units, CIF, Ect.
Custodial Services 4.2.4	At time of Award	One (1) each	Electronically in MS Word	Will perform in Bldg 1802W. Submit initial plan to KO and COR
0004 – Organizational Chart (to include information) for the PM and their Alternate and Replacements IAW Paragraph 2.5.3.1	Ten (10) Business Days Prior to Contract Start Date or ten (10) Business Days prior to the start date of any Replacements.	One (1) each	Electronically in MS Word	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0005 – Antiterrorism Level I Awareness Training Certificates of Completion for each affected Contractor Employee and Subcontractor Employee IAW Paragraph 2.6.1.4	Within thirty (30) Calendar Days after Contract Award Date and within thirty (30) calendar days of completion of training by all employees and subcontractor personnel on a recurring annual basis.	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR and P & O at LRC Sill

0006 iWatch Training IAW Paragraph 2.6.1.4.1	Completed within 30 days of contract award and within 5 days of new employees commencing performance. Results shall be reported to the COR NLT 10 days after completion.	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR and P & O at LRC Sill
0007 OPSEC Training IAW Paragraph 2.6.1.4.2	Complete Level I OPSEC Awareness training within 30 days of their reporting for duty and annually thereafter.	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR and P & O at LRC Sill
0008 TARP Training IAW Paragraph 2.6.1.4.3	Complete training within 30 days of their reporting for duty and annually thereafter.	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR and P & O at LRC Sill
0009 Contractor Labor Hours (including Subcontractor Labor Hours) in the System for Award Management (SAM) IAW Paragraph 2.7.4	NLT October 31 of each Calendar Year.	One (1) each	Input into System for Award Management (SAM)	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0010 Name, Resumes, & Phone number of Project Manager & Alternate 2.5.3.2	NLT ten calendar days prior to the contract start date	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill

0011 Quality Control Plan 4.5.1	Time of Award	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0012 Key Control & Physical Security Plan	NLT ten calendar days prior to the contract start date	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0013 List of Contract Employees 2.6	On the 1st of every month.	One (1) each	Electronically	Submit to KO at MICC Fort Sill and to the COR and P & O at LRC Sill
0014 Training Records 2.6.1	Contract Specific	As required	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0015 GFP reports 4.3	Contract Specific	As required	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0016 Piece Rate Operation Report	5th working day of each month	As required	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0017 Daily Peace Rate Operation Report	Daily	As required	Electronically	Submit to KO at MICC Fort Sill and to the COR at LRC Sill
0018 Laundry and Dry Cleaning Reimbursement Earned and Monthly workload Data	5th working day of each month	As required	Electronically & attached to invoice in WAWF	Submit to KO at MICC Fort Sill and to the COR and P & O at LRC Sill

6.0 Related Documents.

6.1 Regulations, Applicable Directives, Publications.

AD 2014-05	Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors
AR 70-13	Management and Oversight of Service Acquisitions
AR 190-13	The Army Physical Security Program
AR 190-45	Law Enforcement Reporting

AR 190-51	Security of Unclassified Army Resources (Sensitive and Nonsensitive)
AR 210-130	Laundry and Dry Cleaning Operations
AR 525-13	Antiterrorism
AR 735-5	Property Accountability Policies
AR 710-2	Supply Policy Below the National Level
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)
DoD 4145-19-R	Storage and Materials Handling
DoDD 5500.7-R	Joint Ethics Regulation
DoDI 5000.72	DoD Standard for Contracting Officer's Representative (COR) Certification, and Defense Federal Acquisition Regulation Supplement
FIPS PUB Number 201-3	Personal Identity Verification (PIV) of Federal Employees and Contractors
HSPD-12	Policy for a Common Identification Standard for Federal Employees and Contractors
OMB Guidance M-05-24	Subject: Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors

7.0 Definitions and Acronyms

7.1 Definitions

7.1.1 Acceptable Quality Level (AQL). The maximum percent defective or the maximum number of defects per hundred units, or the number of defects that can be considered satisfactory on the average. It is also the allowable variance from a standard before the Government will reject a specific service.

7.1.2 Accountability. The obligation of the Contractor to be responsible for and to keep a system of records of all property in their possession.

7.1.3 Clean. Laundered articles are dry and free of visible soil, lint, and body, chemical and other objectionable odors. Spots and stains are removed where possible to do so without damaging the fabric.

7.1.4 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 Contractor.

7.1.5 Contracting Officer. A person with authority to enter, 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.

7.1.6 Contracting Officer's Representative (COR). An employee of the U.S. Government appointed by the KO 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 if 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.

