

Defense Logistics Agency



DLA Installation Management Richmond DM-FRIE

B32 Replace Boilers

P.2021.00962
12/9/2022

STATEMENT OF WORK (SOW)

1. SCOPE

B32 boilers are failing and need complete replacement. The contractor shall remove both boilers and install two new ones along with a water softener station and other water treatment boiler systems, pumps, drains, valves, etc. of same performance levels.

2. BACKGROUND

B32 boilers and systems are at the end of their lifespan and need replacing.

3. OBJECTIVES

The objective of this project is to completely replace the two old failing boilers with new ones, replace the condensate tank/pump, and install a water softener/chemical treatment station i.e. complete replacement of all boiler systems.

4. SPECIFIC REQUIREMENTS

The contractor is responsible for all materials, hardware, tools, labor, equipment, etc.

All demolished material shall be removed off the premises of the installation. The areas that were disturbed shall be fixed to restore original condition.

The contractor shall provide submittals on all equipment, materials, hardware, etc. as listed in Section 9 and Attachment 4 of this scope.

Any excess dirt, materials, etc. shall be removed from the installation.

The contractor shall supply a dumpster and a portable bathroom for the duration of the project.

Follow all UFC, ASHRAE, NFPA, OSHA, IBC, NEC requirements for this project.

Dumpster and portable toilet location shall be coordinated with PM.

All hardware, equipment shall be tested, started up and fully operational after turnover.

The contractor shall provide shop drawings of the new boilers and water softener installation for Gov't review. The drawings shall be stamped and approved by a Virginia licensed professional engineer. The government shall have 10 workdays for review. After government review the contractor shall proceed to remove the existing boilers/pumps/furnaces/condensate station/all other boiler equipment and hardware. The contractor is to notify the Gov't official at least 14 days before any removal processes begin in order for the government to perform necessary preparations. The contractor shall fully dispose of both boilers and applicable boiler systems/equipment/piping.

The contractor shall fully remove and dispose of both boilers and all boiler equipment. The contractor shall replace the existing concrete pads and boiler room gas/water piping. The contractor shall also perform all blowdown and removal preparation procedures according to UFC standards. The contractor is furthermore responsible for replacing the condensate return system, feedwater system, all pumps and valves, steam traps, switches, control system, electrical wiring, and all water pre- and post-treatment systems. Complete system replacement with new is required. All new wall penetrations shall be sealed and watertight. All wall penetrations from where piping/conduit was removed shall be patched and sealed.

The contractor shall replace the two existing 6" concrete pads that the boilers are placed on. Concrete shall be 4000 psi air entrained to between four and six percent, and have a slump of between four and five and a half inches. All concrete shall be consolidated by use of an electro-

mechanical vibrator. No hand mixing allowed. New concrete pads sizes shall fit new boiler footprint.

The contractor shall provide two new fully operational natural gas steam boilers capable of providing sufficient steam output for existing building conditions. Current boiler specs (both) are as follows: design press.: 15 psi, steam capacity: 5200 lb/hr, inlet gas pressure: 15psi, voltage: 208V. The contractor shall connect the new boilers to the existing infrastructure. The new boilers shall have parallel positioning burners. The contractor is also responsible for installing a water softener station sized appropriately for new boilers (PPM/TDS shall be below manufacturer's recommended number) and tying it in with the boilers. Existing condensate systems, pumps, and all other water treatment equipment shall be replaced with new. All new piping shall be insulated per UFC standards. The boilers shall meet or exceed all ASHRAE 90.1 standards (turndown ratio, auto shut off, temp reset, etc.). The boilers shall be able to operate with the existing piping and building heating systems as well as tied in to any BAS. The contractor shall conform to ASME 31.1 piping code for any new piping with direct connections to the new boilers. Feed water and blowdown piping shall be schedule 80 pipe and fittings. The contractor shall replace the components on gas trains and provide new gas valves, pressure regulators, and gas pressure switches.

The new boiler shall be tested per UFC/AHRI/ASHRAE standards and shall be fully operational upon turnover to the government. All final tests shall be coordinated with the Government at least 7 days prior to holding the testing. The contractor shall also provide new boiler training to the government personnel after final acceptance of the project.

5. CONTRACTOR QUALIFICATIONS

The contractor shall be trained and qualified to remove/install boilers and furnaces. The contractor shall have at least 5 years specialized experience of projects that involve removing, installing, starting up and testing commercial boilers/furnaces with outputs larger than 2000 lbu/hr.

6. APPLICABLE DOCUMENTS

The contractor is required to reference and follow latest editions of the following publications:

- a. Unified Facilities Criteria (UFC)
- b. International Building Code (IBC)
- c. International Mechanical Code (IMC)
- d. International Plumbing Code (IPC)
- e. National Fire Protection Agency (NFPA) 72, 70, 101, 90A, 13, etc.
- f. National Electric Code (NEC)
- g. AHRI/ASHRAE publications
- h. ASME publications
- i. USACE EM 385-1-1 Safety Manual
- j. Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines
- k. 29 CFR 1926 OSHA Construction Industry Regulations
- l. 29 CFR 1910 OSHA General Industry Regulations

7. DOCUMENTATION AND RECORDS

All documentation, records, and schedules, as described in this SOW, which are the responsibility of the Contractor and the property of the Government and shall remain so upon termination or

completion of the contract. The Contractor shall keep these items current. Documentation, records, and schedules shall be turned over to the Government upon termination or completion of the contract. At the conclusion of the project and within 5 working days of the final inspection the contractor shall provide 2 loose leaf binders with all the O&M manuals etc. The binders shall have a table of contents and be tabbed. Warranty letter shall be placed after the table of contents. At a minimum the following information shall be provided (as applicable);

- a. Warranty Letter
- b. All submittals
- c. All warranties
- d. Lighting / gear
- e. Fire protection
- f. Mechanical
- g. Electrical
- h. Any other pertinent documents for the project

NOTE: The contractor shall supply all the above combined into one PDF portfolio. Provide this portfolio via email to the PM and on one optical disc.

8. PRE-CONSTRUCTION MEETING

After award, and prior to the pre-construction meeting, the contractor shall provide a site-specific safety plan, their OSHA 300A Logs, and Activity Hazard Analyses for review and approval by the DLA Aviation Safety Office. After award and prior to the initiation of work, a pre-construction meeting will be held with the Contractor, Contracting Officer, Contract Specialist/Contract Administrator, and any other individuals designated by the Government. The purpose of the Pre-Construction meeting is to discuss matters of mutual interest concerning the resulting delivery order. General conditions, work schedules, coordination, security, safety, permits, and other matters pertinent to work accomplishments shall be discussed in this meeting.

DELIVERABLES		
Name of Deliverable	Due Date	Recipient
Safety Plan	Within 10 business days of award	(PM/COR email)
OSHA 300A Log	Within 10 business days of award	(PM/COR email)
Activity Hazard Analyses	Within 10 business days of award	(PM/COR email)
QC Plan	Within 10 business days of award	(PM/COR email)
Payment Bond	Within 5 business days of award	(Contract specialist email)
Performance Bond	Within 5 business days of award	(Contract specialist email)
Security Vetting Paperwork	NLT 5 working days prior to start of work	(PM/COR email)

The contractor shall submit a site-specific safety plan following the US Army Corps of Engineers engineering Manual EM-385-1-1 (latest edition). All safety related items must be approved by the DLA Aviation Safety Office before work can begin. These documents should be emailed to the Project Manager/COR and the Contract Specialist outlined in Section 24 of this SOW.

Until all required and accurate documentation meeting all outlined criteria is provided, a pre-construction conference will not be held and the Notice to Proceed will not be issued. Any excessive delay in providing these deliverables may be a basis for the contract to be terminated.

9. SUBMITTALS

The contractor shall provide submittals for Government review and/or approval for all materials, equipment, supplies and other items to be used in the completion of this project prior to completing any commitments for purchases. All hardcopy submittals shall be single sided prints with the material/equipment being submitted on clearly indicated by the contractor. The list below along with the information in Attachment 4 outlines requirements for submittals:

Quality Control Plan (QCP)

The Contractor shall submit a Quality Control Plan within 10 business days of contract award. This plan shall describe the Contractor's methodology for compliance with the Deliverables and Performance Requirements Summary above. The Contracting Officer, or his/her authorized representative will notify the Contractor of concurrence or required modifications to the QCP within 10 business days of receipt. The Contractor shall make appropriate modifications within five (5) business days of the Contracting Officer, or his/her authorized representative's notification and provide a revised QCP within five (5) business days.

Include, as a minimum, the following to cover all construction-operations, both onsite and offsite, including work by subcontractors, fabricators, suppliers, and purchasing agents, subcontractors' designers of record, consultants, architect/engineers (AE), fabricators, suppliers and purchasing agents:

a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff will implement the three-phase control system for all aspects of the work specified. Include a CQC System Manager that reports to the project superintendent.

b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.

c. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the Contract. Letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities will be issued by the CQC System Manager. Furnish copies of these letters to the Contracting Officer/Gov't rep.

d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, and purchasing agents, subcontractors, designers of record, consultants, architect engineers (AE), offsite fabricators, suppliers, and purchasing agents. These procedures must be in accordance with SOW Submittals section.

e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test. (Laboratory facilities accepted by the Contracting Officer are required to be used.)

f. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.

g. Procedures for tracking construction deficiencies from identification through acceptable corrective action. Establish verification procedures that identified deficiencies have been corrected.

h. Reporting, scheduling and communication procedures, including proposed reporting formats, deadlines, meeting notifications, etc. Communication with the Government shall be outlined and defined.

i. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and is identified by different trades or disciplines, or it is work by the same trade in a different environment. Although each section of the specifications can generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section. This list will be agreed upon during the coordination meeting.

j. Completion inspections (punch-out, pre-final, final) and turnover of all final documentation to the Government.

