# PERFORMANCE WORK STATEMENT (PWS)

# OFFICE OF AVIATION SERVICES (OAS) LAUNDRY AND LINEN SERVICES

# B1 DESCRIPTION OF SERVICES: The contractor shall provide all necessary management, tools, supplies, linens, uniforms, equipment, transportation, and labor to deliver clean shop towels, coveralls, and mop heads on a weekly basis for the Office of Aviation Services (OAS), Alaska Regional Office (AKRO) Repair Station, as outlined in this Performance Work Statement (PWS). The Government will not supervise or control the service providers; they are accountable solely to the contractor, who is responsible to the Government. The contractor is expected to meet the standards specified in this contract.

## B1.1 Period of Performance: The performance period for this contract will be one base year with four 1-year option periods as outlined below.

Base Year: 08/01/2025 through 7/31/2026

Option Year 1: 08/01/2026 through 7/31/2027

Option Year 2: 08/01/2027 through 7/31/2028

Option Year 3: 08/01/2028 through 7/31/2029

Option Year 4: 08/01/2029 through 7/31/2030

## B1.2 Requirement Deliverables: This is a non-personal services contract for acquiring commercial services and supplying materials to fulfill this requirement. The contractor shall:

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### B1.2.1 Within three (3) business day of contract award, measure all current employees for the appropriate size of coveralls or coordinate with the Contracting Officer’s Representative (COR).

### B1.2.2 Provide coveralls that are 65% polyester and 35% cotton, blue in color, long-sleeved, with each employee’s name embroidered above the left front pocket.

### B1.2.3 Within three (3) business days of the start date, ensure that coveralls are delivered to the address referenced under section B2.3 of this PWS.

### B1.2.4 Guarantee that all coveralls are free from defects, including rips, holes, burns, spots, stains, and wrinkles. Any defective coveralls must be replaced immediately.

### B1.2.5 Each employee will require 5 clean coveralls per week, plus the set they are wearing. The contractor shall replace used coveralls with clean ones to ensure employee has 5 clean sets for the following week. There will be a total of 11 sets of coveralls for each employee. There is currently a total of 7 employees.

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### B1.2.6 One employee will require only 2 sets of coveralls: one clean set each week.

### B1.2.7 Upon award, supply 200 red shop rags.

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### B1.2.8 Upon award, supply 1 dust mop head.

B1.2.9 On a weekly basis, deliver all clean coveralls, shop rags, and mop heads.

### B1.2.10 On a weekly basis, pick-up all dirty coveralls, shop rags and mop head.

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### B1.2.11 Upon request of coveralls for new employees, measure new employee or coordinate with COR, and have new coveralls delivered within three (3) business days.

# B2 GENERAL INFORMATION

## B2.1 Recognized Holidays: Contractor is not required to provide services on the following holidays:

New Year’s Day Labor Day

Martin Luther King Jr’s Birthday Columbus Day

President’s Day Veteran’s Day

Memorial Day Thanksgiving Day

Independence Day Christmas Day

## B2.2 Hours of Operation: OAS/AKRO Repair Station hours of operation are 7:30 am – 4:30 pm, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

## B2.3 Place of Performance: Office of Aviation Services, Alaska Regional Office Repair Station is located on Lake Hood Sea Plane Base at 4405 Lear Court Anchorage, Alaska 99502.

## B2.4 Contractor Scheduled Pickup / Drop off: The contractor is responsible for pick-up and drop-off of all shop towels, coveralls, and other items listed under PWS Section B1.2 from/to the location listed in PWS B2.3, to ensure uninterrupted service/use of them throughout the work week. Delivery and pick up of items will be done during regular hours of operation as defined in PWS B2.2. Building access is only available during the standard hours of operation.

## B2.5 Contracting Officer Representative (COR): The COR will be identified by a separate letter upon award. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the contractor concerning technical aspects of the contract; issue written interpretations of technical requirements; monitor contractor's performance and notifies both the Contracting Officer and contractor of any deficiencies; and provide site entry of contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting contract.

## B2.6 Security Requirements: Contractor shall adhere to current installation security policies.

**B3.** Inspections: Random spot checks will be completed by the COR, at least monthly.

# B4 GOVERNMENT FURNISHED PROPERTY (GFP) AND SERVICES: The US Government will not provide any equipment, fuel, personnel, utilities or facilities to the contractor for the execution of this contract. Should an emergency arise, only the necessary basic lifesaving and life support measures will be provided during the emergency.