

GROUNDS MAINTENANCE
PERFORMANCE WORK STATEMENT (PWS)
31 August 2026

65th AIR BASE GROUP
765th ABS/CENMP
LAJES FIELD, AZORES, PORTUGAL

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1 DESCRIPTION OF SERVICES

The Contractor shall provide non-personal services, to include all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed at Lajes Field, 65th Air Base Group (ABG) and off Base support sites in a manner that will promote the growth of healthy grass, trees, shrubs, and plants and present a clean, neat, and professional appearance. *Areas maps and workloads depicting the service described in this PWS are identified in the Appendices.* The Contractor's performance will be based on the Contracting Officer's Representative (COR), and Contracting Officer's (CO) evaluation of the results required by the Service Summary (SS) and not the method of performance. The evaluation of results will be based on COR surveillance, tenant satisfaction, and customer complaints. Final results of the evaluations will be the determining factor for the success or failure of this contract. The Contractor shall comply with applicable federal, regional, state, and local laws and commercial standards.

The growing season at Lajes Field, 65th ABG and off Base support sites consists of 52 weeks a year. All damage caused by the Contractor or its employees to government property and personal property (to include facilities, fences, equipment, trees and shrubs, vehicles, etc.) due to Contractor operations shall be repaired or replaced by the Contractor within 15 days after identification/notification at no additional cost to the Government. If a plant should die or become unhealthy due to damage, the Contractor will be responsible for replacing the damaged plant with a plant of same size and type. Plant replacement shall occur within 15 days after identification or notification or as otherwise agreed to by the parties.

Fence lines identified shall be trimmed to prevent vegetation growth in the fence, including removal of vegetation growing up the links of the fence. All areas shall be trimmed concurrent with mowing.

1.1 MAINTAIN IMPROVED GROUNDS

Improved grounds are identified in Appendix A and B.

1.1.1 MOW

The contractor shall mow all improved grounds to look well-manicured, with a neat and professional appearance. Maintain grass height between 2 and 4 inches uniform in appearance, free of skips, gaps, rutting, or scalping. The contractor shall be required to pick up debris, natural and manmade, prior to mowing any area. The contractor shall remove or mulch grass clippings when visible after mowing, before leaving work area. Removed debris shall be disposed of in accordance with the base's solid waste management plan

1.1.2 EDGE

The contractor shall edge sidewalks, driveways, street edges, curbs, and other hard surfaced areas located within the improved grounds so that grass height matches surrounding area grasses. Edging shall include removal of vegetation from expansion joints and cracks in sidewalks, driveways, curbs and other hard surfaces. Grass, vegetation and weeds shall be cut back no more than ½-inch from the surface edged, maintaining an even contour with the edged surface, uniform in appearance and free of scalping, rutting, and uneven or rough cutting.

1.1.3 TRIM

The contractor shall trim grass and weeds around trees, shrubs, buildings, fences, poles, fire hydrants, parking lots bumper blocks, boulders, and other fixed obstacles and temporary obstacles/objects on improved grounds. Trimming height shall match surrounding area grass height. All areas shall be trimmed concurrent with mowing. The contractor shall remove or mulch grass clippings when visible after trimming, before leaving work area.

1.1.4 REMOVE DEBRIS/POLICE GROUNDS

The contractor shall perform general litter patrol in all areas of improved grounds (to include adjacent streets, trees, bushes or fence lines with its barbed wire up to a height of 3 meters) and additional areas identified in Appendix A and B. Remove and dispose of natural debris, (tree limbs, dry brush, rodent habitats, etc.), and man-made debris. Police areas to maintain a neat and professional appearance. These tasks are to be accomplished once each month or upon COR notification for contractor to anticipate performance due to an unforeseen event. Contractor should dispose of all debris at an off-Base location in accordance with existing local regulations.

1.1.4.1 DEAD ANIMALS

All dead animals are to be reported to allow Pest Management to collect for disposal. Prior to disposing, report number and type (bird, dog, cat, unrecognizable, etc.) to the COR, who will forward report to Pest Management and Natural Resources. Since task is addressed by Lajes Field personnel, contractor is not required to contact pest management and public health within 10 business days after contract award to get instructions on the protocols for handling dead animals (e.g., PPE and local disease protections).

