Performance Work Statement (PWS)
Leasing, Installation, Operation, and Maintenance of Heating, Ventilation and Air conditioning (HVAC) Equipment to Support Military Working Dog (MWD) Kennels
Joint Base San Antonio-Lackland (JBSA-Lackland)
JBSA Lackland Buildings: 7634, 7638, 7640, 7642, 7599, 7600
1239 Knight St. 78236
10 JULY 2026
12 Month + 12 Month Option

1. **DESCRIPTION OF SERVICES.** The Contractor shall provide all equipment and tools necessary to meet the mission requirement of installing, operating, and maintaining temporary cooling and heating equipment for Military Working Dog (MWD) kennels, as a means of climate control, to promote a consistently comfortable environment with kennel temperatures ranging between 45 – 85°F.

1.1.1. Scope of Work. The contractor shall conduct surveys of the work scope, both before it begins and after it is finished. These surveys will verify that the work adheres to all HVAC industry standards, state and federal codes, and the environmental requirements detailed in this contract. The Contractor shall furnish all equipment, labor, layouts of work features, and supervision needed to lease, install, operate and maintain HVAC equipment in the various locations as shown in Attachment A – Conceptual Framework.

The Contractor shall provide maintenance and servicing of generators, fuel, auxiliary tanks, HVAC units, drywell for HVAC equipment condensate, and appurtenances such as electrical conductors, plumbing, and temporary metal ductwork with liner.
The Contractor is responsible for enclosure of the kennel roof gable to aid in maintaining temperatures. This contract also includes providing fuel and maintaining refueling service for the generators as needed to maintain continuous operation of the HVAC units. The Contractor shall provide maintenance services on equipment, including emergency maintenance response times of no less than a 2-hour response time, 24 hours a day, 7 days a week. The Contractor will maintain and ensure all HVAC units and all Generators are to 95% serviceability.

The Contractor is responsible for conducting a site visit prior to any work being performed to assess exact site conditions. The Contractor is responsible for devising a plan to install and maintain all lease equipment for the duration of the project, to include maintaining fuel levels during the lease agreement. The Contractor shall haul, remove equipment and restore site to original condition at the end of the rental lease agreement. The Contractor shall provide a Work Plan Narrative detailing the Contractors approach, prior to installation, for Government review. Work Plan Narrative shall be used during the Technical Evaluation process. The Contractor shall procure and install all required "turnkey" operational hardware, appurtenances, rodent resistant indoor/outdoor flexible ductwork including electrical infrastructure to supply power to the HVAC equipment.

The Contractor shall remove and dispose of and haul off all debris from the jobsite daily and maintain the area around equipment to promote a safe environment. The Contractor shall submit a work schedule as part of the Work Plan Narrative and will be used as part of the Technical Evaluation. Contractor shall provide all necessary dumpsters required to haul all refuse and for cleanup effort.

1.1.2. Building Description. The 6 kennels housing the military dogs are metal, carport-type structures with a fixed roof and metal fencing around the structure, atop a concrete foundation, approximately 40 ft x 150 ft each. The Kennels are used to house MWDs. The area is occupied and MWD training may be occurring in the vicinity. Some areas may require escorts to enter. Contractor shall maintain egress in and out of main entrance to kennels, and access to kennels shall not be blocked. The contractor shall coordinate with the COR for entry. There is no power available in the area and HVAC equipment must run on generator power. Kennel structures are approximately 50 feet from one another.

1.1.3. Environmental Requirements. Diesel powered generators must have and/or be fueled from a double-walled aboveground storage tank. If fuel tank is not double walled, it should be placed into Secondary Containment to protect it from fuel leaks and spills. Contractor shall utilize a drip pan and/or containment during the refueling of the generator fuel tanks, to ensure no spillage of fuel to the soils, grass or storm drains. Contractor shall place fuel as far away as feasible from any storm water drains, storm water inlets or inside stormwater swales. Contractors shall have a spill kit nearby with absorbent pads, pillows, etc. Contractor shall post "No Smoking" signs and have a portable fire extinguisher nearby. Contractors shall ensure fuel tanks have 5 feet of clear space on all sides, away from buildings and above it to ensure adequate ventilation. Contractors shall use grounding rods to ground equipment.

1.2. Lease Description. Provide a quantity of 12 - commercial-grade, no less than 10-ton HVAC units with duct sock accessories on trailers (2 units per kennel). Provide the manpower to place, install, maintain, and remove the equipment. Provide Work Plan Narrative. Provide 24 hour/7 days per week service capability to equipment. Provide 6 generators with a maximum of 70 decibels range to supply sufficient power to the 12 HVAC equipment with accessories and wiring harnesses. Provide fuel and refueling for generators. Provide temporary fencing and signage equipment for the duration of the contract**.** Install all required wiring, switches, and circuit breakers to support the proper function of the equipment. Contractors shall ensure all electrical wiring harnesses are safely covered and do not present a tripping hazard.