Three phase Inspection

The contractor is required to follow the U.S Army Corps of Engineers three phase inspection process. If the contractor is not familiar with this process it can be found on the internet. The contractor shall take all notes from all inspections, startups, training etc. Provide all notes, type written to the PM within one business day.

- a. Preparatory phase inspection – The contractor shall provide notice to the Government within 3 business days prior to calling for a preparatory meeting for each Definable Feature of Work (DFOW). No work can start on a DFOW without a preparatory meeting. The supervisor leading that DFOW MUST attend the preparatory meeting AND stay on the work site acting as a supervisor until that DFOW has been completed.
- b. Initial phase inspection – The contractor shall provide notice to the Government two business days prior to calling for an initial inspection.
- c. Follow up inspections – The contractor shall conduct follow up inspections daily, by the on-site supervisor to ensure all contract requirements are being met. The contractor shall schedule a pre final inspection after it verifies all work conforms to the contract for either that DFOW and/or when all work is completed. The contractor shall provide notice to the Government within 3 business days of when it would like to hold pre final inspection(s).

Punch-Out Inspection – near the completion of all work or any increment thereof the Contractor Quality Control System Manager (CQC-SM) shall conduct an inspection of the work and develop a punch list of items which do not conform to the approved drawings and specifications. The CQC-SM will make a second inspection to ensure all deficiencies have been addressed. Once this is accomplished, the CQC-SM shall notify the Contracting Officer/COR and the Government PM that the work is ready for the Government inspection.

Pre-Final Inspection – the contractor shall give the Government 5 business days for the pre-final inspection to be scheduled with the Contractor's CQC-SM/Superintendent to verify that the work is complete. A Government Pre-Final Punch List may be developed from this inspection. The CQC-SM will ensure that items on this list have been corrected before notifying the Contracting Officer/COR and the Government PM that the work is ready for Final Inspection. All equipment shall be operational, and all startup procedures performed before holding the pre-Final inspection.

Final inspection – The contractor shall provide notice to the Government within 7 business days of when it would like to hold a final inspection/acceptance inspection. All punch list items previously identified must be completed before a final acceptance inspection will be scheduled.

The contractor shall not hold any required training on the same day any startups of equipment are required. All inspections shall be held on different days that startups or training is scheduled. Each task shall be held on a different day. The contractor shall provide manufacturer training on all equipment/systems installed. The contractor shall provide notice to the Government within 5 business days of any training and 5 business days of any startups of equipment in order for the Government maintenance personnel to arrange to be present.

The contractor shall use the quality control report listed in Attachment 5.

Daily Reports

Once construction has begun, the contractor shall perform daily inspections of the project, to be conducted by a qualified employee. The contractor shall provide the COR/PM with daily inspection reports detailing the work accomplished that day, weather conditions, safety related topics, etc. The contractor shall use the daily report form in Attachment 5. The contractor can propose to use an alternate daily report form but must be approved by the PM. The daily report shall be type written. The daily report is due the next business day by 8:00am.

Construction schedule

The contractor shall, within two weeks after receipt of the notice to proceed but at least 5 business days prior to beginning of any construction work, provide the COR/PM with a construction schedule. This schedule shall be updated and provided weekly (on Monday morning by 8:00 A.M. or first business day of the week) to the COR/PM until the final inspection is completed.

Equipment Data Sheet

Within five working days after the final inspection and acceptance, the contractor shall completely fill out the equipment data sheet found in Attachment 1 for all equipment removed and/or installed. The contractor shall include the sheet(s) in the O&M binder, CD etc. as well and send the completed sheets electronically in Adobe PDF format to the project manager by email. All information provided on the equipment data sheet shall be type written. Upon request the project manager will provide the form to the contractor in Adobe PDF format.

Warranty

After final acceptance of the entire project the contractor shall provide a one-year written warranty letter along with any other warranties for the project. The one-year warranty period will start on the date of final acceptance for the entire project. No warranty start date for any equipment installed will start until after the final inspection for the entire project. At a minimum, the warranty letter shall include the following information.

- a. Contractor name
- b. Contract phone number
- c. Project title
- d. Warranty start date
- e. Warranty end date

- f. POC of person to call for warranty issues
- g. Phone number of person to call for warranty issues
- h. Contractors physical address

Warranty Response

The contractor shall physically respond on site within 2 business days after being notified of a warranty issue to survey the issue and develop of plan to make corrections.

10. PROPOSAL EVALUATION

The proposal/quote and all documentation received by the Government from the contractor before the solicitation end date will be reviewed and evaluated based on the criteria listed below. The submission will be deemed either technically acceptable or technically unacceptable. The contractor is required to provide all documentation at the time of the submission and before the solicitation end date. Failure to provide all required documents will result in contractor’s proposal/offer being technically unacceptable.

Technically Acceptable – meets the minimum requirement and contains no deficiencies. Demonstrates an understanding of the services required to meet or exceed the contract requirements. An acceptable quality level of contract performance is anticipated.

Technically Unacceptable – does not meet the minimum requirement and contains one or more deficiencies and/or omissions. Failure to demonstrate an understanding of the services required to meet the contract requirements. Acceptable quality level of contract performance is not anticipated.

The following is a list of documents that shall be provided as separate PDF and/or hardcopy documents along with the proposal:

- Project narrative – a narrative outlining the way the contractor is planning to accomplish the project (list of definable features of work, projected timeline, etc.)
- List of previous relevant project experience (last 5 years) along with award amounts, project descriptions, contract numbers, and POC information.

11. REQUESTS FOR UTILITY MARKING

1. The contractor shall submit routine requests to the PM/COR at a minimum of 14 calendar days in advance.
2. The contractor shall mark the area to be excavated with white marking paint prior to submitting request to PM/COR.
3. The contractor shall also provide the PM/COR with a satellite (Google maps/earth) map image showing where the area marked in white paint is located to aid the marking crews.
4. The contractor shall maintain all utility markings for the duration of the work once the initial markings have been completed.

The contractor shall use the following APWA Uniform Color Codes for temporary marking of underground utilities:

- RED – Electric Power Lines, Cables, Conduit, and Lighting Cables
- YELLOW – Gas, Oil, Steam, Petroleum, or Gaseous Material
- ORANGE – Communication, Alarm or Signal Lines, Cables, or Conduit
- BLUE – Potable Water
- GREEN – Sewers and Drain Lines

WHITE – Proposed Excavation Limits or Route
PINK – Temporary Survey Markings, Unknown / Unidentified Facilities
PURPLE – Reclaimed Water, Irrigation, and Slurry Lines

12. CONSTRUCTION TRAILER SIGN REQUIREMENTS

Contractor trailers placed at DSCR shall have a project sign posted at the trailer location within 5 days of trailer placement. Sign shall be 2'x4' 3/4" plywood painted white with black letters 3" tall, mounted on 4x4 post, Top of the plywood sign shall be 7' high from grade located within 10' of the main entrance to the trailer. Coordinate with DSCR PM for sign placement.

This sign is in addition to any USACE signs required at the job site.

Project sign shall include the following information.

1. Project Title
2. General Contractor
3. Contact Name and Phone Number
4. Project Completion Date

The contractor shall schedule a site visit at the trailer location with the DLA PM one day prior to trailer placement to ensure site use is correct. The contractor shall schedule a site visit the day after the trailer is removed and any equipment, debris etc. is removed. Any equipment, materials etc. left will be considered abandoned. Final payment will be withheld until all equipment, materials etc. are removed. If the contractor damages any Government provided utilities the contractor shall repair/replace at their own cost.

13. IA/IT REQUIREMENTS

The contractor installing and/or configuring Information Technology shall provide to the Government proof that they hold a current IAT II, or higher, level certification per DoD 8570.01-M.

The contractor installing and/or configuring Information Technology shall provide to the Government proof that they have received a favorable IT-II, or IT -I (i.e. ADP-II or ADP-I) background investigation per DoD 5200.2-R.

The contractor shall install and configure all Information Technology necessary for the operation of the utility metering system to meet the requirements specified in the applicable Security Technical Implementation Guide (STIG), those specified in NIST SP 800-53r4, and NIST SP 800-82rev2.

The contractor shall provide all diagrams and documentation necessary for the assessment and authorization to operate (ATO) of the utility metering system by the DLA Authorizing Official (i.e. DLA CIO) in accordance with DoDI 8510.01 and NIST SP 800-82r2.

