

PERFORMANCE WORK STATEMENT

FOR

CLEANING CONTROL TOWERS' WINDOWS

AT

JOINT BASE MCGUIRE-DIX-LAKEHURST

Joint Base McGuire-Dix-Lakehurst
10 March 2026

**PERFORMANCE WORK
STATEMENT FOR
CLEANING CONTROL
TOWERS' WINDOWS AT
JOINT BASE
MCGUIRE-DIX-LAKEHURST**

1.0. DESCRIPTION OF SERVICES: The contractor shall provide all management, tools, supplies, equipment, and labor necessary to clean the airfield control towers' windows at Joint Base McGuire-Dix-Lakehurst (JB MDL). The control towers are located on the McGuire annex, Building 16 05, and Lakehurst annex, Building 552. All work shall be accomplished in accordance with all Federal, state, and local laws and regulations, applicable building codes and standards, UFC, AAMA, ADA, ADAAG, ANSI, ASTM E, BHMA, BOCA & CABO, DHI, NEC, NFPA, SDI, UL, and OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) codes. **NOTE:** Where more than one standard is applicable, the higher standard shall be adhered to.

1.1. BASIC SERVICES. The contractor shall clean the interior and exterior surfaces of the control towers' windows on a fixed schedule, (See Paragraph 1.2), to include the cab, shaft, and cab's top beveled exterior windows, using commercial industry standards. Cleaned windows shall be free of dirt, streaks, and grime. The contractor shall use extreme caution while working within the control tower cab area to prevent accidental spillage of cleaning solutions onto aircraft traffic control monitoring/communication equipment. The contractor shall relocate all equipment back to the original locations if moved to facilitate interior window cleaning. In addition, the contractor shall secure all brushes, buckets, squeegees, and any other equipment while working on exterior platforms and high reach equipment. The technician shall attach handheld tools and equipment to his person by way of a waist loop or other device to prevent loss.

1.2. FREQUENCY OF CLEANING. The contractor shall clean the interior and exterior control tower cab windows on a fixed schedule. The contractor shall clean the interior control tower shaft windows once a month. The contractor shall clean the control tower cab beveled exterior window surfaces and the control tower shaft exterior windows once a year as coordinated between the customer and contractor. The fixed schedule shall be during hours of base operations and will be determined at the time of award. In the event of inclement weather, the contractor shall reschedule the monthly cleaning for the next day of operations.

1.3. FLIGHTLINE DRIVING. All contractor employees must complete Airfield Drivers training prior to operating vehicles or mowers on the airfield. This is an initial and annual requirement that must be maintained. Contractor will contact Contracting Officer Representative (COR) to coordinate training, initial training must be completed within 5 days of start of contract for both McGuire and Lakehurst airfields: building 3104 (McGuire airfield) and building 307 (Lakehurst airfield) on JB MDL. All contractor employees working on airfield grounds shall be required to have and maintain a valid state driver's license and must bring valid license to training. All employees working on airfield grounds

shall be required to have an DAF Form 483, Certificate of Competency (airfield driver's license) and airfield map with them at all times. Vehicles must have a valid Privately Owned Vehicle (POV) pass issued by Airfield Management prior to operating on the airfield. No equipment will be left unattended while working in these areas.

2.0. SERVICE DELIVERY SUMMARY

SS No.	PERFORMANCE OBJECTIVE	PWS REFERENCE	PERFORMANCE THRESHOLD	METHOD OF SURVEILLANCE
SS-1	Clean Windows. Clean control towers' windows in accordance with industry standards and schedule	1.1 & 1.2	Cleaning requirements shall be met 95% of the time	Customer complaint; Periodic On-site Inspection by COR
SS-2	Safety. Strictly adhere to safety requirements.	1.1	All safety criteria shall be met 100% of the time	Customer complaint; Periodic On-site Inspection by COR
SS-3	Flightline Driving. Strictly adhere to ECP and FOD requirements.	1.3	All ECP and FOD criteria shall be met 100% of the time.	Customer complaint; Periodic On-site Inspection by COR

3.0. GOVERNMENT FURNISHED PROPERTY AND SERVICES. All reasonable water and electric utilities will be available to the contractor without charge. Any temporary connections that may be required shall be installed, maintained and removed by the contractor at his expense and in a manner satisfactory to the COR.