1.2.1. Pre-Construction Site Assessment and Documentation. No later than (NLT) five (5) calendar days after contract award, the Contractor shall visit the site and examine all attachments and the Performance Work Statement (PWS) to fully determine the scope and extent of the work. One day prior to starting any alteration or removal work, the Contractor shall document the existing condition of adjacent structures and facilities

slated for alteration or removal. This documentation must be compiled into a report and submitted to the (Contracting Officer Representative) COR before physical work begins. Digital photographs are acceptable as a record of existing conditions; however, written authorization is required for any photography in and around the MWD kennels.

1.2.2. Equipment Placement and Installation. Ensure the terrain can support the HVAC equipment. Building up terrain is required to ensure a level surface for the HVAC equipment. Safely chock the wheels of the trailers to prevent any roll back. Install duct socks using metal duct straps to prevent duct socks from falling into the area. The contractor shall determine placement of equipment while maintaining the integrity of the structure and return it to its original condition upon project completion. The contractor shall take necessary precautions to avoid damage to government property/existing items to remain in place. The Contractor shall install exterior rated duct board to cover roof gables in effort to contain cool air produced by HVAC equipment.

1.2.3. Cleanup and Inspection. Clean up the work area, removing and hauling any debris or materials resulting from the installation process. Contractor shall be responsible for disposal of all generated debris off site. The use of burning at the project site for the disposal of refuse and debris is prohibited. Conduct a final inspection with the designated COR to ensure satisfaction with the site of the leased equipment.

1.2.4. Site Coordination. It is the Contractor's responsibility to verify and document all required outages which will be required during work, and to note these outages on a record document. Contractor must coordinate with the COR for all outages; at least 24 hours' notice shall be provided prior to the scheduled outage. Contractor shall provide the outage documents to COR upon request within one business day.

1.2.5. Maintenance Schedule. The contractor shall submit a proposed maintenance schedule based on manufacturer recommendations for Government review and approval, within fourteen (14) days of contract award. The schedule may be modified due to usage fluctuations, and all changes shall be coordinated with the designated COR at least two (2) business days in advance of the change. Contractor shall coordinate with COR when conducting any service or maintenance.

1.2.6. 24 HR. Service. The Contractor shall designate a single individual that will serve as the main point of contact for all service calls. The Contractor shall be available to take calls 24 hours a day/ 7 days per week and must respond within 2 hours of receiving a service call. The response may consist of over-the-phone troubleshooting guidance or an in-person service call, with no additional cost to the government. The appropriate response shall be aligned with the ability to maintain kennel temperatures between 45 – 85°F, with no more than a 2-hour duration where temperatures are outside of the range. The contractor is to notify Government personnel of equipment repair status and diagnosis to include estimated completion period.

1.2.7. Safety. The Contractor shall continuously evaluate the condition of the working site and take immediate action to protect all personnel working in and around the project site. The contractor shall install temporary fencing around equipment and comply with JBSA Safety Program standards and regulations applicable to this Project.

1.3. Service Summary. The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success. The Services Summary (SS) and the Contractor's Quality Control Plan (QCP) is the expected level of Contractor performance, and the acceptable method of Government validation and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the Revolutionary FAR Overhaul (RFO) 52.212-4, "*Contract Terms and Conditions - Commercial Items*," Inspection/ Acceptance, will be used to remedy all deficiencies.

PO#	PERFORMANCE OBJECTIVE:	PWS REF.	PERFORMANCE THRESHOLD
1	Contractor will maintain and ensure all HVAC units and all Generators are to 95% serviceability	1.1.1	95% of the time
2	Maintain all kennel temperatures between 45-85 degrees Fahrenheit.	1, 1.2.6	No more than 3 instances per month of temperatures outside of stated range.
3	Contractor shall ensure all HVAC units and all generators are maintained and operational in accordance with industry standards.	1.1.1 , 1.2.6	No more than 3 instances per month of temperatures outside of stated range.
4	Contractor shall complete scheduled preventative maintenance on all HVAC units and all generators.	1.2.5	100% of scheduled preventative maintenance tasks completed within the

			designated timeframe
5	Contractor shall respond to emergency service calls 24 hours/day, 7 days/week. Return emergency calls within 1 hour and must respond to emergency within 2 hours after original phone call. Response can include telephonic troubleshooting or dispatching for on-site troubleshooting as required to maintain appropriate kennels temps, which cannot be outside of temp range for more than a two-hour timeframe. (48 hours response time for non- emergencies).	1.2.6	100% of the time. 0 failures allowed.
6	Ensure the contractor coordinates with COR when the contractor performs service and or maintenance.	1.2.4, 1.2.5	100% of the time
7	Contractor shall provide fuel and refueling services for generators to maintain continuous operation of HVAC units. Contractor shall ensure fuel is properly contained and any spills are prevented/cleaned immediately.	1.1.1, 1.1.3, 1.2	100% of the time

