

PERFORMANCE WORK STATEMENT (PWS)
Pearl Harbor Naval Shipyard
& Intermediate Maintenance Facility (PHNSY & IMF)
Calibration Of Proof Test Machines

1.0 BACKGROUND

- 1.1** Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility (PHNSY & IMF) is a US Navy regional industrial center that maintains, overhauls and repairs various vessels of the U.S. Navy. Its industrial operations provide the U.S. naval forces with a wide range of services and resources located on the island of Oahu, Hawaii, with direct and indirect support to submarines, surface vessels and shore-based activities in the Pacific.

2.0 OBJECTIVE & SCOPE

- 2.1** PHNSY & IMF requires annual services for Government-owned equipment critical to its industrial operations. To ensure operational readiness and safety, this equipment must be maintained to manufacturer specifications through expert calibration, preventative maintenance and as-needed remedial repairs. The objective of this contract is to procure the comprehensive services required to calibrate, provide preventative maintenance and as-needed remedial repairs of three (3) Government-owned Roberts Testing Proof Test Machines to ensure their accuracy, reliability, and safe operation. The Contractor shall provide all necessary labor, materials, and expertise to perform comprehensive calibration, preventative maintenance and as-needed remedial repair services on the Government-owned equipment specified below.

Equipment: Proof Test Machines

Manufacturer: Roberts Testing

Quantity: Three (3)

1. Vertical Proof Test Hoist Stand, Model 80,000 lbf.
2. Horizontal Proof Test Bed Machine, Model 225,000/50,000 lbf.
3. Horizontal Proof Test Bed Machine, Model 1,200,000/45,000 lbf.

Location: PHNSY & IMF, Controlled Industrial Area (CIA).

Services shall be completed by Close of Business (COB) on January 28th of each year for the duration of the contract. The Government reserves the right to change the required date of service completion with a minimum of fourteen (14) calendar days' advance notice to the Contractor.

3.0 PERFORMANCE REQUIREMENTS

- 3.1** The contractor shall provide all management, parts, labor, materials, supplies and tools required to perform on-site calibration preventative maintenance and as-needed remedial repairs of all equipment in paragraph 2.1.
- 3.2** The contractor must utilize the existing Vishay Indicators and LCp- 200 Proof Testing System Software on the PHNSY & IMF supplied laptop computers to do the necessary calibrations to all machines including the calibration after the new Load Cell installation on the 80,000 lbf machine.
- 3.3** The Contractor shall calibrate the units in accordance with ASTM specifications E4 and provide certification attesting to the calibration performed. This certification may be provided in person or

sent to the Technical Point of Contact in electronic format within 16 days of completion of calibration.

- 3.3.1** Calibration that is performed must be traceable to the National Institute of Standards and Technology (NIST) specifications and standards. The Contractor shall provide before and after calibration data, accordance with ISO 17025/Z540 accreditation. Calibration stickers and calibration certificates must be provided by the contractor once the equipment is calibrated. The calibration will cover at a minimum of one-year period.
- 3.4** Preventative Maintenance: Maintenance tasks, inspections, cleaning, adjustments and repairs that are simple in nature and easily performed in accordance with Original Equipment Manufacturer (OEM) specifications and applicable standards.
- 3.5** As-Needed Remedial Repairs: As-needed remedial repairs are the additional repairs required that are not part of the maintenance and repair services but are necessary to keep the equipment in operation. If remedial repairs are identified during annual calibration and preventative maintenance, Contracting Officer (KO) approval is required via an in-scope contract modification before commencement of remedial repair work. The contractor is required to provide a written estimate of the cost (time, labor & materials) for the additional work to the Contracting Officer's Representative (COR) and Technical Point of Contact (TPOC). The quote shall include the following at a minimum: number of hours required, parts and materials cost, labor cost, any additional cost and total cost. The COR shall evaluate the written estimate and provide the recommendation to the KO. If approved, an in-scope contract modification will be issued under a new CLIN by the KO. Remedial repairs will be completed during an on-site annual calibration visit or within the period of performance. The remedial repairs made to the equipment must either meet or exceed the original equipment manufacturers specifications and standards.
- 3.5.1** Remedial Repair Parts: Remedial part(s) that are replaced as part of remedial repair are to be issued on either an in-scope contract modification or a separate purchase order to be approved by the KO. All materials supplied shall be new and not refurbished or reconditioned materials. If parts are needed, it shall be installed during an annual calibration visit or within the period of performance.
- 3.5.2** Remedial Repair Reports: The Contractor shall provide a repair report to the TPOC no later than 10 business days after completion of the repair. The report shall include the date and time of the remedial repairs, the identification and location of the equipment, the repairs performed, material or parts replaced, and the name of the technician performing the repairs. If a repair cannot be completed during the on-site visit, the Contractor shall provide a report which includes equipment identification, description of the needed repair, estimated time and cost to accomplish the work.
- 3.6** Reports: The contractor shall provide a report detailing the nature of the services performed; upgrade modifications and other pertinent information concerning the condition of the equipment to the TPOC. The contractor shall submit the report no later than 10 working days after Calibration.
- 3.7** Prior to the award of Contract, the Contractor must provide proof it meets the requirements set forth in NAVSEAINST 4734.1B, "Commercial calibration activities, including Original Equipment Manufacturers (OEM), that calibrate NAVSEA TMDE will be certified or accredited by an accrediting body approved NAVSEA 04 to be in compliance with references (p), (r) and/or (s), and the scope of accreditation must cover the appropriate measurement parameters and ranges of the calibrations performed." The Contractor must, for the entire period of performance, maintain a certification or accreditation in compliance with NAVSEAINST 4734.1B. The Contractor's accreditation body must be approved by NAVSEA 04, and the scope of accreditation must encompass all measurement parameters and ranges for the NAVSEA Test, Measurement, and Diagnostic Equipment (TMDE) calibrated under this contract. The Contractor shall make proof of current certification available for Government inspection upon request.
- 3.8** Removal and disposal of replacement parts and materials. Contractor shall transfer replacement parts