The following documents apply:

- a. UFC 4-010-06 Cybersecurity of Facility-Related Control Systems, dated 19 September 2016
- b. DoD 5200.2-R Personnel Security Program, dated January 1987
- c. DoD Instruction (DoDI) 8500.01, Cybersecurity, dated March 14, 2014

- d. DoD Instruction (DoDI) 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT), incorporating Change 1, Effective May 24, 2016
- e. DoD 8570.01-M Information Assurance Workforce Improvement Program, Incorporating Change 4, 11/10/2015
- f. National Institute of Standards and Technology (NIST) Special Publication
- g. 800-53 revision 4, Security and Privacy Controls for Federal Information Systems and Organizations, dated April 2013
- h. National Institute of Standards and Technology (NIST) Special Publication
- i. 800-82 revision 2, Guide to Industrial Control Systems (ICS) Security, dated May 2015
- j. All publications and documents incorporated by reference from within any of the above listed publications and all manufacturers' recommended installation instructions.
- k. UFC 4-010-06 Cybersecurity of Facility-Related Control Systems
- l. UFC 3-470-01 Lonworks (R) Utility Monitoring and Control
- m. UFGS 25 05 11 Cybersecurity for Facility-Related Control System
- n. UFGS 25 10 10 Utility Monitoring and Control System (UMCS) Front End and Integration.
- o. UFGS 25 08 10 Utility Monitoring and Control System Testing

14. SECURITY REQUIREMENTS

a. IF CLASSIFIED CONTRACT

- i. If the contractor requires access to classified information, the Contracting Officer will need to complete DD Form 254, Contract Security Classification Specification and forward it to the Account Manager/Contracting Officer for inclusion in the solicitation. This form should clearly specify whether access to classified information is required during the pre-award phase or only after contract award.

b. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

- i. Work to be performed under this contract or task order may, in full or in part, be performed at the Defense Logistics Agency (DLA) Headquarters (HQ) or other DLA field activity office(s), with physical access to a federally controlled facility. Prior to beginning work on a contract, DLA and its field activity offices require all contractor personnel working on the federally controlled facility to have a minimum of a favorably adjudicated National Agency Check with Written Inquiries (NACI) or NACI equivalent.
- ii. Additionally, in accordance with Department of Defense (DoD) Regulation 5200.2-R, Personnel Security Programs, and DLA Issuance 4314, Personnel Security Program, all DoD contractor personnel who have access to Federally-controlled information systems must be assigned to positions which are designated at one of three information technology (IT) levels, each requiring a certain level of investigation and clearance, as follows:
 - 1. IT-I for an IT position requiring a Single Scope Background Investigation (SSBI) or SSBI equivalent.
 - 2. IT-II for an IT position requiring a National Agency Check with Law and Credit (NACLC) or NACLC equivalent; and
 - 3. IT-III for an IT position requiring a NACI or equivalent.

Note: IT levels will be designated according to the criteria in DoD 5200.2-R.

- iii. Previously completed security investigations may be accepted by the Government in lieu of new investigations if determined by the DLA Intelligence (DI) Personnel

Security Office to be essentially equivalent in scope to the contract requirements. The length of time elapsed since the previous investigation will also be considered in determining whether a new investigation is warranted. To assist the Government in making this determination, the contractor must provide the following information to the respective DI Personnel Security Office immediately upon receipt of the contract. This information must be provided for each contractor employee who will perform work on a Federally controlled facility and/or will require access to Federally controlled information systems. The contractor shall fill out the supplied excel spreadsheet completely and type written. Each contractor shall submit names on a separate excel form. Combining different contractors on one form is prohibited. Security personnel reviewing access forms may take up to 7 business days to complete their action.

1. Full name, with middle name, as applicable, with social security number.
 2. Citizenship status with date and place of birth.
 3. Proof of the individual's favorably adjudicated background investigation or NACI, consisting of identification of the type of investigation performed, date of the favorable adjudication, and name of the agency that performed the investigation.
 4. Company name, address, phone and fax numbers with email address.
 5. Location of on-site workstation or phone number if off-site (if known by the time of award); and
 6. Delivery order or contract number and expiration date; and name of the contracting officer.
- iv. The contracting officer will ensure that the contractor is notified as soon as the assigned or cognizant DI Personnel Security Office makes a determination regarding acceptance of the previous investigation and clearance level.
1. If a new investigation is deemed necessary, the respective DI Personnel Security Office will notify the contractor and contracting officer after appropriate checks in DoD databases have been made.
 2. If the contractor employee requires access to classified information and currently does not have the appropriate clearance level and/or an active security clearance, the DI Personnel Security Office will relay this information to the contractor and contracting officer for further action.
 3. The contracting officer will ensure that the respective DI Personnel Security Office initiates the investigation for the required clearance level(s) of the contractor personnel.
 4. It is the contractor's responsibility to ensure that adequate information is provided and that each contractor employee completes the appropriate paperwork, as required either by the contracting officer or by the DI Personnel Security Office, in order to begin the investigation process for the required clearance level.
- v. The contractor is responsible for ensuring that each contractor employee assigned to the position has the appropriate security clearance level.
- vi. The contractor shall submit each request for IT access and investigation through the contracting officer to the assigned or cognizant DI Personnel Security Office. Requests shall include the following information and/or documentation:

1. Standard Form (SF) 85, Questionnaire for Non-Sensitive Positions, or the SF 86, Questionnaire for National Security Positions (see note below);
 2. proof of citizenship (i.e., an original or a certified copy of a birth certificate, passport, or naturalization certificate); and
 3. Form FD-258, fingerprint card (however, fingerprinting can be performed by the cognizant DI Personnel Security Office).
 4. (Note to (f) (1) above: An investigation request is facilitated through use of the SF 85 or the SF 86. These forms with instructions as well as the Optional Form (OF) 306, Declaration for Federal Employment, which is required with submission of the SF85 or SF 86, are available at the Office of Personnel Management's (OPM) system called Electronic Questionnaires for Investigations Processing (e-QIP). Hard copy of the SF85 and SF86 are available at OPM's website, www.opm.gov, but hard copies of the forms are not accepted)
- vii.** Required documentation, listed above in paragraphs (f) (1) through (3), must be provided by the contractor as directed by the contracting officer to the cognizant DI Personnel Security Office at the time of fingerprinting or prior to the DI Security Office releasing the investigation to the Office of Personnel Management.
- viii.** Upon completion of the appropriate investigation, the results of the investigation will be forwarded by the office performing the investigation to either the appropriate adjudication facility for eligibility determination or the DI Security Division for review and determination regarding the applicant's suitability to occupy an unescorted entry position in performance of the DLA contract. Contractor personnel shall not commence work on this effort until the investigation has been favorably adjudicated or has been waived into the position pending completion of adjudication. The DI Personnel Security Office will ensure that results of investigations will be sent by the office performing the investigation to the Defense Industrial Security Clearance Office (DISCO) or DI Personnel Security Office.
- ix.** A waiver for an IT-I or IT-II position to allow assignment of an individual contractor employee to commence work prior to completion of the investigation may be granted in emergency situations when it is determined that a delay would be harmful to national security. A request for waiver will be considered only after the Government is in receipt of the individual contractor employee's completed forms. The Commander/Director or an authorized representative of the DLA organization for which the contractor will perform must approve the request for a waiver. The cognizant DI Personnel Security Office reserves the right to determine whether a waiver request will be forwarded for processing; however, there will be no waiver for an IT-III position. The individual contractor employee for which the waiver is being requested may not be assigned to a position, that is, physically work at the Federally controlled facility and/or be granted access to Federally controlled information systems, until the waiver has been approved.
- x.** The requirements of this clause apply to the prime contractor and any subcontractors the prime contractor may employ during the course of this contract, as well as any temporary employees that may be hired by the contractor. The Government retains the right to request removal of contractor personnel, regardless of prior clearance or adjudication status whose actions, while assigned to this contract, who are

determined by the contracting officer to conflict with the interests of the Government. If such removal occurs, the contractor shall assign qualified personnel, with the required investigation, to any vacancy.

- xi.** All contractor personnel who are granted access to Government and/or federally controlled information systems shall observe all local automated information system (AIS) security policies and procedures as provided by the DLA site Information Systems Security Officer. Violations of local AIS security policy, such as password sharing, performing personal work, file access violations, or browsing files outside the scope of the contract, will result in removal of the employee from Government property and referral to the contractor for appropriate disciplinary action. Actions taken by the contractor in response to a violation will be evaluated and will be reflected in the contractor's performance assessment for use in making future source selection decisions. In addition, based on the nature and extent of any violations of AIS security policy, the Government will consider whether it needs to pursue any other actions under the contract such as a possible termination.
- xii.** The contractor is also required to obtain a Common Access Card (CAC) for each contractor employee in accordance with procedures established at the DLA HQ or field activity office. When a CAC is required, the contracting officer will ensure that the contractor follows the requirements of Homeland Security Presidential Directive 12.
- xiii.** Contractor personnel must additionally receive Operations Security (OPSEC) and Information Security (INFOSEC) awareness training. The DLA annual OPSEC refresher training and DLA annual INFOSEC training will satisfy these requirements and are available through the DI Security Office.
- xiv.** When a contractor employee who has been granted a clearance is removed from the contract, the contractor shall provide an appropriately trained substitute who has met or will meet the investigative requirements of this clause. The substitute may not begin work on the contract without written documentation, signed by the contracting officer, stating that the new employee has met one of the criteria set forth in paragraphs (c), (d), or (i) of this clause, (i.e., acceptance of a previously completed security investigation, satisfactory completion of a new investigation, or a waiver allowing work to begin pending completion of an investigation). Individuals removed from this contract because of a violation of local AIS security policy are removed for the duration of the contract.
- xv.** The contractor shall notify the contracting officer in writing, within 12 hours, when an employee working on this contract resigns, is reassigned, terminated or no longer requires admittance to the federally controlled facility or access to federally controlled information systems. When the contractor employee departs, the contractor will relay departure information to the cognizant DI Security Office so appropriate databases can be updated. The contractor will ensure each departed employee has completed the DLA J6 Out-Processing Checklist, when applicable, for the necessary security briefing, has returned any Government-furnished equipment, returned the DoD CAC and DLA (or equivalent) badge, returned any DoD or DLA vehicle decal, and requested deletion of local area network account with a prepared Department of Defense (DD) form 2875. The contractor will be responsible for any

costs involved for failure to complete the out-processing, including recovery of Government property and investigation involved.