7.1.7 Defective Service. A service output that does not meet the standard of performance associated with the PWS.

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

7.1.9 Dry. Laundered articles that are not wet; lacking natural oiliness or moisture; dry to the touch.

7.1.10 Dry Cleaning. Professional cleaning of clothes and other fabrics by immersion in dry cleaning (chemical) solvents and use of mechanical action. Dry cleaning may include pre-spotting and use of soaps and synthetic detergents required to remove soil and stains. All items received for dry cleaning shall be pressed in accordance with industry standards. The Contractor may subcontract dry cleaning work to existing commercial or institutional facilities engaged in this work.

7.1.11 Files/Records/Documents. Documentary materials, regardless of physical form or characteristic, created or received by the Contractor in pursuance of Federal Law or in connection with the transaction of public business.

7.1.12 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. 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.

7.1.13 Laundering. The process by which soiled fabric items are cleaned and treated, meeting or exceeding industry standards. The term includes cleaning by mechanical action in appropriate temperature water with solutions of detergents and other additives including water repellent treating, leaching, bluing, rinsing, chemical rinse (sour, fabric, softener, and any other agent for controlling the growth of micro-organisms such as molds and bacteria), starching, ironing, and pressing operations appropriate to the type of fabric and nature of soil.

7.1.14 Performance Work Statement (PWS). A document that accurately describes the essential and technical requirement for items, materials, or services, including standards used to determine whether requirements have been met.

7.1.15 Pick-Up Points. Physical locations where the Contractor shall pick up laundry and dry cleaning items.

7.1.16 Physical Security. Actions that prevent the loss or damage of Government property.

7.1.17 Quality Assurance Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

7.1.18 Quality Control. All necessary measures taken by the Contractor to assure that the quality of a product or service shall meet contract requirements.

7.1.19 Random Sampling. A sampling method whereby each service output in a batch has an equal chance of being selected.

7.1.20 Subcontractor. One that enters a contract with a Prime Contractor. The Government does not have privity of contract with the Subcontractor.

7.1.21 Workday. The number of hours per day the Contractor provides services in accordance with the contract.

7.1.22 Work Week. Monday through Friday, unless specified otherwise.

7.2 Acronyms

ACOR	Alternate Contracting Officer Representative
AR	Army Regulation
AQL	Acceptable Quality Level
AD	Army Directive
ASC	Army Sustainment Command
AT	Antiterrorism
CAC	Common Access Card
CDC	Center for Disease Control
CFR	Code of Federal Regulation
CONUS	Continental United States
COR	Contracting Officer's Representative
DA PAM	Department of Army Pamphlet
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DTM	Directive Type Memorandum
DX	Direct Exchange
FBI	Federal Bureau of Investigation
FIPS PUB	Federal Information Processing Standards Publication
FPCON	Force Protection Condition
FY	Fiscal Year

HICPAC	Healthcare Infection Control Practices Advisory Committee
HSPD-12	Homeland Security Presidential Directive-12
IAW	In Accordance With
IDIQ	Indefinite Delivery Indefinite Quantity
KO	Contracting Officer
LD&C	Laundry and Dry Cleaning
LRC	Logistics Readiness Center
NACI	National Agency Check with Inquiries
NLT	No Later Than
OCI	Organizational Conflict of Interest
OCIE	Organizational Clothing and Individual Equipment
OCONUS	Outside of Continental United States
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
PAO	Public Affairs Office
PM	Project Manager
PRS	Performance Requirement Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
SAM	System for Award Management
SJA	Staff Judge Advocate
STD	Standard
TA	Trusted Agent
TASS	Trusted Associate Sponsorship System
U.S.	United States
USA	United States of America

8.0 Performance Requirements Summary

Required Services	PWS Para	Performance Standards	Acceptable Quality Level (AQL)	Incentive/Remedy
The Contractor shall clean Organizational Clothing and Individual Equipment (OCIE) for authorized Customers.	3.1.1	<p>a) The following OCIE items (GFSU, Maternity coat and slacks, tactical/modular sleep system, etc.) shall be cleaned IAW Manufacturer care/label instructions and be free of dirt and soil.</p> <p>b) Items shall be packaged to provide ease of item</p>	90%	<p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to</p>