and materials to PHNSY & IMF for proper disposal.

- 3.9** Hazardous Waste and scrap metals shall be transferred to PHNSY & IMF. For specific guidelines, and procedures governing the use and disposal of hazardous material or waste, direct all questions to the government. For specific guidance, guidelines, and procedures governing the use and disposal of hazardous material or hazardous waste at PHNSY & IMF, direct all questions to the TPOC.
- 3.10** Contractor shall comply with Safety and Health work practices specified in Appendix I of paragraph 12.0 – Attachments.
- 3.11** Contractor shall comply with environmental guidelines specified in Appendix II of paragraph 12.0 – Attachments.
- 3.12** Labor, airfare, lodging, rental car, per diem, shall be included. Travel shall be in accordance with current Department of Defense (DoD), Joint Travel Regulations and Federal Acquisition Regulations (FAR) 31.204-46. Travel receipts shall be provided upon request.

4.0 SERVICE DELIVERY SUMMARY

Performance Requirement	Reference	Performance Threshold
1. Perform Calibration, Preventative Maintenance and as-needed Remedial Repair Services as required.	Paragraph 3	100% delivery and compliance.
2. Provide report on services performed to the Government.	Paragraphs 3.5.2 and 3.6	100% delivery and compliance.
3. Provide proof of requirements set forth in NAVSEAINST 4734.1B.	Paragraph 3.7	100% delivery and compliance.

5.0 QUALITY ASSURANCE

- 5.1** The contractor shall develop a Quality Control Plan (QCP) and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which the contractor assures that work complies with the requirement of the contract.
- 5.2** The contractor shall maintain records of reviews and actions taken per the QCP and shall make such records available to the government upon request.

6.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

- 6.1** FACILITIES: The Government will provide access to the affected work areas.
- 6.2** EQUIPMENT SERVICES: The Government will furnish the necessary rigging to connect the calibration equipment to the test bed machines.

7.0 CONTRACTOR QUALIFICATIONS

- 7.1 For the entire period of performance, the Contractor shall be and remain accredited by a NAVSEA 04-approved body in accordance with NAVSEAINST 4734.1B. The Contractor's scope of accreditation shall be sufficient to cover all measurement parameters and ranges required for the calibration services performed under this contract.
- 7.2 The Contractor shall provide a current accreditation certificate with submission of proposal.
- 7.3 The Contractor shall comply with Safety and Health work practices specified in Appendix I of paragraph 12.0 – Attachments.
- 7.4 Contractor shall comply with environmental guidelines specified in Appendix II of paragraph 12.0 – Attachments.