- xvi. These contractor security requirements do not excuse the contractor from meeting the delivery schedule set forth in the contract or waive the delivery schedule in any way. The contractor shall meet the required delivery schedule unless the contracting officer grants a waiver or extension.
- xvii. The contractor shall not bill for personnel, who are not working on the contract while that employee's clearance investigation is pending.
- xviii. The cognizant security office for this contract is DLA Intelligence at Richmond:

Mailing address:
DSCR
6090 Strathmore Rd.
Richmond, VA 23237-5100
Attn: DLA Intelligence (at Richmond)
Security Office

15. INSTALLATION SECURITY REQUIREMENTS

a. CONTRACTOR ACCESS AND USE OF PREMISES

The Contractor shall comply with current visitor pass requirements for access to and/or performance of work at DSCR, which can be found at <https://www.dla.mil/Aviation/Installation/Visitors.aspx>. All visitors and contractors are required to pre-enroll in DBIDS (Defense Biometric Identification System). To begin the process, visitors and contractors will complete registration through the pre-enrollment website: <https://dbids-global-enroll.dmdc.mil>. The process will serve as a request for either a one-day pass or a project badge. Upon the completion of the process, the contractor will be provided a QR code along with an alpha-numeric code. The visitor/contractor shall send the QR code/alpha-numeric code as a PDF/screenshot to the COR/PM over email (if multiple people are visiting or being vetted, the contractor shall compile all QR/alpha-numeric codes into a single email) at least 7 business days prior to visit/start date. The COR/PM will notify contractor upon their approval or denial. If approved, the contractor will have 30 days to pick up their visitor pass or project badge. When picking up the project badge the contractor is required to present their QR code along with an valid form of ID.

Security Requirements at Defense Supply Center Richmond (DSCR):

1. No employee or representative of the Contractor will be admitted to the work site unless he/she furnishes satisfactory proof that he is a citizen of the United States or an alien who has been lawfully admitted for permanent residence, or who presents evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.
2. Personnel Information: All authorized non-military personnel utilizing the base are required to always have in their possession an installation visitor pass or access control badge. This pass shall be worn on the outer most garment above the waistline. This pass is issued by the DSCR Visitor Center, located at Building 210. The Visitor Center is open Monday through Friday except federal holidays from 6:30 a.m. to 4:30 p.m.

3. One day pass: Contractors requiring only a one-day visit may request a one-day pass. Contractors are permitted one, one day pass per year.
4. Official Capacity: The Contractor shall comply with visitor pass requirements for the performance of work at DSCR.
5. The DSCR Security and Emergency Services will run a criminal history check on Contractor employees as a condition of employment. Official proof of identity or naturalization papers may be required, which will be returned once entered in the security computer system. Based on the results of the criminal history check, the Vetting Official (VO) will or will not grant entry to the installation based on guidance set forth by the Installation Commander.
6. If entry is denied, the COR/PM will be notified by DSCR Security and Emergency Services. DSCR Police Department may require updating or rechecking criminal history based on the duration of the contract. NOTE: The VO will deny access to any person who the Installation Commander has deemed unfit for unaccompanied access.
7. Proof of Identity: Official identification consists of any current Government issued picture identification. Examples of official identification are valid state issued driver's license, military ID card, military dependent ID card, green card, etc. Expired identification is not valid.
8. Pass or Badge Management: Expired, invalid, inaccurate, inoperative, or terminated Pass or Access Control Badge shall be returned to the Contracting Officer or his designee for disposition. These cards are the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoD affiliation of the employee has been terminated. The Contract Officer or his designee shall deliver all returned contractor badges to Chief, Security Operations, or designee at the Visitor Center within 5 business days. If the Pass or Access Control Badge is lost or stolen, a police report will be completed, and the Contracting Officer or designee will submit a new request. Compliance with this requirement is mandatory and certification thereof to the Contracting Officer is required prior to submitting final invoices. Failure to return badges will hold up Contractor's final payment.
9. Contractor Security Responsibilities: The contractor is responsible for employees and subcontractors under their employment. Contractors will ensure that employees are familiar with and obey installation traffic, safety, and security regulations. Contractor employees, including subcontractors, are required to always wear the ID card conspicuously on their outer clothing and above the waist while working on DSCR. Personnel are subject to challenge and removal from the work area if the ID card is not being worn. It is the COR/designee's responsibility to enforce this requirement. Failure to do so is just cause for ordering that work on a contract be stopped.
10. Unofficial photography, cameras, or photographs are prohibited on DSCR property. When official photographs are required, submit a written approval request containing specific justification and details to the Contracting Officer/COR or PM 5 days prior.
11. Firearms, Weapons, Alcoholic Beverages, Illegal Drugs, and Contraband are prohibited on DSCR property. Violators may be prosecuted. State issued/authorized concealed weapons permits are not valid on Federal (DSCR) property.
12. Trusted Traveler Program (TTP): Contractors are not authorized to use the TTP to escort individuals on to the installation.

13. The Government is not responsible for job site security. Removal of material from jobsite and DSCR is subject to security checks. The contractor is to notify DSCR security of any special measures (watchmen, alarm, etc.), security concerns, security problems, or unusual activities within the job site.

b. TRAFFIC LAWS AND ENFORCEMENT:

- i. Motor Vehicle Operation: Ingress and egress of personnel will be subject to the DSCR security regulations. All personnel must be made aware of the base speed limits, which is 25 mph (unless otherwise posted). Speed limits are enforced, and violators will be ticketed. DSCR traffic violations are processed through the federal court system.
- ii. Seatbelts are MANDATORY.
- iii. Use of cellphones while driving is prohibited. Exception; use of "hands free" devices for cellphone use is authorized.
- iv. Parking is in designated areas only, between two white lines. No parking is permitted in fire lanes, on seeded areas, in reserved parking slots, or assigned handicapped parking. Any equipment or vehicle that does not fit within a standard parking space must contact the Contracting Officer to determine a designated area for parking such equipment or vehicle.
- v. Traffic accidents should be reported immediately to the DSCR Emergency Dispatch by calling 911 or (804) 279-4888 for non-emergencies.
- vi. All personnel entering DSCR are subject to random vehicle inspections/searches at any time while on the Installation. The purpose of these inspections is to detect the theft of Government and private property, or entry onto DSCR with firearms, weapons, alcoholic beverages, illegal drugs, or contraband.

c. TRUCK DELIVERIES

- i. The contractor shall notify the Contracting Officer of truck deliveries and escort trucks from the truck gate to its destination. DLA Police will not do this.
- ii. All commercial vehicles will enter DSCR through the Commercial gate adjacent to the North Gate access control point (ACP). All commercial vehicles will also depart the installation via the North Gate. Commercial vehicles include, but are not limited to, semi-trucks, box trucks, passenger busses, cargo vans, dump trucks and walk-in vans. All such vehicles entering the gate will be processed through an entrance security inspection point before continuing onto the Installation.
- iii. Vehicle Inspection: DLA police per the most current Police Standard Operating Procedure will conduct Commercial/large vehicle inspections on all vehicles. The inspection may be upgraded based upon Force Protection Conditions (FPCON).
- iv. Shipment Validation: All deliveries to DSCR will have some form of identifying documentation. For example, a bill of lading must identify: 1) a DSCR POC and 2) a delivery location. Validation will consist of reviewing the delivery documentation by DLA police officers as provided by the delivery truck driver. Failure to do so may result in delivery delay or denial of the delivery. The source of delivery will be identified and verified by DLA police officers.

- v. Driver Vetting: DLA police officers will vet all delivery/commercial truck drivers prior to allowing entrance onto DSCR. Vetting will consist of conducting a background check of the driver and all passengers using Virginia Criminal Information Network (VCIN). Any driver or passenger having an outstanding warrant will be handled in accordance with DLA/DSCR procedures. If the driver and/or passengers have personal weapons (firearms) or dangerous weapons, they will not be authorized entrance to the facility. If procedural requirements have not been met, the driver will not gain access.
- vi. Increased FPCON requires increased screening requirements. FPCON Charlie and Delta require the opening and visual inspection of each package.

16. PHYSICAL SECURITY

The contractor shall be responsible for safeguarding all Government equipment, information and property accessed while performing the work of this SOW. At the end of normal duty hours and/or after normal duty hours, all Government facilities, equipment, and materials shall be secured.

a. SECURITY INCIDENTS

- i. In the event keys are lost or duplicated, the contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its sole option, may replace the affected lock or locks or perform re-keying. When the Government, the total cost of re-keying or the replacement of the lock, performs the replacement of locks or re-keying or locks shall be deducted from the monthly payment due the Contractor.
- ii. The contractor shall prohibit the use of Government issued keys/key cards by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

b. LOCK COMBINATIONS

The contractor shall establish and implement methods of ensuring that no lock combinations are revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations.

c. SAFETY AND HEALTH REQUIREMENTS

The contractor shall comply with all applicable federal and state safety rules and regulations pertaining to this SOW in Attachment 2.

d. ENVIRONMENTAL REQUIREMENTS

The contractor shall comply with all applicable federal and state environmental laws and regulations pertaining to this SOW in Attachment 3. Any concrete washout shall be properly contained (kiddie pool, plastic etc.) and allowed to dry prior to disposal. No concrete washout will be permitted directly on the ground anywhere on DSCR.

e. DISCLOSURE OF INFORMATION

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The

contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

f. LIMITED USE OF DATA

Performance of this effort may require the contractor to access and use data and information proprietary to a government agency or government contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or contractor employee shall not divulge, or release data or information developed or obtained in performance of this effort until made public by the Government, except to authorize Government personnel or upon written approval from the Contracting Officer. The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner that provides for greater rights to the contractor.

g. DATA RIGHTS

The Government has unlimited rights to all documents/materials produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract 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 prior 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.

