

**PERFORMANCE WORK STATEMENT  
FOR COOKING HOOD AND EXHAUST VENT CLEANING SERVICES**

**1. DESCRIPTION OF SERVICES.** The contractor shall provide all management, tools, supplies, equipment and labor necessary to ensure that cooking hood and exhaust vent cleaning services are performed at Ellsworth AFB in a satisfactory manner.

**1.1 Summary of SERVICES.** The contractor shall inspect and clean the vertical and horizontal Type I (grease) cooking hoods and exhaust vent systems (See Appendix A) in accordance with NFPA Standard 96 **except 11.6.1.1.1 Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants to a minimum of 50 microns(0.002 in).** Authority having jurisdiction, (NFPA 96 - 3.2.2), Ellsworth AFB Fire Chief requires contractor to exceed NFPA 96 11.6.1.1.1 as follows. (Appendix C) Contractor shall ensure all hoods, fans ducts, and other appurtenances are clean and free of residual oil and grease. Contractor shall coordinate cleaning times with the facility manager. Any Type II hood system and associated duct work is not to be cleaned with high pressure water and wet chemicals. (See Appendix A)

**1.1.1.** Type II hoods ductwork is required to be cleaned using an alternate method to the wet chemical clean of sealed watertight ductwork associated with Type I hoods. Outside agencies may be required to accomplish this type of cleaning.

**1.1.2.** Contractor shall inspect hood and exhaust vent system before and after servicing and document all findings on the inspection checklist (Appendix B) IAW NFPA Standard 96. Pre-existing damage prior to starting work must be identified and documented through digital pictures with time stamp on the photo. The HVAC personnel and/or COR will inspect exhaust system within 5 business days after cleaning. If the exhaust system doesn't meet the requirements of this PWS the contractor will be required to re-perform the service as indicated in the service delivery summary (see PWS item 5). Notification will be through both phone and email. Re-performance work will be at no additional cost to the Government.

**1.1.3.** Exhaust vent system shall be clean and dry after the system is serviced. All kitchen equipment effected by the cleaning service shall be returned to original location and functional status. **Re-connect all services that were dis-connected.** Clean all kitchen equipment that was affected by contracted cleaning operations.

**1.1.4.** Perform operational tests on hood and exhaust vent systems prior to and after cleaning IAW NFPA Standard 96. Document system status on inspection report. The exhaust system shall be reassembled and returned to original functional status after cleaning service. Failure to return exhaust system to pre-inspection operational status of this PWS shall require the contractor to return exhaust system to pre-inspection operational status within 3 hours of notification (phone and email). Re-performance work will be at no additional cost to the Government.

**1.1.5.** Exhaust system shall be returned to original operational status per pre-inspection report (PWS 1.1.1) failure to return exhaust system to pre-inspection operational status of this PWS shall require the contractor to return exhaust system to pre-inspection operational status within 3 hours

of notification (phone and email). Re-performance work will be at no additional cost to the Government.

**1.1.6.** The Clean Water Act Section 304 (a) (4) and 44FR44501 classifies the grease fats, oils and grease as conventional pollutants and can no longer be cleaned on site. All filters will need to be cleaned offsite or utilize a filter exchange company. See Appendix C for cleaning / replacement of filters frequency.

**1.1.7.** Tests accomplished. Reports shall include a record of conditions before and after cleaning and completed operational tests and inspection results performed on each system. Contractor shall submit pictures of all components of exhaust system and kitchen equipment placement with time stamp in each the photo. Photos will include **before cleaning and after cleaning pictures**. Pictures will be sorted into individual folders per facility, each facility folder will have sub folders for before and after cleaning pictures. Photos shall be stored on a CD and delivered to the COR within three business days of cleaning the system.

**1.1.8.** Perform all work in strict accordance with the highest safety standards and applicable codes in order to eliminate the possibility of damage to installed machinery, equipment, personnel and building structures. All cleaning residue to include grease, oils, trash, soap and cleaning detergents will be removed from work site both inside and outside the facility when work is completed. Re-performance within 3 business hours of notification of valid defect at no additional cost to the Government.

