

## PERFORMANCE WORK STATEMENT (PWS)

### Unaccompanied Personnel Housing Furnishings/Appliance Movement (Drayage) Directorate of Public Works – Housing Division

February 13, 2023

#### Part 1 General Information

**C.1. General.** This is a non-personal services contract to provide local drayage distribution and warehouse operations to support the Installation Furniture Management Program at Fort Polk, Louisiana. The personnel rendering services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. The United States (U.S.) Government shall not exercise supervision or control over the Contractor's employees performing tasks herein. Such contract employees shall be accountable solely to the Contractor who, in turn is responsible to the Government. The Contractor, in turn, shall be accountable to the Government for Contractor or subcontractor personnel.

**C.1.1. Description of Services/Introduction.** The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and non-personal services necessary to assist the Furniture Management Office with Unaccompanied Personnel Housing (UPH) Furnishings/Appliance Movement (Drayage) Services as defined in this Performance Work Statement (PWS). The term furnishings include beds (head/foot boards, rails, springs), chairs, dressers, desks, mattress, and lamps. The term appliances include refrigerators and microwaves. The Contractor shall perform to the standards in this contract.

**C.1.1.1. Installation Furniture Management Program.** The Contractor shall provide asset management of the Unaccompanied Personnel Housing (UPH) programs and services on Fort Polk. The Contractor shall maintain entry logs and comply with all physical security measures for all UPH buildings and warehouse that are in controlled areas with highly pilferable items. These programs shall include performance of services in Unaccompanied Personnel Housing (UPH) Furnishings / Appliance Movement (Drayage) Services

**C.1.2. Background.** The U.S. Government provides furniture and appliances for military personnel use while residing on Fort Polk. It is the Installation Management Command (IMCOM) Furnishings Branch responsibility to manage, provide, distribute, and maintain all furniture and appliances that are owned by the U.S. Government. This service is critical to the redeploying Soldiers' health, welfare, and morale. If furniture is not inspected and replaced, redeploying Soldiers will return to barracks rooms and dayrooms without adequate, clean, and suitable furniture. Based on historical data, the Contractor can anticipate approximately 1500 Demand Maintenance Orders (DMO) per year.

**C.1.3. Objectives.** The Contractor shall ensure all work accomplished in the performance of this PWS meets all applicable Federal, State, and local laws, regulations, and directives to include, but not limited to, the publications in this PWS and related documents. Additional basic service objectives include Furniture Management Operation that provides the following services: receive, store, issue, direct exchange, and turn-in Unaccompanied Personnel Housing (UPH) Furnishings / Appliance and conduct on site quality and receiving inspections for deliveries of new Unaccompanied Personnel Housing furniture and provide receiving reports to the Contracting

Officer's Representative (COR). The Contractor shall prepare required reports and submit all information as specified by the Deliverables presented in the contract. The Contractor shall ensure all work in support of mission requirements tendered to the Government for acceptance conform to the measurable performance standards of quality, timeliness, and quantity specified in the PWS of this contract. The intent is to establish work requirements that are performance-based and results-oriented. The Contractor shall determine the best and most cost-effective ways to fulfill UPH Furniture, Day-Rooms Furnishings, Mattress, and Appliance Program and their component needs, emphasizing innovation and commercial best practices.

**C.1.3.1. Drayage Services.** Provide timely distribution of Government property (furniture and domestic appliances) to and from customers' residence on the Fort Polk Installation.

**C.1.3.2. Warehouse Operations.** Perform warehouse operations at buildings 4361 and 4363 located at 7660 Kentucky Avenue, Fort Polk, Louisiana 71459.

**C.1.4. Scope.** Contractor shall provide non-personal services to include minor repair, movement and delivery, handling, relocation, installation, assembly, disassembly, handling, packing, unpacking, transporting, delivery, storing, accountability, turn-in, shipping, adjustments and repairs to designated furniture, appliances, office panel systems, shelving units, miscellaneous items, and disposal of items as determined by the Government.

**C.1.5. Period of Performance (PoP).** The period of performance shall be for a one (1) month Phase-In Period, one (1) Base Year period of 11 months, two (2) 12-month option periods, one (1) option period of 11 months and a one (1) month Phase-Out Period.

**C.1.5.1. Option to Extend Services.** The Government may require continued performance of any services within the limits and at the rates specified in the contract IAW FAR 52.217-8. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six (6) months. The Contracting Officer may exercise the option by written notice to the contractor any time prior to contract expiration.

**C.1.5.2. Phase-In/Phase-Out (PIPO) Period.** To minimize any decrease in productivity and to prevent possible negative impact on additional services, the Contractor shall have personnel on board during the 30-day (calendar days) phase-in/phase-out periods.

**C.1.5.2.1. Phase In.** During the phase-in period, the Contractor shall become familiar with performance requirements to commence full performance of services by the end of the phase-in period. Full performance of all requirements will be required within 30 calendar days of contract award date and throughout the life of the contract.

**C.1.5.2.2. Phase Out.** The Contractor shall operate in good faith with the successor contractor to ensure the continuity and consistency of the service under the new contract.

## **C.1.6. General Information**

**C.1.6.1. Quality Control (QC).** Quality Control is the responsibility of the Contractor. The Contractor is responsible for the delivery of quality services/supplies to the Government (see FAR 52.246-1 Contractor Inspection Requirements). The Contractor shall develop, implement, and maintain a Quality Control Plan (QCP) and program to ensure all work described in this contract is performed at or above the standard defined in the Performance Requirements

Summary (PRS). The QCP is developed by the contractor for its internal use to ensure that it performs and delivers high-quality service. The Contractor's QCP is the means by which the contractor ensures all work complies with the requirements of the contract. The QCP identifies and corrects potential and actual problem areas throughout the entire scope of the contract.

**C.1.6.1.1. Quality Control Program.** The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Quality Control Plan shall be submitted within thirty (30) calendar days after contract award. After acceptance of the QCP, the Contractor shall receive the Contracting Officer's (KO) acceptance in writing of proposed changes to the QC procedures. The Contractor shall submit QCP changes within five (5) workdays to the KO and Contracting Officer's Representative (COR) for review and approval prior to implementation.

**C.1.6.1.2.** The Quality Control Plan, as a minimum, shall address:

**C.1.6.1.2.1. Inspection Program.** Included shall be a quality control inspection program covering all general and specific tasks included in the contract scope of work. It shall specify tasks or areas to be inspected on a scheduled or unscheduled basis, the manner in which inspections are to be conducted, the titles of the individuals who will perform the inspections, and the percentage of the work that will be inspected on a recurring basis. In developing this inspection program, the Contractor shall identify the key activities and associated characteristics in each process that have a significant influence on specific services and provide for methods for evaluation of the selected characteristics.

**C.1.6.1.2.2. Deficiency Identification.** The QCP shall include a method of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable as defined in the PRS. This shall contain processes for corrective action without dependence upon Government direction.

**C.1.6.1.2.3. Deficiency Correction.** The program shall contain process control and process performance measurement procedures that shall include how the Contractor shall implement preventive corrective actions. The Contractor shall demonstrate that it has designed quality into the delivery of services thereby mitigating the risk(s) associated with delivery of deficient or nonconforming services.

**C.1.6.1.2.4. Documentation and Enforcement.** The QCP shall include a method of documenting and enforcing quality control operations of both prime contractor and subcontractor work, including inspection and testing.

**C.1.6.1.2.5. Trend Analysis.** The QCP shall include a method of performing trend analysis and assessments using metrics.

**C.1.6.1.2.6. Surveillance Method.** The QCP shall contain specific surveillance techniques for all contract services. The surveillance methods shall be comprehensive and adaptable to the reporting system of the plan.

**C.1.6.1.2.7. Customer Complaint Program.** The QCP shall include a customer comments and complaint program and processing system. The program shall identify and correct valid customer complaints and provide feedback to the Government and customers on corrective action taken. The term customer refers to customers internal and external to the organizations identified by this contract.

**C.1.6.1.2.8. Revisions.** The QC Program shall include an annual review to revise or update the QC Plan accordingly in coordination with the KO and/or the COR to ensure the QC Plan represents the efficient and effective use of best practices.

**C.1.6.2. Non-Conforming Performance** When the Contractor does not meet contract requirements, an NCR may be issued by the Contracting Officer. The NCR is a tool to document and address all contractual nonconformance (deficiencies). It may lead to a contract remedy. The NCR identifies nonconformance with a contract requirement and may request Contractor corrective action with the purpose to correct the immediate nonconformance and prevent recurrence. If required, the Contractor shall reply, in writing, with their corrective action plan prior to the suspense date. The response shall include an explanation for the unsatisfactory performance, corrective action(s) taken, and procedures to preclude recurrence. The corrective action plan must be accepted by the government prior to implementation. The Government will follow-up after implementation for corrective action validation and recommendation to the Contracting Officer for closure. If applicable, non-conformance instances will be tallied for Contractor Performance Assessment Rating (CPAR) reporting periods and the results of the data will be used to substantiate objective ratings of contractor performance.

**C.1.6.3. Quality Assurance.** The COR will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the COR will do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s). When an observation indicates defective performance, the COR will require the Contractor or designated on-site representative to initial the observation to acknowledge the defective performance. The acknowledgement of the observation does not necessarily constitute Contractor concurrence with the observation, only that the Contractor has been made aware of the defective performance.

**C.1.6.4. Recognized Federal Holidays.** The Contractor is normally not required to perform services on recognized federal holidays. However, that requirement is subject to mission execution requirements. The recognized federal holidays include:

New Year's Day	1st day of January
Martin Luther King Jr.'s Birthday	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth National Independence Day	19th day of June
Independence Day	4th day of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veteran's Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th day of December

**C.1.6.4.1.** When a holiday falls on a Saturday, Federal employees are normally granted the preceding Friday as the holiday observed. When a holiday falls on a Sunday, Federal employees are normally granted the following Monday as the holiday observed. The Contractor shall work on the days the Government is scheduled to work.

**C.1.6.4.2.** When an unforeseen installation closure occurs on a regularly scheduled day of work, the Contractor will have the following options:

**C.1.6.4.2.1.** Reschedule the work so it is performed the following day unless the following day falls on a weekend.

**C.1.6.4.2.2.** Reschedule the work on any day that is mutually satisfactory.

**C.1.6.5. Hours of Operation.** The Contractor shall be responsible for providing services, between the hours of 7:30 A.M. – 4:30 P.M. Monday through Friday, except federal holidays or when the government facility is closed due to local or national emergencies, administrative closings or similar government directed facility closings. The Contractor shall at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential to successful performance under this contract. No overtime (OT) or compensatory time (CT) is authorized. Contractor personnel shall not exceed a 40-hour work week; flexible work schedule may not be considered.

**C.1.6.6. Place of Performance.** The work to be performed under this contract will be at various government UPH facilities throughout Fort Polk. Warehouse operations will occur at facilities 4361 and 4363 located at 7660 Kentucky Avenue, Fort Polk, Louisiana.

**C.1.6.7. Type of Contract.** The Government will award a Firm Fixed Price (FFP) contract.

**C.1.6.8. Security Requirements**

**C.1.6.8.1. Access and General Protection/Security Policy and Procedures.** All Contractor and all associated sub-contractor's employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The Contractor shall also provide all information required for background checks to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

**C.1.6.8.2. Installation Physical Security**

**C.1.6.8.2.1. Access Rosters.** Contractors shall provide an access roster to the Directorate of Emergency Services (DES), Physical Security Office of all employees monthly or when any personnel change occurs for access to Fort Polk. Access rosters must be forwarded by the COR to the Visitors Control Center (VCC) using a specific format electronically from a government computer. All personnel employed under this contract will adhere to all Fort Polk access control policies which include, weapons registration, transportation of weapons on the installation, access control policies, use of installation passes and identification (ID) cards, and the operation of motor vehicles.

**C.1.6.8.2.1.1.** Personnel whose contracts exceed 180 days in duration are required to be processed for a CAC. Personnel whose contract is less than 180 days in duration will receive personnel pass valid until the expiration of the contract or business venture date. Access Rosters are required to be submitted to the Visitors Control Center (VCC) for all Contractor personnel. A blank Access Roster can be provided by the VCC upon request or upon award. The roster is self-explanatory, but at a minimum will contain the individual's name, social security number (SSN), date of birth, contract number, duration of visit, and point of contact for access.

**C.1.6.8.2.1.2.** Access Rosters MUST be submitted for the Contractor by the appointed Contracting Officer's Representative (COR) or the designated Government Point of Contact. Any roster submitted by a commercial ISP (example @yahoo.com, @gmail.com, etc.) will not be accepted and must be verified through the Physical Security Office (337) 531-7756.

