PERFORMANCE WORK STATEMENT (PWS)
FOR
LAUNDRY/LINEN SERVICE

Beale Air Force Base (BAFB), California

June 2026

1. DESCRIPTION OF SERVICES. The contractor shall provide all plant facilities, labor, equipment, tools, materials, supervision, costs of transportation and any other items and services necessary to perform Laundry/Dry Cleaning Services at Beale AFB, as defined in the Performance Work Statement (PWS).

The contractor shall accomplish all tasks to meet the requirements of the PWS. Laundry service includes: pick-up and delivery, ensuring the correct quantities of laundry are delivered, laundry is delivered free of all dirt, debris, dampness, odors, mildew, cleansing chemicals residue, has a uniform appearance, and items are properly finished and packaged. Linen supply service includes: furnishing items for the use of government personnel as specified in this Performance Work statement.

Contractor shall ensure items received in a wet or moist condition are processed to prevent development of mildew, rust or other stains/marks and returned completely dry.

The contractor shall be responsible for loading and unloading laundry. Contractor shall ensure that soiled laundry does not come into contact with clean laundry. Contractor shall ensure Linen Exchange receives the same linen and quantity picked-up. The contractor shall process and return all linen to Beale AFB.

The contractor shall ensure that all contractor furnished items are supplied in accordance with the Buy America Act.

1.1 COUNT OF ARTICLES. Items being turned into the contractor will be counted or weighed by a government representative before the number counts are permanently affixed to the laundry ticket/count sheet.

1.2 STATE OR LOCAL DEPARTMENT OF HEALTH REQUIREMENTS. Contractor shall ensure that its operations comply with any certification or labeling requirements arising from state or local Department of Health Regulations. The Contractor shall be state authorized and prepared to launder all laundry that may be contaminated with Hazardous Materials and Wastes. Typical hazardous wastes on the items may include grease, oil, other petroleum products, paint, adhesive, metal, solvent, etc. The Contractor is responsible to comply with applicable Federal, State, and Local Regulations (Reference: Joint Commission Accreditation Manual for Hospitals) manual.

1.3 SPECIAL WASH. Special wash items are defined as items that have been stained while in the Government's possession and will need special attention. Government personnel will separate special wash items and mark with a tag stating the items is a special wash item. Contractor shall ensure special wash items are segregated from other laundry items during wash, are readily identifiable upon return to the Government as special wash items. For example, items may be labeled with a tag stating "special wash".

1.4 RE-PERFORMANCE OF LAUNDERING/DRY CLEANING. Any items found to have been unsatisfactorily laundered as determined by the QAE shall be re-cleaned at no additional cost to the Government. Such items will be identified by the QAE to the contractor's representative after the unsatisfactory condition is discovered. The item(s) shall be re-cleaned

and returned to the same exchange point the next scheduled n01mal delivery day. If the return period should fall on a legal holiday, the item is to be returned the next scheduled normal delivery day following that holiday. Contractor shall ensure re-cleaned items are segregated from other laundry items and other types of items to be re-washed, such as sheets and blankets, when returned. Contractor shall also ensure that items are readily identifiable upon return to the government as re-cleaned items, to include the date and load number with which they were originally returned. For example, items may be labeled with a tag stating, "re- wash".

1.5 WORKMANSHIP AND SANITATION. Delivered finished articles shall conform to the generally accepted industry standards and Department of Health regulations for quality of cleanliness, finish and appearance. All items shall be delivered in a sanitary condition after being thoroughly laundered and properly dried. The contractor shall comply with the International Fabricare Institute, Joint Commission on Accreditation of Health Care Organization (]CAHO) Manual, Infection Control Committee, American Institute of Laundering, and the Institute of Launderers, Washington DC Standards. The contractor's facility shall be open to inspection of sanitary conditions at any time by a representative of the government. The government reserves the right to perform or cause to have performed any test necessary to determine the sanitary conditions of articles delivered by the contractor. Contractor shall ensure that at no time Beale AFB/Government Owned items co-mingle with items of other customers.

1.6 MISSING ITEMS. If any linen item is missing from a delivery, the contractor shall on the same day the shortage occurs, issue an IOU (shortage) ticket to be redeemed by the contractor in the next regularly scheduled delivery at no cost to the Government. All items not delivered within 24 hours of the original scheduled delivery date shall be considered as lost. If a lost item is not delivered by the last contractor workday of the month, the contractor shall reimburse to the government the replacement cost of the lost items as determined by the Government. That cost will be offset as a deduction to the appropriate invoice.