1.1.5 LEAF REMOVALS

The contractor shall mulch in place leaves in areas of improved grounds to maintain a neat and professional appearance. Leaf removal to be included natural debris (i.e. Tree limbs, dry brush, rodent habitats), and man-made debris. Leaf removal must be completed within 2 days upon issue of the COR notification for this requirement which is to be accomplished as a part of the litter patrol task anticipated for that area or at other times removing leaves as a part of the monthly litter patrol. Leaf removal shall be at no additional cost to the government. Leaf's must be disposed in accordance with the base solid waste management plan.

1.1.6 LAWN CONDITIONING

1.1.6.1 FERTILIZATION

The contractor shall have a pH adjustment and fertilizer application program. The contractor shall perform a laboratory test of the soil in improved grounds and apply fertilizer and other soil amendments to bring soil condition to that suitable for the vegetation being treated. This work will be issued as a work order by the CO or COR.

1.1.7 LAWN REPAIR

The contractor shall renovate lawns in improved grounds as identified by the CO or COR. This work will be issued via a separate work order. Renovate deteriorated lawn area to match surrounding areas.

1.1.8 PRUNE SHRUB, HEDGES AND OTHER PLANTS

The contractor shall prune/trim shrubs and other plants to maintain their natural growth characteristics to enhance the beauty and health of the plant. Hedges shall be maintained to their natural mature height and shape. Shrubs, plants, hedges, and ground cover/vines shall be pruned/trimmed 3 inches away from buildings, fences, curbing, sidewalks, and other fixed obstacles. All ground cover and plants shall be kept within the bed borders. All plants around landscape and ground lights shall be pruned/trimmed to allow light usage for its intended purpose. Shrubs and hedges located on street corners, curb easements, etc. shall be pruned/trimmed to keep from obstructing view of oncoming traffic. Areas beneath shrubs and hedges shall be kept free (clean) of all grass, weeds, vegetation, and debris. Volunteer tree growth seedlings shall be removed at no additional cost to the government.

1.2 MAINTAIN SEMI-IMPROVED GROUNDS

Semi-improved grounds are identified in Appendix A and B.

1.2.1 MOW

The contractor shall maintain grass height between 4 and 10 inches in all semi-improved grounds areas. Maintain a uniform appearance in all areas. Where possible, maintain adjacent areas at or near the same grass heights.

1.2.2 TRIM

The contractor shall trim grass and weeds around trees, shrubs, buildings, fences, poles, fire hydrants, parking lots bumper blocks, boulders, and other fixed obstacles and temporary obstacles/objects on semi - improved grounds. Trimming height shall match surrounding area grass height. All areas shall be trimmed concurrent with mowing. The contractor shall mulch or remove grass clippings when visible after trimming, before leaving work area.

1.3 UN-IMPROVED GROUNDS

Un-improved grounds are identified in Appendix A and B. The contractor to mow grass and vegetation in un-improved grounds to prevent woody encroachment. The contractor shall mow un-improved grounds once per year to a height between 10”- 14” (except BASH areas).

1.4 MAINTAIN VEGETATIVE BEDS, INERT BEDS, ROCK BEDS AND RELATED AREAS

The contractor shall maintain vegetative beds, inert beds, rock beds, and related areas as identified in Appendix A and B to present a neat and professional appearance. Maintenance activities may include but are not limited to fertilizing, watering, weeding, mulching, and repairing or replacing of damaged plants and shrubs. When replacing plants, shrubs, and performing repairs, conform to good Xeriscaping practices for the area. This will be performed once per month to maintain beds weed free.

1.5 MAINTAIN SURFACE DRAINAGE DITCHES

The contractor shall maintain surface drainage ditches to be free of shrubs, trees, and trash to prevent erosion and ensure continuous flow of water. Drainage ditches to be maintained are identified in Appendix B. Considering limited occurrence of drainage ditches within installation identified areas, maintenance of all these lines should be performed as a part of the litter patrol to maintain a neat and professional appearance, at no additional cost to the government. This section is in conjunction with paragraph 1.1.4, remove debris/police grounds.

