

PERFORMANCE WORK STATEMENT
for
MXS PREVENTATIVE MAINTENANCE and
REPAIR MOBILE LIFT EQUIPMENT
at
Westover ARB
Massachusetts

13 Aug 2026

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1.0. DESCRIPTION OF SERVICES:

The Service Provider (SP) shall provide all labor, equipment, tools, materials, vehicles, supervision, and other incidental items and services to perform Preventative Maintenance and Repair Mobile lift Equipment. Technicians must be certified/licensed by manufacturer of equipment to perform work. The SP shall provide safety, operational, and preventative/servicing maintenance at Westover Air Reserve Base, Massachusetts in a manner that shall ensure continuous functional and safe operation of the mobile lifts.

1.1. Scope of Work.

The SP shall provide a Preventative Maintenance schedule within 10 calendar day from date of execution of award to perform all the major maintenance checks recommended by the Operator/service manuals for each of the following self-propelled elevating work platforms: GS1930 serial # 116496 Genie, GS 1930 serial # 116526, Genie S-80 serial # S80043918, JLG serial # 0300194176, JLG serial #0300348333, JLG serial #0300347092, 2 future JLGs (on order) and 2 future Toyota 8TB50 tow tractors (on order). The contractor will be responsible for quarterly, and annual inspections (to include every two years inspection). Upon request, the SP shall provide Genie/JLG/Toyota trained and qualified technicians performing services at WARB within 24 hours of receiving the request from Maintenance Flight. All work shall be in accordance with Federal, State and base safety regulations and the manufacturers' recommendations.

1.2. Service Schedule

The SP shall submit for approval a maintenance schedule for all equipment for approval within 10 calendar days after execution of award. Approval is required prior to beginning work. All required work shall be coordinated through Maintenance Flight.

1.3. Genie/JLG/Toyota inspections

SP is responsible for Genie/JLG/Toyota quarterly/annually inspection, maintenance, unscheduled repair and parts. All work will be performed by trained/qualified technicians. The technician will follow the service manual instructions for all work. Comprehensive reports shall be provided after each scheduled maintenance and service call. This report shall include any recommended replacement parts with a price estimate which includes shipping and labor and shall be submitted to Maintenance Flight within two weeks of the completion date of the PM visit. A separate Comprehensive Diagnostic Report shall be provided for each Genie/JLG/Toyota. The SP shall supply all tools, equipment, supplies necessary to inspect the below items.

1.4. Unscheduled Service - Calls

Service calls are initiated by Maintenance Flight. The SP shall provide an estimate for the repair prior to incurring any costs. Upon approval of the service estimate by Maintenance Flight, SP shall provide a Genie/JLG/Toyota repair technician on-site within 24 hours of estimate approval. SP shall provide a primary and alternate point of contact, primary and alternate phone number.

1.4.1 For each service call, the SP shall furnish the Maintenance Flight with a written estimate containing an itemized list of all additional requirements/parts that are needed to complete replacement equipment installation to be a safe and operational condition. The report shall contain a cost estimate of all repair work to include labor, parts and travel, if applicable. The SP shall provide 3 quotes for new parts. Used or refurbished/rebuild parts will not be used without prior approval from the Maintenance Flight and Contracting Officer.

1.5. Inspection receipt

Upon completion of the inspection or repair work within a facility, the SP shall have Maintenance Flight sign a copy of each Service Order/Work Request and the signed copy shall be uploaded to WAWF with the invoice for payment. Ensure the signature is legible.

1.6. Coolant, Oils, and Consumable Fluids

The SP will be responsible for removing, disposal or supplying replacement coolant, oils, or fluids. Safety Data Sheets shall be furnished by the SP and approved of by the Air Force Prior to entering Westover ARB.

1.7. Disposal

Removal and dispose of all generated debris recyclable scrap metal and non-reusable equipment will be the SP responsibility. SP is responsible to turn in any weigh slips, receipts etc, provided to them at time of disposal.

2.0.GENERAL INFORMATION

2.1. HOURS OF OPERATION

All non-emergency work shall be accomplished during the normal duty hours of 0700 through 1600, Monday through Friday, excluding federal holidays. Any work being performed after normal duty hours will require a written request and approval by the Maintenance Flight prior to performing work. On occasion, services may be required to support an activation or exercise of contingency plan outside the normal hours. This will be discussed with SP prior to exercise.

2.1.2 Base Closure

Maintenance Flight shall notify the SP of anticipated closure of the facility due to inclement weather or any other authorized closure. In the event of an unplanned closure of the facility the SP shall be notified using the contact information provided. Work scheduled but not accomplished because of base closure shall be rescheduled with Maintenance Flight and accomplished as soon as possible after the base reopens.

2.1.3. Westover ARB observes the following holidays:

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

NOTE: Any of the above holidays falling on a Saturday shall be observed on the preceding Friday. Holidays falling on a Sunday shall be observed on the following Monday.