**C.1.6.8.2.1.3.** Short term visitors may register online and request a one-day pass at [https://visit.gvt.us/steps/installation\\_selection](https://visit.gvt.us/steps/installation_selection). The requestor will receive a text message indicating pass is ready for pickup or receive a text message indicating a problem has occurred and the pass was not issued.

**C.1.6.8.2.1.4.** Sponsoring organizations, activities whose personnel do not need access to multiple Installations or access to the government information systems will submit a completed access control roster to the Visitor Control Center (VCC). They may receive a MOBILISA visitor card for the terms of their contract (until contract end date, not to exceed 3 years) when sponsored on an access roster. If not sponsored, they will only receive a pass for up to seven (7) days.

**C.1.6.8.2.1.5.** MOBILISA card expirations may be updated to reflect a new contract period by submitting an updated access control roster to the VCC.

**C.1.6.8.2.1.6.** Access rosters may only be submitted via e-mail to the VCC by a .mil, .gov, or AAFES address, by the COR or security activity, all others will be returned without action.

**C.1.6.8.2.2.** A check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the Army minimum baseline background check for entrance onto Army installations for non-Common Access Card (CAC) holders to include entrance of visitors. Contractors shall identity-proof all employees using e-Verify and ensure that no illegal immigrants are employed under the umbrella of this contract. Access to the installation shall be IAW the current and/or future governing Command Access Control Policy Memorandums.

**C.1.6.8.2.3. Physical Security.** Contractor shall be responsible for safeguarding all government equipment, information, and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured IAW Army Regulation (AR) 190-13, "The Army Physical Security Program."

**C.1.6.8.2.3.1. Physical Security Plan.** The Contractor shall submit a Physical Security Plan if required to access government-furnished or contractor-controlled facilities. The Contractor shall provide a Physical Security Plan to the KO and COR within thirty (30) calendar days after contract award date. Contractor shall address the physical security aspects associated with contract performance in government furnished facilities. The plan shall describe how the security plan shall prevent unauthorized access, vandalism, pilferage, larceny, sabotage, and arson directed toward Contractor controlled facilities. A list of installation buildings for which the Contractor shall be responsible shall be included in the plan. The Contractor shall maintain an active security checklist for each facility under the Contractor's control. The plan shall comply

with the provisions of Army Regulation (AR) 190-11, AR 190-13, AR 190-51, DoD 5100.76(D), 5220.22(D) and the Fort Polk, Installation Physical Security Plan. This security plan will be reviewed annually by the DES to ensure regulatory requirements.

**C.1.6.8.2.4. Access to Government Information Systems** All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) <https://atc.us.army.mil/iastar/index.php> at commencement of services and must successfully complete the DOD Information Assurance Awareness prior to access to the information systems and then annually thereafter.

**C.1.6.8.2.4.1. Information Systems Security Plan**. Reserved

**C.1.6.8.2.4.2. Information Assurance (IA)/ Information Technology (IT) Training**. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working in IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within 30 days of starting employment.

Reserved

**C.1.6.8.2.4.3. Information Technology (IA)/ Information Technology (IT) Certification**. .

Services: The Government will provide access to government network services, information technology systems, and other data collection equipment/software, as required for performance of contract requirements.

**C.1.6.8.2.4.4. Handling or Access to Classified Information**. Reserved

**C.1.6.8.2.5. Key Control**. The Government will issue keys to the Contractor. The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost, misplaced, or used by unauthorized persons. All references to keys include key cards. Keys issued to the Contractor, by the Government, shall not be duplicated.

**C.1.6.8.2.5.1. Key Control Plan**. The Contractor shall submit a Key Control Plan if required to access a government facility. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any keys by personnel who no longer require access to locked areas. The Contractor's Key Control Plan shall provide for government access, 24 hours a day, seven days a week, to all government-furnished facilities. The plan shall comply with AR 190-13, the Army Physical Security Program, and AR 190-51. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the (COR) Contracting Officer's Representative.

**C.1.6.8.2.5.2.** In the event keys are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer's Representative, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due to the Contractor.

#### **C.1.6.8.2.5.3. Lock Combinations.** Reserved

#### **C.1.6.8.3. Installation Access**

**C.1.6.8.3.1. Compliance with Regulations.** The Contractor and Contractor employees shall comply with all applicable Fort Polk regulations promulgated by the Commanding General, Fort Polk, LA, as well as all applicable Federal and State safety laws and security regulations. Applicable Post regulations including, but not limited to, fire, safety, sanitation, security, and firearms or other lethal weapons, will be made available to the Contractor upon request.

**C.1.6.8.3.1.1.** All personnel employed by the Contractor in the performance of this contract, or any representative of the Contractor entering the Government reservation, shall abide by all the regulations of the installation which may be in effect during the contract period.

**C.1.6.8.3.2. Unescorted Visitors.** All unescorted visitors to Fort Polk must be vetted at the Visitors Center, located adjacent to the main gate on Louisiana Avenue (Building 5903). Personnel requiring unescorted access will present a state redistributed Real ID Act compliant driver's license (check status of your state at: <https://www.dhs.gov/real-id-enforcement-brief>). Visitors who do not have a Real ID act compliant driver's license may use alternate forms of ID to proof their identity. Contact the Fort Polk Visitor's Center at (337) 531-0380 to obtain a listing of authorized alternate forms of identity. Each visitor with acceptable screening results will be redistributed an access control credential for unescorted access to the installation. Personnel with unfavorable screening results may be denied unescorted access to Fort Polk. Law enforcement data obtained during the vetting process will not be released by personnel at the Visitors Center. A waiver process has been established for personnel who are denied unescorted access. Generally, waivers will be processed within five (5) business days of completion.

**C.1.6.8.3.3. Escorted Visitors.** Escorted visitors who are accompanied by Department of Defense-affiliated personnel (active-duty Soldiers, civilian common access card holders, retiree ID card holders, DoD dependent ID card holders, and civilian contractor CAC holders) will not require vetting for access and will only need to produce a valid ID card; these visitors must be in the immediate vehicle of the escorting card holder. DoD affiliated personnel will be responsible for their escorted visitors on the installation. Personnel who are enrolled and vetted through the Rapid Gate program or possess an installation issued ID/Pass do not have escorting privileges.

**C.1.6.8.3.4. Contractors Requiring Common Access Card (CAC).** Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated Nation Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

**C.1.6.8.3.5. Contractors that do not require CAC but require access to a DoD facility or installation.** Contractor and all associated sub-contractor employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-



05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

**C.1.6.8.3.6.** The Contractor, his employees working under this contract and any representative of the Contractor entering the government installation, shall conform to AR 190-5 Motor Vehicle Traffic Supervision and shall be subject to checks which may be deemed to assure that no violations occur. The Contractor or any employee shall not be permitted on the installation when such a check reveals that his presence would be detrimental to the security of the installation or to the accomplishment of the work. The Contracting Officer may require the Contractor to remove any employee for security or misconduct.

**C.1.6.8.3.6.1. Security Searches/Checks.** Contractor and Contractor employees are subject to security searches/checks. Persons found in possession of firearms, ammunition, explosives, pyrotechnic devices, knives, other lethal weapons, or removing Government equipment, supplies, and/or food will be prosecuted and/or barred from the installation.

**C.1.6.8.3.6.2. Motor Vehicle Operators.** Contractor's personnel, whose tasks involve operation of any vehicles, shall possess a valid driver's license, certificates, and permits applicable for the type and class of vehicle being operated. A Louisiana State Commercial Driver's License (CDL) is required for operation of all vehicles rated at 2 ½ tons or any vehicle hauling hazardous materials regardless of size. All motorcycles riders will comply with DODI 6055.4, AR 385-10, the Army's Safety Program, and personal protective equipment for riding motorcycles/ATV on the installation.

**C.1.6.8.3.6.2.1. Contractor Vehicle Registration.** The Contractor shall register all Contractor-owned or operated vehicles and trailers operating on the installation within five (5) working days of contract start date. The Contractor shall complete all applications with the Provost Marshal Vehicle Registration section located at Bldg. 2936 22<sup>nd</sup> Street, Fort Polk, LA. Evidence of vehicle ownership and vehicle liability insurance must be presented upon application of vehicle registration.

**C.1.6.8.3.6.2.2. Vehicle Operation on the Installation.** DOD contract employees assigned to operate either Government owned or leased equipment, or Contractor owned or leased equipment in performance of their contract shall be certified, by the Contractor and at the Contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime Contractor shall document all operators' qualifications. This documentation shall be provided to the COR three (3) business days prior to any contract employee engages in any mode of equipment operation. Updated documentation shall be provided to COR as certifications are renewed or employees are newly certified. Motor vehicle operators shall comply with Louisiana State Law and Fort Polk rules and regulations regarding motor vehicle use and shall be trained and licensed for the various categories of vehicles used in support of this contract.

**C.1.6.8.3.6.2.3. Contractor Vehicle Identification.** Contractor-owned/operated vehicles used in the performance of services under this contract on Fort Polk, LA shall maintain legible markings (Logo) located on both sides of all Contractor furnished vehicles and equipment, which shall include, at a minimum, the Contractor's name (in at least three-inch-high letters), Contractor's telephone number, and Contractor assigned vehicle identification number. Vehicles operated by the Contractor and by Contractor employees shall be registered on post through the Provost Marshall Office which is located at Bldg. 2936 22<sup>nd</sup> Street, Fort Polk, LA 71459 or (337)531-

9468, if required by the installation. The Contractor shall provide the COR a list of all Contractor assigned vehicle identification numbers with a brief description of the vehicle to include make, year, model, and color within the first 30 calendar days of start of contract. Any changes to this list during the performance of the contract shall be submitted in writing to the Contracting Officer within five (5) calendar days of the change. COR shall be notified five (5) calendar days prior to any new/rented/leased vehicle is brought on the installation.

**C.1.6.8.3.6.2.4.** Procedures for commercial vehicle access to Fort Polk are subject to change without prior notice. Current access information may be obtained by calling Physical Security Office at (337) 531-7756 or the Visitor Control Center at (337) 531-0380.

**C.1.6.8.3.7. Fort Polk Visitors Center.** The Fort Polk Visitors Center is open 7 days a week: Monday thru Friday 0500-2100 hours and Saturday and Sunday 0800-1600. For information concerning access control, please contact the Visitors Center at (337) 531-0380.

**C.1.6.8.4. Installation Anti-Terrorism/Force Protection (AT/FP)**

**C.1.6.8.4.1.** Pursuant to DoD Instruction Number 2000.16, V-1. DoD Antiterrorism (AT) Standards dated November 17, 2016, each Contractor employee requiring access to a federally controlled installation, facility and/or federally controlled information system(s) shall complete AT Level I Awareness Training on an annual basis and receive a certificate of completion. The training is accessible from any computer and is available at <https://jkdirect.jten.mil/Atlas2/page/login/Login.jsf>. The Contractor is responsible for ensuring that all applicable employees have completed antiterrorism awareness training and shall certify that their workforce has completed the training through the submission of completion certificate(s) to the KO and COR within five working days after contract award or prior to access to a federally controlled installation or information system.

**C.1.6.8.4.1.1. Special Instructions.** Using a search engine such as GOOGLE, search for “Joint Knowledge Online” or “JKO” to begin the process. Once at the website, follow the instructions below:

**Click:**

- a. Select “No DoD CAC”
- b. Then choose “I am a US Mil, Government Civil Servant, or Contract Employee”
- c. Click on “I’ve been directed to take required training on JKO”
- d. Click on “Courses”
- e. Select “I do not have a .MIL, .GOV, or .NDU.EDU address or I am a Multi-National Student”
- f. Fill out the contact sheet and email to sponsor (This is the COR)
- g. Sponsor will email to the JKO help desk. (This is the COR)

**Approval Process:**

- 1) Help desk sends non-CAC user an email with User ID
- 2) Help desk will send a separate email with an electronic token to register a new Password (token is good for 24 hours)
- 3) New User follows the instructions in the email and enters a new password
- 4) User will need to enroll in Course # JS-US007-14 (User has up to 30 calendar days to complete the course)

**C.1.6.8.4.2.** In the event that the automated system is not available (e.g., server problems), Level I AT Awareness Training can be provided by a qualified instructor. Contact the installation AT/FP Office for guidance at (337) 531-0413. If the training is not completed online, the Level I AT Awareness instructor qualification must be coordinated with the installation Antiterrorism Officer or (installation security equivalent) and the resultant name(s) of approved instructors shall be provided the Contracting Officer or designee along with all associated cost or schedule impacts to the contract.

**C.1.6.8.4.3.** Anti-terrorism (AT Level I Awareness Training attendance and compliance) may be documented as a performance metric under the resultant contract and be part of past performance information in support of future source selections.