1.7 FLATWORK IRONING. Contractor shall ensure flatwork is processed so that surfaces are smooth, without rough dried spots, or wrinkling that is noticeable and significant in area affected, such as that achieved by machine finishing. Flatwork shall be folded to ensure a neat and uniform appearance that is not marred by excessive loose ends.

1.8 DAMAGED LINEN. The contractor shall be liable for damage to government-furnished linen beyond fair wear and tear according to the clause of the contract. The amount of compensation due the government shall be the actual cost of replacing. That cost will be offset as a deduction to the appropriate invoice.

1.9 PACKING AND BUNDLING PROCEDURES FOR LAUNDRY. Laundry delivered to Beale AFB shall be wrapped in accordance with method of finish codes and bundled as follows:

TABLE 1.1 METHOD OF FINISH CODES			
WDF	Wash, dry, fold	WP	Wrap finished work in clear film seal
I	Pressed on flatwork ironing equipment	WK	Wrap finished work in kraft paper
P	Pressed on commercial pressing equipment	PB	Return in plastic garment bag
D	Tumbled Dry	W	Wash in warm water

T	Tie items with twine/string	R	Roll
S	Starch	F	Fold
NS	No Starch	WO	Wash & Dry
HS	Heavy Starch	BB	Bleached
MS	Medium Starch	NB	No Bleach
LS	Light Starch	FB	Folded and bundled
OH	Return finished work on hanger	SC	Sorted by Color
CF	Clear film sealed	DC	Dry Cleaned

1.10 WRAPPING. All wrapping shall be accomplished with plastic film unless otherwise specified in this PWS. All items shall be packaged separately according to, "description" found under 1.9 Lot I, 2 Lot 2, and 3 Lot 3. Sheets shall be packaged separately by fitted or flat, by color, by size and with size clearly marked on outside of each package.

1.11 EMERGENCY SERVICE. Approximately twice a year the government may require an accelerated delivery for emergency item(s). This shall require delivery within 24 hours of pick up.

1.12 PERFORMANCE OF SERVICES DURING CRISES DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER. All services contained within this PWS are determined to be essential for performance during crises according to DoDI 3020.37. The requirements of paragraph 1.14. I will be followed.

2. QUALITY ASSURANCE. If any of the services do not conform to the contract requirements, the government may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and reduce the contract price to reflect the reduced value of the services performed.

TABLE 2.1			
PERFORMANCE OBJECTIVE (PO)	**PWS PARA. (S)**	**PERFORMANCE THRESHOLD OBJECTIVES (PTO)**	**METHOD OF SURVEILLANCE**
PO- I. Pickup and delivery schedules are met.	Lodging - 3.2.; 3.3 Contrails - 4.2,4.3 AMXS - 5.2, 5.3 MXS - 6.2, 6.3 MDSS - 7.2,7.3 Appendix 3	No more than two (2) late deliveries per month for routine deliveries.	100% Inspection
PO-2. Correct quantities of laundry are delivered and properly packaged.	Lodging - Table 3 Contrails - Table 4 AMXS - Table 5 MXS-Table 6 MDSS - Table 7	No more than two (2) errors in quantity and packaging per month	100% Inspection
PO-3. Laundry is delivered free of all visible dirt, debris, dampness, odor, mildew, cleaning	Appendix 1	No more than two (2) discrepancies per month.	100% Inspection

chemical residue, has a uniform appearance and is properly finished.			
PO-4. Lost and damaged laundry/linen is equitably adjusted in accordance with DFARS clause 252.237-7014, Loss or Damage (Count-of-Articles) and DFARS clause 252.237- 7015, Loss or Damage (Weight of Articles), within 30 calendar days of notification.	Appendix 1	No more than two (2) discrepancies per month.	100% Inspection

2.1 METRICS. The contractor's actual performance will be measured against the Performance Threshold Objectives monthly to ensure a timely and accurate assessment of the contractor's performance. If the metrics generated for the month indicate that the Contractor's performance does not meet the Performance Threshold Objectives identified in the SDS, the Government will require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. If the Contractor does not meet the Performance Threshold Objectives for three consecutive months, the Contracting Officer will reduce the contract price to reflect the reduced value of the services performed. The Government reserves the right to take any additional action identified in the terms and condition of this contract to correct poor contract performance.

3. LODGING

Lot 1 - Organizational Laundry- 9 FSS/FSVL (Lodging)
- Government Supplied
- Deliver to Bldg 2469 Linen Exchange
- Please note that the Extended Total of Items and Quantity of Bundles are estimates for the year of service.

