

PERFORMANCE WORK STATEMENT (PWS)

FOR

Hangar Door Logo and Graphics Services Bldg. 25/80

1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to perform the printing of graphic design logos and installation on aircraft hangar door services, as defined in this PWS.

1.1.1 Objectives: To provide and install graphic logos to the Montana Air National Guard aircraft hangar doors.

1.2 Background: The Wing is requesting custom graphic logos and lettering be applied to buildings 25 & 80 to better identify the presence of the 120th Air National Guard on the Great Falls International Airport. Two logos and the wording "MONTANA AIR NATIONAL GUARD" in black will be placed on Building 25. One tail flash will be placed on Building 80. Please see the Elevation Plan for specifics. The logos and lettering shall be placed in scale to that shown on the Elevation Plan. All designs shall be approved by the 120th Airlift Wing prior to printing/installation. The Contractor proposal shall be submitted with quantities, unit prices, mobilization, and labor costs. Labor and installation shall be covered by an industry standard 1 year. Additionally, materials shall be covered by a 5-year warranty. This includes any damage relating to color fading, bubbling, chipping, and peeling. The project will be completed in accordance with the project contract documents, drawings, specifications, Federal and State law, and the terms and conditions of the contract.

1.3 Period of Performance (PoP): The Period of Performance shall be 2 months from issue of contract.

1.4 General Information:

1.4.1 Place and Performance of Services: The contractor shall provide services between the hours of 0700-1630 on dates agreed to by the Government for installation of graphic logos to aircraft hangar doors. These days will most likely be Monday-Friday, but accommodations can be agreed to by both the contractor and Government. Both parties must agree to any changes outside of times and dates previously stated in 1.4.1. Furthermore, work shall be completed except on recognized US holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. Performance shall be at Building 25 and 80 Hangar Doors. The contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed for the

above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential. Teleworking is/is not authorized/ applicable for this service.

1.4.1.1 Telework: The Government does not permit the contractor to telework in support of this requirement. In furtherance of Continuity of Operations Planning (COOP), a telework program may be enacted to ensure that the Government's mission-critical operations stay operational during times of national emergency or incidents of national significance. Telework shall be at no additional cost to the Government.

1.4.1.2 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times, and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days:

1.4.2.1 New Year's Day: January 1st

1.4.2.2 Martin Luther King, Jr.'s Birthday

1.4.2.3 President's Day

1.4.2.4 Memorial Day

1.4.2.5 Juneteenth National Independence Day: June 19th

1.4.2.6 Independence Day: July 4th

1.4.2.7 Labor Day

1.4.2.8 Columbus Day

1.4.2.9 Veteran's Day: November 11th

1.4.2.10 Thanksgiving Day

1.4.2.11 Christmas Day: December 25th

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (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 QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer (KO) NLT 10 days after contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with this PWS and the Posted Solicitation. The designated COR will evaluate contractors' performance to ensure that industry standards are being applied properly and the contractor is making satisfactory progress within the PoP.

1.4.5 Access and General Protection/Security Policy and Procedures. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation's Security Forces, Director of Emergency Services or local Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, Headquarters Air Force (HAF) and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1. The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

1b. For Contractors that do not require CAC, but require access to a DoD Facility and/or Installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (AFI 10-245, AFI 31-101 and AFMAN 31-113), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

2. The CONTRACTOR shall submit all employees name on an Entry Authorization List (EAL) to gain access to the base for work. The EAL shall be submitted to the Contracting Officer 15 days prior to start of work for a background check. Security Forces shall monitor the incoming and outgoing of work personnel during the duration of

the project. All deliveries shall be coordinated with the COR to arrange for their entrance onto Base property. Contractors will be escorted when working within the restricted areas of the hangars. A security briefing will be conducted prior to the start of the contract. All Contractor personnel shall have a minimum of one (1) Form of Photo Identification with them at all times.

3. During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

4. Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

1.4.5.3 Antiterrorism Awareness Level I Training (AT Level I). All contractor employees, to include subcontractor employees, requiring access to US Government installations, facilities and controlled access areas shall complete AT Level I training within 15 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. AT Level I may be accomplished by a Level I qualified instructor; completing the Force Protection computer-based training (CBT) course on the Advanced Distributed Learning System (ADLS) or Joint Knowledge Online at <http://jko.jten.mil>. Tracking for each contractor or subcontractor employee is the responsibility of the KO or unit AT Representative. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee to the KO within 15 calendar days after completion of training by each employee or subcontractor personnel.