**C.1.6.8.4.4. Active Shooter Awareness Training.** Active Shooter Awareness training can be accomplished at: <https://www.fbi.gov/video-repository/run-hide-fight-092120.mp4/view> and may be documented as a performance metric under the resultant contract and be part of past performance information in support of future source selections. This training shall be completed within thirty (30) calendar days of contract award or prior to commencing work and within five (5) calendar days of new employee hires and shall submit the training completion training certifications or attendance roster submitted to the COR.

**C.1.6.8.4.5. iWATCH Training.** The Contractor and all associated sub-contractors shall brief/train all employees on the local suspicious activity reporting program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the project manager, security representative or law enforcement entity. The Contractor shall complete the training within thirty (30) calendar days of contract award and within five (5) calendar days of new employees commencing performance with the completion of training certificate or attendance roster submitted reported to the COR NLT thirty (30) calendar days after the completion of the training. iWATCH training can be accomplished at: <http://mdwhome.mdw.army.mil/iwatch>.

**C.1.6.8.4.6.** IAW DoDI 2000.12, all DoD and non-DoD Tenants will comply with the installation AT Program.

#### **C.1.6.8.5. Installation Operations Security (OPSEC)**

**C.1.6.8.5.1.** In accordance with AR 530-1, Operations Security (OPSEC) is the process by which we protect critical information whether it is classified or unclassified that can be used against us. It focuses on preventing our adversaries' access to information and actions that may compromise an operation.-dated 26 September 2014, and DoDM 5205.02-M, DoD Operations Security (OPSEC) Program Manual, dated 03 November 2008, Incorporating Change 1, Effective April 26, 2018, contract personnel shall receive initial OPSEC Level I training which consists of initial and continual awareness training.

**C.1.6.8.5.2.** Operations Security (OPSEC) Awareness Training attendance and compliance may be documented as a performance metric under the resultant contract and be part of past performance information in support of future source selections.

**C.1.6.8.5.3. Operations Security (OPSEC) Plan.** The contractor shall develop an OPSEC SOP/Plan within thirty (30) calendar days of the performance start date, to be reviewed and approved by the responsible Government OPSEC officer, Kenneth Smith per IAW Army

Regulation AR 530-1, Operations Security. This SOP/Plan shall include a process to identify critical information, where it is located, who is responsible for it, how to protect it and why it needs to be protected. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. This is a secondary responsibility of a contractor employee as it does not require a full-time employee to perform these services. The contractor shall ensure this individual becomes OPSEC Level II certified per IAW Army Regulation AR 530-1. When the plan has been reviewed and approved by the OPSEC Officer the plan shall be submitted, to the KO and COR.

**C.1.6.8.5.4. OPSEC Training.** Per AR 530-1, Operations Security, all contractor employees shall complete Level I OPSEC training within 30 calendar days of their reporting for duty and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee to the COR within 15 calendar days after completion of training by all employees. This training is available at <https://securityawareness.usalearning.gov/>

**C.1.6.8.5.5. OPSEC Awareness.** If the Contractor, or a subcontractor, or employees of either disclose any information that disrupts or harms the Government's operations or activities, then the Government retains the right to exclude any employee from performance of duties under this contract. The exclusion of an employee for security reasons will not relieve the Contractor from performance of services required under this contract. Contractors must have prior approval for any activity that involves photographs, video, or drawings of installation infrastructure. All government paper products and removable digital storage material that is received, generated, or stored during the contract will be destroyed completely when no longer needed to preclude recognition of information.

**C.1.6.8.5.5.1.** Neither the Contractor nor any of its employees will disclose, or cause to be disclosed, any information concerning operations which could result in or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of operations. Additionally, the Fort Polk Public Affairs Office (PAO) is the only official spokesperson for the Installation. No information regarding performance of this contract will be released to the media without prior approval of the PAO, KO or their authorized representative(s).

**C.1.6.8.6. Threat Awareness Reporting Program (TARP).** Reserved

**C.1.6.8.7. Contractor Photography**

**C.1.6.8.7.1.** In accordance with USC Title 18 and in the interest of National Defense, it is unlawful to take any photographs, render sketches, drawings, maps, or geographical representation or other media of JRTC and Fort Polk military installation or training areas without first obtaining approval from the Directorate of Plans, Training, Mobility and Security: Chief, S&ID; AT/FP Officer; Visual Information; and Directorate of Emergency Services, Physical Security Office.

**C.1.6.8.7.2.** In accordance with Garrison Policy Memorandum #6, (July 18, 2016), Installation Photography and Other Media, paragraph 5c, as well as any subsequent memorandums on the subject, Contractors must have prior approval for any activity that involves photographs, video, or

drawings of installation infrastructure. This policy does not apply to Government Quality Assurance personnel and the COR performing inspections or contract surveillance.

**C.1.6.8.7.3.** Personnel taking photographs, videos, sketches, drawings, maps, or other presentations of JRTC and Fort Polk must be in possession of an approved photo request and present it to law enforcement or competent authority upon demand.

**C.1.6.8.7.4.** Report all unauthorized photographic activity to the DES 911 Center or the Installation Operations Center.

#### **C.1.6.8.8. Homeland Security Presidential Directive 12 (HSPD 12) Requirements**

**C.1.6.8.8.1.** Requirements apply to any contract over 180 days in duration, or any contract where contractor employees access the installation's occupied buildings or require access to the government information systems.

**C.1.6.8.8.2.** All personnel hired under this contract who do not require a security clearance must have a favorable Tier 1 (T-1), National Agency Check with Inquiries. The COR will ensure new hires complete a T-1 investigation through the Personnel Security Investigation Portal (PSIP) by initiating a request through S&ID no later than 15 calendar days from the date of hire and completing the investigation (submission to OPM) within 30 days. Personnel who require a security clearance must be processed by their company Facility Security Officer (FSO) or company Security Manager.

**C.1.6.8.8.3.** Instructions for completing the T-1 process will be sent to the Project/Program Manager, Security Manager and the COR once the contract has been awarded and one of the above personnel notifies S&ID for the initiation. The contractor shall schedule fingerprinting appointments with S&ID. Personnel will not be able to work under this contract until the T-1 has been submitted to PSIP as required. Personnel who do not receive a favorable investigation will not be allowed to perform services under this contract.

**C.1.6.8.8.4.** In accordance with HQDA G2 Memorandum, "Guidance for Verification of U.S. Citizenship or Legal Status of Uncleared Contractors in Support of Homeland Security Presidential Directive-12", dated 21 March 2016, all Tier 1 investigative requests for any Contractor(s) that are either (1) U.S Citizen born outside the U.S. or (2) non-U.S. Citizen, will be rejected unless a copy of the citizenship or legal status document is uploaded as part of the investigation request.

**C.1.6.8.8.5.** Employees who require a CAC for physical access or access to the government information systems may be granted a CAC after the successful submission of the T-1 investigation through PSIP and a favorable fingerprint review by S&ID. An unfavorable adjudication can result in loss or denial of computer access, physical access or employment on a federal installation.

#### **C.1.6.9. Contract Administration and Management**

**C.1.6.9.1. Post Award Conference/Periodic Progress Meetings.** The Contractor shall attend the post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5, Post Award. The post award conference will also be utilized to ensure Contractor understands all HSPD-12 requirements. IAW AR 70-13 para 4-4.b.(1), the contracting office will hold periodic status or

progress meetings with the KO, COR, Contractor, and other personnel as necessary (at least quarterly) to discuss problems, progress of the contract, and Contractor performance. This meeting will be held at a mutually agreed location, or telephonically. Written minutes of meetings will be recorded by the Government (Contracting Officer, Contract Specialist or Contracting Officer's Representative). The written minutes will be distributed to the Government and Contractor after all meeting notes have been reviewed and finalized. If the Contractor does not concur with any portion of the minutes, recorded by the Government, the non-concurrence shall be provided in writing to the KO within two (2) workdays following receipt of the minutes. The COR must ensure that they receive copies of written minutes and other correspondence related to these meetings, including follow-up actions. These meetings shall be at no additional cost to the Government.

**C.1.6.9.2. The following provides Government roles and their respective authority during the performance of this contract:**

**C.1.6.9.2.1. Contracting Officer (KO).** The KO is the only person authorized to direct changes in any of the requirements under this contract, and, notwithstanding any provisions contained elsewhere in this contract, said authority remains solely with the KO. In the event the Contractor makes any change at the direction of any person other than the KO, the change shall be considered to have been made without authority and solely at the risk of the Contractor. All contract administration will be affected by the KO. Communications pertaining to contractual administrative matters shall be addressed to the KO. No changes in or deviation from the terms and conditions shall be affected, without a written modification to the contract, executed by the KO authorizing such changes. The KO will approve all submittals and plans required in this PWS.

**C.1.6.9.2.2. Contracting Officer's Representative (COR).** The KO will appoint a COR during the performance of this contract. Additional Government personnel (Alternate Contracting Officer's Representative (ACOR)) may be assigned to assist in contract oversight IAW AR 70-13, Management and Oversight of Service Acquisitions. Other surveillance personnel may be designated as COR or ACOR, and shall be trained and appointed IAW DoDI 5000.72, DoD Standard for Contracting Officer's Representative (COR) Certification and DFARS 201.602-2. The ACOR will serve as on-site representatives of the COR in performance of actual contract surveillance, if they meet all COR training, experience requirements, and are appointed by the KO as an ACOR. The COR/ACOR will provide assistance in identification and resolution of problems, conflicts in priority, subtask requirement definitions, and other operations type problems. The COR/ACOR will perform in accordance with the responsibilities and duties identified in the appointment letter.

**C.1.6.9.2.2.1. COR/ACOR Authority.** A letter of designation will be issued to the COR/ACOR by the KO. A copy of the letter will be sent to the Contractor. The letter of designation states the responsibilities and limitations of the COR/ACOR, especially regarding changes in cost, price estimates, or changes in delivery dates. The COR/ACOR is not authorized to change any of the terms and conditions regarding cost, quantity, or schedule of the resulting order.

**C.1.6.9.2.2.2. COR/ACOR Functions.** COR/ACOR monitors all technical aspects of the contract and assists in contract administration. The COR/ACOR 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; redistribute written interpretations of technical requirements, including Government drawings,

designs, and specifications; monitor Contractor's performance and notify both the Contracting Officer and Contractor of any deficiencies; coordinate availability and provide site entry of Contractor personnel.

#### **C.1.6.10. Contractor Employees**

##### **C.1.6.10.1. Key Personnel**

**C.1.6.10.1.1.** The following positions have been identified as Key Personnel for this contract: Program Manager, Safety Officer, Environmental Compliance Officer and OPSEC Coordinator. The Contractor shall provide a full time Program Manager (PM). The Safety Officer, and Environmental Compliance Officer (ECO) and OPSEC Coordinator are not full-time positions as they are a secondary responsibility of a Contractor employee who shall be responsible for the performance of the work under this contract. The Safety Officer may serve in a dual capacity (such as Safety Officer and Program Manager) position. Individuals designated may perform other duties provided they are available to complete Safety Officer duties when required. The names of these designated persons and their alternates (who shall act for the Contractor when the primary is absent) shall be submitted in writing to the KO at the post award conference. The Program Manager and any individuals designated as key personnel shall be able to read, write, speak, and understand the English language.

**C.1.6.10.1.2.** Key personnel shall not be added to or removed from the contract without express acknowledgement of the COR. Any changes to the working status of these key personnel shall be transmitted (in writing) to the KO and COR within ten (10) workdays of the proposed change. If, for any reason, any of the key personnel becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding thirty (30) workdays the Contractor shall promptly replace personnel with personnel who possess qualifications equal to or better than that of the original employee. The Contractor shall ensure all key personnel terminated or released from employment under this contract are replaced within ten (10) workdays of the termination.

**C.1.6.10.1.3. Program Manager (PM).** The Contractor shall designate in writing a Program Manager (PM) and Alternate Program Manager (APM) who is responsible for performance of the work. The Program Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of the contract. The Alternate Program Manager shall act for the Contractor when the Program Manager is absent. The Contractor shall provide the name, address, and telephone numbers of the PM and APM to the Contracting Officer at the Post Award Conference. The Program Manager shall manage and coordinate this contract and act as the central point of contact with the Government. This individual may serve in a dual capacity (such as Mechanic and Program Manager). The Program Manager or Alternate Program Manager shall be available between the hours of 7:30 A.M. - 4:30 P.M. Monday through Friday except Federal holidays or when the Government facility is closed for administrative reasons.

**C.1.6.10.1.3.1. Program Manager Qualifications.** The Program Manager shall have managed a preventive maintenance program that is commensurate with the size and magnitude of a large military installation. The Program Manager shall have managed a staff that reflects the capacity to manage a contract of this size and complexity and possess a minimum of two (2) years of experience in managing personnel. Contractor shall provide certifications and resumes to the Contracting Officer and COR prior to award of contract. During normal working hours, all key personnel shall be available on-site within one (1) hour to meet with Government personnel designated by the Contracting Officer to discuss problem areas, and with corrective actions

initiated within two (2) hours of notification. The Contractor shall meet with the COR, at least, semi-annually to discuss performance standards.