1.4. Quality Control Plan (QCP). The contractor shall develop and maintain a quality program to ensure the maintenance and training performed are IAW commonly accepted commercial practices. A written QCP shall be submitted to the Contracting Officer (CO) as part of the Contractor's proposal package. The plan shall specifically address the Contractor's strategy to provide quality workmanship, continual process improvement, and for correcting deficiencies as required

1.4.1. Contracting Officer (CO) and Contracting Officer Representative (COR) (Quality Assurance Personnel). The CO will appoint a primary and alternate COR for managing the day-to-day activities of the contract. The identity, title, and authority of this representative will be provided in writing to the Contractor after contract award.

1.5. Quality Assurance. The Government shall inspect and evaluate the contractor's performance to ensure services are received IAW requirements set forth in this contract. The COR is responsible for the acceptance of the work and the approving authority for acceptance of performance. The COR will document their performance findings on a surveillance report. If defects are found, they will be annotated, and that surveillance report will be sent to the Contractor for signature. The contractor shall respond to the surveillance report IAW the instructions provided and return it to the COR within the suspense established by the COR. Unsatisfactory performance shall be reperformed at no additional cost to the Government.

When a performance threshold has not been met, the COR will initiate and provide the CO with a Contract Discrepancy Report (CDR) DD 2772 for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the CO within the suspense established on the CDR.

Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two or more consecutive or non-consecutive months during a contract period shall result in a letter of concern from the CO. All remedies shall be IAW the RFO 52.212-4, "*Contract Terms and Conditions – Commercial Items*," and Inspection/Acceptance.

Corrected deficiencies shall still count against the contractor but will allow for full monthly payment. If re-performance will not correct the defects or is not possible, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. Disputes between the COR and the contractor on the validity of a performance assessment shall be referred to by the CO.

1.6. Performance Management. The COR shall evaluate and document the Contractor's performance IAW the procedures outlined in the PWS. The results of surveillances shall be maintained as Past Performance information and utilized to prepare and support annual Contractor Performance Assessment Report System (CPARS) reporting.

1.6.1. Periodic Progress Meetings. The CO reserves the right to schedule periodic meetings with the Functional Commander, COR, other Government personnel as appropriate, and the Contractor to discuss the Contractor's performance. The following issues will be discussed: opportunities to improve the contract, any modifications required of the contract, unsatisfactory inspections and trends against each performance objective observed, positive performance, and steps taken by the Contractor to prevent unsatisfactory occurrences in the future.

2. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

2.1. Facilities. The Government will provide police and fire protection. In the event of a medical emergency, a base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis.

2.2. Equipment. All tools and vehicles will be supplied by the contractor.

3. GENERAL INFORMATION

3.1. Hours of Operation/Holidays. All work shall be performed during the typical duty day, 8:00 A.M. to 4:00 P.M., Monday through Friday, except for federal holidays and unforeseen requirements. When access to facility permits, service may begin earlier upon approval of authorized government personnel. The Contractor is not required to provide routine services on the following approved holidays:

New Year's Day	1st of January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	19th of June
Independence Day	4th of July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11th of November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25th of December

NOTE: If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the proceeding Monday. Additionally, the 24/7 emergency response requirement (within 2 hours) remains fully active on all federal holidays to ensure the Military Working Dogs are protected.

3.2. Security Requirements. The Contractor shall comply with all requirements and procedures IAW "Contractor Access to Air Force Installations" listed below in 3.3. Contractor employees shall 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. The Contractor shall also obtain personnel and vehicle identification and passes as required for entry to the installation. The government will provide all forms and procedures to the Contractor to obtain personnel identification, and vehicle passes during the pre-performance conference. It is the Contractor 's responsibility to renew passes/badges in a timely manner to ensure no interruption of service. 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. Upon completion or termination of the contract or expiration of the identification passes, the Contractor ensures that all base identification passes issued to Contractor employees are returned to the issuing office. If a contract employee has been terminated, the pass will need to be retrieved and returned to Security Forces (SF) so that

employee does not have base access. If the pass is not retrieved, then SF will need to be notified, so base access is not allowed. Failure to comply with these requirements may result in the withholding of final payment.