17. OTHER PERFORMANCE REQUIREMENTS

a. SECTION 508 COMPLIANCE REQUIREMENTS

Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements section 508 of the rehabilitation act of 1973, as amended, and is viewable at <http://www.section508.gov>.

b. PERMITS

The contractor shall, without additional expense to the Government, obtain all appointments, licenses, and permits required to perform under this contract. Evidence of such permits and licenses shall be provided to the Contracting Officer and/or his designated representative before work commences and at other times as requested by the Contracting Officer and/or his designated representative. The contractor shall notify the DSCR Fire Prevention office 24 hours in advance of any work that involves open flames, grinding, or spark producing operations and shall obtain a Hot Work Permit from the fire prevention office in advance of performing any work requiring a hot work permit.

c. PAYMENTS FOR UNAUTHORIZED WORK

No payments will be made for any unauthorized supplies/services or for any unauthorized changes to the work specified in this SOW; this includes any services performed by the contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Any additional work to be performed beyond the terms of this SOW must be approved by a Contracting Officer in writing prior to the commencement of such work; thus, only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

d. INVOICING AND PAYMENT SCHEDULE

- i.** The contractor shall submit the invoice monthly. The invoice shall include the specific performance standards performed and accepted and associated performance payments being invoiced for the month. Invoices are to be sent directly to the COR electronically at the address included in this SOW. Within seven days of the receipt of the invoice, the COR will review for accuracy and payment will be certified in the appropriate system by the Contracting Officer or COR. The requirements of a proper invoice are subject to FAR 52.232-25 - Prompt Payment. The vendor may check on the status of their invoice(s) by registering for My Invoice at <https://myinvoice.csd.disa.mil/> or contacting DLA at (800) 756-4571.
- ii.** The following correct information constitutes a proper invoice per the Prompt Payment Act standards, and/or is required documentation for payment requests submitted electronically. Hard copy invoices cannot be accepted.
- iii.** Name and Address of Contractor or Vendor
- iv.** Invoice date
- v.** Contract number (including the order/call number where applicable), or other authorization for delivery of goods or services. Note: DO NOT USE THE BID OR SOLICITATION NUMBER.
- vi.** Invoice number, account number, and/or any other identifying number agreed to by contract.
- vii.** Shipment Number, including the date (where applicable). Same as Block 2 of the DD Form 250. (See “Shipment Number Construction and Usage”, page 13 for format).
- viii.** Description: line item number, National Stock Number, Manufacture’s Part Number, unit of measure, quantity shipped, unit price, and extended amount, where applicable.
- ix.** Shipping and payment terms (unless mutually agreed that this information is only required in the contract); including terms of any discount for prompt payment offered.
- x.** Electronic Funds Transfer (EFT) banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4.
- xi.** Point of Contact (POC) name (where practicable), title and telephone number of person to notify in the event that the invoice is defective.
- xii.** Other substantiating documentation or information required.

- xiii. The contractor's failure to include the necessary information will result in invoices being rejected.
- xiv. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice. Attachments created in any Microsoft Office product are attachable to the invoice. Maximum size limit of each attachment is 2 Megabytes (MB). Total size limit for all files is 5MB.
- xv. After clicking the "submit" button, a Notice of Successful/Unsuccessful Submission will appear. This screen contains a "Send More E-Mail Notifications" button. Click on this button and add the email addresses for the Program Office and others as desired. Notification shall be provided for each invoice submitted.
- xvi. WAWF Tools and Help
- xvii. The vendor may have their CAGE code activated (required only first time) in WAWF by calling 866-618-5988. Once activated, the vendor should self-register at the web site <https://wawf.eb.mil>.
- xviii. Vendor training is available at: <http://www.wawftraining.com>. Additional support can be obtained by calling the DISA Ogden Help Desk at 1-866-618-5988 or e-mailing to cscassig@ogden.disa.mil.
- xix. WAWF Vendor "Quick Reference" Guides are located at:
 - xx. https://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information.
- xxi. PERSONNEL AND RELATED REQUIREMENTS
- xxii. CONTRACTOR EMPLOYEES
- xxiii. Contractor personnel shall present a neat appearance and be easily recognized as Contractor employees by wearing a Security Identification Badge at all times above the waist while on Government premises. When Contractor personnel attend meetings, answer phones, and work in other situations where their status is not obvious to third parties they must identify themselves as such to avoid creating the impression that they are Government employees.

e. CONTRACT OVERSIGHT POSITION

- i. The contractor's proposal shall include the name and contact information of the individual responsible for the following functions:
 - 1. Authority to act as the principle point of contact with the Contracting Officer.
 - 2. Authority to submit invoices and act on the vendor's behalf in contract performance matters.

f. CONTRACTOR INTERFACES

The Contractor may be required as part of the performance of this effort to work with other Contractors or Government employees working for the Government. Also, this Contractor shall not direct the work of other Contractors in any manner. Contract personnel will also interface with other support personnel, such as the Contracting Officer Representative (COR), and the Government Program Manager as required. Contract personnel will also interface with internal and external customers.

g. KEY CONTROL

The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued or provided temporarily to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the execution of the work. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer. The contractor assumes all responsibility and accountability for the any keys provided by the Government without limitation.

18. PERIOD OF PERFORMANCE

Completion date shall be no later than 120 days after notice to proceed.

19. HOURS OF OPERATION

Normal hours for contractor work on DSCR will be from 9:00am-5:30pm Monday through Friday excluding holidays or base closures. Each project may have different work hours. The contractor shall request what hours they would like to work from the PM for approval.

20. FEDERAL HOLIDAYS

- a. The Contractor is not required to provide services on the ten Federal holidays observed at DLA unless requested and approved by the COTR/Project Manager. The following holidays are observed:
- b. New Year's Day (January 1)
- c. Martin Luther King's Birthday (Third Monday in January)
- d. Presidents' Day (Third Monday in February)
- e. Memorial Day (last Monday in May)
- f. Juneteenth (June 19)
- g. Independence Day (July 4)
- h. Labor Day (first Monday in September)
- i. Columbus Day (Second Monday in October)
- j. Veteran's Day (November 11)
- k. Thanksgiving Day (Fourth Thursday in November)
- l. Christmas Day (December 25th)
- m. When one of the above holidays falls on Sunday, the following Monday will be observed as a legal holiday. When the federal holiday falls on a Saturday, the preceding Friday is observed as the holiday.

21. OTHER DAYS OF INSTALLATION CLOSURE

When the Installation Commander closes the installation for any reason, including but not limited to days of inclement weather, the Contractor shall not provide services until DSCR reopens.

In cases of inclement weather or other emergency installation closures the contractor shall contact DSCR emergency notification hotline at (804) 279-3599 to verify status.

22. PLACE OF PERFORMANCE

Place of performance will be the Defense Supply Center Richmond (DSCR) located at 6090 Strathmore Rd., Richmond, VA 23237 Richmond, Virginia.

23. IMPORTANT CONSIDERATIONS

- a. Technical correspondence (where technical issues relate to compliance with the requirements herein) will be addressed to the Contracting Officer with an information copy to the COR/PM.
- b. Any door locks or hardware required shall accept Best cores. The contractor shall provide a core for each lock provided pre-pinned to DSCR specifications. Contact the PM 60 days before the final inspection to obtain the pin schedule. The contractor shall have the pinned cores mailed directly to the FRIM shop supervisor. The mailing shall have a tracking number.
- c. All other correspondence, including invoices, (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) will be addressed to the COR/PM with an information copy to the Contracting Officer.
- d. The contractor is required to and shall adhere to The Buy American Act. The Contractor should conduct a site visit to each location to verify all measurements, sizes, interferences, quantity of material etc. for this project. The contractor shall consider ALL electrical, mechanical, plumbing, security or any other interferences that may impede their work to be part of their work under this SOW. The contractor shall remove, disable, relocate etc. all interferences as needed ensuring all items function as they were intended to at the conclusion of the contract. All items that need to be terminated for any reason are the responsibility of the contractor.
- e. Anytime any utilities (water, heat, AC, gas etc.) will need to be shut down for any period of time during the life of the contract, the contractor shall provide 14 calendar day advance notice to the COR/PM.
- f. The contractor shall provide a back flow preventer for use on any hydrant. The contractor shall provide documentation that the back flow preventer has been inspected within the previous six months prior to using the hydrant. No hydrant shall be used without the proper documentation. The contractor shall provide the Government COR/PM three business day notice if they will need to access a hydrant. The contractor shall fill out and submit to the COR/PM the hydrant application 3 business days in advance. The application must be approved by the fire department and a copy provided to the contractor prior to hydrant use. At no time will the contractor use the hydrant without an approved hydrant application. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount of water to accomplish cleaning vehicles and equipment etc.
- g. The Contractor shall diligently prosecute their work and must always maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for any reason.
- h. Weather - The contractor shall always keep weather conditions in mind throughout the life of this contract. Whenever weather conditions indicate strong winds, tornados, hurricanes etc. the contractor shall take all necessary action to prevent all materials, debris etc. from becoming missile hazards. Any damage or harm caused by contractor material, debris etc. will be the sole responsibility of the contractor.
- i. Camera Security Policy