**C.1.6.10.1.4. Safety Officer.** The Contractor shall designate a Safety Officer for the Fort Polk UPH Safety Program and provide name and safety plan to the COR within (30) thirty calendar days from date of commencing performance under this contract. The Safety Officer may serve in a dual capacity (such as Safety Officer and Program Manager) position. Individuals designated may perform other duties provided they are available to complete Safety Officer duties when required. This is a secondary responsibility of a contractor employee as it does not require a full time employee to perform these services.

**C.1.6.10.1.4.1.** Per Army Regulation 385-10, The Army Safety Program and DPW (385) SOP, Safety, Fire Prevention and Accident Reporting Program, the Safety Officer is responsible for office safety awareness and operation. Responsibilities include, but are not limited to:

- a. Monthly safety classes (proper reporting of an incident, form familiarization)
- b. Monthly fire drills (exiting procedures, consolidation, and location of fire Extinguishers)
- c. License inspections
- d. Safety Log inspection

**C.1.6.10.1.5. Environmental Compliance Officer (ECO).** The Contractor shall designate a primary and alternate ECO for each work area that uses and/or stores hazardous materials and/or generates hazardous wastes. An ECO is an individual from the Contractor's staff appointed to ensure that environmental requirements are met. Work areas will always have at least one ECO on duty. Within 15 days of start of contract performance, each designated ECO and alternate must successfully complete the 40-hour ECO course provided on post by DPW-ENRMD. In addition, each ECO must successfully complete an 8-hour annual refresher. Annual re-certification (e.g., refresher training) must be completed within each anniversary of the 40-hour ECO course. Failure to meet this requirement will necessitate re-taking the 40-hour course. The Environmental Compliance Officer may serve in a dual capacity (such as ECO and PM) position. Individuals so designated may perform other duties provided they are available to perform ECO duties when required. Contractors using and/or storing very small quantities of hazardous materials may request a waiver of this requirement through the COR to DPW-ENRMD. This is a secondary responsibility of a contractor employee as it does not require a full-time employee to perform these services.

**C.1.6.10.1.6.** Employees shall obtain and maintain all licenses and certifications required by federal, state, and local laws and regulations necessary to adhere to the specifications of this contract.

**C.1.6.10.1.7. Motor Vehicle Operators.** Contractor's personnel, whose tasks involve operation of any government owned vehicles, shall possess a valid driver's license, certificate and permits applicable for the type and class of vehicle being operated. A copy shall be submitted to the KO and COR within thirty (30) days of contract award.

**C.1.6.10.1.8. OPSEC Coordinator.** The Contractor shall designate an OPSEC Coordinator for the Fort Polk UPH OPSEC Program and provide name to the COR within (30) thirty calendar days from date of commencing performance under this contract. Individual/s designated may perform other duties provided they are available to complete OPSEC Coordinator duties when required. This is a secondary responsibility of a contractor employee as it does not require a full-time employee to perform these services. The contractor shall ensure this individual becomes



OPSEC Level II certified per AR 530-1., When the plan has been reviewed and approved by the OPSEC Officer the plan shall be submitted, to the KO and COR.

**C.1.6.10.2. Contractor Hiring Restrictions.** Employment of off-duty Military personnel or Government civilian personnel is permissible provided such employment does not contravene the policies set forth in DoD Joint Ethics Regulation 5500.7-R as determined by the local Staff Judge Advocate (SJA). All Contractor employees shall be legal U.S. residents. The Contractor shall immediately remove any employee that is not a legal U.S. resident.

**C.1.6.10.3. Personnel List.** The Contractor shall provide in writing, to the Contracting Officer and Contracting Officer's Representative, a list of all Contractor employees no later than five (5) calendar days after the contract award. The list shall include each employee's name, job title, telephone number, employment date with the Contractor, and a legible photocopy of each employee's certifications and licenses. The Contractor shall revise and resubmit it to the Contracting Officer within five (5) calendar days of any changes of personnel.

**C.1.6.10.4. Contractor Identification.** The Contractor shall ensure all personnel be identified as a Contractor to distinguish themselves (*e.g.*, badge, company logo, or uniform) from Government employees. The Contractor shall ensure all correspondence and reports produced are marked as Contractor products or that Contractor participation is appropriately disclosed. When prime Contractor or subcontractor personnel send e-mail messages as a part of contract performance (or otherwise relating to contract matters), each sender shall include his/her name (both first and last names), E-mail address, and the name of the individual's employer. All Contractor personnel attending meetings, using Government email and network, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties, is required to identify themselves as Contractor employees to avoid creating an impression in the minds of members of the public that they are Government officials.

**C.1.6.10.4.1. Identification Badges/Cards.** The Contractor (to include subcontractors) shall provide each employee a company identification (ID) badge/card prior to their commencement of work. All Contractor personnel shall be identifiable by Contractor uniform with name tag and by wearing a clearly readable badge, furnished by the Contractor, made of durable material or plastic. Identification Badges shall be worn at all times during which the employee is performing work under this contract. The ID format is subject to approval by the Government. IDs shall be laminated and, at a minimum, include: the company name, employee name, identification number, issue and expiration dates, job title, and color photograph of the employee. Each Contractor (to include subcontractors) employee shall wear the identification badge on the outer garment in a conspicuous place on the front of exterior clothing, above the waist, when performing under the Performance Work Statement (PWS) unless otherwise specified herein or approved by the Government or when safety or health reasons prohibit.

**C.1.6.10.4.2.** A listing of issued identification cards shall be furnished to the Contracting Officer, prior to the contract performance date and updated as needed to reflect Contractor and Subcontractor personnel changes.

**C.1.6.10.5. Standards of Conduct.** Contractor personnel's conduct shall not reflect discredit upon the Government. It is essential that all Contractor personnel meet the highest standards of professionalism and personal integrity. The Contractor shall ensure all personnel present a professional appearance while working on the Government installation. The Contractor's employees shall observe and comply with all local policies and procedures concerning fire,

safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substance. The Contractor shall ensure their personnel do not perform work under the influence of alcohol, illegal prescribed drugs or any other incapacitating agents. The Contractor shall ensure all Contractor employees, providing services under this contract conduct themselves and perform services in a professional, safe, and responsible manner. The Contractor shall remove, from the job site, any employee for reasons of misconduct or security. The Contractor shall ensure employee conduct complies with 41 USC 423, *Procurement Integrity*. The Contractor shall also ensure that no Contractor employees conduct political related activities or events on the installation.

**C.1.6.10.6. Employee Departure.** The Contractor shall immediately notify the Contracting Officer's Representative when an employee terminates employment that has access to Fort Polk, the government information systems, or data. The Contractor (to include subcontractors) shall be responsible for collection of identification badges and common access cards upon completion of the contract or termination of an employee. The Contractor shall ensure all common access cards issued to employees are returned to the Government upon termination of employment and released employee names are to be stricken from the roster maintained by DES & S&ID immediately upon release.

**C.1.6.10.7. Removal of Contractor Personnel.** The Government reserves the right to require physical removal of any Contractor personnel from the job site who endanger persons or property, or whose continued employment is inconsistent with the interest of military core values and security. The Government also reserves the right to require the Contractor to physically remove from the job site, any employee found to be under the influence of alcohol, drugs or any other incapacitating agent or any employee involved in the theft of Government property. The physical removal from the job site of such personnel shall not relieve the Contractor of the requirement to provide personnel to perform services.

**C.1.6.10.8. Communications.** The Contractor shall provide a sufficient means of communications between the Contractor and his employees for routine and emergency purposes. It is the Government's intent to maintain communication with the Contractor at all times.

**C.1.6.11. Contractor Travel.** Reserved

**C.1.6.12. Other Direct Costs.** Reserved

**C.1.6.13 Data Rights.** The Government has unlimited rights to all documents/material produced under this contract to the extent permitted by the data rights clauses. The parties mutually acknowledge their understanding that this is the government's intent. All documents and materials, to include the source codes of any software, produced under this task order shall be government-owned and are the property of the government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the government shall be the sole property of the government and may not be used for any other purpose. This right does not abrogate any other government rights.

**C.1.6.14. Organizational Conflict of Interest.** Reserved

**C.1.6.15. Contingency Plans.**

C.1.6.15.1. The Contactor shall establish, maintain, and implement contingency plan for mobilization, disaster, and labor dispute contingencies. The plan shall assume no Government support to the Contactor workforce. The Contactor shall designate in writing a single contact Designated Contingency Coordinator (DCC) within the Contactor's organization, within thirty (30) calendar days of contact award; the PM or APM may be designated as the DCC. The DCC shall participate and coordinate with the installation contingency and mobilization planning activities. The DCC shall participate in the installation mobilization planning and execution conferences; and shall modify and maintain appropriate Contactor contingency plans to compliment or enhance corresponding installation plans. The Contactor shall submit all plans to the COR and KO for approval within thirty (30) calendar days of contact award.

C.1.6.15.2. **Plan Updates**. The Contractor shall update the plan as changes occur and shall submit a copy of the proposed plan to the KO for approval at least thirty (30) calendar days prior to the proposed effective date of the updated plan.

### **C.1.7. Safety Requirements**

C.1.7.1. **Fire Prevention**. The Contractor shall comply with fire prevention practices as set forth by the National Fire Protection Association in the National Fire Code and JRTC & FP REG 420-5 entitled "Fire Prevention and Protection Program".

C.1.7.2. **Accident Reporting**. The contractor shall report accidents/mishaps to the COR – in addition the following should also be reported:

C.1.7.2.1. Injury or occupational illness to on-duty contractors.

C.1.7.2.2. Damage to Government property provide to the contractor.

C.1.7.2.3 Contractor accidents involving Army property and personnel

C.1.7.3 The COR shall inform the Garrison Safety Office of instances where the contractor has been notified to take immediate action to correct serious or imminent danger conditions.

C.1.7.4. The Garrison Safety Office as well as other Safety Personnel on Fort Polk reserves the right to perform visual inspection of the contractors and subcontractors job site. Any noncompliance or violation will be reported to the COR.

### **C.1.7.5. Personnel Safety**

C.1.7.5.1. The following requirements apply to all Contractors performing work on Fort Polk, regardless of the origin of the work. The contractor shall have a Safety and Occupational Health Program implemented that is tailored to meet the safety requirements of the contract and associated tasks and products of the contract. Prior to commencement of work, this program will be documented in the contractor's safety plan which will be provided to the GSO at 7130 Pennsylvania Ave BLDG 4209 Mod D.

C.1.7.5.2. Contractor shall immediately correct all safety deficiencies upon notification of the deficiencies by the Contracting Officer (KO) and shall notify the Contracting Officer's Representative (COR) of the corrective action to be taken, and completion date.

**C.1.7.5.3.** Contractor shall have competent personnel trained and capable of dealing with minor personnel injuries. In addition to this, each crew of workers shall comply with OSHA and other Federal and State requirements to care for minor injuries normally sustained by contract personnel performing services on delivery of furniture and applicants.

**C.1.7.6. Equipment Safety**

**C.1.7.6.1. Equipment.** All equipment used in the performance of this contract shall be always kept intact and in good repair. The Contractor shall comply with OSHA requirements and pertinent provisions of the publication, Safety and Health Requirements, EM 385-1-1, Department of the Army, Corps of Engineers.

**C.1.7.6.2.** Contractor shall not leave any equipment unattended while in use or unsecured while being stored at the work site.

**C.1.7.6.3.** All equipment used under this contract may be inspected by the COR prior to its use. If the equipment is at any time deemed unsafe or unserviceable by the COR, the Contractor shall remove equipment from the work site immediately and have it repaired to a safe and operable condition. The Government does not assume and hereby specifically disavows any duty to inspect the equipment to assure safe operation. The Contractor or Subcontractor(s) at any tier are always responsible for assuring equipment is in a safe and serviceable condition, and shall perform all tasks in a safe, responsible manner.

**C.1.7.7. Safety and Occupational Health Program:**

**C.1.7.7.1. General.** Army contractors will implement a Safety and Occupational Health Program tailored to meet the safety requirements of each contract and the associated tasks and products of that contract. Document this program in the contractor's safety plan in accordance with DA PAM 385-10 dated 23 May 2008 (RAR 19 January 2010).

**C.1.7.7.2. Protection.** The Contractor shall protect the lives and health of its employees, government employees, and the public from its operations and those of its lessees, tenants, or subcontractors and comply with Federal, State, and local safety and health laws and regulations. The Contractor shall also protect government property. This is not an all-inclusive list of requirements.