1.6 SPECIAL REQUIREMENTS

All work under this section shall be executed via a work order by the CO or COR. The contractor shall be responsible for removing all debris generated from all trees related operations. All non-emergency work order shall be completed within five (5) workdays from the work order date unless noted otherwise within subsections.

1.6.1 TREES

The contractor shall identify trees that pose public safety hazards or threats to structures/buildings. These hazards include minimum safety clearances, which are: 14 feet over streets, 12 feet over driveways, 8 feet over walk areas, 4 feet over buildings, and 1 foot from buildings.

Topping and de-horning are not permitted. Trimming or pruning of trees that touch or hang over energized utility poles or power lines is the responsibility of the contractor. Minimum clearance from primary lines (over 600 volts) shall be 8 feet. Minimum clearance from secondary lines (under 600 volts, i.e. electric service drops, telephone, and cable TV) shall be 4 feet.

Contractor shall be responsible for removing all debris generated from trimming or pruning operations.

1.6.1.1 TREE CARE

The contractor shall brace, cable, guy (to keep tree vertical), and deep water all damaged trees after identification. The contractor shall remove all guy wires, cables, straps, and stakes when the trees remain vertical (normally, after one growing season). The contractor shall adjust wires, cables, and straps as required, to prevent girdling.

1.6.1.2 TREE STANDARDS

The contractor shall perform all tree work in accordance with contract specifications and the following tree care standards, latest addition, unless otherwise directed by the CO.

- ANSI A300 - Standard Practices for Tree Care Operations including referenced Combined Federal Regulations (Utility Pruning and Emergency Service Restoration)
- ANSI A300 (Part 1) – Tree Pruning
- ANSI A300 (Part 3) – Tree Support Systems (Cabling, Bracing, and Guying)
- ANSI Z60.1 – American Standards for Nursery Stock
- ANSI Z133.1 – Safety Requirements for Tree Care Operations

1.6.1.3 EMERGENCY SPOT PRUNING/TRIMMING

Emergency spot pruning/trimming shall only be accomplished through issuance of a work order by the CO or COR. The contractor shall complete an emergency spot pruning/trimming within one (1) workday from the work order date. Typically, emergency spot pruning/trimming includes removal of dead and/or broken limbs or removal of limbs for required clearances.

1.6.1.4 TREE AND STUMP REMOVAL

Tree and stump removal shall only be accomplished through issuance of a work order by the CO or COR. The contractor shall perform stump and perimeter roots removal by completely removing, by cutting and grinding all growth to a minimum of 8 inches below grade. Stumps shall be ground within one (1) workday of the tree removal date. Stump-grinding debris shall be removed the same day grinding is performed. The Contractor shall backfill with topsoil, and lay sod to match the existing ground grade and the type of grass. The Contractor shall maintain the patch area IAW manufacturer's recommendation until the grass has become established.

Trees identified for removal shall be considered within the following categories, Large, Medium, Small and Sapling, as based on their diameter. The diameter of the tree shall be determined by measuring 4.5 feet above the ground. Trees with multiple trunks shall be measured as follows: All trunk diameters shall be measured. The largest trunk diameter shall be recorded. Each remaining trunk diameter shall be halved. All values will then be added together to obtain the final tree diameter.

- Large Trees: Diameter 36" and above, remove within 10 workdays from the work order date.
- Medium Trees: Diameter 24" to less than 36", remove within 10 workdays from the work order date.
- Small Trees: Diameter 3" to less than 24", remove within 5 work days from the work order date.
- Extra Small Trees: Diameter 3" and smaller, remove within 2 workdays from the work order date.

1.6.1.5 EMERGENCY TREE AND STUMP REMOVAL.

The following timeframe shall be apply for emergency tree and stump removal by the contractor:

- Large Trees: Remove within 2 workdays from the work order date
- Medium Trees: Remove within 2 workdays from the work order date
- Small Trees: Remove within 1 working day from the work order date

1.6.2 EMERGENCY AND SPECIAL EVENTS SERVICES

Upon notification of an emergency, the contract manager shall respond within one (1) hour to meet with the CO and government evaluator and initiate emergency services. Upon receiving direction by the contracting officer, contractor personnel shall begin emergency work within two (2) hours. Oral work orders for emergency services to minimize damages or mitigate hazardous conditions will be confirmed with written work orders.

