

**PERFORMANCE WORK STATEMENT
FOR
BACTERIOLOGICAL AND CHEMICAL
ANALYSIS OF DRINKING WATER SAMPLES**

1 October 2023

**PERFORMANCE-BASED WORK STATEMENT
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1. DESCRIPTION OF SERVICES

The objective of this work effort is to prepare an application for drinking water sample analysis at Luke AFB. The contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform analysis of

drinking water samples as defined in this performance of work statement. The contractor shall perform to the standards in this contract.

1. 1. ROUTINE ANALYSIS. The contractor will provide Bioenvironmental Engineering with a Quality Assurance (QA) Manual as soon as contract is let. This guide must include specific instructions regarding how to request specific analysis, how to ensure samples are processed in the most efficient manner, sample holding times, sampling instructions, and points of contact for sample tracking and technical inquiries. This guide will be supplied after the contract has been awarded, prior to initial service requests. Email this user's guide to Luke Bioenvironmental Engineering at: usaf.luke.56-mdg.mbx.56-omrs-sgxb@health.mil.

1.1.1. Bacteriological Analysis. Bacteriological samples will be analyzed in a state certified laboratory using a presence/absence method for drinking water. The contractor shall analyze 10 samples each month, and additional samples per month when required due to population increase or water system additions, for total coliform and fecal/E-coli confirmation when required. Bioenvironmental Engineering may submit additional samples in the case of an emergency or special requirement. The contractor shall provide chain of custody forms (pre-filled with generic information for routine samples) and any other necessary processing documents.

1.1.1.1. Bioenvironmental Engineering personnel will collect at least 100 milliliter samples for microbiological examination. The contractor will provide Bioenvironmental Engineering personnel with pre-sterilized 100 milliliter sample bottles and labels for this purpose. The sample containers will have sodium thiosulfate - as a disinfectant neutralizer - already in the container.

1.1.1.2. The contractor will transport samples from Luke AFB to the laboratory in an iced cooler. The contractor will pick up the samples at the Luke AFB Lightning Gate Visitors Center parking lot between 1200 - 1400 unless other arrangements are made in advance by Bioenvironmental Engineering personnel. The courier shall provide the necessary signatures on the Chain of Custody Form and ensure that all samples are handled and processed in accordance with state and federal safe drinking water statutes.

1.1.1.3. Microbiological examination of samples will begin promptly upon return to the laboratory. If samples cannot be processed immediately, refrigerate these samples and process them as soon as possible. Samples will be cultured the day of delivery and read after 24 hours of incubation. The contractor will not allow the time elapsing between sample collection and examination to exceed 24 hours.

1.1.2. Chemical Analysis. Chemical analysis for drinking water contaminants will be accomplished in accordance with the Safe Drinking Water Act, (SDWA), using specified analytical methods. Samples will be analyzed in a laboratory certified by the Arizona Department of Health Services (ADHS) and the Arizona Department of Environmental Quality (ADEQ). The contractor will be required to analyze the number of routine samples

as required for ADEQ PWS ID AZ0407305, and non-routine samples as required by Department of Defense (DoD) for emerging contaminants, (e.g. PFAS).

1.1.2.1. The contractor shall provide clean sample containers (i.e., free of debris and residue, acid-washed) and arrange delivery of these containers via courier. Sample containers will contain applicable preservatives. In the event that it is not acceptable for sample containers to contain preservatives, the preservatives will be provided. Sample preservation methods must be approved by Arizona Department of Health Services (ADHS). The contractor shall also provide chain of custody forms (pre-filled with generic information for routine samples) and any other necessary processing documents. The contractor must deliver the containers and necessary documents to Bioenvironmental Engineering, Luke AFB Lightning Gate Visitors Center parking lot within 24 hours of request, unless other arrangements are made.

1.1.2.2. The contractor will transport samples from Luke AFB to the laboratory in an iced cooler. The contractor will pick up the samples at Luke AFB Lightning Gate Visitors Center parking lot at predetermined schedule or within 24 hours of telephone notification by Bioenvironmental Engineering personnel. The courier shall provide the necessary signatures on the Chain of Custody form and ensure that all samples are handled and processed in accordance with state and federal safe drinking water statutes and using procedures prescribed by ADHS. The courier and laboratory must handle the samples to ensure they will be valid evidence if ever required for litigation.