TABLE 3.1

ITEM NO.	DESCRIPTION	SUPPLIED BY	BUNDLED BY	QUANTITY OF BUNDLES/ YEAR	EXTENDED TOTAL OF ITEMS/ YEAR	COUNTED BY	METHOD OF FINISH
0001	Sheet (Single Flat)	Government	10	300	3000	Individual	WDF,P,T, WP
0002	Sheet (Single Fitted)	Government	10	300	3000	Individual	WDF,P,T, WP
0003	Sheet (Queen Flat)	Government	10	900	9000	Individual	WDF,P,T, WP
0004	Sheet (Queen Fitted)	Government	10	900	9000	Individual	WDF,P,T, WP
0005	Pillowcase	Government	50	1,012	50,600	Individual	WDF,P,T, WP
0006	Blanket	Government	5	1,800	9,000	Individual	WDF,T,WP
0007	Mattress Pad	Government	5	140	700	Individual	WDF,T,WP

0008	Mattress Cover (Bed Bug Protector)	Government	2	120	240	Individual	WDF,T,WP
0009	Bath Towel	Government	20	2,000	40,000	Individual	WDF,T,WP
0010	Hand Towel	Government	20	2,000	40,000	Individual	WDF,T,WP
0011	Wash Cloth	Government	50	800	40,000	Individual	WDF,T,WP
0012	Bath Mat	Government	20	1,000	20,000	Individual	WDF,T,WP
0013	Bedspreads/Comforters	Government	Individual	9,000	9000	Individual	WDF,NB,T,WP

3.1 GENERAL. The contractor shall accomplish laundry/linen services for the Lodging facilities as follows:

3.2 PICKUP. The contractor shall pick up items stated in table 3 between 0900-1200 (PST), three (3) times a week, (Mon, Wed, Fri) from Bldg. 2469, Robert Nicoletti Way, Beale AFB, CA. Pickup and delivery should be accomplished simultaneously. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket to provide positive control of all linen/laundry. Federal/national holidays excluded.

3.3 DELIVERY. The contractor shall deliver items stated in table 3 between 0900-1200 (PST), three (3) times a week,(Mon, Wed, Fri) to Bldg. 2469, Robert Nicoletti Way, Beale AFB, CA. Pickup and delivery should be accomplished simultaneously on a one-for-one swap basis up to the quantities listed in Table 3 above. Delivery shall be accomplished no later than (NLT) seven (7) weekdays from the date of pickup. Pickup and delivery should be accomplished simultaneously. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket as proof of Government acceptance. Federal/national holidays excluded.

3.4 PICKUP/DELIVERY SCHEDULE. The contractor shall submit a pickup/delivery schedule substantially the same as provided in Appendix 3 for the approval by the Contracting Officer prior to start of performance. Modifications to the pickup/delivery schedule shall be submitted allowing no less than five (5) business days for approval. All schedules ensure all pickup and delivery standards outlined in the Para. 3.2 and Para. 3.3 are met.

3.5 LOSS OR DAMAGE (COUNT-OF-ARTICLES). Equitable adjustment for lost or damaged items counted by 'count of articles' method shall be in accordance with DFARS clause 252.237-7014, Loss or Damage (Count-of-Articles). See contract clauses for full details.

3.6 CARTS USED TO TRANSPORT LINEN. The contractor shall supply all necessary carts, or similar conveyances, tubs, bags, or similar containers to transport laundry/linen during pickup and delivery. All items used for the transportation of laundry/linen shall be kept clean and serviceable at all

times. These same clean containers shall be easily distinguishable by markings and shall never contain any items or laundry that have not been cleaned IAW this scope of work other directives described in the Performance Work Statement. If the government discovers that clean laundry has been delivered in uncleaned vehicles, accordance with the scope of work, the government shall refuse the respective laundry affected and the contractor shall return the cleaned laundry the next scheduled delivery date.

3.7 ITEM FINISH. The contractor shall deliver laundry/linen in accordance with the methods of finish described in table above.

4. 9th AIRCRAFT MAINTENANCE SQUADRON

Lot 3 - Organizational Laundry- 9 AMXS
- Contractor Supplied
- Deliver Weekly to 9 AMXS Support at 19351 McGregor Street, Building 11177, Beale AFB, CA 95903
-Please note that the Extended Total of Items and Quantity of Bundles are numbers needed for each week of service.

