Defense Logistics Agency

Defense Logistics Agency (DLA) Aviation –VID, Industrial Plant Equipment (IPE) Services Division at Mechanicsburg, PA

Granite Surface Plates

6 May 2026

STATEMENT OF WORK (SOW)

STATEMENT OF WORK

1. SCOPE:

The mission of Defense Logistics Agency (DLA) Weapons Support–Office Symbol VID, Industrial Plant Equipment (IPE) Services Division at Mechanicsburg, PA, is to provide depot-level maintenance, rebuild, remanufacture, retrofit, and repair services for industrial machinery. As part of this mission, granite surface plates need to be inspected and resurfaced to restore them to the specified grade.

2. APPLICABLE DOCUMENTS

2.1 ASME B89.3.7-2013, Granite Surface Plates

2.2 E18-22, Standard Test Methods for Rockwell Hardness of Metallic Materials

3. TECHNICAL REQUIREMENTS:

The purpose of this SOW is to purchase the necessary services to inspect and certify the granite surface plates and Rockwell Hardness Tester listed on Appendix A, page 7. Plates may need to be resurfaced by a procedure called lapping to restore them to the specified grade listed in Appendix A.

The contractor will be required to perform the below tasks.

Task 1 - Contractor shall use qualified personnel to inspect and recertify each granite surface plate to the specified grade as listed in Appendix A for each plate. Corresponding tolerances are listed on page 4, table 1 in ASME B89.3.7-2013.

Task 2 – If a granite plate is found to be out of its specified grade tolerance, the contractor shall use qualified personnel to resurface/restore each granite plate to its specified grade as listed in Appendix A. Reference ASME B89.3.7-2013. Corresponding tolerances are listed on page 4, table 1 in ASME B89.3.7-2013.

Task 3 – Contractor shall use qualified personnel to inspect and recertify Rockwell Hardness tester to the specifications listed in listed in E18-22, Standard Test Methods for Rockwell Hardness of Metallic Materials.

Task 4 – Overages: Any additional work that needs to be performed that is above and beyond the work described in this SOW needs to be approved, ***in advance***, through the Project Manager and via modification signed by the Contracting officer. Any additional work performed without prior approval will result in non-payment.

4. DELIVERABLES:

The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and all other items necessary to perform all tasks defined shown in the table of paragraph three (3) of this SOW.

Contractor shall provide test results, reports, and certifications on each granite surface table in Appendix A.

Contractor shall clean up and dispose of any waste created in any resurfacing of granite tables.

The Contractor shall obtain, at its own expense, all necessary licenses, certifications, and/or permits as well as comply with all applicable Federal, State, Local and Municipal laws, codes, ordinances, and regulations that pertain to the recycling effort, handling, transportation, and disposal of all identifiable hazardous and non-hazardous wastes during the life of this contract. All hazardous wastes, as defined in 40 CFR Part 261.3, shall be handled in accordance with the local, State and Federal, Hazardous Waste Management regulations. Upon completion of each service, the contractor will provide a copy of the manifest, which states type of material(s) removed and number of gallons, to the Program Office Representative. The Contractor shall provide Environmental Protection and Recovery Systems during the life of the contract. Those systems and/or equipment shall include, but are not limited to, any materials such as bags, barrels, containers, rags, absorbent materials, etc. The Contractor assumes the responsibility and all liabilities for hazardous waste and waste by-products and shall comply with all Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations, and any other federal, state, local, and all host activity environmental control policies and regulations. Upon completion of service (one-time), the contractor will provide a copy of non-hazardous waste profile (required by RCA Regulation 40 CFR Part 279), to the Program Office Representative.

4. CONTRACTOR EXPERTISE:

2.3 Contractor must be ISO 17025 accredited.
2.4 Contractor must adhere to the following standards: ASME B89.3.7-2013, Granite Surface Plates, and E18-22, Standard Test Methods for Rockwell Hardness of Metallic Materials.

5. PERFORMANCE:

The contractor will comply with the site-specific regulations while visiting or performing work on a government facility.

Period of Performance**:** Twelve (12) month Base Period and two (2) twelve (12) month Option Periods. The anticipated start date is September 2, 2026.

Place of Performance: Work is to be accomplished for DLA Aviation –VID in buildings as shown in the table of paragraph two (2) of this SOW.

DLA Weapons Support –VID
IPE Services Division
5450 Carlisle Pike
Mechanicsburg, PA 17050-2411

Hours of Work: All services will be performed during normal business hours between 6:00 a.m. and 4:30 p.m. EST, Monday through Friday, excluding Federal Holidays. 48-hour response time for emergency service calls.

The contractor is not required to provide services on the ten Federal Holidays observed at DLA as follows:

New Year's Day (January I),
Martin Luther King's Birthday (Third Monday in January),

President' Day (Third Monday in February,
Memorial Day (last Monday in May),
Juneteenth (June 19),
Independence Day (July 4),
Labor Day (first Monday in September),
Columbus Day (Second Monday in October),
Veteran's Day (November 11),
Thanksgiving Day (Fourth Thursday in November),
Christmas Day (December 25th)

When one of the above holidays falls on Sunday, the following Monday will be observed as a legal holiday. When the legal holiday falls on a Saturday, the preceding Friday is observed as the holiday.

