

**PERFORMANCE WORK STATEMENT**

**CLEAN EXHAUST HOODS & DUCTS  
IN 341<sup>st</sup> CIVIL ENGINEERING SQUADRON-MAINTAINED FACILITIES  
MALMSTROM AIR FORCE BASE & THE MISSILE COMPLEX, MONTANA**

**31 July 2023**

**1. DESCRIPTION OF SERVICE.** The contractor shall provide all personnel, equipment, tools, materials, vehicles, supervision and services necessary to clean exhaust hoods, adjoining ducts and all equipment related to the exhaust systems in a satisfactory manner. All exhaust hoods, ducts, and related equipment are located within Civil Engineering Squadron (CES)- maintained facilities at Malmstrom Air Force Base (MAFB), Montana and the Missile Alert Facilities (MAFs) in the surrounding Missile Complex. The contractor shall perform to the standards in the contract as well as all Federal, State, local, and commercial standards. The contractor shall follow the cleaning schedule in Appendix A.

**1.1. Basic Services.**

**1.2. Cleaning.** The contractor shall clean hoods and ducts systems in accordance with (IAW) National Fire Protection Association (NFPA) 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operation, OSHA, Air Force Technical Orders (TOs), DAFMAN 91-203, manufacturer's requirements, and local, state, and federal laws.

**1.2.1. Property Protection.** The contractor shall take all necessary precautions to protect Government and private property. Damage caused by the contractor shall be repaired to the satisfaction of the Contracting Officer (CO) or designated representative without additional cost to the Government.

**1.2.2. Qualifications/Certifications.** The contractor shall have at least one employee that is certified on site at all times. All additional employees, performing hood and duct cleaning, must be supervised by a certified employee. A copy of the current certificates of all employees providing services under this contract shall be submitted with the proposal. After award of the contract, the certificate must be kept updated and current with the Fire Prevention Office (FPO) and the Government Program Manager (PM) assigned.

The following are approved certifications from accredited kitchen exhaust cleaners' associations:

- International Kitchen Exhaust Cleaning Association (IKECA);
- Certified Hood and Duct Cleaning Association (CHDCA);
- Phil Ackland Certification (PAC); and
- National Air Duct Cleaners Association (NADCA).

**2. SCHEDULING.**

**Main Base:** The contractor shall schedule with the FPO/PM at least five (5) business days before commencing work.

**MAF's:** The contractor shall schedule with the FPO/PM at least thirty (30) calendar days before commencing work. FPO/PM has final approval of work schedules. Appendix A indicates the location (with the exception of the MAFs) and frequency of all exhaust hoods and ducts to be serviced.

Appendix B indicates the locations and the mileage to each MAF from MAFB.

**2.1. Facility Manager (FM).** FPO/PM will work with the appropriate FM to ensure timely cleaning and ensure the cleaning does not interfere with daily activities of the facility.

**2.1.1. Base Access.** Access to MAFB will require an Entry Authorization List (EAL) to be submitted for each employee for a security clearance. Access to the MAFs requires additional paperwork and may take up to 6 weeks for access. See Paragraph 6 for more information.

**2.1.2. Rescheduling.** In the event rescheduling is necessary; the contractor shall give the FPO/PM 48 hours' notice. The contractor shall notify the FPO/PM if the monthly cleaning schedule cannot be met and shall reschedule so that work is completed within 15 days after the originally scheduled date.

**2.1.3. Government/Security Delays.** Should the CO determine that the Contractor incurred a work stoppage or could not begin work as scheduled, and that the stoppage or delay was caused by the Government, after 30 minutes, the Contractor will be paid for delays which result in verifiable loss of progress. Such costs shall include crew, labor, and equipment time lost during normal work hours and shall not include evenings, Saturdays, Sundays, Winter Exclusion, or Federal Holidays. Government Delays shall be paid by the Crew-Hour (CH), in 15-minute increments, under CLINs 0019, 1019, 2019, 3019 or 4019. The Government estimates that 10 hours of Government Delays may be incurred at the MAFs.

**2.2. Reports and Records.** The contractor shall provide an invoice for all services rendered within the respective month in Wide Area Workflow (WAWF) following the accepted service(s). The contractor shall attach a copy of the Contractor Cleaning Report (2.2.2) and the FPO Hood and Duct Cleaning Checklist (2.2.1).