TABLE 4.1						
DESCRIPTION	**SUPPLIED BY**	**COUNTED BY**	**BUNDLED BY**	**QUANTITY OF BUNDLES**	**EXTENDED TOTAL OF ITEMS**	**METHOD OF FINISH**
Shop Towel Plain (red) 12xl2	Contractor	Individual	10	35	350	WDF

4.1 GENERAL. The contractor shall accomplish laundry/linen services for the Aircraft Maintenance Squadron Support Team as follows:

4.2 PICKUP. The contractor shall pick up items stated above 0900-1200 (PST), one (1) time a week, from Bldg. 19351 McGregor Street, Building 11177, Beale AFB, CA 95903. Pickup and delivery should be accomplished simultaneously. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by weight (lbs.) and/or by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket to provide positive control of all linen/laundry.

4.3 DELIVERY. The contractor shall deliver items stated in table 5 between 0900-1200 (PST), one (I) time a week, to 19351 McGregor Street, Building 11177, Beale AFB, CA 95903. Delivery shall be accomplished no later than (NLT) seven (7) weekdays from the date of pickup. Pickup and delivery should be accomplished simultaneously. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by weight (lbs.) and/or by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket as proof of Government acceptance.

4.4 PICKUP/DELIVERY SCHEDULE. The contractor shall submit a pickup/delivery schedule substantially the same as provided in Appendix 3 for the approval by the Contracting Officer prior to start of performance. Modifications to the pickup/delivery schedule shall be submitted allowing no less than five (5) business days for approval. All schedules ensure all pickup and delivery standards outlined in the Para. 5.2 and Para. 5.3 are met.

4.5 LOSS OR DAMAGE (COUNT-OF-ARTICLES). Equitable adjustment for lost or damaged items counted by 'count of articles' method shall be in accordance with DFARS clause 252.237-7014, Loss or Damage (Count-of-Articles). See contract clauses for full details.

4.6 CARTS USED TO TRANSPORT LINEN. The contractor shall supply all necessary carts, or similar conveyances, tubs, bags, or similar containers to transport laundry/linen during pickup and delivery. All items used for the transportation of laundry/linen shall be kept clean and serviceable at all times. These same clean containers shall be easily distinguishable by markings and shall never contain any items or laundry that have not been cleaned IA W this scope of work other directives described in the Performance Work Statement. If the government discovers that clean laundry has been delivered in uncleaned vehicles, accordance with the scope of work, the government shall refuse the respective laundry affected and the contractor shall return the cleaned laundry the next scheduled delivery date.

4.7 ITEM FINISH. The contractor shall deliver laundry/linen in accordance with the methods of finish described in table above.

5. 9th MAINTENANCE SQUADRON

Lot 4 - Organizational Laundry- 9 MXS
- Contractor Supplied
- Deliver Weekly to Multiple locations
- Please note that the Extended Total of Items and Quantity of Bundles are numbers needed for each week of service.

Table 5.1

DESCRIPTION	SUPPLIED BY	COUNTED BY	BUNDLED BY	QUANTITY OF BUNDLE	EXTENDED TOTAL OF ITEMS	METHOD OF FINISH
Bldg 1069, Fairchild St, Beale AFB, CA (Phase)						
Shop Towel Plain (red) 12x12	Contractor	Individual	25	8	200	WDF
Bldg 1075, Fairchild St, Beale AFB, CA (Fuels)						
Shop Towel Plain (red) 12x12	Contractor	Individual	25	8	200	WDF
Bldg 1086, Arnold Ave, Beale AFB, CA (Propulsion)						

Shop Towel Plain (red) 12x12	Contractor	Individual	25	2	50	WDF
Bldg 1086, Arnold Ave, Beale AFB, CA (Wheel & Tire)						
Shop Towel Plain (red) 12x12	Contractor	Individual	25	3	75	WDF
Bldg 1075, Fairchild St, Beale AFB, CA (M1 Contractors)						
Shop Towel Plain (red) 12x12	Contractor	Individual	25	12	300	WDF

5.1 GENERAL. The contractor shall accomplish laundry/linen services for the 9th Maintenance Squadron. Pickup and delivery shall be accomplished simultaneously. Specific requirements as follows:

5.2 PICKUP. The contractor shall pick up items stated in table 6 above between 0700-1600 (PST), one(!) time a week, from the locations listed in Table 6 above. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by weight (lbs.) and/or by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket to provide positive control of all Iinen/laundry.

5.3 DELIVERY. The contractor shall deliver items stated in table 6 between 0700- I 600 (PST), one (I) time a week, to the same locations identified in Table 6 above. Delivery shall be accomplished no later than (NLT) seven (7) weekdays from the date of pickup. Pickup and delivery should be accomplished simultaneously on a one-for-one swap basis up to the quantities listed in Table 6 above. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by weight (lbs.) and/or by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket as proof of Government acceptance.

