

**PERFORMANCE WORK STATEMENT
FOR
QUALITY CONDITIONING CHAMBERS
(QEF) PREVENTATIVE MAINTENANCE,
CALIBRATION, & EQUIPMENT REPAIR
PINE BLUFF ARSENAL**

June 1, 2022

1. GENERAL INFORMATION: 1.1 Overview: This is a non-personal services contract to provide semi-annual preventative maintenance and calibration services on QEF conditioning Chambers F-40-CHMV-705-705 (serial number 35119 and SM-32-3800 (serial number 34539) as described in this Performance Work Statement (PWS) at Pine Bluff Arsenal (PBA). The U.S. Government (USG) shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be solely accountable to the Contractor; who, in turn is responsible to the USG.

1.2 Description of Services: The contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the services defined in this PWS except for those items specified as USG furnished property and services. The contractor shall perform to the standards in this contract. The Contractor shall follow the appropriate OSHA Regulations, Army and Arsenal Regulations.

1.3 Objective: Ensure the two QEF Conditioning Chambers receive timely and technically sufficient preventative maintenance, calibration and equipment repair to ensure properly functioning conditioning chambers at all times.

1.4 Period of Performance: The period of performance shall be for one base year of 12 months and one 12-month option.

Base period	Date of Award – 365 Days after award
Option Year I	366 days after Start of Work – 730 days after start of work

1.5. General Information:

1.5.1. Quality Control: The contractor shall develop and maintain an effective Quality Control Program (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective

services. The contractor's quality control program is the means by which it assures that all work product complies with the requirement of the contract. The QCP shall be delivered with the proposal. The QCP shall be submitted to the KO and COR within five working days of any modification thereafter.

1.5.2 Quality Assurance: The USG shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the USG must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.5.3 Recognized Holidays: The contractor is not required to provide services on the following federal holidays:

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

1.5.4 Hours of Operation: The duty hours at Pine Bluff Arsenal are between the hours of 6:30 a.m. to 5:00 p.m. Monday thru Thursday with the exception of Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.6.6 Place of Performance: The work to be performed under this contract will be performed at Pine Bluff Arsenal, Arkansas.

1.6.7 Type of Contract: The USG will award a Firm-Fixed-Price contract.

1.6.8 Security Requirements:

1.6.9 Physical Security: The contractor shall be responsible for safeguarding all USG equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.6.10 Post Award Conference/ Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer (KO), COR, and other USG personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the USG views the

contractor's performance and the contractor will apprise the USG of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the USG.

1.6.11 Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that 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, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting contract.

1.6.12 Key Personnel: N/A

1.6.13 Identification of Contractor Employees: All contract personnel attending meetings, answering USG telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are USG officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.14 Data Rights: N/A

1.7. Contractor Manpower Reporting. 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 using the following web address: <http://www.ecmra.mil/>. Please note: the data collection functionality will transition to the System for Award Management (<https://www.sam.gov>) by the end of FY20.

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 October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk by clicking on "Send an email" which is located under the Help Resources ribbon on the right side of the login page of the applicable Service/Component's CMR website".

1.8 All Contractor employees shall obtain the required employee passes. The Contractor shall, prior to the start of the contract, submit to the KO an estimate of the number of personnel expected at any one time on the contract. The Government will issue badges without charge. Each employee shall wear the Government issued badge over the front of the outer clothing.

1.8.1 The Contractor shall return the employee's pass and badge within five days when an employee leaves the Contractor's service. The Contractor shall be assessed \$44.00 or current cost for each employee pass and badge not returned to the Government. Passes and badges issued to contractor employees shall not negate the requirement for employee identification required in 1.6.13 "Identification of Contractor Employees".

1.9 Common Access Card Issuance. N/A

1.10 Contractor Vehicles. The company name shall be displayed on the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and shall be maintained in good repair. Privately owned vehicles are allowed at this job site.

1.11 Training

1.11.1 Anti-Terrorism Level 1 Training. All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <http://jko.jten.mil>

1.11.2 Access & General Protection / Security Policy Procedures. Contractor and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor

Personnel) as directed by DOD, HQDA and/or local policy. 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.

1.11.3 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 ATO). This local 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 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 40 calendar days after contract award.