**1.1.9.** After cleaning or inspection is completed, the contractor shall notify the COR immediately (normal business hours) or next business day of areas that were inaccessible or not cleaned. The contractor will provide a written report that also specifies reason for deviation of service.

**1.1.10.** All damage caused by the Contractor due to performance of cleaning operations shall be repaired or replaced by the contractor at no additional cost to the government within 15 calendar days after identification and/or notification. The HVAC personnel, CO and COR will inspect repairs to ensure system is returned to pre-inspection operational status.

**1.1.11.** Contractor shall provide and display on each hood system serviced a semi permeant label indicating the date the exhaust system was cleaned and the name of the company that provided the service.

**1.1.12.** Unscheduled cleaning is any cleaning other than the scheduled cleanings identified in Appendix A. Cleaning of hood exhaust system shall be started within 12 hours of notification of request. Contractor shall clean the exhaust system to the same standard and level of quality that is performed during routine cleaning.

## **2. GENERAL INFORMATION.**

**2.1 QUALITY CONTROL.** Contractor shall develop and maintain a quality program to ensure cleaning services are performed in accordance with the NFPA Standard 96 and other commonly accepted commercial practices. The contractor shall develop and implement procedures to identify and prevent defective services from reoccurring. As a minimum, the contractor shall develop quality control procedures that address the areas identified in paragraph 5, Service Delivery Summary. The COR shall have a specific company point of contact to notify in case of customer complaints.

**2.2 HOURS OF OPERATION.** Normal working hours will be based on the cleaning schedule that has been coordinated with the facility managers for the building to be cleaned. Days of service will be Monday through Friday unless otherwise approved by the COR. Majority of the buildings may be cleaned after normal work hours. Services after normal duty hours shall be coordinated through the government representative.

**2.2.1.** Bowling alley is closed on Monday afternoons and is available for service after 1330 on that day only.

**2.3 COORDINATIONS.** Only the Contracting Officer is authorized to request/change services under this contract. All coordination's shall be made through the COR at 385-2633 or 385 2623. All schedules shall be submitted to the government representative two weeks prior to the proposed schedule.

**2.4 INSPECTIONS.** All Hood and Exhaust Vent inspections shall be made by the 28 CES HVAC shop within 5 business days after cleaning. HVAC shop personnel will sign the completed inspection checklist (Appendix B) provided by the contractor.

## **3. SECURITY REQUIREMENTS.**

**3.1 Security Requirements.** At the end of each work period, all Government facilities, equipment, and materials shall be secured.

**3.2 Base Access and Passes.** Contractor personnel and vehicles must obtain appropriate Base passes. Contractor shall initiate the process at the Contracting Office and proceed to the Security Police Pass and ID located at the Visitors Center. The contractor shall enter and exit the base through the Commercial Gate located at the south side of the base. All base access shall be in accordance with "AFFAR Clause 5352.242-9000 Contractor Access to Air Force Installations" & in accordance with the READ ID Act of 2005. The contractor shall ensure the pass and identification items required for contract performance are obtained for employees and non-Government owned vehicles. An Installation Entry Authority List (IEAL) will be provided to the contracting office at contract award. The IEAL will include, at a minimum, the employee's name, birth date, and Driver's License Number, to include State of Issue. This list shall be updated when an employee's status or information change and new employees are hired.

**3.3 Identification of Contractor Vehicles.** Contractor vehicles must be marked on each side with company name with either permanent or semi-permanent/magnetic signage.

**3.4 Compliance with Laws and Regulations.** The contractor is subject to all base fire, safety and security regulations. The contractor shall obey all base, local, state and federal laws and regulations.

**3.4.1** All contractor employees who will be driving a vehicle on Ellsworth AFB shall always have a current driver's license with them. All contractor vehicles to be operated on Ellsworth AFB will have a valid state registration, vehicle, inspection, and insurance. Proof of Registration and vehicle insurance must be always physically available while the vehicle is on Ellsworth AFB.