5.4 PICKUP/DELIVERY SCHEDULE. The contractor shall submit a pickup/delivery schedule substantially the same as provided in Appendix 3 for the approval by the Contracting Officer prior to start of performance. Modifications to the pickup/delivery schedule shall be submitted allowing no less than five (5) business days for approval. All schedules ensure all pickup and delivery standards outlined in the Para. 6.2 and Para. 6.3 are met.

5.5 LOSS OR DAMAGE (COUNT-OF-ARTICLES). Equitable adjustment for lost or damaged items counted by 'count of articles' method shall be in accordance with DFARS clause 252.237-7014, Loss or Damage (Count-of-A11icles). See contract clauses for full details.

5.6 CARTS USED TO TRANSPORT LINEN. The contractor shall supply all necessary carts, or similar conveyances, tubs, bags, or similar containers to transport laundry/linen during pickup and delivery. All items used for the transportation of laundry/linen shall be kept clean and serviceable at all times. These same clean containers shall be easily distinguishable by markings and shall never contain

any items or laundry that have not been cleaned IA W this scope of work other directives described in the Perforn1ance Work Statement. If the government discovers that clean laundry has been delivered in uncleaned vehicles, accordance with the scope of work, the government shall refuse the respective laundry affected and the contractor shall return the cleaned laundry the next scheduled delivery date.

5.7 ITEM FINISH. The contractor shall deliver laundry/linen in accordance with the methods of finish described in table above.

6. 940th MAINTENANCE GROUP

Lot 8 - Organizational Laundry- 940th MXG
- Contractor Supplied
- Deliver Weekly to Multiple locations
- Please note that the Extended Total of Items and Quantity of Bundles are numbers needed for each week of service.

TABLE 6.1						
DESCRIPTION	**SUPPLIED BY**	**COUNTED BY**	**BUNDLED BY**	**QUANTITY OF BUNDLE**	**EXTENDED TOTAL OF ITEMS**	**METHOD OF FINISH**
Bldg 1076, DOCK 5, 19418 Edison Ave, Beale AFB CA (TOOL CRIB)						
Shop Towel Plain (red) 12xl2	Contractor	Individual	25	8	200	WDF
11703 Arnold Ave, Beale AFB, CA (Sortie Support – Flight line Shack						
Shop Towel Plain (red) 12xl2	Contractor	Individual	25	6	150	WDF

6.1 GENERAL. The contractor shall accomplish laundry/linen services for the 940th Maintenance Group. Pickup and delivery shall be accomplished simultaneously. Specific requirements as follows:

6.2 PICKUP. The contractor shall pick up items stated in Table 8 above between 0700-1500 (PST), one (1) time a week from the locations listed in Table 8 above. Pickup and delivery should be accomplished simultaneously on a one-for-one swap basis up to the quantities listed in Table 8 above. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by weight (lbs.) and/or by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket to provide positive control of all linen/laundry.

6.3 DELIVERY. The contractor shall deliver items stated in Table 8 between 0700-1500 (PST), one (I) time a week, to the same locations identified in Table 8 above. Delivery shall be accomplished no later

than (NLT) seven (7) weekdays from the date of pickup. Pickup and delivery should be accomplished simultaneously on a one-for-one swap basis up to the quantities listed in Table 8 above. The contractor shall furnish a signed pickup/delivery ticket that summarizes all laundry/linen counted by weight (lbs.) and/or by article to the Contracting Officer Representative (COR) upon pickup. The COR shall also sign each pickup/delivery ticket as proof of Government acceptance.

6.4 PICKUP/DELIVERY SCHEDULE. The contractor shall submit a pickup/delivery schedule substantially the same as provided in Appendix 3 for the approval by the Contracting Officer prior to sta1t of performance. Modifications to the pickup/delivery schedule shall be submitted allowing no less than five (5) business days for approval. All schedules ensure all pickup and delivery standards outlined in the Para. 8.2 and Para. 8.3 are met.

6.5 LOSS OR DAMAGE (COUNT-OF-ARTICLES). Equitable adjustment for lost or damaged items counted by 'count of articles' method shall be in accordance with DFARS clause 252.237-7014, Loss or Damage (Count-of-Articles). See contract clauses for full details.

6.6 CARTS USED TO TRANSPORT LINEN. The contractor shall supply all necessary carts, or similar conveyances, tubs, bags, or similar containers to transport laundry/linen during pickup and delivery. All items used for the transportation of laundry/linen shall be kept clean and serviceable at all times. These same clean containers shall be easily distinguishable by markings and shall never contain any items or laundry that have not been cleaned IAW this scope of work other directives described in the Performance Work Statement. If the government discovers that clean laundry has been delivered in uncleaned vehicles, accordance with the scope of work, the government shall refuse the respective laundry affected and the contractor shall return the cleaned laundry the next scheduled delivery date.