1.1.2.3. The contractor will analyze the samples within the legal holding time as specified in the analytical method. The contractor will accomplish analysis on instruments dedicated solely to drinking water. The contractor will not analyze the drinking water samples on instruments that are also used for waste analysis. The contractor will accomplish the analysis using a method approved by the EPA and listed under 40 CFR 141.23, 40 CFR 141.24, and 40 CFR 141.30 and prescribed in Arizona Administrative Code R9-14-608.

1.1.2.4. The contractor shall accomplish analysis of a trip blank, and a spiked matrix for each analysis requested. The laboratory will analyze these quality assurance samples with the samples submitted by Bioenvironmental Engineering. The results of the blank and the percentage recovered in the spiked sample will be reported to Bioenvironmental Engineering with the sample results.

1.1.2.5. The contractor will contact Bioenvironmental Engineering via telephone at (623) 856-7521 and e-mail at usaf.luke.56-mdg.mbx.56-omrs-sgxb@health.mil if any laboratory actions compromise the validity of the sample, or result in sample destruction, by the first working day following the incident. The contractor shall provide a repeat analysis at no charge to Luke AFB.

1.2. EMERGENCY ANALYSIS.

1.2.1 Bioenvironmental Engineering may submit additional samples to the contractor in the event of an emergency (e.g., suspected contamination that threatens public health). The contractor shall analyze the samples in a state certified laboratory with methods approved

by ADHS. The contractor will analyze the samples within the legal holding time as specified in the analytical method and report the results to Bioenvironmental Engineering within 24 hours.

1.3. REPORTING REQUIREMENTS

1.3.1. Bacteriological samples

1.3.1.1. The contractor shall provide sample results for positive, special, or emergency samples to Luke Air Force Base immediately after the 24 hour incubation period, via telephone notification at (623) 856-7521, via email notification to usaf.luke.56-mdg.mbx.56-omrs-sgxb@health.mil, or at alternate phone number or e-mail provided by Bioenvironmental Engineering at the time of the sample submission.

1.3.1.2. The contractor shall, within 5 working days of completing analysis of a compliance sample, submit an Arizona Reporting Form to the Arizona Department of Environmental Quality (ADEQ) via ADEQ's required submission format. The results of all drinking water samples identified as compliance samples on the chain of custody will be transcribed onto an Arizona Reporting Form. Non-compliance results must be reported immediately to Bioenvironmental Engineering via telephone at (623) 856-7521 and via e-mail at usaf.luke.56-mdg.mbx.56-omrs-sgxb@health.mil. The contractor will e-mail Bioenvironmental Engineering confirmation of submitted ADEQ submissions.

1.3.2. Chemical analytical samples (SWDA)

1.3.2.1. The contractor shall transcribe all results for samples identified to be compliance samples onto an Arizona Reporting Form. Sample and system identification data will be transcribed from the chain of custody provided by Bioenvironmental Engineering onto the Arizona form. The contractor shall, within 5 working days of completing routine analysis, submit an Arizona Reporting Form to ADEQ via ADEQ's required submission format. The contractor will email scanned copies of the ADEQ form to Bioenvironmental Engineering, usaf.luke.56-mdg.mbx.56-omrs-sgxb@health.mil.

1.3.2.2. The contractor shall screen all sample results for noncompliance with ADEQ and EPA MCL's. If a sample result exceeds an EPA or ADEQ MCL, the contractor will telephone Bioenvironmental Engineering at (623) 856-7521 within 24 hours, e-mail at usaf.luke.56-mdg.mbx.56-omrs-sgxb@health.mil, or by alternate phone or e-mail provided by Bioenvironmental Engineering at time of sample submission.

1.3.2.3. Laboratory detection limits and the number of significant digits included in reported results must comply with those specified in 40 CFR 141, Parts 23, 24 and 30. The contractor must ensure that all minimum reporting limits for analysis are less than the maximum contaminant level and, if applicable, the secondary maximum contaminant level. In addition to the Arizona Reporting Form, the contractor will ensure all reports contain as a minimum: the base sample number, contract laboratory sample number, sample site identifier, analysis method, date sampled, date analyzed, sample result, and the respective MCL. This report must be signed by the chemist performing the analysis, and the laboratory director reviewing the analysis results.

1.3.2.4. The contractor will also provide electronic results in the format specified in Appendix B within 5 working days of all performed analysis. The required information should be taken from the Chain of Custody and the laboratory report. The results should be tabulated using “Microsoft Access or Excel” software. The table must contain the following fields in the format specified in Appendix B.