- i. If a contractor would like to take photographs on DSCR it must follow the below guidance. Submit all requests to the PM/COR on the visit request form with all information filled out.
- ii. This guidance applies to the use of photographic devices, i.e., cameras, video recorders (including cell phones and other electronic communications devices) on DSCR, including tenant activities.
- iii. DLA Aviation Public Affairs Office (PAO) is the approving authority for all photography on DSCR pertaining to media and the taking of photographs and/or videos by non-federal employees for use in non-DLA or DoD news or promotional materials. Members of the DLA Aviation PAO will coordinate, approve and escort members of the media on DSCR at all times. Under no circumstances will media be allowed on DSCR or to take photographs without having a PAO representative present.
- iv. DLA Installation Management Richmond, Security and Emergency Services Division (DM-FRS) is the approving authority for all photography and/or videography conducted by contractors in support of projects being overseen or granted by DLA Installation Management. DM-FRS is responsible for oversight of such contractors taking photographs on DSCR and will process and issue camera passes to contractors.
- v. Contractors who take photographs must be escorted and obtain prior approval of their photography from the PM/COR.
- vi. Requests for camera passes must be submitted by employees charged with escorting contractors. Submit requests via email to avnvisitrequest@dla.mil with "Camera Pass" in the subject line. Requests should be made no later than 3 days in advance of the event date requested and must include the name, title and company of the individual to be issued the pass, area to be photographed and purpose, the escort's point of contact information, and the desired length of the pass.
- vii. All employees are responsible to ensure that classified information under their control, and unclassified material that falls under the Privacy Act of 1974 or protected under the Freedom of Information Act, will be not photographed.
- viii. Cameras will not be allowed in areas where classified information is discussed, electronically or physically stored, processed or transmitted. Photography is also not authorized in locker rooms, and restrooms. Visitors and members of the general public who are granted access to the installation may take photographs of outdoor areas such as the static aircraft displays, historic buildings, the elk herd, and at social gatherings.
- ix. Photographs will not be taken of access control points.

24. POINTS OF CONTACT

CONTRACTING OFFICER

Name: Brandon Jump

Comm. Phone: (804) 279-4512

Fax: (804) 279-3246

Email: Brandon.Jump@dla.mil

DLA Contracting Services Office (Richmond)

6090 Strathmore Rd.

Richmond, Virginia 23237

CONTRACTING OFFICER REPRESENTATIVE (COR)

The Installation Management Richmond COR point of contact is:

Name: Roman Ogryzko

Comm. Phone: (804) 279-1808

Cell Phone: (804) 839-5212

Email: Roman.Ogryzko@dla.mil

DLA Installation Management Richmond

6090 Strathmore Rd.

Richmond, Virginia 23237

PROJECT MANAGER (PM)

Name: Roman Ogryzko

Comm. Phone: (804) 279-1808

Cell Phone: (804) 839-5212

Email: Roman.Ogryzko@dla.mil

DLA Installation Management Richmond

6090 Strathmore Rd.

Richmond, Virginia 23237

DEFINITIONS & ACRONYMS

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

CONTRACTING OFFICER. 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.

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.

DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Statement of Work.

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

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 SOW. 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.

PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the Subcontractor.

WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract

WORK WEEK. Monday through Friday, unless specified otherwise.

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AHU	Air Handler Unit
AR	Army Regulation
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
CO/	Contracting Officer
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DDC	Direct Digital Control
DFARS	Defense Federal Acquisition Regulation Supplement
DFOW	Definable Feature of Work

DLA	Defense Logistics Agency
DOD	Department of Defense
DSCR	Defense Supply Center Richmond
FAR	Federal Acquisition Regulation
IAW	In Accordance With
OCI	Organizational Conflict of Interest
POC	Point of Contact
PM	Project Manager
SOW	Statement of Work
USACE	United States Core of Engineers
VCIN	Virginia Criminal Information Network
VO	Vetting Official

ATTACHMENT 1

EQUIPMENT DATA SHEET – WARRANTY, O&M, AS-BUILTS ETC.

PROJECT TITLE _____
BUILDING/LOCATION _____
CONTRACTOR NAME _____
CONTRACT NUMBER _____
PROJECT MANAGER _____
DATE _____
EQUIPMENT DESCRIPTION _____
FUNCTIONAL LOCATION _____
FUNCTIONAL LOCATION DESCRIPTION _____
EQUIPMENT INSTALLER _____
INSTALLED DATE _____
MANUFACTURER _____
MANUFACTURER SERIAL # _____
MANUFACTURER MODEL # _____ **MANUFACTURER YEAR** _____
WARRANTY START DATE _____ **WARRANTY PERIOD** _____
HORSEPOWER _____ **VOLTAGE** _____ **PHASE** _____ **AMP** _____ **KVA** _____
CUBIC FEET PER MINUTE _____ **WEIGHT** _____ **GALLONS PER MINUTE** _____
BTU _____ **FILTER SIZE (LxWxT)** _____ **FILTER QUANTITY** _____
REFRIGERANT TYPE _____ **BELT SIZE** _____
PM CYCLE (0) (30) (90) (180) (365) _____ **WORK CENTER** _____
IS THIS A REPLACEMENT OR NEW INSTALL _____

WHAT DID THIS REPLACE

- NAME** _____
- MODEL** _____
- SERIAL** _____

INFORMATION PROVIDED ON NEW INSTALL

- COPIES OF WARRANTY PAPERWORK**
- MAINTENANCE AND OPERATION MANUALS (HARD COPIES OR ELECTRIC)**
- COPIES OF SUBMITTALS (HARD COPIES OR ELECTRIC)**

ADDITIONAL COMMENTS:

ENCLOSED ARE THE FOLLOWING:

BY SIGNING YOU ACKNOWLEDGE RECEIPT OF THE ABOVE ITEMS

RECEIVED BY: _____

DATE RECEIVED: _____

ATTACHMENT 2

SAFETY AND HEALTH REQUIREMENTS

Contractors shall comply with all federal, state, and local occupational safety and health regulations, such as but not limited to US Department of Labor and Industry Occupational Safety and Health Administration (OSHA) , 29 CFR 1904,1910,1926, 41 CFR 50-204 if applicable; in addition to safety requirements of US Army Corps of Engineers EM385-1-1 (latest edition), National Electric Codes (NEC), National Fire Protection Association (NFPA) Codes and Standards, Department of Defense (DoD) and Defense Logistics Agency (DLA) safety regulations, for the life of the contract. The safety provisions listed above are only general in nature and not intended to be all-inclusive. For COVID-19 requirements see attachment 6.

1. SAFETY PLAN DELIVERABLE

The Contractor shall submit a site-specific Occupational Safety and Health Plan (OSHP) to the DLA Aviation Safety Office approval prior to the issuance of a notice to proceed for any on-site work for this SOW. Failure to submit an OSHP may result in termination of the contract. All site specific OSHP shall be developed to comply with all federal, state, and local occupational safety and health regulations, consensus standards, and any trade specific practices which will include but not limited to the following; US Department of Labor and Industry Occupational Safety and Health Administration (OSHA) , 29 CFR 1904,1910,1926, 41 CFR 50-204 if applicable; in addition to safety requirements of US Army Corps of Engineers EM385-1-1 (latest edition), National Electric Codes (NEC), National Fire Protection Association (NFPA) Codes and Standards, Department of Defense (DoD) and Defense Logistics Agency (DLA) safety regulations; and must at a minimum, be strictly adhered to by all contracted personnel. The following are required and must be submitted to the safety office via the PM;

An OSHP will be required for all contracted services involving the construction, alteration, and/or repair, including painting or decorating of Government buildings, public works, and equipment in addition to all activities using/applying products requiring safety data sheets (formerly material safety data sheets (MSDS)). OSHPs will also be required for all activities where there are potential health hazards that could be a result of the contracted services (i.e. hazardous material surveys and clean up, confined space entry, etc.). All contractors who are subjected to the submittal of OSHP shall also submit their most recent OSHA 300 log in accordance with 29 CFR 1904.

An OSHP will not be required for non-personal services contracts including, but not limited to, those, which are administrative only, deliveries/pickups, transportation, or for nondestructive surveys. However, if contracted services specify a DSCR provided workspace the contractor should submit an OSHP or provide their COR and/or COTR with a letter stating that they will adopt and operate under DLA Aviation's written occupational safety and health control programs. The contractor should work through the Government assigned COR/COTR/PM and the Government assigned COR/COTR/PM will work with the DLA Aviation Safety Office.

All Contracted services requiring an OSHP where operations involving demarcating work areas with protective coverings, shields, protective barriers, barricades, warning signs and the like, will be furnished and installed by the Contractor where a hazard or potential hazard exists. Notices shall

be provided to the PM twenty-four (24) hours prior to the planned installation of protective barriers and barricades, the Contractor will coordinate with the COR and/or COTR for concurrence. Barricades and barriers will be removed by the Contractor at the completion of the work in the area.