When the Installation Commander closes the installation for any reason, including but not limited to days of inclement weather, the contractor is not required to provide services. Adverse Weather Information number is 1-888-427-6001.

6. GOVERNMENT FURNISHED PROPERTY, FACILITIES, and SERVICES:

The Government shall provide access to the granite tables and Rockwell Hardness tester to facilitate the performance of the contract.

7. SECURITY REQUIREMENTS:

Upon Award, the Contractor shall notify the Program Office Representative immediately in writing with the **full name, social security number, date of birth, and place of birth** of all employees assigned to work on the contract. The Program Office Representative will forward the provided information to the Naval Support Activity (NSA) Pass and ID Office Representative for a criminal background check. The NSA Pass and ID Office Representative will verify the information and notify the Program Office Representative as soon as possible if the contractor is cleared to perform services on behalf of the government.

The provisions outlined above apply to the prime Contractor and any subcontractors the prime Contractor may employ during the course of this contract. Waivers will not be granted under any circumstances.

DLA retains the right to request removal of Contractor personnel, regardless of prior clearance status, whose actions, while assigned to this contract, clearly conflict with the interest of the government. The reason for removal shall be fully documented in writing by the Contracting Officer. When and if such removal occurs, the Contractor shall within five (5) working days assign qualified personnel to any vacancy(s) thus created.

No common access cards are required for this project.

8. INVOICE AND BILLING:

The requirements of a proper invoice are subject to FAR 52.232-25 Prompt Payment.

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow (WAWF). ***Hard copy invoices cannot be accepted.***
The contractor's failure to include the necessary information will result in invoices being rejected.

(b) Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Maximum size limit of each attachment is 2 Megabytes (MB). Total size limit for all files is 5MB.

(c) The following WAWF invoice routing table is provided:

WAWF Invoice Type	Invoice 2-in-1
Contract Number	TBD
Issuing Office DODAAC	SP4703
Admin Office DODAAC	SP4703
Inspector DODAAC	SE3100
Service Acceptor DODAAC	SE3100
Ship to /Extension	
DCAA Office DODAAC	N/A
Paying Office DODAAC	SL4701

(d) After clicking the "submit" button, a Notice of Successful/Unsuccessful Submission will appear. This screen contains a "Send More E-Mail Notifications" button. Click on this button and add the email addresses for the Program Office and others as desired. Notification shall be provided for each invoice submitted.

WAWF Tools and Help

(a) The vendor may have their CAGE code activated (required only first time) in WAWF by calling 866-618-5988. Once activated, the vendor should self-register at the web site https://wawf.eb.mil.

(b) Vendor training is available at: http://www.wawftraining.com. Additional support can be obtained by calling the DISA Ogden Help Desk at 1-866-618-5988 or e-mailing to cscassig@ogden.disa.mil.

(c) WAWF Vendor "Quick Reference" Guides are located at:
https://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information.

9. POINTS-OF-CONTACT (POCS):

CONTRACTING SPECIALIST
Name: Corinne Kuge
Comm. Phone: (445) 737-2983
Email: Corinne.Kuge@dla.mil
DLA Contracting Services Office (Richmond)
6090 Strathmore Rd.
Richmond, Virginia 23237

DLA Aviation –VID at Mechanicsburg, PA, Program Office Representative POC for Invoicing (WAWF) and SOW issues is:

PROJECT MANAGER (PM)
Name: Ryan Beecher
DLA Aviation -VID
Address: 5450 Carlisle Pike
Mechanicsburg, PA 17050-2411
Comm. Phone: (717) 550-3185
Email: ryan.beecher@dla.mil

Appendix A

Grade	ID	Size	Location
A	U0116	96” x 48”	BLDG 404 G-22
A	U0117	60” x 120”	BLDG 505 A-26
A	U0121	48” x 72”	BLDG 505 D-12
AA	U0681	36” x 48”	BLDG 404 (QA/Gage Lab)
A	U0682	48” x 96”	BLDG 505 A-26
A	U0683	36” x 48”	BLDG 505 G-26
A	U0684	36” x 48”	BLDG 404 G-22
A	U0685	36” x 48”	BLDG 404 J-6 (CMM ROOM)
A	U0687	48” x 72”	BLDG 505 G-22
AA	U0688	36” x 60”	BLDG 404 G-22
A	U0689	24” x 36”	BLDG 404 J-6 (CMM room)
A	U1672	24” x 36”	BLDG 404 G-19
A	U2319	48” x 84”	BLDG 505 A-26
A	U2391	48” x 60”	BLDG 505 B-19
A	U2392	48” x 72””	BLDG 404 G-22
AA	U2480	60” x 120”	BLDG 505 D-13
A	U2481	36” x 60”	BLDG 404 J-12 (machine shop)
A	U2482	24” x 24”	BLDG 404 G-22 (QA/Gage Lab)
Rockwell Hardness Tester (Wilson)		SN: 174-581	BLDG 404 J-6 (CMM ROOM)