6.7 ITEM FINISH. The contractor shall deliver laundry/linen in accordance with the methods of finish described in table above.

7. BEALE AFB GENERAL INFORMATION

7.1 SECURITY. The Contractor shall provide a combined Entry Authorization List (EAL) Form, EAL Form v2, for all employees who will perform work in accordance with this PWS.

7.2 BASE ACCESS. The contractor shall obtain personal identification passes for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto the base. The vendor shall provide the required information on all employees performing work on the base in order to accomplish the background checks and establishment of the Enny Authorization List (EAL). The specific forms and instructions will be provided after award. Employee information shall be provided to the Contracting Officer or Contracting Officer Representative (COR) no later than 8 days prior to the date when access is required. Security Forces will verify each individual for access eligibility and reserves the right to

deny access to the base for any employee. Once the EAL is approved it can be maintained for up to 6 months providing there are no changes. Vehicle registration, proof of insurance and a valid driver's license must be presented for all vehicles to be registered.

7.3 ILLEGAL IMMIGRANTS. In accordance with Air Combat Command (ACC) supplement to AF! 31-101, The Air Force Installation Security Program (FOUO), illegal aliens are unauthorized on all ACC military installations, including Beale AFB. The contractor shall not hire illegal aliens to perform contract services on Beale AFB, nor attempt to bring illegal aliens on the installation. Contractors that hire foreign nationals are responsible for ensuring each foreign national has the appropriate documentation (i.e. valid work permit, resident alien card, etc.) that authorizes them to work in the United States. Illegal aliens found on Beale AFB shall be immediately detained by base security forces and barred from the installation. Corrective/punitive action will be taken against the contractor and the illegal alien if the contractor hires illegal aliens to perform contract services on Beale AFB.

7.4 TRAFFIC LAWS. Contractor employees shall comply with all Beale AFB traffic regulations and state traffic laws. Contractor employees are subject to random vehicle speed control checks. Failure to adhere to base traffic regulations may result in the loss of base driving privileges, debarment from the base, or other administrative action. The use of cell phones is strictly prohibited while driving on Beale AFB, unless the phone is hand free. Seat belt use is mandatory for all drivers and passengers of vehicles.

7.5 CONTRACTOR TRAVEL ON BEALE AFB. Contractor employees shall not loiter in any working area before or after performing services. All contractor employees shall limit their travel on Beale AFB only to the specific areas required for performance of services or in travel directly to and from these locations. Upon completion of contract work, contractor employees shall promptly depart Beale AFB.

7.6 WEAPONS, FIREARMS, AND AMMUNITION. Contractor employees are prohibited from possessing weapons, firearms, or ammunition on themselves or within their contractor owned vehicle or privately owned vehicle while on Beale AFB.

7.7 CONTRACTOR PERSONNEL DRESS AND APPEARANCE. Contractor personnel shall present a neat and clean appearance and be easily recognized as Contractor employees. The Contractor shall provide Contractor personnel working on Beale AFB with a method of identifying the company name, employee's first and last name, and job title. This may include a name badge, company shirt with employee's name, etc. Employees must wear identification at all times.

7.8 FOR OFFICIAL USE ONLY INFORMATION (FOUO). The contractor shall comply with DoDD 5400.07, Chapter 4, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material. FOUO or FOIA material discovered by the

contractor or contractor employees shall not be retained by the contractor and surrendered immediately to an appropriate Government authority.

7.9 REPORTING REQUIREMENTS. Contractor employees shall immediately report to an appropriate Government authority any information or circumstances of which they are aware that may pose a threat to the security of Department of Defense personnel, any individual who is an employee of the United States Government if the employment of that individual would create a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval of the employment in accordance with Department of Defense Directive (DODD) 5500- 07, Standards of Conduct. In addition, the contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies contained in AFI 64-106, Air Force Industrial labor Relations Activity.

7.10 CONTRACTOR EMPLOYEE CONDUCT. The Government reserves the right to require removal from the installation any all personnel who endangers persons or property, whose actions are inconsistent with professional conduct, whose continued employment is inconsistent with the interest of military security or who is found to be incapacitated or under the influence of alcohol, drugs, or other substances. Removal of employees for any reason does not relieve the contractor of the requirement to perform services specified herein.

7.11 FIRE PREVENTION AND SAFETY STANDARDS. Contractor employees shall comply with the Occupational Safety and Health Act (OSHA), Beale AFB Fire Protection Program, Air Force Occupational Safety, and the Fire Prevention and Health Program.