2. ACCIDENT/INCIDENT

Contractors shall notify the Contracting Officer Representative (COR)/Project Manager and the COR/PM will IMMEDIATELY notify the DLA Aviation Safety Office after an accident/incident of any kind. If there is a fatality, loss of an eye, inpatient hospitalization, or amputation to any of the contractor's employees, the contractor will submit a completed and detailed DLA Form 1591 or equivalent form to the COR/PM, who in-turn, will submit it to the DLA Aviation Safety Office for recordkeeping purposes.

Any other near misses or mishaps shall be immediately reported through a contractor incident report. The form will be provided upon notification from the contractor.

3. SAFETY AND HEALTH VIOLATIONS

US Department of Labor and Industry Occupational Safety and Health Administration (OSHA) , 29 CFR 1904,1910,1926, 41 CFR 50-204 if applicable; in addition to safety requirements of US Army Corps of Engineers EM385-1-1 (latest edition), National Electric Codes (NEC), National Fire Protection Association (NFPA) Codes and Standards, Department of Defense (DoD) and Defense Logistics Agency (DLA) safety regulations must, at a minimum, be strictly adhered to by all contractors. After consultation with the contracting officer, the Installation's Safety and Health Manager reserves the right to contact the OSHA, Norfolk District Office for assistance if there are frequent safety and health violations by contractors.

DLA Aviation Safety Specialists, Industrial Hygienists and COR/PM shall perform unannounced inspections of Contractor job sites to ensure compliance with applicable standards. Violations shall be reported to the Contracting Officer, or his/her authorized representative. The Safety Specialist, Industrial Hygienist and COR/PM reserves the right to stop operations when violations could cause any injury, death, and/or property damage. The Safety Specialist, Industrial Hygienist and COR/PM reserves the right to stop any activity where DSCR employees are impacted. Frequent safety violations shall be reported to the Virginia Occupational Safety and Health (VOSH) Office.

Safety is the responsibility of every person on DSCR. If anyone perceives a safety violation, they are authorized to stop the work associated with the perceived violation. Even if the contractor *believes* there is no violation, the contractor shall stop that work element and immediately *inform* the COR/PM *and DSCR Safety Office* to discuss the alleged violation with the reporting party. Once the Government and contractor agree there is no safety violation, or *that* safety violation is corrected the work element may continue. The contractor will not be compensated for any stoppage of work due to an alleged safety violation.

ATTACHMENT 3

ENVIRONMENTAL REQUIREMENTS

1. COMPLIANCE WITH ENVIRONMENTAL LAWS AND REGULATIONS

Contractor shall comply with all applicable federal, state, local, Defense Logistics Agency (DLA), and Defense Supply Center Richmond (DSCR) environmental laws, statutes, regulations, executive orders, permits. Contractor shall immediately report any conflicts between applicable federal, state, local, DLA and DSCR, and any specifications within this contract to the Contracting Officer Representative (COR) and the DLA Installation Operations Richmond, Environmental Division.

2. COMPLIANCE WITH GREEN PROCUREMENT REQUIREMENTS

Contractor shall follow Federal EPA Comprehensive Procurement guidelines (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.

3. REPORTING NONCOMPLIANCE

Contractor shall immediately report any nonconformance and/or noncompliance with applicable federal, state, local, DLA and installation environmental regulations and laws to the COR and Environmental Division. Contractor shall when given a verbal and/or written notice of environmental noncompliance or nonconformance by the COR, take immediate corrective 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.

4. AWARENESS AND CONFORMANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEM

DLA Installation Operations Richmond currently maintains an ISO 14001 registered Environmental Management System. This system is applicable to those individuals working on our behalf. The Environmental Policy Statement and our List of Significant Aspects are available from the Environmental Division. Contractor personnel shall be aware of their potential contribution to the success of this Environmental Management System and the potential implications of not performing within its requirements. Contractor personnel shall be competent to perform the work specified within the contract. Contractor personnel shall also take the necessary actions to identify, monitor, and control those contract operations and activities that pose risk of environmental contamination, or can negatively affect the natural and/or human environment.

5. PROTECTION OF WORK SITE RESOURCES

Contractor shall confine all activities to areas defined by the drawings and specifications. Prior to the beginning of any work, the Contractor shall identify any land resources to be preserved within the work area. Except in areas indicated on the drawings or specified to be cleared, the Contractor shall not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, topsoil, and landforms. The Contractor shall provide effective protection for land and vegetative resources at all times. Contractor shall notify the Environmental Division if any trees are

required to be disposed or removed. The Contractor is not authorized to remove or dispose of any tree greater than 6 inches in diameter unless the Environmental Division has granted permission.

6. NOTIFICATION OF FEDERAL AND STATE REGULATORS

Contractor shall immediately notify the COR and Environmental Division of the arrival on site of any federal, state, and/or Department of Defense (DoD) environmental regulator or enforcement agent and/or the receipt of any correspondence from a federal, state and local environmental agency.

7. CULTURAL RESOURCES PROTECTION

This project has been identified as having the potential to affect a resource eligible for listing in the National Register of Historic Places.

In accordance with Section 106 of the National Historic Preservation Act, a Section 106 Review must be initiated to identify and assess any adverse effects that may result from this project. The contractor shall not begin fieldwork on the actual resource until the process is complete and documentation from the State Historic Preservation Office has been received stating either the project will not have an adverse effect on the historic resource or that any adverse effect has been mitigated. Administrative and planning efforts may proceed while the review process is occurring.

8. FEDERAL AND STATE LAND DISTURBING REQUIREMENTS

Any land disturbing activities with a footprint of greater than 5,000 square feet must satisfy Unified Facilities Criteria on Low Impact Development (UFC 3-210-10) requirements per Section 438 of the Energy Independence and Security Act as to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow. These requirements do not apply to internal renovations, maintenance, or resurfacing of existing pavements.

Land disturbance projects greater than 10,000 square feet are subject to Virginia Erosion and Sediment Control Regulations per 9VAC25-840. An Erosion and Sediment Control Plan must be submitted to the Virginia Department of Environmental Quality for approval prior to the start of any qualify disturbance activities. Exempt activities include: the installation of individual service connections; installation, maintenance, or repair of any underground public utility lines when such activity occurs on existing hard surfaced road, street, or sidewalk, provided the disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced; septic tank lines or drainage fields; installation of fence/sign posts, telephone/electric poles, and other kinds of posts/poles; and emergency work to protect life, limb, or property, and emergency repairs.

Land disturbance projects greater than 1 acre are subject to Virginia Stormwater Management Program Regulations per 9VAC25-870. Stormwater Pollution Prevention Plans and applicable fees must be submitted to the Virginia Department of Environmental Quality for approval prior to the start of disturbance activities upon issuance of VAR10 permit coverage. Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction is exempt from permit coverage.

ATTACHMENT 4

SUBMITTALS

1.1 SUMMARY

The Contracting Officer's Representative (COR) or Project Manager (PM) may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals are to be the same as those used in the contract drawings. Each submittal is to be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Contractor's Quality Control (CQC) System Manager to check and approve all items prior to submittal and stamp, sign, and date indicating action taken. Proposed deviations from the contract requirements are to be clearly identified. Include within submittals items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Pick up and dispose of samples not incorporated into the work in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

1.2 DEFINITIONS

1.2.1 Submittal Descriptions (SD)

Submittal's requirements are specified in the technical sections. Submittals are identified by Submittal Description (SD) numbers and titles as follows:

- a. SD-01 Preconstruction Submittals
- b. Security Vetting Paperwork
- c. Certificates of insurance
- d. Surety bonds
- e. List of proposed Subcontractors
- f. List of proposed products
- g. Construction progress schedule
- h. Submittal register
- i. Schedule of prices
- j. Health and safety plan
- k. Work plan
- l. Quality Control (QC) plan
- m. Environmental protection plan

SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work. Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project. Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems or equipment for some portion of the work. Samples of warranty language when the contract requires extended product warranties.

SD-04 Samples

Fabricated or un-fabricated physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged. Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project. Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at conclusion of the work.

SD-05 Design Data

Design calculations, mix designs, analyses or other data pertaining to a part of work.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.) Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site. Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation. Investigation reports. Daily logs and checklists. Final acceptance test and operational test procedure.

SD-07 Certificates

Statements printed on the manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project. Document required of Contractor, or of a manufacturer, supplier, installer or Subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications. Confined space entry permits. Text of posted operating instructions.

SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and (MSDS) concerning impedances, hazards and safety precautions.

SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must be signed by an authorized official of a testing laboratory or agency and must state the test results; and indicate whether the material, product, or system has passed or failed the test. Factory test reports.

SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel, including manufacturer's help and product line documentation necessary to maintain and install equipment. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item. This data is intended to be incorporated in an operations and maintenance manual or control system.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism. Special requirements necessary to properly close out a construction contract. For example, Record Drawings and as-built drawings. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract. Interim "DD Form 1354" with cost breakout for all assets 30 days prior to facility turnover.

1.2.2 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce submittals, except those SD-01 Pre-Construction Submittals noted above, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.3 SUBMITTALS

Submittals provided to the Government will be for information only. All submittals shall be reviewed for accuracy by appropriate Contractor personnel (QCM). Only visual characteristics such as texture, color, style, etc. as applicable will be selected and approved by COR/PM. Government representative shall have 10 business days to review provided submittals. Government COR/CO/PM reserves the right to reject any given submittal. Submit the following in accordance with this section.

1.4 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.4.1 Information Only

Submittals will be for information only. Any design, materials, deviations, equipment, hardware, etc. shall be provided as a submittal.