8.0 SECURITY REQUIREMENTS

- 8.1 Prior to the start of work, the contractor shall provide the COR (on company letterhead) a request for access to PHNSY & IMF and include the following information – full name of all personnel working on this contract; Social Security number; date of birth, place of birth, and citizenship. The contractor shall state that information has been verified and shall have supporting records on file if required for examination.
- 8.2 The contractor shall pass a background check to gain access into PHNSY & IMF. The contractor's employees must be U.S. Citizens and registered with the Defense Biometric Identification System (DBIDS). The contractor shall coordinate with the TPOC or COR to obtain a gate pass at Building 3455 Pass Office. Only those individuals with favorable investigations shall be utilized on this contract. Contractor will coordinate with building 3455 Pass Office or government designee in the completion of current form SECNAV 5512/1.
- 8.3 Contractor personnel must meet the requirements for a “green” unescorted badge for access to areas requiring services related to this contract. Contractor will coordinate with PHNSY Security Office or government designee at building 207 in the completion of Visit Request for Pearl Harbor Naval Shipyard current form PH-SYD 5512/28.
- 8.4 Security Requirements: This contract does not require a security clearance level and clearance granted by the Defense Security Service (DSS). Contractor shall comply with Security requirements specified in Appendix III of paragraph 12.0 – Attachments.
- 8.5 Should contractor personnel receive or suspect they have learned classified information beyond their level of clearance, the contractor shall identify and immediately report suspicions to the COR.

9.0 CONTRACTOR PERSONNEL

- 9.1 The Contractor shall furnish sufficient personnel to perform all work specified within this performance work statement. Contractor is required to comply with Public Law 105-270, Section 5(2) (A). This law states that contractors will not perform inherently governmental functions. Section 5(2)(A) of this Public Law defines the term “inherently governmental function” as “a function that is so intimately related to the public interest as to require performance by Federal Government employees.” Per Section 5(2) (B), inherently governmental functions include management of Government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counter-intelligence operations. Per Section 5(2) (C), inherent governmental functions DO NOT include, (i) gathering information for or providing advice,

opinions, recommendations, or ideas to Federal Government officials; or (ii) any function that is primarily ministerial and internal in nature.”

- 9.2 The Contractor personnel shall not establish an employee-employer relationship with Government personnel under this contract.
- 9.3 The Contractor shall not provide personal services.
- 9.4 The Contractor personnel shall make clear to all individuals they engage with that they are contractor employees and not Government employees. When participating and introducing themselves during official events wherein Government, non-Government, or foreign personnel are present, contractor personnel shall identify themselves as employees of the contractor. Contractor personnel must be clearly identified (i.e. company shirt, pin, visible company ID, etc.) in a visible location as to who their employer is.
- 9.5 The Contractor personnel shall not manage, supervise, or task Government employees or military personnel. Contractor personnel may not make any commitment to non-Government personnel, including a foreign official, which commits the expenditure of U.S. Government resources.
- 9.6 The Contractor performing services shall be required to comply with all US Navy rules, regulations, and training that is applicable to conduct, safety, security, and procedures governing site entry and exit.
- 9.7 Facilities may close due to local or national emergencies, administrative closings, or other Government directed facility closings. Contractor access to Government facilities during closures is not permitted.
- 9.8 Portable Electronic Devices (PEDs), including pagers, mobile/cellular, telephones (with/without cameras), personal digital assistants/job performance aids, laptops, notebook/handheld computers, digital imagery (still video) devices, analog/digital sound records(e.g. iPods), video game devices, USB devices and devices of similar capability, functionality or design. The Contractor and Contractor’s personnel shall strictly comply with PHNSY & IMF procedures and policies concerning the use and possession of PEDs while working in the Controlled Industrial Area (CIA).

10.0 PLACE OF PERFORMANCE

- 10.1 The place of performance is on-site at the PHNSY&IMF, within the Controlled Industrial Area (CIA).

11.0 HOURS OF OPERATION

- 11.1 Normal business hours of operation are 6:30 a.m. through 3:00 p.m. with a 30-minute lunch break, Monday through Friday, excluding Federal Holidays. Any work beyond normal business hours, the Contractor must request authorization from the POC before performing work.
- 11.2 Alternative working hours may be requested by the Government to complete contract work.
- 11.3 If the Federal holiday falls on a Saturday, the holiday is observed on the preceding Friday. If the Federal holiday falls on a Sunday, the holiday is observed on the following Monday.

12.0 ATTACHMENTS – APPENDICES

- APPENDIX I Safety and Health Work Practices for Contractors Working With Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY & IMF) (Rev. MAR2026)
- APPENDIX II Environmental Protection Guidelines for Contractors on Facilities Projects at Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility (Rev. OCT 2019)
- APPENDIX III Contractor Security Requirements for PHNSY&IMF's Controlled Industrial Area, Security Islands, Controlled Nuclear Information Areas, Nuclear Work Areas, and/or Other Sensitive Areas (Rev. FEB 2026)