1.11.4 OPSEC Training. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer. This plan will include a process to identify critical information, where it is located, who is responsible for it, how to protect it and why it needs to be protected. The contractor shall implement OPSEC measures as ordered by the commander. In addition, the contractor shall have an identified certified Level II OPSEC coordinator per AR 530-1. Per AR 530-1 *Operations Security*, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter.

PART 2 DEFINITIONS & ACRONYMS

2.1 DEFINITIONS:

2.1.1 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.

2.1.2 CONTRACTING OFFICER (KO). A person with authority to enter into, 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.

2.1.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer 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 as long as 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.

2.1.4 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

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

2.1.6 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 by the Key Personnel listed in the PWS. 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.

2.1.7 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8 QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10 QUALITY CONTROL (QC). All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12 WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12 WORK WEEK. Monday through Friday, unless specified otherwise.

2.2 ACRONYMS:

AR	Army Regulation
COR	Contracting Officer Representative
DA	Department of the Army
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation

KO	Contracting Officer
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit

PART 3 USG FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3.1 Facilities: The Government will provide the necessary workspace for the contractor staff to provide the required services.

3.2 Utilities: The Government will provide electrical service for the contractor's use in performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

PART 4 CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES

4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Materials: The Contractor shall provide any materials necessary to complete the tasks of this PWS not listed in Section 3 of this PWS.

4.3 Equipment: The Contractor shall provide any equipment necessary to complete the tasks of this PWS not listed in Section 3 of this PWS.

PART 5 SPECIFIC TASKS

5.0 The contractor shall conduct two semi-annual preventative maintenance and calibration services for each chamber on an annual basis. The first preventative maintenance and calibration service shall be conducted within 30 days of contract award. Each subsequent preventative maintenance and calibration service shall be six months thereafter.

5.1 Each Semi-annual Preventative maintenance and calibration service on QEF conditioning chambers F-40-CHMV-705-705 (serial number 35119) and

SM-32-3800 (serial number 34539), shall include a verification of pressures, temperatures, and the overall functions of each chamber. The Technician shall make chamber parameter adjustments as necessary, ensuring that both chambers are operating IAW manufacture specifications. At a minimum, the following inspections shall be performed on each chamber at each visit:

- Electrical (To include voltage levels, amperage of all major components, connections, timers, relays, and wiring.)
- Instrumentation.
- Humidity systems (Humidity systems are cleaned and heater resistance noted.)
- Refrigeration systems (The refrigeration system checks include refrigerant charges, *oil levels, *oil pressures, safety switch settings and operation, leak detection tests and general visual inspections.)
- The Contractor shall operate both systems to verify proper operation of chambers. PBA personnel shall be present to verify proper operation.
- A written report detailing the findings of the maintenance and calibration service shall be submitted to the COR within seven days of the completed service. This report shall detail the status of all Chamber systems, suggestions for repair/replacement of parts and the criticality of any suggested repairs/replacements.

5.2 Contractor shall provide priority response services in which the QEF's service is completed within two weeks of being notified by PBA that a service call is necessary.

5.3 Contractor shall provide miscellaneous equipment repair response services to the QEF to be billed and covered under a Not To Exceed CLIN to include technician travel time, lodging, repair parts and labor to complete the repairs.

PART 6 ATTACHMENT/TECHNICAL EXHIBIT LISTING

7.1 Technical Exhibit 1 – Performance Requirements Summary

Technical Exhibit 1 Performance Requirements Summary		
Task	Standard	Acceptable Quality Level
Training 1.11.1, 1.11.2, 1.11.3, 1.11.4	100%	100%
5.1 Inspection & Calibration Reports	100%	100%

5.2 Timely Response to Service Requests	85%	85%
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7.2 Technical Exhibit 2 – Deliverables Schedule

Technical Exhibit 2 Contract Data Requirements Listing (CDRL)			
Data Requirement	Due Date	Format	Due to Who
Proof of Training 1.11.1, 1.11.2, 1.11.3, 1.11.4	As indicated at PWS 1.11	PDF	KO/COR
CMR Reporting PWS 1.7	NLT OCT 30 Each Year	CMR Website	CMR Website; confirmation sent to KO/COR
5.1 – Inspection & Calibration Reports	7 days after inspection & Calibration	Word/PDF/Excel	KO/COR