3.1. OPSEC, Security, Fire and Medical Services. The contractor shall safeguard military information as outlined by JB MDL Commander when present on this base. Contractor personnel will not take photographs of military facilities, equipment, or personnel unless cleared through proper channels. The government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available. The Government will provide police and fire protection. McGuire Security Forces / Dix Department of Defense (DOD) Police Force can be reached at phone numbers 609-562-6001/2/3. Lakehurst DOD Police Force can be reached by dialing 732-323-4000. Base Fire Departments shall provide initial response and fire protection services to the contractor. The Base Fire Alarm Control Centers can be reached at phone number 911 from a base phone. If dialing 911 from a cell

phone, the location must be fully identified to ensure that the proper responder is notified. The 87th Medical Treatment Facility (MTF) may provide urgent health care to any contractor employees or agents for injuries occurring while on duty. Urgent health care is defined as medical care, which is authorized to the extent necessary to save life or limb and prevent undue pain and suffering. Contractor employees will be transferred to a civilian medical facility as soon as they are appropriately stabilized. The cost of such treatment will be paid for, in full, within a reasonable period (as determined with/by the Base Legal Office's assistance), by the contractor or the contractor's employee and will not be borne by the 87th MTF, the United States Air Force or the government. Billing/accounts receivable is processed based on services provided, which is captured on an Air Force Form 552 (Pre-Hospital Evaluation Patient Care Report). Verbiage above is based upon the 87th MTF current practice of account receivable In Accordance With (IAW) DAF 41-120, Medical Resource Operations, and is specific to Joint Base McGuire-Dix-Lakehurst, New Jersey. Should there be any universal language that the Defense Health Agency distributes, it is imperative that verbiage takes priority to the verbiage currently suggested or in use. *Lakehurst Specific:* Follow-on emergency medical care will be provided to contractor and their employees at Community Medical Center, Toms River. Charges for medical care will be at the contractors or employees' expense. Emergency Medical Service phone number is 911 from a base phone. If dialing 911 from a cell phone, the location must be fully identified to ensure that the proper responder is notified.

3.2. PHYSICAL SECURITY. The contractor shall be held fully accountable for any failure to maintain the physical security of all base restricted areas, secured facilities or sites that they are responsible for providing services within. The contractor shall be responsible for the safekeeping and inventorying of all government-furnished keys and combinations issued for the performance of services within secured areas. All losses or damages caused by the contractor, or by the contractor's failure or negligence in maintaining proper security of these areas will be paid for by the contractor. Upon termination or completion of the contract, the contractor shall secure the previously issued keys and return them to the COR within twenty-four (24) hours.

4.0. GENERAL INFORMATION.

4.1. HOURS OF OPERATION. The normal hours of operation for the contractor to perform services required under this contract are 7:00 AM to 4:00 PM, Monday through Friday, excluding holidays.

4.2. RECOGNIZED HOLIDAYS. The contractor is not required to provide service on federal holidays, except in emergency situations. Federal holidays are as follows:

- New Year's Day - 1 January
- Martin Luther King Day - 3rd Monday in January
- President's Day - 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.

4.3. CONTRACTOR PERSONNEL. The contractor and their employees shall comply with all base regulations at all times and shall conduct themselves in a professional manner. The contractor shall provide a complete and current employee roster to the COR and Contracting Officer (CO) within ten (10) working days of the contract award. The contractor's employee roster shall identify the primary and alternate site manager or foreman and the Quality Control inspector and their telephone numbers. As required, the contractor shall provide updated copies of their employee roster to the COR and CO.