The CO or the COR will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event.

1.6.3 SPECIAL CUTS

The contractor shall upon notification by the CO or COR through the issuance of a work order, perform special cuts. DV and special cuts cover all cuts not encompassed or in excess of the improved and semi-improved standard. Unimproved grounds or grounds not classified as improved or semi improved can also be classified as a special cut once requirement is identified.

2 SERVICE SUMMARY

The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The Services Summary (SS) and the contractor's Quality Control Plan provide information on contract requirements, the expected level of contractor performance and the expected method of government validation and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the RFO 52.212-4, Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. During the first initial 30 days of the contract, two (2) additional errors on each work shall be allowed in an effort to identify normal phase-in problems.

Performance Objective (PO)	PWS Section	Remedy	Performance Threshold	Method of Surveillance
PO-1 Maintain Improved Grounds	1.1	Re-performance Within 1 duty day.	Excellent: 0 defects	Customer Complaint; Periodic Validation
			Very Good: 1 defect	
			Satisfactory : 4 defects	
			Marginal: 5 defects	
			Unsatisfactory: More than 5 defects	
PO-2 Maintain Semi-Improved Grounds	1.2	Re-performance Within 1 duty day.	Excellent: 0 defects	Customer Complaint; Periodic Validation
			Very Good: 1 defect	
			Satisfactory : 4 defects	
			Marginal: 5 defects	
			Unsatisfactory: More than 5 defects	
PO-3 Maintain Unimproved Grounds	1.3	Re-performance Within 1 duty day.	Excellent: 0 defects	Customer Complaint; Periodic Validation
			Very Good: 1 defect	
			Satisfactory : 4 defects	
			Marginal: 5 defects	
			Unsatisfactory: More than 5 defects	
PO-4 Maintain vegetative beds, inert beds, rock beds and related areas	1.4	Re-performance Within 1 duty day.	Excellent: 0 defects	Customer Complaint; Periodic Validation
			Very Good: 1 defect	
			Satisfactory : 3 defects	
			Marginal: 4 defects	
			Unsatisfactory: More than 4 defects	
PO-5 Special requirements	1.6 (except 1.6.2)	Re-performance Within 1 duty day.	Excellent: 0 defects	Customer Complaint; Periodic Validation
			Very Good: 1 defect	
			Satisfactory : 3 defects	
			Marginal: 4 defects	
			Unsatisfactory: More than 4 defects	
PO-6 Emergency and Special Event Services	1.6.2	Re-performance Within 2 hours.	Excellent: 0 defects	100% Inspection
			Very Good: 1 defect	
			Satisfactory : 3 defects	
			Marginal: 4 defects	
			Unsatisfactory: More than 4 defects	
PO-7 Data Requirements	Appendix C	Re-performance Within 1 duty day.	Excellent: 0 defects	Customer Complaint; Periodic Validation
			Very Good: 1 defect	
			Satisfactory : 3 defects	
			Marginal: 4 defects	

			Unsatisfactory: More than 4 defects	
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2.1 QUALITY CONTROL

The contractor shall provide a written description of the quality control system to include identification of the commercial practices and procedures to be used, such as those of the Professional Grounds Management Society (PGMS), Tree Care Industry Association, American Society of Landscape Architects, the American National Standards Institute (ANSI), and local Extension Offices of the Federal Cooperative Extension Service. Include the inspection system requirements of RFO 52.246-4 in this document. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. The plan shall specifically address the contractor's strategy to provide quality workmanship, continual process improvement and for correcting deficiencies as required.

2.2 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The QASP will be provided upon award, and will be utilized to implement and manage the acquisition strategy.

The QASP will cover the following:

- The objective in having the service provided,
- The results the MFT is striving to achieve in managing the acquisition,
- The MFT members, and how the roles and responsibilities are distributed among the team members,
- The approach, methods and tools they will use to assess the contractor, and
- The approach, methods and tools the MFT will use to manage the acquisition upon award.

