

**PERFORMANCE BASED WORK STATEMENT FOR**

**ATM TAMPER SWITCH INSTALLATION**

**ROCKER ENLISTED CLUB, B622**

**KADENA AB, OKINAWA, JAPAN**

**PERFORMANCE WORK STATEMENT  
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## 1. DESCRIPTION OF SERVICES

The contractor shall provide all management, tools, supplies, equipment, and labor necessary to install continuous enclosed conduit runs and tamper switches on (2) two ATM machines to the communication room, Rm 501, located in the Rocker EClub (B622).

### 1.1 BASIC SERVICE

There are (2) two ATMs in the Rocker EClub, one is located in the customer service main hallway on near the south entrance and the other is located near the north entrance in the same hallway. The contractor will be required to run conduit from these ATMs to the communication room located on the other side of the club; approximately 70 linear meters of conduit. One inch core drilling of the concrete wall will be necessary to complete the runs. Tamper switches will need to be placed at each ATM and in the communication room as well.

### 1.2.1. INSTALLATION TIMELINES

#### 1.3 EQUIPMENT.

All materials needed for installation must be received by the customer no later than 7 days after notification of award of this contract.

#### 1.3.1. INSTALLATION.

The contractor is required to install the requirement per the award document, this performance work statement, and any applicable/appropriate regulations within seven (7) duty days.

## 2. QUALITY CONTROL

All quality control is dependent on the Contractor. The contractor is responsible for ensuring that the items and services meet the requirements of the contract.

### 2.1. QUALITY ASSURANCE

The government will periodically evaluate the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The government representative will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality control program and receipt of complaints from base personnel. The government may inspect each task as completed or increase the number of quality control inspections if deemed appropriate because of repeated failures discovered during quality control inspections or because of repeated customer complaints. Likewise, the government may decrease the number of quality control inspections if merited by performance. The government will also investigate complaints received from various customers located on the installation. The contractor shall be responsible for initially validating customer complaints. However, the government representative shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).

### 4.1.3. SECURITY REQUIREMENTS

Security and base access requirements are contained in clause 5352.242-9000 "Contractor Access to Air Force Installations." Contractor employees will be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial vehicle access to the base are subject to change without prior notice.

4.3.4. ID Passes, Badges and Vehicle Stickers: The contractor is responsible to obtain such clearances and/or passes as required for his/her employees to enter military installations on Kadena AB prior to start to work. The contractor shall be responsible for all passes issued to his/her employees under this contract. Applications shall be coordinated through the Contracting Officer or designated representative. At the time of application, Security Forces may conduct a

background check on employees. Upon termination of employment, the contractor shall be responsible for returning identification cards and base passes to Security Forces within 24 hours.

#### 4.4 PHYSICAL SECURITY

The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, property, and materials shall be secured. The installation contractor will be escorted during installation. The escort shall open / secure locked boxes.

#### 4.5 HOURS OF OPERATION

4.5.1 Normal Hours of Operation. The contractor shall perform the services required under this contract during the following hours: MON-FRI 0730-1630, except federal holidays. The contractor may work, with prior approval of the Contracting Officer and Site Security Manager, extended hours to ensure timely completion of work at no additional cost to the government.

4.5.1.1 Recognized Holidays. The contractor is not required to provide service on the following days:

|                               |                             |
|-------------------------------|-----------------------------|
| New Year's Day                | 1 January                   |
| Martin Luther King's Birthday | Third Monday in January     |
| President's Day               | Third Monday in February    |
| Memorial Day                  | Last Monday in May          |
| Independence Day              | 4 July                      |
| Labor Day                     | First Monday in September   |
| Columbus Day                  | Second Monday in October    |
| Veterans' Day                 | 11 November                 |
| Thanksgiving Day              | Fourth Thursday in November |
| Christmas Day                 | 25 December                 |

If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

#### 4.6 CONSERVATION OF UTILITIES

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which prevent the waste of utilities which include the following:

4.6.1 Lights shall be used only in areas where and when work is actually being performed.

4.6.2 Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized.

4.6.3 Water faucets or valves shall be turned off after the required use has been accomplished.

4.6.4 Government telephones shall be used only for official government business.

#### 4.7 RECORDS

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

#### 4.8 ENVIRONMENTAL CONTROLS

4.8.1 Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable Japan Environmental Governing Standards (JEGS), 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.

4.8.2 Notification of Environmental Spills. If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident to Kadena AB Fire Dept at 911. The liability for the spill or release of such substances rests solely with the contractor and its agent.

4.8.3 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.

#### 4.9 GOVERNMENT OBSERVATIONS

Government personnel POCs from 18 FSS, 18 SFS, and 18 CES may from time to time, with CO coordination, observe contractor operations. However, these personnel may not interfere with contractor performance or make any changes to the contract.

#### 4.10 SAFETY REQUIREMENTS

In performing work under this contract, the contractor shall:

4.10.1 Conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work.

4.10.2 Perform work in a safe manner as required by OSHA 2206, General Industry, Occupational Safety and Health Standards (29 CFR 1910) and Japan Environmental Governing Standards (JEGS) by US Force Japan.

4.10.3 Develop and provide at the start of the orientation period or the start of the first operational performance period (if there is no orientation period) a safety plan for the protection of government facilities and property and to provide a safe work environment for contractor personnel.