

# Performance Work Statement (PWS) For Library Book Subscription

**Mountain Home AFB (MHAFB), ID**

Library Book Subscription  
Performance Work Statement (PWS)

**1. GENERAL INFORMATION.**

**1.1. Description of Work.** The contractor shall provide all personnel, labor, supervision, management, supplies, tools, equipment, parts, materials, transportation, shipping & delivery, and all other items and services necessary to provide a purchase plan for books and audio books. at Mountain Home AFB, Idaho. All work shall be accomplished in accordance with this Performance Work Statement (PWS), all applicable federal, state, local laws, regulations, manufacturer's specifications, and commercial practices.

**1.2. Hours of Operation.** The contractor shall be available between Monday through Friday 7:00 am to 4:30 pm (local) time (MST). These are the "normal" hours of operation. Weekends or holidays shall not be counted as a business day.

**1.2.1. Holidays.** The contractor shall not be required to provide normal services/work during federal holidays. Federal holidays are defined as follows:

New Year's Day	Juneteenth	Veteran's Day
Martin Luther King's Birthday	Independence Day (July 4 <sup>th</sup> )	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Memorial Day	Columbus Day	

**NOTE:** Holidays occurring on Saturday will be observed the preceding Friday. Those occurring on Sunday will be observed the following Monday

**2. REQUIREMENTS.** The contractor shall perform all work associated with the requirement based on this section.

**2.1. Background.**

The Mountain Home AFB (MHAFB), Idaho, Library has a requirement for book and audio book purchase plans that provide allowances/credits/points which can be used to purchase newly released adult books, young adult books, and children's books.

**2.2. Description Of Work.**

1. One allowance/credit/point is deducted for each book within a publisher list price threshold (threshold to be agreed upon by the government and the vendor). An additional allowance is deducted for each increment (as agreed upon by the government and the vendor) above the established threshold.
2. Vendor shall allow librarians to choose titles from a broad selection of new releases and bestsellers in books and audio books.
3. Vendor shall provide prepublication lists to choose from, with prompt delivery as items are released.
4. Vendor shall ensure timely delivery of all materials and books; new releases shall arrive within a week of publishing date.

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5. Vendor shall ensure book bindings can withstand rigorous, long-term usage within a library setting.
6. Books shall be shelf ready upon delivery, including processing of all materials and books.
7. The program shall include shipping, a 10% lost or stolen policy, and a six-month replacement policy for books.
8. Subscription purchase plans shall include fiction and nonfiction in the following categories:
  - a. 60 adult allowances every month for 12 months (720 allowances total)
  - b. 58 young adult allowances every month for 12 months (696 points total)
  - c. 240 children's book points every month for 12 months (2,880 points total)

### **2.3. Deliverables**

1. The vendor shall ensure all items arrive promptly and packaged in a manner that prevents damage to the materials.
2. Damaged items will not be accepted by the government.

### **3. SURVEILLANCE & QUALITY ASSURANCE.**

**3.1. Quality Control.** The contractor shall employ their commercial quality control program and procedures to identify, prevent, and ensure non-recurrence of defective services. Through implementation of the contractor's quality control program/procedures, the Government shall receive quality services meeting the requirements of this contract. All quality control records shall be kept and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

**3.2. Quality Assurance.** The Government may use various quality assurance methods to determine the contractor's compliance with the PWS and the contract requirements in accordance with FAR Clause 52.212-4, Contract Terms and Conditions – Commercial Items (a) Inspection/Acceptance.

**3.3. Re-Performance of Non-Conforming Work.** Upon acceptance of work, any work found to not be in accordance with this statement of work/contract shall be re-performed by the contractor at no additional cost to the government.

**4. CONTRACT ADMINISTRATION.** During performance under contract, the contractor shall participate in administrative tasks inherent to the administration, surveillance, and oversight of contract performance.

**4.1. Contract Employees.** All contract personnel must be able to read, write, speak, and understand English fluently. Contract personnel shall present a neat appearance, and be easily identified as a contract employee. The contractor shall obtain base identification and vehicle passes for all employees who make frequent visits to, or perform work on Mountain Home AFB in accordance with the current installation access/entry requirements. Contractor personnel are required to wear or prominently display installation identification while visiting or performing

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work on the installation. The contractor shall not employ persons for work on this contract identified to the contractor by the CO as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. Each employee will be easily identified by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges that contain the company name and employee name(s). The contractor shall not employ any person who is an employee of the Government, if employing that person would create a conflict of interest. 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 service provider's ability to perform; however, their absence at any time shall not constitute an excuse for non-performance under this contract.

**4.2. Interferences.** The contractor shall not unduly interfere with regular scheduled government operational activities in the performance of contract requirements. In the event a government supervisor so requests, the contractor shall temporarily cease work in the area and report the issue, to include the name of the government personnel involved to Contracting Officer immediately. The contractor shall notify the Contracting Officer verbally of disputes with customers or other base contractors and follow-up in writing.