1.5 PREPARATION

1.5.1 Transmittal Form

Use the Corps of Engineers transmittal form (ENG Form 4025) for providing submittals in accordance with the instructions on the reverse side of the form. Properly complete this form by filling out all the heading blank spaces and identifying each item submitted.

1.6 QUANTITY OF SUBMITTALS

1.6.1 Number of Copies of SD-02 Shop Drawings

Submit three copies of shop drawings requiring review by COR/PM or Authority Having Jurisdiction.

1.6.2 Number of Copies of SD-03 Product Data and SD-08 Manufacturer's Instructions

Submit in compliance with quantity requirements specified for shop drawings.

1.6.3 Number of Samples SD-04 Samples

- a. Submit two samples, or two sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by reviewing authority and one will be returned to Contractor.
- b. Submit one sample panel or provide one sample installation where directed. Include components listed in technical section or as directed.
- c. Submit one sample installation, where directed.
- d. Submit one sample of non-solid materials.

1.6.4 Number of Copies SD-05 Design Data and SD-07 Certificates

Submit in compliance with quantity requirements specified for shop drawings.

1.6.5 Number of Copies SD-06 Test Reports and SD-09 Manufacturer's Field Reports

Submit in compliance with quantity and quality requirements specified for shop drawings other than field test results that will be submitted with QC reports.

1.6.6 Number of Copies of SD-10 Operation and Maintenance Data

Submit three copies of O&M Data to the COR/PM for review in both hardcopy and electronic format on compact optical discs.

1.6.7 Number of Copies of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

Unless otherwise specified, submit three sets of administrative submittals.

1.7 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the COR/PM is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the COR/PM from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

1.8 VARIATIONS

Variations from contract requirements require Government approval pursuant to contract Clause FAR 52.236-21 and will be considered where advantageous to Government.

1.8.1 Considering Variations

Discussion with COR/PM prior to submission will help ensure functional and quality requirements are met and minimize rejections and re-submittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP). Specifically point out variations from contract requirements in transmittal letters. Failure to point out deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government.

1.8.2 Proposing Variations

When proposing variation, deliver written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government, including written analysis. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation. Check the column "variation" of ENG Form 4025 for submittals which include proposed deviations requested by the Contractor. Set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

1.8.3 Warranting That Variations Are Compatible

When delivering a variation for approval, Contractor, including its Designer(s) of Record if applicable, warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.8.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of 10 working days will be allowed for consideration by the Government of submittals with variations.

1.9 SCHEDULING

Schedule and submit concurrently submittals covering component items forming a system or items that are interrelated. Include certifications to be submitted with the pertinent drawings at the same time. No delay damages or time extensions will be allowed for time lost in late submittals.

- a. Coordinate scheduling, sequencing, preparing, and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential resubmittal of requirements.
- b. If a submittal is called for but does not pertain to the contract work, the Contractor is to include the submittal and annotate it "N/A" with a brief explanation. Approval by the COR/PM does not relieve the Contractor of supplying submittals required by the contract documents, but which have been omitted or marked "N/A."
- c. Carefully control procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

1.10 GOVERNMENT REVIEWING AUTHORITY

When reviewing authority is Contracting Officer's Representative or PM, the Government will:

- a. Note date on which submittal was received.
- b. Review submittals for within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.
- c. Identify returned submittals with one of the actions defined in paragraph entitled, "Review Notations," of this section and with markings appropriate for action indicated. Upon completion of review of submittals requiring Government approval, stamp and date approved submittals. If the Government performs a conformance review of other Designer of Record approved submittals, the submittals will be so identified and returned, as described above.

1.11 REJECTED SUBMITTALS

Contractor shall make corrections required by the Contracting Officer's Representative or PM. If the Contractor considers any correction or notation on the returned submittals to constitute a change to the contract drawings or specifications; notice as required under the clause entitled, "Changes," is to be given to the Contracting Officer. Contractor is responsible for the dimensions and design of connection details and construction of work. Failure to point out deviations may result in the Government requiring rejection and removal of such work at the Contractor's expense. If changes are necessary to submittals, the Contractor shall make such revisions and submission of the submittals in accordance with the procedures above. No item of work requiring a submittal change is to be accomplished until the changed submittals are approved.

1.12 REVIEWED SUBMITTALS

The Contracting Officer's Representative's or PM's review of submittals is not to be construed as a complete check, and indicates only that the general method of construction, materials, detailing and other information are satisfactory. Government review will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been reviewed by the Contracting Officer's Representative or PM, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.13 ACCEPTED SAMPLES

Acceptance of a sample is only for the characteristics or use named in such acceptance and is not to be construed to change or modify any contract requirements. Before submitting samples, the Contractor is to assure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved. Match the accepted samples for materials and equipment incorporated in the work. If requested, accepted samples, including those which may be damaged in testing, will be returned to the Contractor, at his expense, upon completion of the contract. Samples not approved will also be returned to the Contractor at its expense, if so requested. Failure of any materials to pass the specified tests will be sufficient cause for refusal to consider, under this contract, any further samples of the same brand or make of that material. Government reserves the right to disapprove any material or equipment which previously has proved unsatisfactory in service. Samples of various materials or equipment delivered on the site or in place may be taken by the Contracting Officer for testing. Samples failing to meet contract requirements will automatically void previous approvals. Contractor to replace such materials or equipment to meet contract requirements. Acceptance of the Contractor's samples by the Contracting Officer's Representative's or PM does not relieve the Contractor of his responsibilities under the contract.

1.14 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

1.15 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements is to be similar to the following:

| CONTRACTOR

| (Firm Name)

| _____ Approved

| _____ Approved with corrections as noted on submittal data and/or
| attached sheets(s)

| SIGNATURE: _____

| TITLE: _____

| DATE: _____

ATTACHMENT 5

DAILY CONSTRUCTION REPORT

DAILY REPORT NUMBER:

DATE:

DAY OF WEEK:

CONTRACTOR:

PROJECT NAME:

WEATHER:

TEMPERATURE RANGE:

CONTRACT COMPLETION DATE:

Remarks: (Describe significant events, work accomplished, materials & equipment onsite, and number count of personnel at the site):

PROJECT LEADER COMMENTS:

SAFETY TOPICS DISCUSSED/VIOLATIONS:

CONTRACTOR QUALITY CONTROL REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE Enter (DD/MMM/YY)
 REPORT NO Enter Rpt # Here

PHASE	CONTRACT NO	CONTRACT TITLE
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PREPARATORY	WAS PREPARATORY PHASE WORK PERFORMED TODAY? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	IF YES, FILL OUT AND ATTACH SUPPLEMENTAL PREPARATORY PHASE CHECKLIST.		
	Schedule Activity No.	Definable Feature of Work	Index #

INITIAL	WAS INITIAL PHASE WORK PERFORMED TODAY? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	IF YES, FILL OUT AND ATTACH SUPPLEMENTAL INITIAL PHASE CHECKLIST.		
	Schedule Activity No.	Definable Feature of Work	Index #

FOLLOW-UP	WORK COMPLIES WITH CONTRACT AS APPROVED DURING INITIAL PHASE? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	WORK COMPLIES WITH SAFETY REQUIREMENTS AND INSPECTION COMPLIES WITH EM385-1-1? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Schedule Activity No.	Description of Work, Testing Performed & By Whom, Definable Feature of Work, Specification Section, Location and List of Personnel Present	

REWORK ITEMS IDENTIFIED TODAY (NOT CORRECTED BY CLOSE OF BUSINESS)		REWORK ITEMS CORRECTED TODAY (FROM REWORK ITEMS LIST)	
Schedule Activity No.	Description	Schedule Activity No.	Description

REMARKS (Also Explain Any Follow-Up Phase Checklist Item From Above That Was Answered "NO"), Manuf. Rep On-Site, etc.	
Schedule Activity No.	Description

On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

 AUTHORIZED QC MANAGER AT SITE DATE

1 GOVERNMENT QUALITY ASSURANCE REPORT DATE

QUALITY ASSURANCE REPRESENTATIVE'S REMARKS AND/OR EXCEPTIONS TO THE REPORT	
Schedule Activity No.	Description

 GOVERNMENT QUALITY ASSURANCE MANAGER DATE

ATTACHMENT 6

COVID-19 REQUIREMENTS FOR CONTRACTORS AND OFFICIAL VISITORS

Contractor Personnel are non-DoD individuals seeking recurring access to DoD facilities (credentialed recurring access). Official Visitors are non-DoD individuals seeking access, one time or recurring, in association with the performance of official DoD business (e.g., to attend a meeting), but do not have credentialed recurring access.

HPCON Level	Installation Access Requirements
Alpha	No special COVID-19 restrictions for official visitors. Masks are optional indoors.
Bravo	Complete DD Form 3150 to indicate vaccination status or provide laboratory test results of COVID-19 testing within 72 hours of installation access. This requirement is waived for contractors and visitors remaining outdoors for the duration of their visit to DSCR. Masks are optional indoors.
Charlie	Complete DD Form 3150 to indicate vaccination status or provide laboratory test results of COVID-19 testing within 72 hours of installation access. This requirement is waived for contractors and visitors remaining outdoors for the duration of their visit to DSCR. Masks are required indoors.
Delta	Complete DD Form 3150 to indicate vaccination status or provide laboratory test results of COVID-19 testing within 72 hours of installation access. This requirement is waived for contractors and visitors remaining outdoors for the duration of their visit to DSCR. Masks are required indoors.

DEFENSE SUPPLY CENTER RICHMOND