**3.4.2** All Contractor employees that will be driving on Ellsworth AFB will follow base policy for driving on the installation. Please note there may be other items covered in the base policy that are not covered in this SOW and shall be obtained from the Security Forces personnel at the Visitor Control Center. It will be the Contractor's responsibility to ensure that their employees are familiar with base policy. The driver of contractor vehicles will be subject to corrective actions that are laid out in the base policy for violations, this can and will include suspension of driving privileges and possible banning from base for continued violations.

#### **4. GOVERNMENT FURNISHED PROPERTY AND SERVICES.**

**Utility Service.** The government will furnish the electricity, water, and sewage required to support this agreement.

**Base Maps.** Base maps shall be provided to the contractor to determine locations as required. Contact the COR (Cody Morris) at 385-2633.

**Security Police and Fire Protection.** The government will provide security police and fire protection to the extent necessary to ensure a secure and safe installation. The contractor shall adhere to the security and fire directives, instructions, and policies of Ellsworth Air Force.

**Emergency Services.** The contractor shall reimburse the government for emergency medical treatment and transportation if these services are required.

## 5. SERVICE DELIVERY SUMMARY.

Items	Performance Objective	PWS Para	Performance Threshold	Corrective Actions
1	Inspect and perform operational tests of hoods, vents, filters, ducts and exhaust Systems prior cleaning. Document status on report	1.1.1.	No more than 2 valid defects per month	Re-performance within one week of notification
2	Clean all contracted Hoods, vents, filters, ducts and exhaust Systems	1.1.2.	Zero valid defects per month	Re-performance within one week of notification
3	All kitchen equipment effected by cleaning service shall be returned to original location and functional status. Re-connect all services that were dis-connected	1.1.2.	Zero valid defects per month	Re-performance within 3 business hours of notification
4	Clean all kitchen equipment that was affected by contracted cleaning operations.	1.1.2.	valid defects per month	within one week of notification
5	Inspect and perform operational tests of hoods, vents, and exhaust system after cleaning.	1.1.3.	Zero valid defects per month	Re-performance within 3 business hours of notification
6	Exhaust system shall be returned to original functional status after cleaning service. (Refer to SDS item 1)	1.1.3.	Zero valid defects per month	Re-performance within 3 business hours of notification
7	Return exhaust system to pre-inspection operational status	1.1.4	No more than 2 valid defects per month	Re-performance within 3 business hours of notification
7	Submit accurate inspection reports, before and after photos within three business days. Photos must contain time/date stamp of all components of exhaust system and kitchen equipment placement.	1.1.5	No more than 1 valid defects per month	Re-performance within one week of notification
8	All cleaning residue to include grease, oils, trash, soap and cleaning detergents will be removed from work site both inside and outside the facility.	1.1.6	No more than 3 valid defects per month	Re-performance within 3 business hours of notification
9	After cleaning or inspection is completed, the contractor shall notify the COR immediately (normal business hours) or next business day of areas that were inaccessible or not cleaned and provide a written report that specifies reason for deviation of service.	1.1.7	No more than 2 valid defects per month	Re-performance within 2 business days of notification
10	All damage caused by the Contractor due to performance of cleaning operations shall be repaired or replaced by the contractor at no additional cost to the government	1.1.8	No more than 2 valid defects per month	Re-performance within 3 business hours of notification
11	All hoods serviced shall have a semi permeant label indicating the date the exhaust system was cleaned and the name of the company that provided the service	1.1.9	No more than 1 valid defects per month	Re-performance within one week of notification
12	Begin all unscheduled cleanings within 12 hrs. of notification	1.1.10.	Zero valid defects per month	within 2 business hours of notification
13	Clean/replace filters as described in Appendix C	1.1.16	No more than 2 valid defects per month	Re-performance within 3 business days of notification

## 6. APPENDICES.

### A. Estimated Workload Data / Hood Description

### B. Inspection Checklist

### C. Additional Hood Filter Replacements

#### APPENDIX A ESTIMATED WORKLOAD DATA / HOOD DESCRIPTION

**Type I Hood:** Type I hoods, also sometimes called grease hoods, are designed to remove heat, smoke, condensation, and grease from commercial kitchens. These are used over cooktops, deep fryers, grills, and ranges, as well as any other cooking equipment that's likely to produce grease-laden vapors. Type I hoods include baffle-style hood filters that help capture and contain grease, limiting how much reaches the ductwork of the exhaust system. The ductwork associated with Type I hoods are welded sealed type ductwork designed to not leak liquid.