**4.3. Records Management.** The contractor shall create, handle, and maintain records for the Air Force, regardless of medium, in accordance with the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Manage Program, AFI 33-364, Records Disposition Procedures and Responsibilities, and AFM 33-363, Management of Records. Full text versions of these publications are available for free download at <http://www.e-publishing.af.mil>. Inquiries as to the specific actions necessary to meet the requirements established in the above referenced publication may be directed to the Mountain Home Records Management Office at 366 CS/SCOKR, Bldg. 512, Mountain Home AFB, ID, 83648.

## **5.0. ENVIRONMENTAL CONTROLS.**

**5.1. Hazardous Material Inventory and Safety Data Sheets.** SDS are required as specified in the latest version of Federal Standard No. 313 for all potentially hazardous materials. SDSs must be submitted by the Contractor upon contract award to the Hazardous Materials Program Manager (366 FW/A7IE) at 208-828-1684/6351 for a determination of whether or not a product is a HAZMAT and what additional requirements may be applicable/necessary. Approval is required before bringing any hazardous materials (HAZMAT) onto the installation. The government (HAZMART personnel) will inventory all chemicals that the Contractor brings on to Mountain Home AFB or any property under the control of Mountain Home AFB. Any products that meet the criteria of "Hazardous Waste" 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 waste, is contained in Subpart C of 40 CFR, Part 261.

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**5.2. 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.

**5.3. Notification of Environmental Spills.** If a spill occurs, the person discovering the spill will make every effort to stop the product flow (if possible), warn personnel, shut off ignition sources, contain the spill, make notifications, and begin cleanup. If the spill is considered an emergency and there is a potential life, health, fire, or other safety hazard, the MHAFB Fire Department will be notified IMMEDIATELY. Responsible units/activities will clean up small spills safely and within their capabilities to do so. Generally, a spill of only a few gallons will be recovered by the responsible unit/activity using absorbent materials or a spill kit located by the site. Recovered product and contaminated materials will be packaged and staged for disposal in accordance with the installations hazardous waste procedures. Contact the Environmental Office (208-828-6351) for guidance. The liability for the spill or release of such substances rests solely with the contractor and its agent.

**5.4. Waste.** Identify, label, handle, store, and dispose of hazardous waste or debris in accordance with federal, state, and local regulations. Ensure all waste has undergone the appropriate hazardous waste determination and documentation is retained for these determinations. If hazardous wastes are generated the contractor will be required to setup and maintain a hazardous waste accumulation point. All hazardous waste generated must be disposed of at a RCRA permitted treatment storage or disposal facility. Do not dispose of hazardous waste on Government property. Do not discharge any waste to a sanitary sewer, storm drain, or to surface waters or conduct waste treatment or disposal on Government property without written approval of the Contracting Officer and Environmental. Consult with the Hazardous Waste Program Manager (366 FW/A7IE) at 208-828-1684/6351 prior to disposal of any waste.

**5.5. Historic Preservation.** MHAFB houses numerous historic properties (buildings, structures, objects, archaeological sites) managed in compliance with the National Historic Preservation Act (NHPA), and its implementing regulations at 36 CFR 800. In order to avoid inadvertent adverse effects to historic properties, coordination with 366FW A7IE Cultural Resources Manager, Ms. Noelle Shaver (828-8003/6351) is required prior to implementation.

**6. SECURITY, OPSEC, & ANTITERRORISM.** The contractor shall comply with all requirements and procedures IAW AF FAR 5353.242-9000, Contractor Access to Air Force Installations included herein. All contract employees shall carry contractor photo identification at all times. Contractor employees shall comply with any base security measures implemented at all times. This includes, but is not limited to, vehicle and goods searches and identification checks during times of increased security.

The contractor shall not be entitled to any compensation for delays or expenses associated with complying with this section (PWS Section/Para. 7.), or any related/applicable contract provisions and/or clauses associated with or related to Security, OPSEC, Antiterrorism, or personnel/vehicle installation/base access requirements. Furthermore, nothing related to this section or contract provisions and clauses, shall excuse the contractor from proceeding with the contract as required.

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Operations Security: The contractor shall comply with 366 FW OPSEC requirements and countermeasures to protect critical information as defined in AFI 10-701, Operations Security. Contractors shall receive unit specific OPSEC training within 90 days of assignment to a contract. Training documentation must be completed by the respective unit OPSEC coordinator. The unit OPSEC personnel will provide guidance on protecting critical information, training materials and other instructions as needed. The contractor will comply with the 366 FW OPSEC Policy that imposes a 100% shred requirement of all government related paper products using NSA approved devices only.