**C.1.7.7.3. Reporting.** The contractor shall report accidents/mishaps to the COR, including injury or occupational illness to on-duty contractors; damage to Government property provide to the contractor; and contractor accidents involving Army property and personnel. The COR shall inform the Garrison Safety Office of instances where the contractor has been notified to take immediate action to correct serious or imminent danger conditions. The Garrison Safety Office as well as other Safety Personnel on Fort Polk reserves the right to perform visual inspections of the contractor's and subcontractor's job site. Any non-compliance or violations will be reported to the COR.

**C.1.7.8. Emergency Medical Treatment.** Emergency medical treatment will be provided by the Bayne-Jones Army Community Hospital (BJACH) in order to prevent undue suffering or loss of life. Emergencies will be treated only during the period of emergency and appropriate action will be taken to discharge or transfer such patients as soon as the emergency period ends. Charges for medical care will be at the prevailing rate and at the Contractor's or Contractor employee's expense.

**C.1.7.8.1.** The Contractor shall be responsible for the emergency medical services for Contractor personnel.

**C.1.8. Lost and Found Property.** The Contractor is required to inform the COR of Lost and Found items. The contractor shall be required to turn in articles of personal and monetary value found by Contractor employees to the Provost Marshal, Building located at Bldg. 2936 22<sup>nd</sup> Street, Fort Polk, LA, by the end of the day.

### **C.1.9. Environmental Requirements**

**C.1.9.1.** Contractors performing activities on Fort Polk shall comply with the following applicable environmental requirements:

**C.1.9.1.1. Compliance with Environmental Laws and Regulations.** Comply with all applicable federal, state, and local environmental laws, statutes, regulations, executive orders, permits, Army regulations (with supplements), and JRTC and Fort Polk Regulations. Immediately report any conflicts between applicable federal, state, local environmental laws, statutes, executive orders, provisions of Army Regulation 200-1, JRTC and Fort Polk Regulation 200-1, and any specifications within this contract to the Contracting Officer's Representative (COR) and the Directorate of Public Works, Environmental and Natural Resources Management Division (DPW-ENRMD).

**C.1.9.1.2. Compliance with Green Procurement Requirements.** Follow Federal EPA Comprehensive Procurement guidelines ([www.epa.gov/cpg](http://www.epa.gov/cpg)) for acquisition of building materials and products and select materials that have a long-life cycle; the least toxic materials; recyclable materials; materials that are resource-efficient; materials with the maximum recycled content; materials harvested on a sustained yield basis; and products causing the least pollution during their manufacture, use, and reuse.

**C.1.9.1.3. Compliance with Licenses and Certifications Requirements.** Obtain all licenses and certifications required by federal, state, and local environmental laws and regulations necessary to adhere to the specifications of this contract.

**C.1.9.1.4. Notification of Federal and State Regulators.** Notify immediately DPW-ENRMD and COR of the arrival on site of any federal, state, and/or DoD environmental regulator or enforcement agent and/or the receipt of any correspondence from a federal or state environmental agency.

**C.1.9.1.5. Inspections of Work Sites.** Submit to potential federal, state, Army and installation work site environmental regulatory inspections and/or investigations into non-compliances, and fully cooperate with such inspections/investigations by providing the appropriate records and documentation. Environmental regulatory agencies are authorized by law to inspect any work site for environmental compliance with regulatory requirements. If an inspection is conducted, it will not stop or disrupt ongoing contract activities. The inspection will only require the work site environmental officer, or supervisor/manager to answer questions and/or escort the inspector to specific work site areas with the potential to affect environmental quality. Typical environmental work site inspections are conducted in less than 15 minutes with an approximate frequency of one inspection every two months.

**C.1.9.1.6. Reporting Non-Compliance.** Report immediately any nonconformance and/or noncompliance with applicable federal, state or local environmental laws, Army and installation environmental regulations to the COR and DPW-ENRMD.

**C.1.9.1.7. Verification of National Environmental Policy Act Documents.** Obtain from the COR and/or DPW-ENRMD, a copy of the installation's completed National Environmental Policy Act analysis and associated decision document (Environmental Impact Statement and Record of Decision); Environmental Assessment and Finding of No Significant Impact; or Record of Environmental Consideration on the proposed contract actions prior to commencement of such actions.

**C.1.9.1.8. Environmental Management System.** Contractors shall take the necessary actions to identify, monitor, and control those operations and activities that pose risk of contamination, or can negatively impact the natural and/or human environment in accordance with Fort Polk's ISO 14001 Environmental Management System procedures.

**C.1.9.1.9. Assigning Environmental Compliance Officers.** Contractors shall designate the appropriate number of personnel to perform Environmental Compliance Officer (ECO) functions in accordance with the requirements of Army Regulation 200-1 and JRTC and Fort Polk Regulation 200-1 for all contract work periods exceeding 180 consecutive days. Contractors will designate a primary and alternate ECO for each shop or work area that uses and/or stores hazardous materials and/or generates hazardous wastes. An ECO is an individual from the Contractor's staff appointed to ensure that environmental requirements are met. Work areas will have at least one ECO on duty at all times. Within 15 calendar days of start of contract performance, each designated ECO and alternate must successfully complete the 40-hour ECO course provided on post by DPW-ENRMD. In addition, each ECO must successfully complete an 8-hour annual refresher. Annual re-certification (e.g., refresher training) must be completed within each anniversary of the 40-hour ECO course. Failure to meet this requirement will necessitate re-taking the 40-hour course. The positions of ECO are not full-time positions. Individuals so designated may perform other duties provided they are available to perform ECO duties when required. Contractors using and/or storing very small quantities of hazardous materials may request a waiver of this requirement through the COR to DPW-ENRMD.

**C.1.9.1.10. Competency Training for Contractor Personnel.** Contractor shall not allow personnel to perform any activities and/or tasks on Fort Polk without proper and adequate qualifications or job competency training. In the event of any identified noncompliance, the Contractor shall, if requested, provide proof of contract personnel training or qualification (individual name, training/qualification type, training/qualification certificate, and date of training/qualification) to perform those contract activities associated with the identified noncompliance.

**C.1.9.1.11. Use of Ozone Depleting Compounds.** Submit in writing the quantity, type, and location of Ozone Depleting Compounds used on the installation quarterly and within 48 hours prior to the expiration of the contract to the DPW-ENRMD.

**C.1.9.1.12. Generation of Solid Waste.** Remove from the installation and dispose of all solid waste generated, which cannot be recycled to an approved and permitted off-post disposal facility. Contractors shall make every effort to divert 50 percent of all construction and demolition debris waste and 40 percent of all other solid waste to comply with the Army Integrated Solid Waste Management Policy. Prior to removing any waste from Fort Polk for disposal, the Contractor shall coordinate with the installation Qualified Recycling Program

Manager and DPW-ENRMD to arrange for recyclable materials to be removed and diverted from the waste stream and provided to the installation to receive credit toward meeting diversion requirements.

**C.1.9.1.13. Generation of Hazardous Waste.** Properly profile all waste generated as part of this contract to determine if any waste is hazardous waste as defined by 40 CFR. Contractor shall accumulate hazardous waste prior to disposal shipment in a satellite accumulation point at or near the point of generation or in a less-than-90-day site, in accordance with federal, state, Army, and installation regulations. The Contractor shall properly package the hazardous waste and complete the hazardous waste manifest, then take the manifest to DPW-ENRMD for approval and signature prior to removing any hazardous waste from the installation. Contractor shall contact DPW-ENRMD to obtain the installation's hazardous waste EPA ID number for the hazardous waste manifest. The Contractor shall notify DPW-ENRMD 24 hours prior to removing any hazardous waste from the installation. The contractor shall remove and dispose of manifested hazardous waste generated by contract activities from the installation to an approved off-post permitted hazardous waste disposal facility. The DPW-ENRMD shall assist contractors with profiling their waste upon request. The final signed hazardous waste manifest shall be returned to DPW-ENRMD, Comply Management Branch (CMB ) within 30 calendar days of hazardous waste removal from the installation. The final Hazardous Waste (HW) Manifest shall contain the proper HW method disposal codes as specified in 40 CFR 262.41, 264.75 and 265.75.

**C.1.9.1.14. Use of Hazardous Materials.** Submit a hazardous material inventory list for all contract work periods exceeding 180 consecutive days. The inventory list will contain the hazardous material type and maximum quantities of materials on hand utilizing Fort Polk Form 156 and submitted within 30 calendar days of work site establishment to the Contracting Officer and Contracting Officer's Representative. The hazardous material will be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. The Contractor shall maintain copies of Material Safety Data Sheets (MSDSs) for all hazardous materials used and stored on site during performance of the contract. Contractor shall not supply or deliver any hazardous materials or chemicals to Fort Polk that are listed on the EPA toxic chemical list (see JRTC and Fort Polk Regulation 200-1) without prior written approval from DPW-ENRMD.

**C.1.9.1.15. Prevention of Spills.** Develop, maintain, and post at the worksite a written site-specific Spill Response Plan if transporting, processing, storing, or in any way managing hazardous waste, hazardous material, Petroleum-Oils-Lubricants (POL), or other restricted items. In case of a spill, the person in control of the spill site or their designated representative shall take appropriate action to protect workers and bystanders; contain the spill (if it can be done safely); secure the spill site; restrict ignition sources; and immediately contact the installation Fire and Emergency Services (Fire Department) for assistance (911 or 531-2026). Contractors storing 1,320 gallons or more of any oil-based product in an aboveground storage tank at a construction site shall develop a Spill Prevention Control Countermeasure (SPCC) Plan and present such plan to the DPW-ENRMD prior to placement. Immediately respond to actual emergencies and accidents, prevent or mitigate associated adverse environmental impacts, and contact the installation Fire and Emergencies Services at 911. Spill Response Plan shall be submitted to the Contracting Officer and Contracting Officer's Representative within thirty (30) calendar days of start of contract.

**C.1.9.1.16. Protection of Sensitive Areas.** Comply with all installation designated sensitive and/or off-limit area restrictions. Sensitive areas are marked with orange carsonite signs with reflective stickers indicating what activities (e.g., driving, digging, foot traffic) are prohibited.

These stakes are placed on the boundary of the sensitive area. The stakes will show one or a combination of symbols. The Contractor shall also adhere to the following installation sensitive areas requirements:

**C.1.9.1.17. Corrective Action for Noncompliance.** Contractor shall when given a verbal and/or written notice of environmental noncompliance or nonconformance by the COR, take immediate Fcorrective action. Failure or refusal to comply promptly may be grounds for the Contracting Officer to invoke the appropriate contractual remedies. This may cause all or part of the work to be stopped immediately until satisfactory corrective action has been taken.

**C.1.9.1.18. Environmental Contact Information.** Contact the Fort Polk Directorate of Public Works, Environmental and Natural Resources Management Division (DPW-ENRMD) at 531-6008/7008 or visit Building 2516 located at the intersection of Mississippi Avenue and 23rd Street for assistance. The environmental staff is available during non-duty hours and non-emergencies through the installation Field Officer of the Day (FOD) at 531-1726. For environmental emergencies, contact the installation Fire Department at 911.



## **Part 2**

### **Definitions and Acronyms**

#### **C.2.1. Definitions:**

**C.2.1.1. ACCEPTABLE QUALITY LEVEL (AQL):** Tell how many defective components are considered acceptable during random sampling quality inspections.

**C.2.1.2. CONTRACTING OFFICER (KO):** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

**C.2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR):** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

**C.2.1.4. CONTRACTOR:** A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

**C.2.1.5. CONTRACTOR PERSONNEL:** Contractor and subcontractor employees performing working under this contract.

**C.2.1.6. CONTRACTOR PROGRAM MANAGER:** The Contractor's on-site representative. The Contractor Program Manager shall be delegated authority to manage and coordinate all phases of the contract.

**C.2.1.7. DEFECTIVE SERVICE:** A service output that does not meet the standard of performance associated with the Performance Work Statement (PWS).

**C.2.1.8. DELIVERABLE:** Anything that can be physically delivered, but may include non-manufactured things, such as meeting minutes or reports.

**C.2.1.9. DEMAND MAINTENANCE ORDER (DMO):** Demand Maintenance Order (DMO) is an electronic version of the Department of the Army (DA) Form 4287 created in the GFEBS system. Utilized to initiate work to the Contractor that will not exceed 40 hours of work.

**C.2.1.10. DOCUMENTS/ FILES/ RECORDS:** Documentary materials, regardless of physical form or characteristic, created or received by the Contractor in pursuance of Federal Law or in connection with the transaction of public business.

**C.2.1.11. GOVERNMENT PROPERTY (GP):** Property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property.

**C.2.1.12. KEY PERSONNEL:** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the key personnel listed in the PWS. When key personnel are used as an evaluation factor in best value

procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

**C.2.1.13. NATIONAL STOCK NUMBER (NSN):** A 13-digit numeric code, identifying all the standardized material items of supply as they have been recognized by all NATO countries including United States Department of Defense (DOD).