2. PERFORMANCE REQUIREMENTS SUMMARY

Performance Objective	Paragraph	Performance Threshold
Provide user’s guide after contract is awarded	1.1	Guide will be provided before initial service request.
Provide sample containers and required forms	1.1.1.1 1.1.1.2 1.1.2.1 1.1.2.2.	Contractor must provide appropriate sample containers and required forms for all required analysis within 24 hours of request – 100% of the time
Provide Courier Service	1.1.1.2	Contractor must pick up samples between 1200 - 1400 on Tuesdays or within 24 hours of special request – 100% of the time
Sample Analysis	1.1.2 and subparagraphs 1.1.3. and subparagraphs	Contractor must analyze routine samples within 24 hours of receipt for bacteriological samples and within required laboratory holding time per constituent for all others – 100% of the time
Sample Reporting	1.3.1.1 1.3.2.1	Contractor will notify BE by telephone and e-mail immediately of a positive bacteriological sample result or if sample result exceeds the MCL – 100%
Sample Reporting	1.3 and all subparagraphs	Contractor must transcribe water system identification, sample information and results to Arizona Reporting Form and submit to ADEQ, email to BE, within 5 working days following sample analysis and QC review – 100% of the time
Sample Reporting	1.3.2.4	Contractor must provide electronic report of results with required information from the

		Chain of Custody in the format specified to BE – 100% of time
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3. GOVERNMENT FURNISHED PROPERTY AND SERVICES – None.

4. GENERAL INFORMATION

4.1 CONTRACTOR PERSONNEL.

4.1.1. Contract Manager. The contractor shall provide a contract manager who shall be responsible for the performance of work. The name of this person, and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the contracting officer and Bioenvironmental Engineering.

4.1.1.1. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

4.1.1.2. The contract manager or alternate shall be available during normal duty hours (0730-1630) within 60 minutes to meet on the installation with government personnel (designated by the contracting officer) to discuss problem areas. After normal duty hours, the manager or alternate shall be available within 90 minutes.

4.1.1.3. The contract manager and alternate or alternates must be able to read, write, speak and understand English.

4.1.2 Contractor Employees. The contractor shall not employ persons for work in this contract if such employee is identified to the contractor by the contracting officer as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

4.1.2.1 Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.

4.1.2.2. The contractor shall make sure employees have the following current and valid professional certifications before starting work under this contract. Contract employees performing analysis must have current and valid state certifications in the analysis methods required under this contract. Proof of these certifications shall be submitted to the contracting officer prior to starting work under this contract.

4.1.2.2.1 The contractor shall operate a laboratory certified for drinking water analysis by the Environmental Protection Agency (EPA) and the Arizona Department of Health Services (ADHS). The laboratory must be in good standing with both agencies, and not be under review or investigation by either agency. The contractor must be participating in the EPA Quality Assurance Program. The contractor will submit proof of laboratory certification and applicable QA sample results prior to starting work under this contract.

4.1.2.2.2 The contractor must be certified to perform EPA and ADHS required analysis for all Ground Water Rule (GWR), Safe Drinking Water Act (SDWA), and other non-routine federally required contaminants. The contractor must obtain approval to sub-contract out any analysis required under this contract prior to doing so.

4.1.3 The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to DODD 5500-7, Joint Ethics Regulation. The contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies of the US Air Force.

4.1.4 The contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station, change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the contractor's ability to perform; however, their absence at any time shall not constitute an excuse for nonperformance under this contract.

4.1.5 Security requirements. Contractor personnel may need a pass to get on and off Luke AFB. The contractor must provide the contracting officer with a list of employees who will provide courier services to transport samples from Luke AFB to the laboratory. Courier services should be performed by personnel employed by the contractor. See Clause H-0002 for contractor access to Air Force installation The Contractor will need a pass at the request of Bioenvironmental Engineering.

4.2 QUALITY CONTROL.

4.2.1 The Contractor shall implement and maintain quality control programs in accordance with the requirements of the codes, standards, and other requirements required by the Arizona Department of Health Services (ADHS), Arizona Department of Environmental Quality (ADEQ), and Environmental Protection Agency (EPA) as required.

4.3. QUALITY ASSURANCE.

4.3.1 The Government may evaluate the Contractor's performance by appointing a program manager (PM) to ensure services are received in accordance with the requirements established within this PWS. The PM may review reports received, the timeframe in which the reports are received, and ensure the parameters analyzed are in accordance with the procedures prescribed by ADHS. The Government may also conduct a site visit of the laboratory to meet with laboratory personnel. The laboratory must be within one hour travel from LAFB in order to facilitate this requirement. The Government reserves the right to inspect each task as completed.