3.3. Contractor Access to Department of the Air Force Installations. 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 Department of 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.

The contractor shall submit a written request on company letterhead to the COR listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The COR will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and in order to obtain a vehicle pass.

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.

When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *DAFI 31-101, Integrated Defense, and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program]* citing the appropriate paragraphs as applicable.

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.

The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.

Failure to comply with these requirements may result in withholding of final payment.

3.4. Pass and Identification Items. Non-Department of Defense (DOD) persons

(Contractors, vendors, etc.) requiring entry to JBSA-Lackland shall be sponsored by an authorized Defense Biometric Identification System (DBIDS) registered DOD ID card holder. Contractors requiring access to JBSA shall provide the credential information for their employees to the COR to process access. All Contractor employees shall:

- Possess and provide one form of valid picture identification.
- Provide personal (full name, date of birth, place of birth, home address, and driver license number) and vehicle information. For this project, only U.S. Citizen personnel shall be employed by Contractors and Subcontractors.
- A memo from the Contractor on business letterhead stating the reason for entry, contract number, project start and end date, and the location at JBSA of where the jobsite is located.

3.4.1. Personnel employed by the contractor must get a pass for their privately owned vehicle with proof of the following:

- Liability Insurance
- Current License Plates
- Valid State Driver License
- A phone number for sponsor on base

3.4.2. Vehicles owned by the contractor with the company name permanently printed on them are not required to obtain a pass if a current work order is presented at the time of entry. However, current liability insurance, state inspection stickers, and registration are required. The person driving the vehicle must have a valid operator license for the type of vehicle.

3.5. Safety Requirements and Reports. The contractor shall perform work in a safe manner as required by Occupational Safety and Health Administration (OSHA). Provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of the required Accident Investigation Reports to the CO and COR within 5-calendar days of each occurrence. The Contractor shall be responsible for all risk of loss, damage, or destruction to the leased generators, HVAC units, and associated temporary equipment for the duration of the contract, including acts of nature or weather events. The Government will not be liable for damage to the Contractor's leased equipment.

3.6. Reporting Requirements. The Contractor shall comply with Air Force Instruction (AFI) 71-101, Volume- 1, Criminal Investigations, and Volume-2, Protective Service Matters, requirements. Contractor personnel shall report to the designated COR any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, Contractor personnel, resources, and classified or unclassified defense information. Contractor employees are to be briefed by their immediate

supervisor upon initial on-base assignment and as required thereafter.

3.7. Physical Security. Areas controlled by Contractor employees shall comply with base Operations Plans/instructions for Force Protection Conditions (FPCON) procedures, Random Anti-terrorism Measures (RAMS) and local search/identification requirements. The Contractor shall safeguard all government property, including controlled forms, provided for Contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials will be secured.

3.8. Fraud, Waste, and Abuse. The Contractor shall make sure their employees practice utilities conservation. The Contractor shall be responsible for operating under conditions that prevent the waste of any utilities used. The Contractor shall be responsible for maintaining proper conduct and good discipline within the Contractor occupied work area(s). Contractor personnel shall be encouraged to be alerted to report any suspected situations of fraud, waste, and abuse, or other intentionally dishonest conduct against the Government observed during, or in the performance of this contract.

3.9. Health and Safety on Government Installations. In performing work under this contract on a Government installation, the contractor shall:

a. Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of Contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

    1. Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

b. The contracting officer may, by written order, direct Department of the Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

c. Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

3.10. Elimination of Use of Class I Ozone Depleting Substances (ODS). Contractors shall not:

a. Provide any service or product with any specification, standard, drawing, or other document that requires the use of a Class I ODS in the test, operation, or maintenance of any system, subsystem, item, component, or process; or

b. Provide any specification, standard, drawing, or other document that establishes a test, operation, or maintenance requirement that can only be met by use of a Class

I ODS as part of this contract/order.

For the purposes of Department of the Air Force policy, the following products that are pure (i.e., they meet the relevant product specification identified in AFI 32-7086[AR2]) are Class I ODSs:

a. Halons: 1011, 1202, 1211, 1301, and 2402;

b. Chlorofluorocarbons (CFCs): CFC-11, CFC-12, CFC-13, CFC-111, CFC-112, CFC-113, CFC-114, CFC-115, CFC-211, CFC-212, CFC- 213, CFC-214, CFC-215, CFC-216, and CFC-217, and the blends R-500, R-501, R-502, and R-503; and

c. Carbon Tetrachloride, Methyl Chloroform, and Methyl Bromide.

4. Attachments. See attachment below.

1. Attachment A – Conceptual Framework

ATTACHMENT A

Conceptual Framework