**C.2.1.14. NON-CONFORMING PERFORMANCE:** Nonconformance occurs when a Contractor fails to meet contract or task order terms, conditions and/or specifications or the services are defective in some manner. All instances of nonconformance will be documented via a Nonconformance Report (NCR) Worksheet. The Contracting Officer may notify the Contractor of the nonconforming performance via letter (NCR). Resolution of nonconformance discovered at the subcontractor level will be addressed with the prime contractor.

**C.2.1.15. PERFORMANCE WORK STATEMENT (PWS):** A document that accurately describes the essential and technical requirement for items, materials, or services, including standards used to determine whether requirements have been met.

**C.2.1.16 PHYSICAL SECURITY:** Actions that prevent the loss or damage of Government property.

**C.2.1.17. QUALITY ASSURANCE:** A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For the purposes of this document, quality assurance refers to actions by the Government.

**C.2.1.18. QUALITY ASSURANCE SPECIALIST (QAS):** An official Government representative concerned with matters pertaining to the contract administration process and quality assurance/quality control. Acts as a technical advisor to the Contracting Officer in these areas.

**C.2.1.19. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP):** The Government's organized written document specifying the surveillance methodology to be used for surveillance of Contractor performance.

**C.2.1.20. QUALITY CONTROL:** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

**C.2.1.21. SUBCONTRACTOR:** One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

**C.2.1.22. WAREHOUSE:** A large building where raw materials or manufactured goods may be stored before their export or distribution.

**C.2.1.23. WORK DAY:** The length of time during a day in which the Contractor provide services in accordance with the contract. Also referred to as Business Day.

**C.2.1.24. WORK WEEK:** Monday through Friday, unless otherwise specified.

### C.2.2. Acronyms:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
AQL	Acceptable Quality Level
AT	Antiterrorism
ATO	Antiterrorism Officer
AT/FP	Anti-Terrorism/Force Protection
ATV	All-Terrain Vehicle
BLDG	Building
BJACH	Bayne-Jones Army Community Hospital
CAC	Common Access Card
CCE	Contracting Center of Excellence
CDRL	Contract Data Requirements List
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
CPAR	Contractor Performance Assessment Rating
CT	Compensatory Time
DA	Department of the Army
DA PAM	Department of Army Services
DCC	Designated Contingency Coordinator
DD250	Department of Defense Form 250 (Material Inspection and Receiving Report)
DD254	Department of Defense Form 254 (Department of Defense Contract Security Classification Specification)
DD1466	Building Pass (This is a controlled form.)
DES	Directorate of Emergency Services
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DMDC	Defense Manpower Data Center
DMO	Demand Maintenance Order
DoD	Department of Defense
DoDI	Department of Defense Instruction
DPW	Directorate of Public Works
ECO	Environmental Compliance Officer
eMH	Enterprise Military Housing Program
ENRMD	Environmental Natural Resource Management Division
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FFP	Firm Fixed Price Contract
FMO	Furniture Management Office
FP	Fort Polk
FP-CON	Force Protection Condition
HIPAA	Health Insurance Portability and Accountability Act of 1996
HSPD	Homeland Security presidential Directive
HVAC	Heating, Ventilation and Air Conditioning

IA	Information Assurance
ID	Identification
IMCOM	Installation Management Command
ISP	Internet Service Provider
IAW	In Accordance With
JKO	Joint Knowledge Online
JRTC	Joint Readiness Training Center
KO	Contracting Officer
LA	Louisiana
LDEQ	Louisiana Department of Environmental Quality
LPDES	Louisiana Pollution Discharge Elimination System
NAC	Nation Agency Check
NACI	Nation Agency Check with Inquiries
NCR	Non-Conforming Performance
NOI	Notice of Intent
NSN	National Stock Number
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operations Security
OT	Overtime
PIPO	Phase-In/Phase- Out
POC	Point of Contact
PoP	Period of Performance
PRS	Performance Requirements Summary
PWS	Performance Work Statement
TARP	Threat Awareness Reporting Program
TSDB	Terrorist Screening Database
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
TE	Technical Exhibit
TARP	Threat Awareness and Reporting Program
UPH	Unaccompanied Personnel Housing
USC	United States Code
VCC	Visitors Control Center

### **Part 3**

#### **Government Property and Services**

#### **C.3. Government Property and Services**

**C.3.1. General.** The Government will provide the facilities, utilities, and materials listed below.

**C.3.2. Services.** The Government will provide oversight of the Furniture Management Program for Unaccompanied Personnel Housing (UPH) Furnishings/Appliance Movement (Drayage) Services.

**C.3.3. Facilities.** The Government will provide office space for key personnel (Contractor Program Manager) and a warehouse to perform requirements. Office (building 4363) and warehouse storage facilities (building 4361) are located at 7660 Kentucky Avenue, Fort Polk, LA 71459. The APM shall occupy the same PM office space while performing duties during the absences of the PM. This space will also be the location for all furniture assembly that cannot be completed at the destination location.

**C.3.4. Utilities.** The Government will provide water and electricity in the facility for Contractor's use in performing tasks outlined in this PWS, without an additional charge. The Contractor shall instruct all employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves, light switches, etc. after using the required amount to accomplish tasks requiring the use of the utilities. The Government will provide telephones at the Government facility that will be made available to the Contractor. Telephone usage will be without charge, to make local calls by the Contractor or the Contractor's employees within the military installation areas only.

**C.3.5. Equipment.** The Government will not provide equipment for Contractor's use to perform drayage and warehouse operation services.

**C.3.6. Materials.** The Government will not provide cleaning materials for use when cleaning appliances and furniture. Government will not provide tools or parts for use when making minor furniture repairs within the Government warehouses as referenced in C.5.4.1 and C.5.4.13.1. The Government will not provide installation parts to hook up appliances at the customer's residence for drayage services provided under C.5.3. The Government shall provide all mattress, appliances, furniture's, manufacturer's warranty and all labels for posting on all furniture's and appliances.

**Part 4**  
**Contractor Furnished Items and Services**

**C.4. Contractor Furnished Items and Responsibilities**

**C.4.1 General:** The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Part 3 of this PWS.

**C.4.2. Materials:** The Contractor shall provide all personnel and materials necessary to meet the requirements under this PWS.

**C.4.3. Warehousing of Supplies and Materials:** The Contractor shall store (warehouse) supplies and materials in Buildings 4361 and 4363.

**C.4.4.** To facilitate Government surveillance of Contractor work performance, the Contractor shall provide all original receipt, delivery, and turn in documents to the FMO received. At the end of each contract year all records/files/documents will be boxed in proper order and turned over to the Government.

**C.4.5. Equipment:** Contractor is required to provide the necessary vehicles (trucks), equipment, and supplies needed to move furnishings and appliances (i.e., forklift, hand trucks, dollies, shrink wrap, packaging tape, bubble wrap, moving blankets or pads, ropes and straps, etc.). All Contractor vehicles shall be readily identifiable. Identification shall include displaying Contractor's name in a clear and unobstructed location on the vehicle. Motor vehicles entering Fort Polk Operational area shall comply with C.1.6.8.3.6.2 through C.1.6.8.3.6.2.3 to ensure they have been properly licensed, insured, and registered with the Installation Access Visitor Center Office.

**C.4.5.1.** The Contractor shall operate this equipment in a safe and efficient manner to preclude harm to personnel, equipment, supplies and materials, and facilities.

**C.4.5.2.** The Contractor shall comply with existing Federal, DOD, Army, State and local laws, codes, and regulations in the labeling, packaging, movement, and temporary storage of all hazardous property.

**C.4.5.3.** The Government may inspect Contractor furnished vehicles and equipment at any time, on demand, and direct that unsafe, unserviceable, or otherwise un-roadworthy vehicles or dangerous equipment be taken out of service and removed from the installation. Equipment condition or availability shall not relieve the Contractor of responsibility to provide services as required in this PWS. Tools and equipment acquired by the Contractor to perform maintenance (without reimbursement from the Government) shall remain the property of the Contractor. The Contractor shall not use Government-owned tools, equipment, materials, parts, or supplies to maintain Contractor provided vehicles and equipment.

## **Part 5**

### **Specific Tasks**

#### **C.5. Specific Tasks:**

**C.5.1. Basic Services.** The Contractor shall provide services for drayage distribution and warehouse operations to support the Installation Furniture Management Program at Fort Polk. Services shall include minor repair entails i.e. Changing out seals on refrigerator and adjusting legs on furniture and appliance, clean consist of dusting furniture and appliance prior to issue, movement and delivery, handling, load, unloading, relocation, installation, assembly, disassembly, handling, packing, unpacking, transporting, delivery, storing, accountability, turn-in, shipping, adjustments and repairs to designated furniture, appliances, office panel systems, shelving units, miscellaneous items, and disposal of items of furniture and household appliances.

C.5.1.1. The term furnishings throughout the PWS may include beds (head/footboards, rails, springs), chairs, dressers, desks, mattress, and lamps. The term appliances throughout the PWS may include refrigerators and microwaves.

**C.5.2. Demand Maintenance Order (DMO).** DMO is a request for work initiated by the service member or his facility manager either by calling the issue in or by using the maintenance application Army Maintenance Application (ArMA). The DMO is sent to the COR for approval then forwarded to the contractor for them to start the work.

C.5.2.1. The DMO will contain the following information:

C.5.2.1.1. Work classification (maintenance, repair, or construction)

C.5.2.1.2. Work/problem nature

C.5.2.1.3. Demand Maintenance Order Number

C.5.2.1.4. Date and time reported

C.5.2.1.5. Location of work requirement (e.g., building/facility/room number/activity code)

C.5.2.1.6. Name and telephone number of requester

C.5.2.1.7. Required completion date, where applicable

C.5.2.1.8. Completion date

C.5.2.2. The Contractor shall provide response and completion of the Demand Maintenance Order (DMO) per the following:

C.5.2.2.1. **DMO's for household appliances, including beds.** The Contractor shall respond to the DMO within 2 hours of notification.

C.5.2.2.2. **DMO's for furniture, excluding beds.** The Contractor shall respond to the DMO within 5 working days.

C.5.2.2.3. **Completion of the DMO.** After responding to the DMO, the Contractor shall complete all work within 48 hours of response. If materials or parts are required, the Contractor shall complete the DMO within three (3) calendar days of equipment or parts.

C.5.2.3. The COR shall pick up the DMOs from the Directorate of Public Works, Service Contracts Branch, at Building 330, or they will be emailed no later than 8:00 A.M. daily. (Example of Demand Maintenance Order will be provided at the post award meeting).

C.5.2.4. The Contractor shall obtain the signature of the POC on the DMO prior to beginning work, and after work is accomplished. If customer is unavailable, the Contractor shall immediately inform the COR.

C.5.2.5. The Contractor shall furnish the completed original copy of the DMO to the COR, provide one copy to the responsible individual at the facility who would sign the DMO at time of completion and maintain one copy for contractor records.

C.5.2.6. Signed and completed DMOs shall be returned to the COR within two (2) workdays after work has been completed.

C.5.2.7. Contractor shall deliver and pick up Government-furnished furniture and household appliances in support of the FMO.

C.5.2.8. **Authorization to enter buildings:** Upon receipt of DMO, the Contractor shall notify the unit requester via telephone number, as stated on the DMO form, of the date and time that the contractor intends to provide services prior to arrival to the work site. This notification will provide the Contractor with authorization to enter the building(s) for the purpose of installing, servicing, repairing and /or replacing appliances or furniture.

C.5.2.9. **Backlog:** Contractor shall provide to the COR by the second workday of the month, a listing of all backlogged DMO's with an updated status on when repairs will be completed. Backlogged is any DMO not in compliance with DMO completion times IAW Para. C.5.2.2.3.

C.5.2.10. A representative listing of appliances and locations are shown in Technical Exhibit B – Furniture/Appliance and Building Location.

### **C.5.3. Dravage Services**

**C.5.3.1. Furniture Delivery.** The Contractor shall deliver furniture to the barracks, assemble furniture; pick up unserviceable furniture and turn in IAW C.5.3.2. to DLA, separate furniture in the warehouses by UPH, barcode new furniture, update hand receipts, initiate turn in, and issue documents to include, but not limited to, furniture delivery, DLA documents, turn in documents, and statement of charges. The Contractor shall report the furnishing services in the eMH Furnishing Module and update as required for accuracy. The Contractor shall be responsible for providing qualified personnel, equipment, vehicles, tools, materials, supervision, customer service, and any other items necessary to perform furniture delivery.

**C.5.3.2.** Assist the government with barracks refrigerators by delivering, exchanging, and picking up.

**C.5.3.3.** Assist the government with Installation Mattress Renovation Program by performing delivery and pickup services to customers.