4.4. GOVERNMENT REMEDIES.

4.4.1 The contracting officer shall follow FAR 52.212-4, Contract Terms and Conditions-Commercial Items, for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

4.4.2 The contracting officer may require the contract manager to meet with the contracting officer, contract administrator, and other government personnel as deemed necessary. The contractor may request a meeting with the contracting officer when he or she believes such a meeting is necessary. Written minutes of any such meetings shall be recorded in the contract and signed by the contracting officer or contract administrator. If any attendee does not concur with any portion of the minutes, such nonoccurrence shall be provided in writing to the contracting officer within 10 calendar days following receipt of the minutes.

4.5. HOURS OF OPERATION.

4.5.1. The contractor shall perform the services required under this contract during the following hours: Mondays through Fridays, 0730 to 1630. The contractor shall pick up the routine bacteriological samples required under this contract on Tuesdays between 1200-1400 at Luke AFB Lightning Gate Visitors Center parking lot. The contractor shall pick up all other samples required under this contract within 24 hours of notification by the government, including nights or weekends for emergency situations.

4.5.2. RECOGNIZED HOLIDAYS.

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 November
Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first day post the holiday observance.

4.5.3. In the event of a positive bacteriological sample or exceeding a maximum contaminant level, additional services will be required. The Government will need to collect samples immediately following a notification of exceedance. This will require the contractor to provide courier services within 24 hours of notification by Bioenvironmental Engineering personnel.

4.5.4. Bioenvironmental Engineering personnel may submit additional samples to the contractor in the event of an emergency (e.g., suspected contamination that threatens public health). This will require the contractor to provide courier services within 24 hours of notification by Bioenvironmental Engineering personnel.

4.5.5. Base Closures. Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.6 RECORDS.

4.6.1 The contractor shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this performance work statement. If requested by the Government, the contractor shall provide the original record or a reproducible copy of any such record within 5 working days of receipt of the request.

4.7 ENVIRONMENTAL CONTROLS.

4.7.1. Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable Interstate, Federal, State, and Local laws, regulations, and requirements regarding environmental protection. 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. If there is an increase or decrease in cost as a result of the change, the contractor shall inform the Contracting Officer pursuant to notice requirements and negotiate a modification to the contract.

4.7.2. Material Storage and Use. The contractor shall follow manufacturer's guidelines and professional recommendations for control of humidity, temperature, cleanliness, and materials handling. This includes hazardous materials.

4.8 CONTINUATION OF ESSENTIAL DEPARTMENT OF DEFENSE (DOD) CONTRACTOR SERVICES DURING CRISIS.

4.8.1 According to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DoD Contractor Services During Crises, and the Air Force implementation thereof, unless otherwise directed by an authorized government representative, it is determined that Potable Water requirements under this PWS are essential to be performed during a crisis Monday – Friday during the times described above. Any other information will be relayed to contractor as necessary.

4.9 SPECIAL QUALIFICATIONS.

4.9.1 Laboratory must be certified by the Arizona Department of Health Services (ADHS) and the Arizona Department of Environmental Quality (ADEQ).

4.10 APPLICABLE PUBLICATIONS AND FORMS.

4.10.1 Publications and forms that apply to this performance work statement are listed below. The publications and forms have been coded as mandatory or advisory. The contractor is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other sections of this PWS. The contractor shall be guided by those publications or use those forms coded advisory to the extent necessary to

accomplish requirements in this PWS. All Air Force publications and forms listed shall be provided by the government at the start of the contract.

Publications

1. Title 40, Code of Federal Regulations, Part 141 Subpart B, Maximum Contaminant Levels.
2. Title 40, Code of Federal Regulations, Part 141 Subpart C, Monitoring and Analytical Requirements.
3. Title 40, Code of Federal Regulations, Part 141 Subpart D, Reporting Public Notification and Recordkeeping.
4. Title 40, Code of Federal Regulations, Part 141 Subpart G, National Revised Primary Drinking Water Regulation Maximum Contaminant Level
5. Arizona Department of Environmental Quality, Title 18, Chapter 4, Environmental Quality Safe Drinking Water.

Forms

Arizona Department of Environmental Quality Reporting Forms available by contacting ADEQ directly (800) 234-5677 or website <https://azdeq.gov/forms>.