		<p>count and in a manner to preserve the sanitary condition of the finished work during all phases of handling and transit.</p> <p>c) All items shall be dried with no signs of wetness IAW Manufacturer care label/instructions.</p> <p>d) Finished products shall be protected from any contaminants that would require items to be re-laundered.</p> <p>e) All items that fail to meet quality standards shall be returned for re-laundering at no additional costs.</p> <p>f) All items turned in for cleaning shall be completed within three (3) business days.</p>		<p>Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conforming reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p>
The Contractor shall provide Laundry Services for linens.	3.1.2	<p>a) All linens (sheets, pillows, pillowcases, mattress covers/pads, bedspreads and blankets) shall be cleaned IAW Manufacturer care label/instructions and be free of dirt and soil.</p> <p>b) All linens shall be dried with no signs of wetness IAW Manufacturer care label/instructions.</p> <p>c) All finished linen shall be, folded and bundled (ten (10) each sheets, ten (10) each pillowcases, five (5) each mattress covers/pads, five (5) each bedspreads, five (5) each blankets).</p> <p>d) Finished products shall be protected from any contaminants that would require items to be re-laundered.</p> <p>e) All items turned in for laundry shall be completed within three (3) business days.</p>	90%	<p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p>

				Contractor and potential negative CPARS report
The Contractor shall provide Dry Cleaning Service	3.1.3	<p>a) All dry cleaning of flags, bunting, ceremonial uniforms, chaplains' vestments, and OCIE of deceased Soldiers shall be conducted IAW Manufacture/Care label/instructions and be free of dirt and soil.</p> <p>b) Draperies accepted by the Contractor for processing shall be invoiced by the Contractor at the established rate per square foot. This price shall include appropriate processing, ironing, and delivery of the completed work to the Requiring Organization.</p> <p>c) Coats, trousers or skirts of Dress Uniforms shall be pressed.</p> <p>d) At Training Installations(Forts Jackson, Benning, Leonard Wood, and Sill), dress uniforms shall be dry cleaned, pressed, and returned to the Unit Representative five (5) business days prior to the unit's scheduled inspection or graduation.</p> <p>e) Finished products shall be protected from any contaminants that would require items to be re-laundered.</p> <p>f) All items that fail to meet quality standards shall be returned for re-laundering at no additional costs.</p> <p>g) All items turned in for dry cleaning shall be completed within three (3) business days.</p>	90%	<p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conforming reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p>
The Contractor shall provide	3.1.4	a). The Contractor at their expense shall repair (minor	90%	Non-conforming services will result in non-conformance reports issued to

repairs to individual garments or organizational items.		<p>snags, holes, open seams, replacement of buttons, and repair or replacement of broken zippers) or replace items damaged during the laundering process. Any existing damages discovered at the time of turn in shall be so noted on the laundry or dry cleaning ticket.</p> <p>b) Thread, material, zippers and buttons of the same type, texture, manufacture quality, color, and colorfastness used for repair and replacement shall match and be equal to or better than those used in the manufacture of the article.</p> <p>c) Claims for lost or damaged items shall be resolved within ten (10) business days following the date the claim is received by the Contractor.</p>		<p>Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p>
The Contractor shall Pickup/Deliver Linen at Designated Location(s).	3.1.5	<p>a) The Contractor shall pickup and return all linen to designated locations IAW Technical Exhibit 2 in like-item bundles</p> <p>b) The Contractor shall maintain accountability of Government-owned items.</p>	90%	<p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p>

The Contractor shall provide Transportation Services	3.1.6	<p>a) Pickup and delivery of laundry and dry cleaning during normal duty hours.</p> <p>b) All cleaned laundry and dry cleaning items shall be transported separately from items to be cleaned and dry cleaned.</p> <p>c) Vehicles shall be cleaned with germicidal cleaner after each pickup.</p>	90%	<p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p> <p>Non-conforming services will result in non-conformance reports issued to Contractor and potential negative CPARS report</p>
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(If changes were made above for Paragraphs 3.1.1 to 3.1.3 then ensure PRS is updated to match.)

8.1 Technical Exhibit A -Workload Data Estimate

[LRCs will provide the pickup location(s), type items being serviced, type of service, and estimated quantity] Units can use their own **example** of the Workload Data.

Pickup/Drop off Location	Type item	Service	Quantity
Bldg xxxxx	Linen	Laundry	2xxx

8.2 Technical Exhibit B –Pickup/Delivery Schedule

[LRCs will provide the pickup location(s), type items being serviced, type of service, and estimated quantity]

Unit	BLDG #	Time	Day
A CO, XXX	2600A	0900 AM	Tuesday
1 st XXX	5991	1200 PM	Monday & Thursday