2.2.1 QUALITY ASSURANCE.

The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this contract. The CO or COR shall inspect by validating actual work performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS. When a performance threshold has not

been met or contractor performance has not been accomplished, the COR will initiate and provide the Contracting Officer a Contract Discrepancy Report (CDR) DD Form 2772 for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the Contracting Officer within 10 calendar days of receipt.

2.3 PERIODIC PROGRESS MEETINGS

The CO, Functional Commander, COR, other government personnel as appropriate, and the Contractor may periodically meet to discuss the Contractor's performance. The following issues should 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. The Contractor shall provide a summation of unsatisfactory inspections and customer complaints and provide insight into any identified trends.

The minutes of these meetings will be reduced to writing within five duty days, signed by the CO and any other signatures as deemed appropriate, distributed to the contractor. Should the contractor not concur with the minutes, the contractor shall provide a written notification to the CO identifying areas of non-concurrence for resolution.

3 GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 SECURITY, FIRE, AND MEDICAL SERVICES

The Government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis. Emergency services can be reached by dialing 911 from an on Base phone line or dialing 295-571-911 from cell phone or from off Base phone line.

3.2 SOLID WASTE COLLECTION AND DISPOSAL

The Contractor shall use AN OFF Base location in accordance with the existing local regulations to dispose trash or solid waste generated from accomplishing of services detailed in this PWS.

4 GENERAL INFORMATION

4.1 MISSION

The overall Civil Engineer mission at Lajes Field, 65th ABG is to plan, maintain, operate, and protect the infrastructure, facilities, and environment for assigned airmen, families, and civilian employees.

4.2 BACKGROUND

Due to Base consolidation being implemented it is expected some foot print reduction which can ultimately impact grounds maintenance services workload.

4.3 DAMAGES TO GOVERNMENT BUILDINGS, EQUIPMENT, OR VEGETATION

Damages to Government buildings, equipment, or vegetation are addressed in clause RFO 52.237-2 “Protection of Government Buildings, Equipment, and Vegetation.”

4.4 ENVIRONMENTAL REQUIREMENTS.

In addition to all applicable Federal, State and local environmental codes and regulations, the following specific guidance is provided:

4.4.1 HAZARDOUS MATERIALS

The CO shall approve all hazardous materials brought on-site by the contractor prior to use. The contractor shall obtain approval using the application requirements of the AF Form 3952. Once the process is implemented and contractor is trained, the contractor may submit the AF Form 3952 electronically. The CO has the right to prohibit the use of hazardous materials it deems to be especially hazardous to human health and environment. In the event the CO does not approve a hazardous material for use, the CO may provide the contractor a list of suitable substitutes; however, the contractor shall retain responsibility for finding an acceptable substitute. The contractor shall take appropriate actions to comply with waste minimization and pollution prevention practices and policies.

4.4.2 SPILL CONTROLS

The contractor shall maintain spill control material on hand at all times sufficient to contain a worse case spill, both volume and hazard level. Release and/or spill of any hazardous substance or petroleum product shall be reported immediately to emergency services dialing 911 from an on Base phone line or dialing 295-571-911 from cell phone or from off Base phone line, stating location and type of spill. The contractor shall report spill incident to environmental office dialing 535-6558 from an on Base phone line or dialing 295-576-558 from cell phone or from off Base phone line. Liability rest solely with the contractor.

4.4.3 HAZARDOUS MATERIALS INVENTORY

The contractor shall maintain an up-to-date hazardous material inventory with copies of MSDS(s) for all materials used on the job site. The contractor shall maintain a complete copy of all approved MSDS and AF Form 3952s.

4.4.4 HAZARDOUS MATERIALS MANAGEMENT

The contractor shall remove all hazardous materials by the end of each workday. Contractor shall not conduct process treatments (e.g. paint thinner solvent recycling) on base.

4.4.5 FINAL REPORT

The contractor shall submit a final inventory, not later than ten working days following termination/completion of this contract, of all hazardous materials used since the last hazardous usage report to the CO or COR. The final inventory will list all hazardous materials used, total amount of each used, and a description of the disposition of any remaining hazardous material.

4.5 PERMITS, LICENSES AND CERTIFICATIONS

Unless otherwise specified in this contract, obtain necessary permits, licenses, and certifications; give all required notices; and comply with applicable Federal, State, County, and local laws, codes, and regulations in performance of the requirements of this contract. Maintain records of such requirements and make the documentation available to the Government for review.