**2.2.1. Inspection and Reports.** Upon completion of cleaning and before leaving each facility or site, the contractor shall contact the FPO/PM or the 911 dispatch center for final inspection. The contractor shall remain on site until the FPO/PM completes acceptance inspection. The FPO/PM will inspect the contractor's work in accordance with NFPA 96 and provide the contractor and the FM with a copy of the FPO Hood and Duct Cleaning Checklist.

**2.2.2. Contractor Cleaning Report.** The contractor shall create a Contractor Cleaning Report which shall include, but not limited to the following information:

- Building number,
- Location of the exhaust hood,
- Type of hood, exhaust fan(s), ductwork,
- Items cleaned (such as filters, ducts, drip pans, fan blades, wiring, access panels etc.),
- Name of company,
- Address,
- Name of person performing cleaning/work,
- Date of cleaning,
- Description of any discrepancies found during cleaning (such as any nonworking parts, repairs needed, NFPA or Codes violations)

**2.2.3. Submission of Reports.** Copies of the Contractor Cleaning Report, and any other related documentation, of each facility shall be submitted to the Fire Inspection Office and the respective FM no later than three (3) business days following the day of service.

**2.2.4.** The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields at <http://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the CMRA help desk.

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

Performance Objective	PWS Section	Performance Threshold
Perform Scheduled cleaning in accordance with the established schedule.	2. and Appendix A	No more than 1 missed cleaning monthly.
Provide Contractor Cleaning Report to FPO/PM and the FM within 3 business days.	2.2.3	0 Deficiencies permitted.
Comply with DAFMAN 91-203 and NFPA 96 requirements.	1.2.	0 Deficiencies permitted.

### **3.1. Performance Assessment.**

**3.1.1. 100% Surveillance Inspections.** The FPO/PM will conduct a 100% surveillance inspection of work requirements and services for subject contract. After the completion of each scheduled cleaning on MAFB and before leaving the site, the Contractor shall contact the FPO/PM for surveillance inspection. The FPO/PM will attend the cleanings conducted at the 15 MAF's and will be available to conduct the surveillance inspection upon completion. The inspector will document and sign off inspection results on locally developed FPO Hood and Duct Cleaning Checklist. The inspector will inform the contractor of inspection results and any unacceptable result shall require re-performance at no additional cost to the Government. The contractor will be provided with a copy of FPO Hood and Duct Cleaning Checklist. Any unsatisfactory inspection (defect) result shall be reported to the CO. Exceeding the performance threshold limitations for any performance objectives may result in a warning or letter of concern from the CO. Exceeding the performance threshold limitations of the performance objectives may constitute an immediate Progress Meeting with the Multi-functional Team. All remedies

shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

**3.1.2. Customer Complaints.** The FPO/PM will receive and investigate complaints. The CO shall make final determination of the validity of customer complaint(s) in cases of disagreement with the FPO/PM and the contractor. Validated customer complaints shall be re-performed after notification by the FPO/PM.

**3.1.3. Periodic Progress Meetings.** The contractor, CO, FPO/PM and other Government personnel may periodically meet to discuss the contract performance. The following issues may be discussed; opportunities to improve the contract, any contract modifications required, unsatisfactory inspections, customer complaints and quality control measures taken by the contractor to ensure performance requirements continue to be met. The contractor and the FPO/PM will identify unsatisfactory inspections, customer complaints and favorable and/or unfavorable trends. The FPO/PM and Contracting will share the responsibility of writing the meeting minutes. The minutes will be signed off by the CO and others as deemed appropriate. The minutes will be distributed to the contractor and a copy will be kept in the official contract and the FPO/PM files. Should the contractor not concur with the minutes, the contractor will provide a written notification to the Contracting Office identifying areas of non-concurrence for resolution.

**4. GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The Government will not provide any facilities or storage space for the contractor's use under this contract.

**4.1. Government Utilities.** The Government will furnish electricity and water for the contractor's use incidental to contract performance at the location being serviced. The contractor shall instruct employees in utility conservation practices and operate under conditions that preclude the waste of utilities.

**4.2. Contractor-Furnished Property, Equipment and Services.** The contractor shall furnish all personnel, vehicles, and equipment required to perform all contract requirements, including any ladder needed for roof access.