SECURITY REQUIREMENTS FOR UNCLASSIFIED CONTRACTS

3.0. All Contractor and Sub-Contractor employees working on Westover ARB shall require a National Criminal Investigation Center (NCIC) background investigation. Workers entry must be coordinated in advance with the Contracting Officer. The Contractor shall complete the Base Access Request/Sponsorship Authority Application and Employee Access Request forms for all contractor and sub-contractor employees. Contractor shall provide the full names, birthdates, and driver's license numbers, with state of issue, of each worker associated with this installation as required for sponsorship onto Westover Air Reserve Base. Quantities and work time schedules of installation crews must be provided to the Contracting Officer prior to the start of any work. Such information shall be submitted to the Government Acceptor THREE WEEKS prior to the start of work. Base access will be granted only to those pass the NCIC background investigation and complete all required paperwork. All employees accessing WAFB will be required to schedule an appointment and present the following required documents, vehicle registration, proof of insurance and a valid Real ID compliant driver's license/Identification which shall be presented to obtain a Contractor DBIDS credential for base access after their application has been approved by Westover ARB, MA Visitor Center. Lost vehicle and entry passes shall be reported immediately to the 439th Security Forces Visitor Center at 413-557-2012 as well as the Government Acceptor in accordance with the local Security Forces policy.

*Contractor MUST coordinate with the Government POCs for access to installation locations (Building). Failure to coordinate in a timely manner may result in a late response for access.

3.1. Retrieving Identification Media.

The SP is responsible for retrieving all government-issued identification media from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc. The SP shall return retrieved items to the Security Forces Pass and Registration Office.

3.3 Traffic Laws

The SP and its employees shall comply with base traffic regulations.

3.4 Weapons, Firearms, and Ammunition

SP employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their SP-owned vehicle or privately-owned vehicle while on Westover Air Force Base.

3.5 For Official Use Only (FOUO)

The SP shall comply with DoD 5400-7-R, 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.

3.6. Reporting Requirements

SP personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, SP personnel, resources, and classified or unclassified defense information. SP employees shall be briefed by their immediate supervisor upon initial on-base assignment.

3.7. Physical Security

The SP shall be responsible for safeguarding all government and controlled forms provided for SP use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

3.8. Photography Control

Photography Restrictions: No one is authorized to take any pictures or video recordings of Air Force operational aircraft or restricted areas without the approval of 4 FW/CVN regardless of location while on Westover ARB. This includes, but is not limited to, photographs taken from personal electronic devices such as blackberries, iPads, iPods, cell phones, or any other devices with digital recording capabilities.

3.8.1. Any SP requiring pictures or videotape of Westover's airfield to support its contract must request and possess written authorization prior to entering the airfield area.

3.8.2. Written authorization letters to photograph or video of the flight line must be signed by one of the following: 4 Maintenance Group Commander or Deputy; Aircraft Maintenance Squadron Commander; a Fighter Squadron Top 3, Director of Operations, or Commander; 4 Operations Group Commander or Deputy; 4 Operations Support Squadron Commander or Director of Operations; or 4 FW/CVN.

4.0 Services Summary

SS#	Performance Objective	PWS Section	Performance Threshold
Quality			
1	SP shall provide qualified technicians to service the Four machines.	1.0	Prior to beginning work. All technicians will be trained and qualified to perform maintenance on the JLG/Genies
2	Genie/JLG/Toyota Preventative maintenance checks shall be made quarterly/Annually by factory trained/certified technicians.	1.1	All required checks completed during the scheduled PM visit
Schedule			
3	Service calls: Repairs completed with least impact to the mission	1.4	Best efforts made to complete repairs with least mission impact
4	Service calls: (Genie/JLG/Toyota) - Repair technician on-site within 24 hours of notification	1.4	Repair technician on-site within 24 hours of notification
Management			
5	Provides safety, operational and preventative/servicing maintenance.	1.0	SP management and technicians responsive to technical inquiries.
Regulatory			
6	SP is responsible for disposal of recyclable scrap metal and hazardous waste materials	1.6 1.7	Disposal Recycled Scrap and hazardous waste materials
Other Areas			
7	Deliverable: Comprehensive Diagnostic Reports – Genie/JLG	1.3	4 Comprehensive Diagnostic Reports provided to Maintenance Flight (one for each Genie/JLG) within 5 business days of the PM completion
8	Deliverable: Service Calls Written Estimates	1.3	Estimates must include parts, labor and applicable travel.

5.0 Background: The following maintenance has been performed over the last 2 years on the following equipment.

Genie1930, Serial #116496
hours-178.6, Quarterly and annual inspections

Genie1930, Serial # 116526
hours-151.3, Quarterly and annual inspections

Genie S80, Serial# S80043918
hours-2176.7, Quarterly and annual inspections.
Control board, hydraulic valve, multiple hydraulic lines, safety pedal replacement

JLG, Serial#-0300194176
hours-1382, Quarterly and annual inspections

6.0 Period of Performance: Base Year: XX September 2026-XX September 2027

Option Year II: XX September 2027-XX September 2028

Option Year III: XX September 2028-XX September 2029

Option Year IV: XX September 2029-XX September 2030

Option Year V: XX September 2030-XX September 2031

7.0 Government Furnished Property (GFP) The Government will not provide any equipment, fuel, personnel, utilities or facilities to the SP for the execution of this contract.