4.11 SAFETY REQUIREMENTS AND REPORTS.

4.11.1 The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal report to the contracting officer 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 contacting officer within five calendar days of each occurrence.

4.12 CONTRACTOR MANPOWER REPORTING

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

4.12.2 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.

4.12.3 *Reporting Period: Contractors are required to input data by 31 October of each year.

4.12.4 Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

5. APPENDICES

APPENDIX A – Definitions

APPENDIX B – Data reporting format

APPENDIX C – Estimated Workload

APPENDIX A

GENERAL DEFINITIONS:

Defective Service. A service output that does not meet the standard of performance specified in the contract for that service.

Lot. The total number of potential service outputs in a surveillance period.

Performance Requirement. The point that divides acceptable and unacceptable performance of a task according to the performance requirement summary and the Inspection of Services clause. It is the number of defectives or maximum percent defective in the lot that is deemed acceptable.

Performance Requirements Summary (PRS). A listing of the service outputs under the contract that are to be evaluated by the QAE on a regular basis, the surveillance methods to be used for these outputs, and the performance requirement of the listed outputs.

Quality Assurance. A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.

Quality Assurance Person (QAP). A functionally qualified person who performs quality assurance functions for a contracted service.

Quality Control. Those actions taken by a contractor to control the production of outputs to ensure that they conform to the contract requirements.

Sample. A sample consists of one or more service outputs drawn from a lot for quality assurance surveillance.

TECHNICAL DEFINITIONS:

Bioenvironmental Engineering. This work center is responsible for managing drinking water contract oversight and conducting the SDWA sampling at Luke Air Force Base and will collect the samples which will be analyzed under this contract.

Emergency Samples. Samples collected which require expedient analysis. Determination of emergency samples will be made by Bioenvironmental Engineering personnel.

Health Hazards. Any condition including faulty operating conditions, devices, or water treatment practices that may have undesirable effects on the consumer's health.

Maximum Contaminant Levels (MCLs). The maximum permissible level of a contaminant in drinking water which is delivered to any user of a public water system. MCLs are established by the National Primary Drinking Water Regulations.

National Primary Drinking Water Regulations (NPDWR). The standards for drinking water quality. Each NPDWR contains a Maximum Contaminant Level Goal (MCLG), an MCL or treatment technique, approved analytical, monitoring and reporting requirements for a contaminant of concern.

Safe Drinking Water Act (SDWA). The act that establishes standards for drinking water safety, Public Law 93-523, Title XIV of the Public Health Service Act, Safety of Public Water Systems.

Water Quality. The chemical, physical, radiological, and microbiological characteristics of water with respect to its suitability for a particular purpose.

APPENDIX B
Electronic Deliverable

Column Heading	Format	Examples
Base	Luke AFB or Gila Bend AFAF only	Luke AFB
Base Code	Character (5)	0114Z
Laboratory Sample Number	Number (30)	1-811-189-02S
Sample Type/Description	Character (40)	Drinking Water for Metals
Base Sample Number	Text (10)	BK990728
RTCR# (Bacti samples)	RTCR####	RCTR0001
Comments	Text (254)	
Sample Collection Date	YYYY/MM/DD	2001/08/27
Sample Shipped Date	YYYY/MM/DD	2001/08/27
Lab Received Date	YYYY/MM/DD	2001/08/28
Lab Analysis Date	YYYY/MM/DD	2001/08/29
Results Returned Date	YYYY/MM/DD	2001/09/05
Sample Location	Text (80)	Well #13 at Gila Bend
Chemical Analysis	Text (80)	Nitrate
Building Number	Text (10)	Bldg 958
Analyzing Laboratory ID Code	Laboratory Name, Text (35)	Analytical Lab Inc.
Less than symbol "<"	Text (3)	<
Chemical Analysis Method	Character (35)	200.7
CAS Number	Character (15)	1479755
Entry Point to Distribution System (EPDS)	Number (on chain of custody)	1
Well Number	Number (on chain of custody)	1
Chemical Group	character (35)	IOCs
Sample Status	Character (10)	Approved, Deleted, Cancelled, etc
Result	Character (10)	<0.002
Unit Of Measure	Character (10)	mg/L
Maximum Contaminant Level	Number	0.1
Minimum Detection Level	Number	0.002
Sample Collector	Character (25)	Timmermeyer, Jeremy
Test Cost	Money	\$15.00
Funding Document	Character (20)	QAF18514000003

APPENDIX C
Estimated Workload

SEE SOLICITATION