## **5. GENERAL INFORMATION.**

**5.1. Quality Control.** The contractor shall develop, submit and maintain a Quality Control Plan to ensure that all services are performed IAW the contract, federal, state, local requirements and commonly accepted commercial practices and standards prior to the contract start date. Contractor records shall be kept and made available to the Government throughout the contract performance periods.

**5.1.1. Quality Control Manager.** The contractor shall appoint and submit the name and contact information of the Quality Control Manager prior to the contract start date. The Quality Control Manager shall ensure daily operations are on schedule and completed within specified timelines. Contractor quality control procedures and practices shall be independent from the Government quality control surveillance/inspections.

**5.2. Quality Assurance.** The Government shall inspect and evaluate the contractor's performance to ensure services are received IAW requirements set forth in this contract. The FPO/ PM will evaluate the contractor's performance through 100% surveillance inspections, investigating customer complaints and conferring with FM's to determine if performance meets the standards. Results of the surveillance inspections become the official Air Force record of the contractor's performance. When a performance threshold has not been met the FPO/PM will initiate and provide the CO a Contract Discrepancy Report (CDR), DD Form 2772, for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the CO.

**5.2.1. Government Observations.** FPO/PM, CO's, Contract Administrators, Building Managers, Inspectors General, and Air Force Audit Agency personnel are authorized to observe contractor performance. These individuals may not interfere with contractor performance.

**5.3. Hours of Operation.** Normal hours of operation for facilities under this contract vary due to the usage and services provided. The contractor must be able to perform a flexible schedule that may include working weekends to complete all work required under this PWS. See Section 2.

**5.3.1. Federal Holidays.** Unless required by the CO, the contractor shall not provide routine services on the following holidays recognized by Malmstrom AFB.

- 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
- Juneteenth – 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 Nov
- Christmas Day – 25 December

**5.3.2. Base Closures.** Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be coordinated with FM's and accomplished as soon as possible after reopening the base.

**5.3.3. Honoring the Reveille/Retreat:** This is to inform you that the Reveille will be played at 0700 daily and the Retreat will be played at 1630 daily on MAFB. During those times, patriots will stop their cars to show respect for all the men and women of the Armed Forces. All entry lanes at the gates will stop to avoid additional traffic build up; lanes exiting the base will remain open. Drivers must remain alert at all times and stop when the Reveille/Retreat begins. Play time is approximately 2.5 minutes.

**6. SECURITY REQUIREMENTS.** The contractor shall obtain identification cards and base passes for all employees and vehicles. Applications shall be coordinated through the CO or Government office designated by the CO. At time of application, Security Forces may conduct a background check on contractor employees. Upon termination of employment, the contractor shall ensure the employee returns identification cards and base passes to Security Forces within 24 hours.

**6.1. Main Base.** The contractor will be required to submit an Entry Authorization List (EAL) of personnel with full name, social security number, date of birth, driver's license number and

state of issue, height, weight, eye color, hair color, sex and residence address as it appears on employee identification card. The EAL form will be provided by the Government upon award. The completed EAL shall be submitted to the Contracting Office no later than 4 business days after award. The security clearance for the base will take a minimum of 5 business days. The contractor shall comply with all established Air Force regulations and Malmstrom security policies and procedures. Security and base access requirements are contained in clause 5352.242-9000 "Contractor Access to Air Force Installations". Contractor employees will be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial vehicle access to the base are subject to change without prior notice.

**6.2. Missile Field Complex.** Work to be accomplished by this contract is also located at various Missile Alert Facilities (MAFs). Comprehensive security requirements must remain in effect at all times. The continued protection of U.S. Air Force personnel and resources is paramount. Action of USAF security forces shall take precedence during times of emergencies and/or mission operations. For individuals requiring access to the MAFs, the Contracting Officer will submit the approved base EAL to Missile Engineering for further security clearance. The Missile Field Complex EAL submission request and any changes will require a minimum of fifteen (15) business days before individuals may be granted site entry. For actual site entry, each individual shall have two forms of identification. One form of identification shall have the individual's picture, name (typed or printed) and match the EAL explicitly. The second form of identification can be anything with the individual's name and signature. Upon arrival at the MAF, contractor personnel will contact the Flight Security Controller (FSC) using the gate intercom phone and inform him of their presence at the security gate. Contractor personnel must remain outside the security fence in or near their vehicle until the arrival of the Government escort/inspector. Upon arrival, the escort will require positive identification, each day, of all personnel requesting entry to the MAF. If a contract personnel are not listed on the EAL, or cannot provide proper identification, they will not be permitted on site. Personnel must always be escorted within the perimeter fence. Initial entry may take up to 30 minutes and will not be considered a delay. After initial entry, contractor exit will be granted after notifying the escort. The contractor shall develop an information program to ensure that personnel assigned to work in the affected security areas are briefed thoroughly on all security requirements. Security Forces will assist the contractor with this program. Follow-up briefings should be given to personnel as needed throughout the contract period. The 341st Missile Wing Commander, Malmstrom AFB, Montana, retains the authority to refuse entry to any person.