**C.5.3.4.** Contractor shall ensure furniture/appliance serial number matches with the Delivery/Pick-up document provided by the Government.

**C.5.3.5.** Contractor shall ensure that furniture/appliances delivered match to the delivery location/residence on the Delivery/Pick-up document provided by the Government.

**C.5.3.6.** Contractor shall meet delivery/pickup times IAW appointment times on the Delivery/Pick-up document provided by the Government.

**C.5.3.7.** Contractor shall conduct a joint inspection, with the Government, to inspect furniture and appliances prior to leaving the FMO warehouse, and document any damages found on the Delivery document provided by the Government.

**C.5.3.8.** Contractor shall conduct a joint inspection, with the customer, to inspect furniture and appliances prior to picking up from customer's location and document any damages found on the Pickup document provided by the Government.

**C.5.3.9.** Inspect furniture for damage and report all damaged furniture drayage and appliances to Furniture Management Office (FMO).

**C.5.3.10.** Contractor shall determine and, if needed, provide all special lift equipment, in quarters, buildings, and residence where furniture and domestic appliances will not fit through stairwells and door entrances.

**C.5.3.11.** Contractor shall install/assemble and disassemble/uninstall furniture and appliances at delivery/pick up location.

**C.5.3.12.** Contractor shall install/assemble and disassemble/uninstall IAW commercial practices and manufacturer instructions at the same time as delivery/pick up.

**C.5.3.13.** Contractor shall test all appliances which they have installed IAW commercial practices and manufacturer instructions at the same time of delivery.

#### **C.5.4. Warehouse Operation Services**

**C.5.4.1.** Perform warehouse furniture operations of items stored in the warehouse Buildings 4361 and 4363. The Contractor shall provide Day-to-day operations of the warehouse from 7:30 A.M. to 4:30 P.M. hours Monday thru Friday. The contractor shall receive, store, issue, and Direct Exchange (DX) warehouse all furnishings and appliances. The contractor shall perform daily operator level maintenance on all assigned equipment before use. The contractor also shall confirm employees maintain valid and current forklift certification, truck driver's license, and all other certifications related to warehouse operations. The contractor shall perform simple furniture minor repairs, glue, and tighten screws, assembly and disassembly. Clean upholstered furniture using dust material cloth cleaning equipment methods as directed by manufacturer or as needed. The COR shall identify all furniture and appliances that are unserviceable and/or the lifecycle span has been exhausted and should be sent to DLA as needed. Broken and non-repairable furniture are to be placed in the furniture bin to be disposed of only after a determination of unserviceability has been completed by the COR. The contractor shall operate and maintain the mattress exchange program. Provide copies of accepted delivery invoices to the COR/ACOR. Continually account for furnishings and protect assets from damages beyond normal wear and

tear at the warehouse. The contractor shall conduct a monthly quality inspection of installation mattresses and submit monthly quality inspection by the last day of the month to the COR.

**C.5.4.2.** Assist with the turn-in of furniture and appliances to Defense Logistics Agency (DLA) Disposition services Red River BLDG 473 New Boston TX. Contractors are to ensure items designated for turn in has reached its life cycle or is unusable. All items must be shrink wrapped, banded to a pallet, and securely loaded on a truck provided by the Furniture Management Office (FMO) and ready for shipping.

**C.5.4.3.** Store, deliver, and make direct exchanges of used and/or new furniture from the customers, warehouse installation property including barracks furniture appliances and office furniture as requested.

**C.5.4.4.** The Contractor shall develop and implement warehouse operation procedures.

**C.5.4.4.1.** The Contractor shall prepare and submit to the COR, a copy of the Contractor's Internal Procedures (CIP) detailing how the Contractor will operate the supply and storage system. The CIP shall address, at a minimum, the following areas:

**C.5.4.4.1.1.** Contractor safeguarding of supplies and materials.

**C.5.4.4.1.2.** Contractor procedures to process requests for supplies and materials.

**C.5.4.4.1.3.** Contractor warehousing procedures.

**C.5.4.4.1.4.** Contractor receiving and delivery procedures.

**C.5.4.4.1.5.** Contractor due and inventory procedures to include adjustments to inventory, or both serviceable and unserviceable material for placing and tracking bar coding identification on material upon receipt, and the Contractor's record keeping procedures

**C.5.4.4.1.6.** The Contractor shall submit the CIP 30 business days prior to the contract's full performance. Update CIP as changes occur and submit the revised CIP to the COR not later than 30 business days prior to the proposed effective date of the revision.

**C.5.4.5.** The Contractor shall maintain all Supply and Storage warehousing and operational areas in an orderly clean condition, remove all refuse and debris generated by Contractor at the end of each workday.

**C.5.4.6.** Contractor shall assist U.S. Government personnel with loading and unloading of furniture and appliances from trucks at FMO warehouses.

**C.5.4.6.1.** Contractor shall load and unload furniture and appliances from trucks without damage.

**C.5.4.6.1.1.** Damages caused by Contractor employees shall be repaired/replacement at no cost to the Government. The Contractor shall notify the COR/ACOR and return the damaged area or product to its previous condition. The Contractor shall furnish all labor, personnel, materials, and equipment to perform the repair/replacement work.

**C.5.4.6.1.2. Damage Report.** The Contractor shall submit a monthly damage report to the COR/ACOR that annotates the damage, corrective action, and date corrected.

**C.5.4.6.2.** Assist the Furniture Management Office (FMO) with verifying quantities for all incoming property. Contractor shall load, and unload trucks used for deliveries and picking up of new furniture and appliances. All deficiencies (damage/overage/shortage) shall be brought to the attention of the FMO.

**C.5.4.7.** Contractor shall assist U.S. Government personnel with cloth to remove dust from furniture.

**C.5.4.7.1.** Contractor shall ensure furniture is clean with cloth, dry, and operational before storage or preparation for delivery.

**C.5.4.7.2.** Contractor shall make minor repairs for all furniture identified as needing repair before storage or preparation for delivery. Minor repairs are categorized as tighten screws, apply glue, exchange components, assemble and disassemble furniture and appliances.

**C.5.4.8.** Contractor shall assist U.S. Government personnel with cleaning household appliances with a dust material cloth

**C.5.4.8.1.** Contractor shall ensure appliances are clean, dry, with a dust material cloth, and operational before storage or preparation for delivery.

**C.5.4.9.** Contractor shall assist U.S. Government personnel with assembly of new furniture.

**C.5.4.9.1.** Contractor shall ensure that the furniture is assembled IAW manufacturer's instructions.

**C.5.4.10.** Contractor shall assist U.S. Government personnel with movement and storage of furniture and appliances in and around FMO warehouse.

**C.5.4.10.1.** Store / warehouse furnishings, mattresses and appliances in various warehouses 4361 and 4363 at 7660 Kentucky Avenue (Ave) Fort Polk LA, 71459 under FMO control utilizing the 4,000 pound Laboratory Shelving Systems.

**C.5.4.10.2.** Contractor shall move and store furniture and appliances and delivery during normal business hours IAW commercial practices

**C.5.4.10.3.** Contractor shall classify furniture and appliance to its designated area in the warehouse.

**C.5.4.10.3.1.** Contractor shall move furniture and appliances to match each National Stock Number (NSN) area.

**C.5.4.10.4.** Contractor shall provide proposed warehouse storage schematic within 30 calendar days of assuming contract all furnishings will be warehoused by like items.

**C.5.4.11. Personnel Furnishings.** The Contractor shall, IAW AR 420-1 and DA PAM 710-2-1, Using Unit Supply System, request, store, issue, turn-in, indicate with approved markings, transport, transfers and account for all UH Fixture, Furniture, and Equipment (FFE). The Contractor shall provide monthly furniture status reports to the Contracting Officer (KO),

Contracting Officer's Representative and the housing office. The Contractor shall submit an operating plan for furnishings management to the KO for approval thirty (30) days after contract start date. The FMO is responsible for all furnishing operation and is required to utilize Enterprise Military Housing (eMH) furnishing module.

**C.5.4.12. Direct Exchange (DX).** Exchange furnishings from customer units as required in support of Battle Handover (BHO).

**C.5.4.12.1.** COR classification of furniture as serviceable or unserviceable.

**C.5.4.12.2.** Unserviceable is due to normal wear and tear.

**C.5.4.12.3.** Damaged is due to negligence by the occupant and requires appropriate paperwork for Direct Exchange (DX).

**C.5.4.12.4.** Ensure all customers have a valid account and all documents are up-to-date before FMO exchange any furnishings.

**C.5.4.12.5. Contractor shall deliver furnishings to units.** Furniture Management Office (FMO) will run a Direct Exchange (DX) warehouse in support of BHO. Contractor shall deliver furniture, mattresses, and appliances to customer units. The Government will ensure all customers' hand receipt and account is valid and all documents are up to date before delivery to a customer.

**C.5.4.12.6.** Contractor delivers furniture, mattresses, and appliances to customer units.

**C.5.4.12.7.** Contractor shall perform furniture inventories of items stored in the warehouse with the Furniture Management Office (FMO).

**C.5.4.12.8.** The contractor shall assist with the Installation Mattress Renovation Program which includes scheduled pick up and deliveries, inspection of turn-ins for proper identification, property label or bar coding, quantity, condition, and cleanliness.

**C.5.4.12.9. Contractor shall redistribute furnishings to units.** The Furniture Management Office (FMO) shall manage and Direct Exchange (DX) warehouse in support of BHO. Contractor shall deliver furniture, mattresses, and appliances to customer units. The government will ensure all customers' eligibility and have a valid account and all documents are up to date before allowing all furniture to be redistribute to a customer.

**C.5.4.13.** Appliances that become inoperative shall be assemble/unassembled and/or replaced by the Contractor. A DMO will be provided by the COR. Equipment shall be in good condition and appearance. The Contractor shall not paint equipment inside of buildings utilizing industrial type methods creating an environmental hazard but can use small brush on touch up methods within the building. The Contractor shall perform maintenance in accordance with manufacturer recommendations.

**C.5.4.13.1.** Maintenance for the refrigerators consists of, but not limited service, assembles and replacement in accordance with the manufacturer's guidelines. Check gasket is sealing well, and cold air cannot escape, if signs of wear, torn, cracked or deteriorated the gasket shall be replaced. Ensure doors and door hinges work properly. Ensure the refrigerator is fully operational, there is no air leakage, check unusual noises, missing knobs or handles. Ensure all

non-operational equipment is replaced, and refrigerator is level. Contractor shall perform the above services and inspections each time a DMO is for a turn in.

**C.5.4.14. Disposal of Reusable Material and Scrap.** The Contractor shall receive all used excess supplies and materials from the DPW UH, which is consider reusable or of scrap value. The Contractor shall place these type materials on separate pallets as appropriate. These materials shall be turned in separately to DEFENSE LOGISTICS AGENCY (DLA), FMO will prepared and process DD Form 1348-1 in accordance with procedures outlined in PWS, Supply, and Material Turn in. DD Form 1348-1 shall be annotated by the PBO to denote work document number from which materials originated, if applicable. Examples of these types of materials are special storage containers such as large wooden boxes, mattress, couch, refrigerant and containers.

**C.5.4.15.** The Contractor shall comply with existing Federal, DOD, Army, State and local laws, codes, and regulations in the labeling, packaging, movement, and temporary storage of all HAZMAT storage.

**C.5.4.16. Receive of Furnishings and Appliances.** The contactor shall be present when incoming (UPH) furnishings, mattresses, and appliances shipments from vendors are inspected and accepted by the COR. The contactor upon COR acceptance of deliveries of new UPH furniture shall create a receiving report (vendor invoices) and submit to COR/ACOR. The contactor shall verify quantity, and condition of furnishings and appliances for damages, document all damaged furniture and appliances or poor quality to the COR. The contactor shall collect all furniture and appliances data (listing make/model, warranty expiration date, serial number, date of purchase) on all items received for monthly reports to confirm accountability. The contactor shall unload UPH furnishings and appliances from vendor's truck and provide the COR a report of all items received from vendors by close of business on the received date.

**C.5.4.17. Storage.** The contactor shall conduct and complete furniture storage operation and warehouse storage operations for installation property and barracks furniture. The contactor shall comply with the two-man lift rule, and ensure the warehouse meets or exceeds the standards set in AR 740-1, Storage and Supply Activity Operations or as directed by the COR. The contactor shall store warehouse furnishings, mattresses, and appliances at warehouse Buildings 4361 and 4363. The contactor shall ensure that furnishings, mattress, and appliances are stored to, prevents damage, and observe manufacturer recommendations for storage or shelving guidance.

**C.5.4.18.** The contractor shall conduct a monthly quality inspection of installation mattresses and submit monthly quality inspection by the last day of the month to the COR.