1.4.5.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with FAR 42.5. The KO and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the KO will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. The

contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.9 Contract Manager (CM): The contractor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the KO to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government 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 that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed.

1.4.10.1 The contractor shall retrieve all identification media (including vehicle passes) from its employees who depart employment for any reason. The contractor shall return all identification media (i.e., badges and vehicles passes) to the KO within 14 days of an employee's departure.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Contractor Travel

The contractor shall travel to The Montana Air National Guard, 2800 Airport Avenue B, Great Falls, MT 59404 during the performance of this contract to install hangar graphics and logos.

The contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires KO recommendation for approval and/or authorization by the KO *prior* to travel arrangements being made.

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

2.0 Definitions and 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 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 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 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.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

| | |
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| AEI | Army Enterprise Infostructure |
| AR | Army Regulation |
| AT/OPSEC | Antiterrorism/Operational Security |
| BCE | Base Civil Engineer |
| BI | Background Investigation |
| CM | Contract Manager |
| COR | Contracting Officer Representative |
| DA | Department of the Army |
| DD254 | Department of Defense Contract Security Classification Specification |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DoD | Department of Defense |
| DSCA | Defense Counterintelligence and Security Agency |
| FAR | Federal Acquisition Regulation |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services |
| HQDA | Headquarters, Department of the Army |
| HSPD | Homeland Security Presidential Directive |
| IA | Information Assurance |
| IS | Information System(s) |
| KO | Contracting Officer |
| NGB | National Guard Bureau |
| OCI | Organizational Conflict of Interest |
| PII | Personally Identifiable Information |
| PIPO | Phase In/Phase Out |
| 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 |
| SCR | Service Contract Reporting |

SSN Social Security Number
TE Technical Exhibit
USD(I) Under Secretary of Defense for Intelligence

3.1 Property: The Government will furnish the necessary workspace for the contractor to perform services outlined in this PWS.

5.0 Requirements: The contractor shall:

5.1 Design and present for approval proposed graphic logos, lettering, and art per graphics provided in this PWS and attachments. Logos shall be provided by the Government to the contractor.

5.1.1 Contractor shall place 'MONTANA AIR NATIONAL GUARD' centered above the hangar doors, Air National Guard, and Wing logo on Building 25 aircraft doors. The 'Tail Splash' shall be placed on Building 80 aircraft doors. Contractor shall refer to Elevation Plan Drawings for placement. The surface for application shall be cleaned and prepared to industry standards. This will ensure permanent of all logos, lettering, and tail splash to the aircraft hangars.

5.1.2 The contractor shall submit to the KO for approval all items listed on attached Material Submittal Schedule, AF Form 66 within 10 calendar days of the notice to proceed - or - provide a copy of the AF Form 66 indicating when each material submittal shall be submitted for approval. Ensure that any disapproved material submittal will not impact the approved project execution schedule, as disapproved submittal shall not be considered grounds for a time extension. Allow for a minimum of 10 calendar days for the Government's processing of material submittals. The contractor shall not order, deliver or install any materials without KO's material approval or remove any materials on site, which have not been properly approved.

5.1.3 Contractor shall field verify all site conditions, quantities, measurements, and project requirements.

5.1.4 Contractor shall protect and barricade all work areas at all times to protect workers and the public from injury.

5.1.5 Contractor shall protect all structures, utilities, vegetation, sidewalks and vehicles from damage at all times. Replace all damaged materials with new materials to the satisfaction of the Government, at no additional cost to the Government.

5.1.6 Bring any unforeseen project conditions to the attention of the KO immediately. Differing site conditions, which may alter the scope of work, shall be approved by the KO prior to such work being performed.

5.1.7 The Government shall provide at no cost to the Contractor reasonable amounts of water and electricity to support the contract. Hook up will be to existing outlets and will be the contractors responsibility.

5.1.8 The contractor shall not use any government disposal bins, dumpsters, or trash receptacles for any reason at any time. The contractor shall provide appropriate disposal bins/trash receptacles. Approval of disposal bins/trash receptacles location(s) shall be coordinated through the KO. The contractor shall not allow debris to leave the work area due to potential damage to aircraft engines. All debris or trash shall be disposed of off base. All demolition debris shall be disposed of at a permitted landfill. This is of the utmost importance due to the work performed and proximity to active taxiways and runways.

5.1.9 All lettering, logos, and tail splash shall be affixed in a permanent manner to the hangar that requires no continuing maintenance. Please see the Elevation Plan for the proper layout and sizing of all lettering and logos.