**6.3. Anti-Terrorism (AT) Awareness Training.** In accordance with DoDI O-2000.16v1\_AFI 10-245-O, Antiterrorism (AT) Program Implementation, ensure Level I - AT Awareness Training is completed by all contractors within 30 days of requiring access, and annually thereafter. The training will be provided by the government. The objective of the training is to provide personnel with requisite knowledge necessary to remain vigilant and enable employment of AT tactics, techniques, and procedures.

**6.4. Force protection Condition (FPCON)** Contractor personnel are required to abide by all real-world Force Protection Condition (FPCON) measures, random anti-terrorism measures (RAMs), shelter-in-place orders, evacuations and lock-down notices as directed. Examples include mandatory badge or ID checks, facility single points-of-entry and searches of hand carried items.

**7. SAFETY REQUIREMENTS AND REPORTS.** The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of required Accident Investigation Reports to the CO within five calendar days of each occurrence. The contractor shall comply

with all State and Federal OSHA and NFPA 96 requirements at all times. Care shall be exercised in operation of vehicles and other equipment on the site. The contractor shall provide required safety barriers and equipment. Ladders, scaffolding and other equipment shall not be left unattended at the job site.

**8. ENVIRONMENTAL CONTROLS.** The contractor shall be knowledgeable of and comply with all applicable Federal, State, Interstate, and local laws and permits, regulations, and requirements regarding environmental protection. This includes Air Force regulations, operating procedures and permit conditions. Contractor operations are subject to environmental compliance inspections without notice. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect.

**8.1. Clean-up.** The contractor shall take all necessary precautions to protect Government and private property. Damage caused by the contractor shall be repaired to the satisfaction of the Contracting Officer or designated representative without additional cost to the Government. The wastewater shall be disposed of through drains that have grease traps or grease interceptors to capture the grease. Disposing of water through the floor drain, in most facilities, is an acceptable method of disposal. The contractor shall verify with the FM. Contractor shall ensure the site is returned to the same conditions it was in prior to the start of work.

**8.1.1. Protection of Property:** The contractor shall leave the work area in a clean and safe condition and in the same condition the facility was in prior to cleaning hoods. The contractor shall dispose of all waste and materials that was accumulated at their own expense and IAW federal and state law.

**8.1.2. Hazardous Material Identification.** SDSs are required as specified in the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract) for any other material designated by a government technical representative as potentially hazardous and requiring safety controls. SDSs must be submitted by the Contractor upon contract award. Failure to provide SDSs or certificate when requested could result in the Contractor being considered non-responsive and result in termination of the contract.

**8.1.3. Hazmat.** The Government (HAZMART personnel) will inventory all chemicals that the contractor brings on to Malmstrom AFB. Any products that meet the criteria of "Hazardous Material" must be bar coded and tracked until permanently removed from Government property. The inventory will be performed prior to commencement of work. Criteria for identifying hazardous material, is contained in AFMAN 32-7002.

**8.1.4. Spill Response.** The contractor will be briefed on Malmstrom AFB spill response procedures at the pre-performance conference. The contractor is responsible to report and promptly cleanup all spills in a manner consistent with current environmental regulations, in the event that it is necessary to utilize Government material, equipment or personnel to clean up a contractor caused spill, the contractor shall be required to reimburse the Government for all associated costs.

**8.1.5. Hazardous Material/ Waste Management.** The contractor will be briefed on Malmstrom AFB Hazardous Material / Waste Management Plan at the pre-performance conference.

**8.1.6. Hazardous Material Handling.** The contractor shall have approval from the base Environmental section prior to purchasing, handling, using, and storing any chemicals, solvents, lubricants, and other products that require MSDSs. The contractor shall identify these materials and



products on Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS) generated Air Force Form 3952 Chemical/Hazardous Material Authorization Request Form. The contractor shall provide one copy of the MSDSs for each item to Environmental section for review prior to any chemicals being brought onto Malmstrom AFB. The contractor shall maintain one copy of the MSDSs for each hazardous material line item used within the work center.

