

**Performance Work Statement
Environmental Tank Testing Requirements and Repairs
16 June 2023**

1. Objective

The contractor shall provide all management, tools, materials, equipment, labor, and all other services necessary to provide storage tank testing services and repairs as identified in this Performance Work Statement.

2. Background:

This statement of work relates to performing all required equipment testing on storage tank systems due to environmental regulations and associated permits/registrations. Requirements include regulatory compliance testing and repairing defects or issues with storage tank and associated equipment, that are sometimes found during compliance testing.

Dover AFB has the following locations with known environmental testing requirements of the storage tank systems.

- a. AAFES Gas Station – two registered underground storage tanks with Stage I vapor recovery, electronic line leak detection system and Veeder-Root automatic tank gauge (ATG)
- b. AGE Gas Station – three registered underground storage tanks with electronic line leak detection system and ATG
- c. Government Gas Station – two registered aboveground storage tanks with underground piping and one Stage I vapor recovery system on the gasoline dispensing tank
- d. E-85 Tank and Dispenser – one registered aboveground storage tank with Stage I vapor recovery system

These systems are all subject to annual and triannual compliance testing as required by federal and state of Delaware regulations. The testing contractor must be certified in the state of Delaware (see attached lists on page 6-7) to ensure working capacity in association with their specific permits or written federal and state regulations.

3. Description of Service:

- a. **Testing** - The contractor shall provide Dover AFB with the required testing to ensure permit conditions are met and compliance with federal and state regulations. The annual testing includes vapor recovery testing at three of the four sites (not required at AGE), UST system compliance testing such as spill bucket integrity testing, underground piping integrity testing, and electronic leak detection system testing at the two underground storage tanks systems. Costs for systems with UST compliance testing, leak detection testing and/or vapor recovery testing should be separated per the respective category (i.e. line testing associated with vapor recovery testing would be included in the vapor recovery testing costs, line testing associated with UST testing should be included in the UST compliance testing, etc.). Triannual compliance testing consists of any test required by the state or Delaware to be performed every three years (i.e., overfill prevention devices, dispenser, and tank top sumps integrity testing, etc.). Any labor rate costs should be included in those required testing.

b. Repairs/Maintenance - Contractor shall troubleshoot any systems that failed pending the identification of an error or decreased working capacity based on issues pertaining to the environmentally required equipment. Contractor shall provide a quote to respond to each system. Labor rates should be included in their lump sum cost.

4. Required Certifications

- a. Contractors must be Delaware Certified Vapor Recovery System Testing Contractors and Delaware Certified UST Retrofit Contractors to accomplish tasks identified in this performance work statement.
- b. Certifications will be submitted with proposals and upon award of contract.
- c. Certifications must be held for lifetime of BPA.

5. GENERAL BASE INFORMATION

a. **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 Contracting Officer (CO). When the contractor's work schedule conflicts with an Air Force mission requirement, advise the CO and reschedule the work to minimize disruption.

b. **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

6. 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.

7. SECURITY.

a. 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.

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

c. 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).

d. 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.

e. 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.

f. 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.

8. OPERATIONAL SECURITY (OPSEC)

a. 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.

b. 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 (Trifold 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).

9. 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.

10. CONTRACTOR BADGE POLICIES.

- a. 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 approval IAW OPlan 31-101. As a minimum the ORM will be submitted 10-days prior to the requested date of employment.
- b. All contractor employees who'll 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 CBI.
- c. DAFB Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to 436 SFS, Pass and Registration for destruction. Also 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, immediately contact the 436 SFS, Pass and Registration office. 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 436 SFS, Pass and Registration office and submit a new request for badge before a new badge can be reissued.
- d. Base Contracting Office or base point of contact will immediately notify 436 SFS, Pass and Registration when a contractor's employment has been terminated. The 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 Office.

11. INSTALLATION ACCESS.

- a. The contractor shall obtain personal contractor identification badge for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto Dover AFB from 436 SFS, 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 DAFB Main Base, Military Family Housing 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.
- b. During Force Protection Condition (FPCON) Normal and Alpha, personnel without base

issued badges must be sponsored onto the installation.

c. During FPCON Bravo, Charlie and Delta, personnel without base issued identification shall be physically escorted onto the installation.

d. During Higher FPCONs (Charlie and Delta) the base will normally curtail non-essential operations/functions; access by non-essential Contract operations will be suspended as the direction of the Installation Commander.