4.4. CONTRACTOR EMPLOYEE. All contractor employees shall wear a distinctive company logo on their outer garment at all times. The contractor employee shall be neat and professional in appearance and meet current commercial standards.

4.5. TOBACCO POLICY. The contractor shall ensure that all contractor employees do not use tobacco products within 50 ft. of any base facility, around fuel tanks and generators, within any clearly marked "No Smoking" areas or within 50 ft. of any flight line aircraft parking areas.

4.6. SAFETY AND ACCIDENT REPORTING. The contractor shall be responsible for providing services under this contract in accordance with all base, local, state and Federal occupational safety requirements. The contractor shall ensure that all services are conducted safely at all times. The contractor shall ensure that all contractor employees are issued and properly use all required safety personal protective equipment. The contractor shall use mechanically sound and safe vehicles and equipment in the performance of services under this contract. The contractors shall take necessary corrective actions if the contractor's employees are conducting operations in an unsafe manner. In the event of an accident, the contractor shall contact the base emergency 9 1 1 service and the COR immediately. Additionally, the contractor and contractor's personnel will be knowledgeable of and comply with all other base incident-reporting procedures. 87 ABW JBMDL Safety Guide for Civilian Contractors (March 2022) will be provided to Contractor upon award.

4.7. HIRING GOVERNMENT PERSONNEL. The contractor is restricted from hiring the COR, inspectors, monitors or any other government employees whose employment could result in conflict of interests in accordance with DOD 5500.R.

4.8. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR THE LOCAL INSTALLATION

COMMANDER. This service does not meet the criteria for continuation of performance during a crisis.

4.9. EXECUTIVE ORDER (EO) 13423 (Strengthening Federal Environmental, Energy, and Transportation Management). The contractor shall assist in compliance with this EO through the:

- (a) Use of products with post-consumer recycled content
- (b) Use of products that are recyclable
- (c) Use of low toxicity or non-toxic products
- (d) Use and installation of low-maintenance products

4.10 Antiterrorism. As a prelude and during performance of any contract, it is critical that the contractor be supportive of all DOD requirements to protect personnel and; their families, installations, facilities, information, and other resources from terrorist acts. All contractors and sub-contractors are responsible for providing their personnel information on the (JB MDL) Antiterrorism Program. During performance of work, personnel security and protection of resources is critical for the installation to maintain a safe work environment. Contractor personnel will be alert for any suspicious activity observed by their personnel working on the installation. If any situation appears to be suspicious, immediate actions must be taken to properly notify base Security Forces Squadron Law Enforcement Desk at 609-562-6000/1/2/3 (McGuire/Dix) or 732-323-4000 (Lakehurst). The contractor must ensure that contractor personnel and vehicles are strictly controlled during performance of duty. For instance, the contractor shall use reasonable efforts to prevent any personnel or equipment from being placed in harm's way or in a position that could aid or abet terrorists. Contractors are encouraged to contact the JB MDL Antiterrorism Office at 609-754-1397 or 609-754-1611 for information regarding the installation Antiterrorism Program.

4.11 NON-PERSONAL SERVICES AND/OR INHERENTLY GOVERNMENTAL SERVICES. The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor feels that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the PCO immediately. These services shall not be used to perform work of a policy/decision making or management nature, (e.g., inherently governmental functions). All decisions relative to programs supported by the contractor shall be the sole responsibility of the Government.

5.0. ENVIRONMENTAL COMPLIANCE. The contractor is required to comply with all applicable bases, local, state and Federal environmental laws and regulations, including Department of the Air Force Instructions, in effect at the time of performance of this contract. The contractor shall be responsible for obtaining and complying with any required operating permits. The contractor shall be responsible and liable for penalties, fines, or environmental damage claims that may be required or assessed by the local, state or Federal governments as a result of the contractor's performance, or failure to perform, during the course of this contract. The

government will inspect for environmental compliance at their discretion, and will notify the COR of any discrepancies found. In addition, the contractor may be subject to contractual sanctions including, but not limited to, termination, suspension, and debarment and adverse past performance assessment.