## **C.5.5. Inventories and Inspections**

**C.5.5.1. Furniture and Appliances Inventories.** The Contractor shall maintain a current and accurate inventory of all Government-owned furniture in the warehouse located at 7660 Kentucky Ave, Fort Polk, Bldg. 4361 and 4363 Directorate of Public Works, Housing Division. The inventory will include, but not limited to, the items listed in each functional Technical and shall include serial number, model number, manufacturer, voltage rating, amp rating, British Thermal Unit (BTU) rating, frame type and type, etc. by facility number or location.

**C.5.5.1.1. Enterprise Military Housing (eMH) Program.** The contactor shall utilize the Enterprise Military Housing Program (eMH). Contractor personnel shall be trained in the eMH

Program and shall monitor and track furnishings and appliances for individual member accounts, assets stored in warehouse(s), and assets issued to customers in eMH. Assigned personnel shall be proficient eMH application software to ensure the data is accurate and reliable. The contactor shall ensure that each furnishing, mattress and appliances are bar coded and uploaded in the eMH Program. The contactor shall coordinate with the COR who will provide barcoded labels for designated buildings. Maintain all transaction records in eMH to ensure an accurate depiction of inventory. The contactor shall generate and complete barcode labeling and attach barcodes to all furnishings, mattresses and appliances located in the warehouse for accountability, lifecycle management and warranty. Upon completion of the code labeling of each furnishing, complete required documentation and ensure all barcoded barracks items are entered into and accounted for in EMH database within 5 business days.

**C.5.5.2. Annual Inventory.** The Contractor shall conduct an annual inventory IAW AR 420-1, AR 735-5 and DA PAM 710-2-1 each year with a government representative present which shall be coordinated by the Property Book Officer (PBO). The Contractor shall maintain accurate and current records of property usage in FMO hand receipt as a basis for developing experience factors. The Contractor shall coordinate with the unit and the PBO to complete the annual furniture accountability inventory.

**C.5.5.2.1. Lost or Damaged Furniture.** All lost or damaged furniture will be reported and reconciled for discrepancies in the furnishing module of eMH from the government. The Furniture Management Office shall ensure accuracy from Contractor *e.g.*, all serial numbered items are accounted, discrepancies noted, and adjustments made, if necessary, to match the balance with the actual inventory count.

**C.5.5.3. Property List.** The Contractor shall include all expendable and non-expendable furnishing items costing less than \$2,500 in the inventories. The Contractor shall maintain warehouse hand receipt files for UH furnishings for accountability. UH furnishings shall be stored separately. The FMO shall account for all property issued and turned in on a hand receipt (which is track in Enterprise Military Housing (eMH)).

**C.5.5.4 Furniture Accountability.** Contractor shall maintain and issue / receipt documents on file to ensure that all personal is authorized to pick up the correct items. The Government will ensure all customers' eligibility and have a valid account and all documents are up to date before allowing all furniture to be redistribute to a customer. Unit POC shall maintain on file a DA Form 2062 Hand Receipt, DA Form 1687 Delegation of Authority and Commander's assumption of command orders should be kept by the Furniture Management Office (FMO). All transactions shall be provided to the FMO to be upload into eMH to ensure 100% property accountability is always maintained. All transactions shall be generated from Enterprise Military Housing Information System. The contractor shall maintain accountability of all received, redistributed, and unserviceable furnishings. Unserviceable furnishings must be properly transferred and disposed thru DLA Disposition SVCS Red River, BLDG 473, New Boston, Texas and accounted for.

**C.5.5.5.** The contactor shall complete monthly inventory of UPH furnishings, mattress, and appliances and provide a copy to the COR, by the on the first business/workday of every month. Utilize eMH to initiate an inventory review conditions, assessment, and update records to reconcile the inventory.

**C.5.6. Reports.** The Contractor shall provide the following reports to COR.

**C.5.6.1. Backlog Report.** Shall be submitted IAW C.5.2.9.

**C.5.6.2. Daily Reports.** (Morning of the following business day)

C.5.6.2.1. Work Center Status Report

C.5.6.2.2. DA Forms 2062/1687 Supply Report and DRMS 2016 form

C.5.6.2.4. Barcode Report

C.5.6.2.5. Daily status report for work orders

**C.5.6.3. Weekly Reports.** (On the first workday of each week

C.5.6.3.1. UH Weekly Work Center Status Report or completed work order

C.5.6.3.2. UH Weekly Report on turn-ins and delivery

**C.5.6.4. Monthly Reports.** On the first business/workday of each month

C.5.6.4.1. Issues, Turn-In(s) Replacement, and Walk-In Reports

C.5.6.4.2. Monthly report for work orders

C.5.6.4.3. Furniture Management Program work center status report.

C.5.6.4.4. Monthly inventory for items in the warehouse

C.5.6.4.5. Provide monthly furniture inventory report (10% inventory report)

C.5.6.4.6. Workload data.

C.5.6.4.7. Personnel Access Roster

C.5.6.4.8. Damage Report

C.5.6.4.9. Monthly Quality Inspection

**C.5.6.5. Annual Reports.**

C.5.6.5.1. Inventory Report (10 business days after inventory completion 30 calendar days after anniversary of award date))

## **Part 6**

### **Applicable Publications**

#### **C. 6. Applicable Publications (Current Editions):**

**C.6.1.** The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures. The Contracting Officer will negotiate any change in publications which affects contract performance.

	Title 10 USC 2775
AR 25-2	Information Assurance
AR 190-5	Motor Vehicles Traffic Supervision
AR 200-1	Environmental Protection and Enhancement
AR 200-2	National Environmental Policy Act (NEPA)
AR 385.10	Army Safety Program
AR385.40	Army Accident Investigation and Reporting
AR 420-1	Army Facilities Management
AR 420-1	Army Facilities Management, Chapter 3, Section IX, Furnishings
AR 420-90	Fire Emergency Services
AR 530-1	Operations Security (OPSEC)
FAR	Federal Acquisition Regulation, Part 46, Quality Assurance
AR710-2-2	Supply Support Activity Supply System: Manual Procedures
AR 735-5	Policies and Procedures for Property Accountability
AR 740-1	Storage and Supply Activity Operations
AR 385-10	The Army Safety Program
AR 710-2-2	Supply Support Activity Supply System: Manual Procedures
CTA 50-909	Field and Garrison Furnishings and Equipment
CTA 50-970	Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)
AR 740-1	Storage and Supply Activity Operations
29 CFR Part 1910	Occupational Safety and Health Standards
40 CFR	Protection of the Environment
40 CFR Subchapter I	Solid Wastes
49 CFR 390-396	Motor Carrier Safety Standards
49 CFR 571	Federal Motor Vehicle Safety Standards
Clean Air Act (CAA)	
Clean Water Act (CWA)	
DA PAM 385-40	Army Accident Investigations and Reporting
DA PAM 3540	JRTC and Fort Polk Regulation 200-1



**Part 7**  
**Technical Exhibit and Attachment Listing**

**C.7. ATTACHMENT/TECHNICAL EXHIBIT LIST**

**C.7.1. Attachments**

C.7.1.1. Attachment 2 - Military Police Report DA Form 3975

**C.7.2. Technical Exhibits**

C.7.2.1. Technical Exhibit A - Deliverables Schedule

C.7.2.2. Technical Exhibit B - Furniture/Appliance and Building Location

**Attachment 2**  
**Military Police Report DA Form 3975**



a3975.pdf\_safe.pdf

**Technical Exhibit A  
Deliverables Schedule**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Quality Control Program C.1.6.1.1	Within 30 workdays of assuming contract	1	MS Office Suite, PDF	COR, KO
Vehicle Operation on the Installation C.1.6.8.3.6.2.2	Within 3 days of employee operation of vehicle	1	MS Office Suite, PDF	COR
Physical Security Plans C.1.6.8.2.3.1	Within 30 workdays of assuming contract	1	MS Office Suite, PDF	COR, KO
Key Control Plans C.1.6.8.2.5.1	Keys issued to the Contractor, by the Government	1	MS Office Suite, PDF	COR
Contractor Vehicle Identification C.1.6.8.3.6.2.3	Within 5 calendar days of assuming contract and within 5 calendar days of any changes	1	MS Office Suite, PDF	COR
Access Rosters C.1.6.8.2.1.	Access Rosters are required to be submitted to the Visitors Control Center (VCC) for all contractor personnel	1	MS Office Suite, PDF	COR
Installation Anti-Terrorism/Force Protection (AT/FP) PWS. C.1.6.8.4.	Within 30 calendar days of arrival on Fort Polk and annually thereafter and within five (5) calendar days of new employees	1	PDF	KO/COR
Active Shooter Awareness Training PWS. C.1.6.8.4.4.	. This training shall be completed within thirty (30) calendar days of contract award or prior to	1	PDF	KO/COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
	commencing work and within five (5) calendar days of new employee hires			
iWatch Training PWS. C.1.6.8.4.5.	Within 30 calendar days of arrival on Fort Polk and annually thereafter and within five (5) calendar days of new employees	1	PDF	KO/COR
OPSEC Training PWS. C.1.6.8.5.4.	within thirty (30) calendar days of the performance start date	1	PDF	KO
OPSEC Awareness C.1.6.8.5.5	Within 30 calendar days of arrival on Fort Polk and annually thereafter and within five (5) calendar days of new employees	1	PDF	KO
Safety Officer C.1.6.10.1.4	Within 30 workdays of assuming contract	1	MS Office Suite, PDF	COR, KO
OPSEC Coordinator C.1.6.10.1.8.	Within 30 workdays of assuming contract	1	MS Office Suite, PDF	COR, KO
Personnel List C.1.6.10.3.	Within 5 workdays of assuming contract	1	MS Office Suite, PDF	COR
Contingency Plans C.1.6.15	Within 30 workdays of assuming contract	1	MS Office Suite, PDF	COR, KO
DMO Backlog Reports PWS Para C.5.2.9.	Within 30 days of assuming contract	1	MS Office Suite, PDF	COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Personnel Furnishings C.5.4.11.	Within 30 workdays of assuming contract	1	MS Office Suite, PDF	KO/COR
Daily Reports PWS Para C.5.6.2.	Daily	1	MS Office Suite, PDF	COR
Weekly Reports PWS Para C.5.6.3.	On the first duty day of each week (Monday afternoons) for prior week's data	1	MS Office Suite, PDF	COR
Monthly Reports PWS Para C.5.6.4.	On the first duty day of each month (Monday afternoons) for the previous month data	1	MS Office Suite, PDF	COR
Inventory Report C.5.6.5.1	Inventory Report (10 business days after inventory completion (30 days after anniversary of award date	1	MS Office Suite, PDF	COR

**Technical Exhibit B**  
**Furniture/Appliance and Building Location**

Bldg.	Standard Beds w/ Mattress	Standard Refrigerator Model ARD1031FB Absocold	Standard Chair	Dresser Drawer	Lamp	Desk	Microwave Dae Wood Mld Kdr9g1b	Microwave Frigidaire FFCE1439LB 1.40F 1100W
4361	200	100					72	147
4363	0	0					0	0
240	224	224	224	224	224	224	224	
293	28	28	28	28	28	28	28	
1054	92	92	92	92	92	92	92	
1152	68	68	68	68	68	68	68	
1154	68	68	68	68	68	68	68	
1156	68	68	68	68	68	68	68	
1266	68	68	68	68	68	68	68	
1268	67	67	67	67	67	67	67	

1344	88	88	88	88	88	88	88	
1346	68	68	68	68	68	68	68	
1348	84	84	84	84	84	84	84	
1566	112	112	112	112	112	112	112	
1567	68	68	68	68	68	68	68	
1568	92	92	92	92	92	92	92	
1634	98	98	98	98	98	98	98	
1635	68	68	68	68	68	68	68	
1945	63	63	63	63	63	63	63	
1948	90	90	90	90	90	90	90	
1949	68	68	68	68	68	68	68	
1950	92	92	92	92	92	92	92	
2042	88	88	88	88	88	88	88	
2043	68	68	68	68	68	68	68	
2044	92	92	92	92	92	92	92	
2045	68	68	68	68	68	68	68	
2272	92	92	92	92	92	92	92	
2273	88	88	88	88	88	88	88	
2274	88	88	88	88	88	88	88	
2277	92	92	92	92	92	92	92	
2278	36	36	36	36	36	36	36	
2279	36	36	36	36	36	36	36	
2386	68	68	68	68	68	68	68	
2387	68	68	68	68	68	68	68	
2389	68	68	68	68	68	68	68	
2450	270	270	270	270	270	270	270	
Total:	3,028	2,928	2,828	2,828	2,828	2,828	2,900	147

<b>Summary:</b>								
Standard Beds							3,028	
Standard Refrigerators							2,928	
Standard Chairs							2,828	
Dress Drawers							2,828	
Lamp							2,828	
Desks							2,828	
Microwave							3,047	147
Warehouses							2	
<b>Total</b>							20,315	