7.12 SMOKING ON AIR FORCE FACILITIES. Contractors are advised that the Air Force has placed restrictions on the smoking of tobacco products in Air Force facilities. AFI 40-102, Tobacco Use in the Air Force, outlines the procedures used by the commander to control smoking in our facilities. Contractor employees and visitors are subject to the same restrictions as the COR. Smoking is permitted only in designated smoking areas.

7.13 ILLEGAL SUBSTANCES. Illegal substance possession and/or use will not be tolerated on any military installation, including Beale AFB. The contractor shall ensure that contractor employees who have base access do not possess and/or use illegal substances. All contractors and subcontractors are required to adhere to all local, state and federal laws concerning possession and/or use of illegal substances. Contractors found to be in possession of illegal substances will be barred from the installation and subject to arrest and prosecution by local authorities.

7.14 BEALE AFB MARIJUANA POLICY. In accordance with Beale AFB guidance, all persons are prohibited from introducing, using, possessing, distributing, or purchasing marijuana on Beale AFB for

any reason, even if it has been medically prescribed. Contractors who violate this guidance shall be immediately detained by base security forces, which will then tum those persons over to the local authorities and those individuals found in violation shall be barred from the installation.

7.15 BEALE AFB EMERGENCY SERVICES. The Government will provide security forces services (call 530-634-213 for emergencies only), and fire protection services (call 530-634-8675). There are no emergency medical services available on Beale AFB, therefore the contractor shall call 911 in case of medical emergencies.

7.16 FEDERAL HOLIDAYS. The table below outlines all Federal Holidays observed by Beale AFB. Services scheduled to be performed on an observed Federal holiday will be performed on the next day according to the schedule. (i.e. if a holiday falls on Monday, pick-up and delivery service will be made on delivery date outlined in the pickup/delivery schedule).

TABLE 7.1 HOLIDAYS	
January I	New Year's Day
Third Monday of January	Birthday of Martin Luther King, Jr.
Third Monday of February	Washington's Birthday
Final Monday of May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday of September	Labor Day
Second Monday of October	Columbus Day
November 11	Veterans Day
Fourth Thursday of November	Thanksgiving Day
December 25	Christmas Day

7.17 IMPLEMENTATION OF FY11 NOAA SECTION 8 I 08, CONTRACTOR INVENTORY. Air Force Headquarters require visibility into total manning in order to determine needs and optimize resources. In FYll, congress mandated an annual count of contractors performing services for the Department of Defense. The following provides implementation of Section 8108 of Public Law 112-10 of the Department of Defense and Full Year Continuing Appropriations Act, 2011.

7.17.1 Implementation is required for service acquisitions valued greater than or equal to the simplified acquisition threshold (SAT), acquired with appropriated funds, and where the Department of Defense is the requiring activity. This includes supply contracts with embedded service elements, architect and engineering (A&E), and research and development (R&D). Implementation is not required for contracts that expire on or before 31 Dec 2012 (including all options, extensions and ordering periods).

7.17.2 Contractor Manpower Reporting Application (CMRA). As a result of this mandate, please review the contractor user guide and the Contractor Manpower Reporting Application at http://www.ecmra.mil. In the event there is a documentable increase in contract cost directly associated with this requirement;

please provide a cost proposal to incorporate this requirement into applicable contracts within 60 days of this notification. Any cost proposal shall contain a detailed cost breakdown. Reporting for each fiscal year shall be completed no later than 31 October.

8. APPENDIX I

8.1 DEFINITIONS:

8.1.1 CLEAN. Finished articles are dry and free of di11, lint, and objectionable odors. Spots and stains are removed without damaging the fabric and have been laundered as defined in paragraph 1.5.

8.1.2 QUALITY ASSURANCE EVALUATOR (QAE). An individual appointed in writing by the contracting officer to perform expressed contract administration inspection functions.

8.1.3 LAUNDERING. The process by which soiled fabric items are cleaned and treated. The term includes cleaning by mechanical action in appropriate temperature water with solutions of detergents and other additives. These additives include repellent treating, bleaching, bluing, rinsing, chemical rinse (sour, fabric softener, and any other agent for controlling the growth of microorganisms, such as molds and bacteria), starching, ironing, and pressing. The appropriate products and procedures are to be determined by the contractor for the various types of fabric and nature of soil.

8.1.4 PACKAGING. The process by which clean garments or other items are placed on hangers and placed in protective paper or plastic film bags. Small items of clothing and other clothing, which are not customarily placed on hangers, shall be wrapped in protective polywrap in accordance with commercial or local practice.

8.1.5 PRESSING. Pressing is the process for insertion of required creases and removal of undesirable wrinkles from clean garments or items.