6.0 Applicable Publications: Publications applicable to this PWS are listed below:

| Publication (Chapter/Page) | Date of Publication | Mandatory or Advisory | Website |
|--|---|-----------------------|--|
| Federal Acquisition Regulation | 3/16/2023 | Mandatory | https://www.acquisition.gov/?q=browsefar |
| Defense Federal Acquisition Regulation Supplement | 3/22/2023 | Mandatory | http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html or https://www.acquisition.gov/dfars |
| Joint Travel Regulation (JTR) | 3/1/2023 Chapter 1 & 2 | Mandatory | https://www.defensetravel.dod.mil/site/travelreg.cfm |
| DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b) | 01/23/2014 (Change 1: 07/28/2020) | | http://www.esd.whs.mil/Directives/issuances/dodm/ |
| Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9) | August 2013 | | http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf |
| DoDM 5200.2 Procedures for the DoD Personnel Security Program (PSP) | 04/03/2017 | | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| DoDI 5200.46 DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC) | 09/09/14 (Change 1: 05/04/2018) | | https://www.esd.whs.mil/Directives/issuances/dodi/ |
| Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors | 08/27/2004 | | https://www.dhs.gov/homeland-security-presidential-directive-12 |
| DoDI 5400.11 Department of Defense Privacy and Civil Liberties Programs | 01/29/2019 | | https://www.esd.whs.mil/Directives/issuances/dodi/ |
| DoD 5400.11-R | 05/14/2007 | | https://www.esd.whs.mil/Directives/issuances/dodm/ |

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|---|--|--|---|
| Department of Defense Privacy Program | | | |
| DoDD 8140.01 Cyberspace Workforce Management | 10/05/2020 | | https://www.esd.whs.mil/Directives/issuances/dodd/ |
| DoD 8570.01-M Information Assurance Workforce Improvement Program | 12/19/2005 (Change 4: 11/10/2015) | | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM) | 02/28/2006 (Change 2: 05/18/2016) | | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| AFI 10-245 Antiterrorism | 03/28/2013 (Certified current 03/30/2017) | | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFI 31-101 Security Forces Standards and Procedures | 08/18/2020 | | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFMAN 31-113 Security Forces Standards and Procedures | 03/05/2013 Change 1: 12/02/2015 | | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFPD 17-1 Information Dominance Governance and Management | 04/12/2016 | | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFMAN 17-1301 Computer Security (COMPUSEC) | 02/12/2020 | | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFI 10-701 Operations Security | 7/24/2019 (Change 1: 06/09/2020) | | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |

6.1 Applicable Forms: Forms applicable to the PWS are listed below:

| Form | Date | Website |
|--|------------|---|
| I-9 Employment Eligibility Verification | 10/21/2019 | https://www.uscis.gov/sites/default/files/files/form/i-9.pdf |
| DD 441 Department of Defense Security Agreement | Feb 2020 | http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm |
| DD 250 Material Inspection and Receiving Report | Aug 2000 | https://www.esd.whs.mil/Directives/forms/dd0001_0499/ |

TECHNICAL EXHIBIT 1

Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

| Performance Objective | Performance Standard | Acceptable Quality Levels (AQL) | Surveillance Method / By Whom |
|---|--|---|-------------------------------|
| 5.1 Present Designs for review by the Government | The contractor shall provide graphic logos, lettering and tail splash as defined within this PWS and in accordance with drawings and logos provided by the Government to the Contractor. | Shall be in accordance with Government specifics outlined in PWS and logos provided | BCE/KO |
| 5.1.1 Placement of logos, lettering and tail splash on aircraft hangar and doors | The contractor shall ensure a clean adhering surface prior to affixing any of the logos, lettering, and tail splash to the hangar. | Meets the standard 100% of the time. | BCE/KO |
| 5.1.9 Permanent placement of logos, lettering, and tail splash | The contractor shall ensure that materials for the logos, lettering, and tail splash are affixed to the aircraft hangars in a permanent manner. | Meets the standard 100% of the time. | BCE/KO |

TECHNICAL EXHIBIT 2

Deliverables Schedule

| PWS Reference / Deliverable Title | Frequency | Number of Copies | Medium/Format | Submit To |
|---|--|------------------|--|-----------|
| 1.4.5.3 AT Level 1 Awareness Training Certificates | Provide within 15 calendar days after employee completes training. | 1 | Electronic Submission/ Or Paper Copies | BCE/KO |
| 2 Entry Authorization List | Provide within 15 calendar days of scheduled install | 1 | Electronic Submission | BCE/KO |
| 5.1.2 Submittal of Materials | Provide AF Form 66 within 10 calendar days of scheduled install | 1 | Electronic Submission/ Or Paper Copies | BCE/KO |