4.6 HOURS OF OPERATION

Perform grounds maintenance services during normal duty hours which are 07:00 to 19:00, Mondays through Saturday, excluding federal holidays, unless otherwise required in the contract or approved by the CO. Do not perform services in residential areas, housing and dormitories, before 08:00.

There may be situations that require the contractor to work at times other than normal working hours. When the contractor's work schedule conflicts with an Air Force mission requirement, advise the CO and reschedule the work to minimize disruption.

4.7 RECOGNIZED HOLIDAYS.

The contractor is not required to provide service on Portuguese holidays, except in emergency situations. The following federal holidays will be observed by the contractor except where Service Contract Act specifies differently:

- a. January 1st - New Year's Day
- b. ** - Mardi Gras
- c. ** - Good Friday
- d. April 25th – Day of Liberty
- e. May 1st – Day of the Worker
- f. ** - Holy Spirit Monday
- g. ** - Corpus Christi Day
- h. June 10th – Day of Portugal
- i. August 11th – Praia da Vitória Day
- j. August 15th – Assumption Day
- k. October 5th – Founding of the Republic
- l. November 1st – All Saints Day
- m. December 1st – Restoration of Independence
- n. December 8th – Immaculate Conception
- o. December 25th – Christmas

** Indicates dates change each year.

4.7.1 BASE CLOSURES

Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.8 SECURITY REQUIREMENTS

The contractor shall comply with the applicable regulations. These regulations are available for review in the Contracting Office.

Security and base access requirements are contained in the special contract requirements section “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.

4.9 PERFORMANCE OF SERVICE DURING CRISIS OR HEIGHTENED SECURITY

In the event of crisis or heightened security caused by a national emergency, natural disaster, or other causes, this service is **NOT** determined to be essential for performance during crisis according to DODI 3020.37.

4.10 SPECIAL QUALIFICATIONS

The contractor shall provide the name and telephone number of the Contractor’s on-site contract manager and alternate responsible for all requirements in the PWS. The contractor’s on-site manager must be able to speak and write in the English language.

4.11 INTERFACES

Do not unduly interfere with regularly scheduled Government operational activities in the performance of contract requirements. In the event a Government supervisor so requests, temporarily cease work in the area and report the instructions, to include name of the Government person involved, to the CO immediately by the most expedient means. Notify the CO verbally of disputes with customers or other base contractors and follow-up in writing.

4.12 CONTRACTING OFFICER AND CONTRACTING OFFICER REPRESENTATIVE (QUALITY ASSURANCE PERSONNEL)

The Contracting Officer will appoint a primary and alternate representative for management of 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.

4.13 WORK CLEARANCE REQUESTS

The contractor shall obtain an approved Work Clearance Request for all work which involves excavation including minor digging. Digging permits are available at 765th ABS/CES customer service as AF FORM 103 Base Civil Engineering work clearance request.

4.14 SAFETY REQUIREMENTS AND REPORTS

The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property, or any related occurrence, and any accident resulting in death, injury, occupational disease, or adverse environmental impact, related to this contract. Provide a completed copy of required Damage and Accident Investigation Reports to the CO IAW Appendix C – Data Requirements, Table I.

5 APPENDIXES

APPENDIX A – GROUNDS WORKLOAD ESTIMATES

APPENDIX B – AREA MAPS OR SITE PLANS

APPENDIX C – DATA REQUIREMENTS

APPENDIX D – DEFINITIONS

APPENDIX A – GROUNDS WORKLOAD ESTIMATES

Estimated Workload Data*				
ZONE	IMPROVED	SEMI-IMPROVED	UNIMPROVED	PLANT BEDS
1	Reserved			
2	Reserved			
3	43,663			
4	27,616			
5	48,019			
6	15,983			
7	29,561			
8	18,495			
9	34,056			
10	40,890			
11	13,513		645	244
12	7,317		143	
13	37,719		229	
14	32,213			
15	65,387			
16	56,458			
17		9,590		
18	4,960	66,496		
19		12,794		
20	Reserved			
21	Reserved			
22	Reserved			
25	Reserved			
TOTALS:	475,850	88,880	1,017	244

* Square meters per month

APPENDIX B –AREA MAPS OR SITE PLANS

Maps will be provided to the vendor upon contract award.