8.1.6 UNSERVICEABLE ARTICLES. No longer useable or repairable for purposes intended.

8.1.7 PROCESSING. All soil, spots and stains are removed during laundering without damage to fabric.

8.1.8 WHITENESS/COLOR. White fabrics are sparkling white and free of yellow and gray tints or any other unsightly appearance. Color is bright and clear.

8.1.9 SMELL. Articles are sanitized, free of objectionable odors to include no trace of washroom supplies left in fabric.

8.1.10 STARCH. Articles such as shirts, trousers, utility clothing, and uniforms that have been starched and pressed have adequate body without excessive stiffness. Fluff dry items are not starched.

8.1.11 DRYNESS/SOFTNESS. Fluff dry items (tumbled work) such as bath mats, bath towels, hand towels, mattress pads, and mattress covers and blankets are completely dry and soft.

8.1.12 FINISH. Items such as shirts, trousers, utility clothing, uniforms and other wearing apparel must be machine finished so that all surfaces are smooth and wrinkle free. There should be no rough spots. These items should retain their original shape and size.

8.1.13 FLAT WORK. Flat Work items are hand or machine pressed, folded and tied or wrapped in bundles.

8.1.14 LOST. Not returned by next scheduled delivery date.

8.1.15 DAMAGE. A defective condition of an item due to improper processing resulting in the item not being suitable for return to service.

8.1.16 LINEN EXCHANGE. Exchange of dirty linen for clean linen.

9. APPENDIX 2

TABLE 9.1 PUBLICATIONS	
AFMAN 23-110, Vol 2, Pait 13	Standard Base Supply Customer Procedures
AFI 23-111	Management of Government Property in Possession of the Air Force
AF! 31-209	Air Force Resource Protection
AFl31-601	Industrial Security Program
AF! 32-2001	The Fire Protection Operation and Fire Prevention Program
AF! 32-9002	Use of Real Property Facilities
AFI 34-901	Laundry and Dry Cleaning and Linen Exchange
AFMAN 34-902	Laundry and Dry Cleaning and Linen Exchange
AFI 64-106	Air Force Industrial Labor Relations Activity
AFMAN 64-108	Service Contracts
AF! 91-301	Air Force Occupational and Environmental, Safety, Fire, Protection, and Health (AFOSH) Program
DODR4145-19	Storage and Warehousing of Facilities and Services
DODI 5500.7	Joint Ethics Regulations

9.1 The contractor shall be bound to accomplish the tasks set forth in the performance work statement (PWS) and the reference set forth in the PWS provided that:

9.2 Should there be a conflict between the PWS and reference set forth therein, the PWS shall control.

9.3 Should there be a conflict between or among two or more such references, those codes mandatory by the PWS shall control over those coded advisory; between or among those similarly coded, those issued by a higher authority shall control over those issued by a lower authority; and between or among those issued at the same level of authority, those with a later date of issue shall control over those with earlier dates of issue.

9.4 Any task set forth in any such reference which shall call for the exercise of non-delegable discretionary government authority shall be subject to the final approval of the government official having such authority.

TABLE 9.2 AIR FORCE FORMS	
AF Form 85	Inventory Adjustment Voucher
AF Form 115a	Register of Control Numbers
AF Fonn 126	Custodian Request Log
AF Form 332	Base Civil Engineer Work Request
AF Form 601	Equipment Action Request Customer
AF Form7l4	Complaint Record
AF Form 904	Daily Linen Transactions
AF Form 905	Linen Exchange Inventory Report
AF Form 1297	Temporary Issue Receipt
AF Fonn 1348-1	DOD Release/Receipt Document
AF Form 2005	Issue/Turn-in Request
AF Form 2009-1	Manual Supply Accounting Record

10. APPENDIX 3

10.1 PICK UP/DROP OFF SCHEDULE. The following chart specifies the days of the week and location of each pick-up and delivery that shall be accomplished. For example, articles picked up on Monday shall be laundered and dry cleaned and then delivered back to the Government no later than the following Monday.

TABLE 10.1 PICK UP/DROP OFF SCHEDULE		
PICK-UP DAY(S)	**DELIVERY DAY(S)**	**TIME(S)**
9 FSS Lodging		
Monday	Monday	0900-1200
Wednesday	Wednesday	0900-1200
Friday	Friday	0900-1200
9 FSS Contrails (DFAC)		
As Requested	As Requested	0900-1200
9 MXS		

Monday	Monday	0700-1600
9 AMXS		
Monday	Monday	0700-1600
940 MXG		
Thursday	Thursday	0700-1500