The contractor shall not use products that are or contain Extremely Hazardous Substances (EHS), Ozone Depleting Substances (ODS), and/or Persistent Bio accumulative and Toxic (PBT) chemicals. Any HM containing one of these banned substances will not be allowed on base.

**8.2. Environmental.** The contractor shall appoint a primary and alternate HAZMAT and Hazardous Waste monitor. Monitors are responsible for training all contractor personnel regarding hazardous material containers maintained within Malmstrom AFB and MSDSs immediately upon receipt of new chemicals, products, or materials. The contractor shall submit MSDSs to HAZMART as required.

## **9. FACILITY DESCRIPTIONS.**

**9.1. Fire Station/MAFs.** The Fire Station kitchen size, design and exhaust hood is similar to the 15 MAFs. The exception being the Fire Station kitchen has a wall mounted exhaust hood and the MAFs' exhaust hood is centered on the room with 360 degrees access. The roof access is external and may be gained by a contractor-supplied ladder. The MAFs have sloped roofs with asphalt shingles. The Fire Station has a flat roof with rubberized membrane roofing.

**9.2. Chapel/Child Development Center (CDC).** Both facilities have flat roofs. The Chapel's roof access is on the exterior of the building and is accomplished by a contractor-supplied ladder. The CDC has an internal ladder which drops down from the attic.

**9.3. Dining Facility.** The Dining Facility has four hood systems - two over the serving lines (hood systems #1 and #3) and two in the back kitchen (#2 and #4). The roof access is a staircase in the loading dock area.

**9.3.1. Hood #1** is located over the grill on the front line, East side.

**9.3.2. Hood #2** is located above the fryers in the back kitchen. This hood has a hood self- cleaner installed.

**9.3.3. Hood #3** is located on the front line, West side.

**9.3.4. Hood #4** is located in the back kitchen, West side.

**9.4. Miscellaneous.** The contractor will have access to an interior water source. Most facilities have utility sinks. All facilities have exterior hose bibs for water.

**Appendix A**  
**CES-MAINTAINED FACILITY CLEANING SCHEDULE**

Malmstrom AFB Montana													
Building #	Agency	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
349	Fire Station					X						X	
1075	Elkhorn Dining Facility, Hood #1		X		X		X		X		X		X
1075	Elkhorn Dining Facility, Hood #2	X			X			X			X		
1075	Elkhorn Dining Facility, Hood #3	X			X			X			X		
1075	Elkhorn Dining Facility, Hood #4				X						X		
1199	Chapel					X						X	
4100	Child Development				X						X		
Multi	Missile Alert Facilities x 15						X						X

## Appendix B

### MISSILE FIELD MILEAGE

<u>FACILITY</u> <u>Y</u> <u>(MAF)</u>	<u>LOCATION</u>	<u>Distance from Malmstrom main base</u> <u>(mi.)</u>
A-1	E of Belt	27
B-1	NE of Geyser	51
C-1	E of Stanford	64
D-1	NE of Denton	98
E-1	W of Suffolk	135
F-1	N of Augusta	67
G-1	W of Simms	52
H-1	NW of Fairfield	47
I-1	SE of Ulm	51
J-1	E of Power	40
K-1	N of Harlowton	123
L-1	N of Judith Gap	103
M-1	E of Moore	94
N-1	W of Lewistown	122
O-1	E of Roy	139

**Appendix C**  
**ROOF TYPE and ACCESS**

<b>CES-Maintained Facilities with Exhaust Hoods</b>		
<b>Facility</b>	<b>Type/Pitch</b>	<b>Access to Roof</b>
Fire Station - Bldg 349	Flat Roof w/ parapet edge	Contractor supplied ladder
Chapel - B1199	Flat Roof (above kitchen) w/ parapet edge	Contractor Supplied Ladder
Child Dev Ctr - B4100	Flat Roof w/ parapet edge	Contractor Supplied Ladder
Missile Complex      MAFs	Pitched Asphalt Shingle Roof	Contractor Supplied Ladder
Elkhorn Dining Facility	Flat Roof w/ parapet edge	Interior Stairs