Improved, Semi-improved and Un-Improved Grounds (zone 3 to zone 19)

Edging & Trimming (zone 3 to zone 19)

Areas Requiring Debris Removal and Policing (zones improved)

Areas Requiring Leaf Removal (zones improved)

Areas Requiring Fertilizer and Liming (zones improved)

Vegetative Beds, Inert Beds, and Related Areas (zone 11)

Surface Drainage Ditches (zone 3 to zone 19)

APPENDIX C – DATA REQUIREMENTS

Provide the data as indicated below to the CO. All reports, submittals, logs, and information provided to the Government shall be electronic and compatible with Microsoft Office most current version, such as Excel, Word, and others. “Compatible” means the document can be opened using the appropriate Microsoft Office component without any discernible effect on the text (e.g., loss of data) or the formatting of the document:

Table I - Data Requirements

Item No.	Description	Format	Frequency
1	Quality Control Plan (see paragraph 2.1)	Contractor Format	Original
2	Work Performed	Hard copy of daily reports of previous week to CO office.	Weekly NLT 12:00 Tuesday of each week delivered by QC staff.
3	Damage, Accident Investigation Reports and Injury Reports	As required by law	Each Occurrence, within 3 calendar days of incident.

APPENDIX D – DEFINITIONS

1. Scalping – areas where the grass is mowed too close to the ground because of uneven ground underneath. When grass is mowed too close to the ground it frequently appears as an unsightly yellow scar. Typically scalping occurs when mowing on hill sides and around obstacles on uneven terrain.
2. Xeriscaping - a landscaping method that employs drought-resistant plants in an effort to conserve resources, especially water, and reduce yard trimmings. Xeriscaping uses decorative brick, lava rock, mulch and low water vegetation such as bougainvillea, hibiscus, cactus, and evergreen ground covering plants to eliminate the high costs of maintaining 2”-4” grass fields and reduce the cost of watering.
3. Pocket Urban Forests – a landscaping technique of planting indigenous local trees and shrubs in clusters to cut down on large open areas of grass that are regularly maintained. This method would be practical on-bases that receive a large amount of rainfall, and as a result do not irrigate.
4. Seed Head Inhibitor – an agent or combination of agents applied to grass areas prone to the production of seed heads to suppress the seed heads and reduce the frequency of mowing required.
5. Rutting – visible marks left on the grounds from the wheels of mowing and edging equipment.
6. Topping – The reduction of a tree’s size using heading cuts that shorten limbs or branches back to a predetermined crown limit. Topping is not an acceptable pruning practice.
7. Lion’s Tailing – The removal of an excessive number of inner, lateral branches from parent branches. Lion’s tailing is not an acceptable pruning practice.
8. Types of Pruning:
 - a. Cleaning – Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches.
 - b. Thinning – Selective pruning to reduce density of live branches.
 - c. Raising – Selective pruning to provide vertical clearance.
 - d. Reduction – Selective pruning to decrease the height and/or spread.
9. Branch Bark Ridge – The raised area of bark in the branch crotch that marks where the branch and parent meet.
10. Caliper – The diameter of a tree measured at a point 6 inches above the ground line if the resulting measurement is no more than 4 inches. If the resulting measurement is more than 4 inches, the measurement is made at a point 12 inches above the ground line.

11. Diameter Breast Height (dbh) – The diameter of a tree measured at a point 4.5 feet above the ground line.

12. Trimming – Cutting of grass and other vegetation around grounds obstacles that prevent mowing.

13. Distinguished Visitor (DV) / Special Cut - Grass cutting in high profile areas of the base such as ceremonial areas, ornamental areas, distinguished visitor routes, quarters, and entrances. A DV cut is generally performed more frequently than other cuttings and the height range specified is usually smaller. Grass clippings are removed from the area and the end result is uniform in appearance, well-manicured, and complete.

14. BASH – Bird Aircraft Strike Hazard

15. MSDS – Material Safety Data Sheet

16. MFT – Multi-Functional Team.

17. IAW – In accordance with.