**Type II Hood:** Often called condensate hoods, Type II hoods mitigate heat, steam, vapors, odors, and moisture common in commercial kitchens. It's important to know that a Type II hood can't be used where grease-laden vapors are produced. This type of hood is commonly installed over commercial dishwashers, and depending on local codes, it may also be used over light-duty ovens, toasters, hot dog cookers, rice cookers, pasta cookers, and steam tables. The ductwork association with this Type II hoods are not sealed and are not to be cleaned with high pressure water and wet chemicals to prevent potential damage to surrounding drywall and equipment.

BLDG NO.	BUILDING NAME	TYPE	No. of Hoods per system	FREQUENCY					# of Jobs per year
8003	CDC	Wet Chemical	1	Annually	NOV				1
2106	Raider Café Set 1	Wet Chemical	4	Quarterly	NOV	FEB	MAY	AUG	16
2106	Raider Café Set 2	Wet Chemical	3	Bi-annual	NOV			AUG	12
2106	Raider Café Set 3	Wet Chemical	4	Annually	NOV				4
4020	Tia Gabby's	Wet Chemical	1	Quarterly	NOV	FEB	MAY	AUG	4
4020	Unknown Business Name	Wet Chemical	1	Quarterly	NOV	FEB	MAY	AUG	4
4500	Bandit Lanes	Wet Chemical	1	Quarterly	NOV	FEB	MAY	AUG	4
5903	Dakota's Club	Dry Chemical	4	Bi-Annual		FEB		AUG	16
As Needed	Emergency Cleaning	Wet/Dry	1	NA			As Needed		2

**APPENDIX B INSPECTION CHECKLIST  
HOODS AND DUCTS CLEANING  
SERVICES**

<b>BLDG NO.:</b> _____	<b>BUILDING NAME:</b> _____	<b>DATE OF SERVICE:</b> _____
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NO.	INSPECTABLE ITEMS	A	U	N/A
1.	Ensure that no flammable solvents or other flammable cleaning aids are used.			
2.	Ensure all hoods, grease removal device, fans ducts, and other appurtenances are clean and free of residual oil and grease. Take photo's of system before and after. In accordance with PWS 1.1.1.			
3.	Ensure the exhaust system is not coated with powder or other substances.			
4.	Verify that the blower motors and blower hoods have been cleaned and that belts have been adjusted as required.			
5.	Ensure that all electrical switches have been turned back on or reconnected as required.			
6.	Make sure that any dirt, debris, or damage caused by the contractor is cleaned and repaired to your satisfaction.			
7.	Ensure that all hood filters have been cleaned and free from grease and/or dirt.			
8.	Ensure exhaust assembly, catch pans, fan blades, motor housing, vents and all duct work are clean to include roof surrounding areas.			
9.	Ensure that fire suppression systems has not rendered inoperable during the cleaning process.			
10.	Ensure within the kitchen area a label indicating the date the exhaust system was cleaned and the name of the company that provided the service. Note: This document should also indicated areas not cleaned.			

A - Acceptable

U- Unacceptable

N- Not Applicable

REF: PWS for levels of service

REMARKS:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME OF CONTRACTOR

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME OF COR or HVAC rep

**APPENDIX C ADDITIONAL HOOD FILTER REPLACEMENTS**

<b>Bldg. No.</b>	<b>Building Name</b>	<b>No. of Filters Per Task</b>	<b>Frequency</b>	<b>No. of Filters Per Year</b>
2106 Set 1	Raider's Cafe	22	Oct - Sep	176
2106 Set 2	Raider's Cafe	16	Nov, May	32
2106 Set 3	Raider's Cafe	19	Nov, May	38
4020	Tia Gabby's	1	Oct-Sep	72
4020	Unknown Business Name	1	Oct-Sep	56
4500	Bandit Lanes	1	Oct-Sep	48
5903	Dakota's Club	24	Nov, May	48