

Section C – 0100000
General Information

0100000 – General Information	
Spec Item	Title
1	General Information
1.1	Outline of Services
1.2	Acquisition of Additional Work
1.3	Background Information
1.4	Navy PBSA Approach
1.5	Standard Template
1.6	Related Information
1.7	Verification of Workload and Conditions
1.8	Contractor's Knowledge
1.9	Technical Proposal Certification

Section C – 0100000
General Information

0100000 – General Information		
Spec Item	Title	Description
1	General Information	
1.1	Outline of Services	<p>Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at Naval Station Newport (NAVSTA) and Naval Undersea Warfare Center (NUWC) comprised of both Recurring Work and Non-Recurring Work Items.</p> <p>The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements. The annex numbers are identified as 1 through 18 in the description column, but the fully expanded annex numbers include seven digits (e.g., Annex 1 expanded number is 0100000 as shown in the header row at the top of this page).</p> <p>Annex 1 General Information Annex 2 Management and Administration Annex 15 Facilities Support Sub Annex 1503010 Custodial Services</p>
1.2	Acquisition of Additional Work	<p>The Government reserves the right to acquire additional services at additional locations, within the scope of the annexes and areas included in Spec Item 1.1 Outline of Services, in addition to the services and locations identified in the requirements of this contract. Additional services will be incorporated into the contract in accordance with the CHANGES clause, SECTION I or ordered under the non-recurring work provisions of the contract. Items of work not covered by this contract but within the general intent are considered in the scope of this contract.</p>
1.3	Background Information	<p>Naval Station Newport is home to more than 42 naval and defense commands and activities. Newport is the Navy's premier site for training officers, officer candidates, senior enlisted personnel and midshipman candidates, as well as conducting advanced undersea warfare and development systems. Naval Station Newport's mission is to fulfill the diverse requirements of its tenant commands by providing the facilities and infrastructure that are essential to their optimum performance. Navy personnel assigned to Newport come from all parts of the United States and many free nations of the world. Newport is the home of the Navy's most prestigious educational institution, the Naval War college. Each year, over 500 outstanding mid-career level officers of the Navy, all other services, civilian federal agencies, and international naval officers come here to pursue a rigorous 10 month course of post-graduate studies. Military and civilian personnel get deeply involved in local community affairs. Naval station Newport is the largest employer in Newport County both in terms of personnel and payroll, with approximately 5,800 employees and an additional 15,000 students attending classes each year at one of the many schools on base.</p> <p>The Naval Undersea Warfare Center Division Newport provides research, development, test and evaluation, engineering, analysis, and assessment, and fleet support capabilities for submarines, autonomous underwater</p>

Section C – 0100000
General Information

0100000 – General Information		
Spec Item	Title	Description
		<p>systems, and offensive and defensive undersea weapon systems, and stewards existing and emerging technologies in support of undersea warfare, and executes other responsibilities as assigned by the Commander, Naval Undersea Warfare Center.</p> <p>Naval Readiness Medical training Command (NRMTC), Newport, is a comprehensive health care/Training facility located at the south end of the naval complex. It provides a full range of outpatient services for naval shore activities and fleet units of the operating forces, family members of armed services personnel and other authorized beneficiaries. The dental clinic is located at Coddington Point across the street from the Commissary store.</p>
1.4	Navy PBSA Approach	The Navy’s approach to performance-based service acquisition (PBSA) includes four component parts, which are 1) performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.5	Standard Template	<p>Key to implementing the PBSA approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs.</p> <p>The standard template contains 18 standard annexes. Annex 1 will always contain General Information that is relevant to the entire scope of the contract. Annex 2 contains Management and Administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 and their associated sub-annexes contain the General Information, Management and Administration requirements, Performance Objectives, Related Information, and Performance Standards that are relevant to that technical annex. Except where otherwise stated, Annexes 3 through 18 and their associated sub-annex requirements are not relevant to one another. Within each technical annex and sub-annex, the organization of information and requirements are also standardized. Specification Item 1 will always contain General Information. Specification Item 2 will always contain the Management and Administrative requirements. Specification Item 3 will always contain the Recurring Work requirements. Specification Item 4 will always contain the Non-Recurring Work requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all recurring work specification items. Specification Item 3.1 is applicable to all 3.1 subordinate specification items. Specification Items 3.2 and 3.3 are not considered subordinate to 3.1 nor are they considered subordinate to one another. All costs associated with Annexes 1 and 2 and Specification Items 1 and 2 shall be priced, and their price shall be allocated to the Exhibit Line Items.</p>
1.6	Related Information	<p>There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows:</p> <p>Informational Notes as used throughout this PWS provides additional information to offerors’ to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked “Informational Notes” throughout Annexes 1 through 18 and their associated sub-annexes are subject to this disclaimer. Offerors’ may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractually binding requirement on either party.</p>

Section C – 0100000
General Information

0100000 – General Information		
Spec Item	Title	Description
		<p>Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone.</p> <p>Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard.</p> <p>Requirement Information further describes client requirements associated with each Performance Objective.</p>
1.7	Verification of Workload and Conditions	<p>Throughout the PWS, the workload data is generally referred to as being located in Sections C and J. Section C provides data such as descriptions, specifications, and the statement of work. Section J provides data such as system descriptions, maps, floor plans, and tables to represent the type and location of services to be provided.</p> <p>All facilities, systems, and assets identified in this contract shall be accepted by the Contractor in "AS-IS" condition. The Contractor is fully responsible for all work up to and including the limits of liabilities specified.</p> <p>As prescribed in FAR 52.237-1, offerors' or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.</p>
1.8	Contractor's Knowledge	<p>The Navy expects to receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.</p>
1.9	Technical Proposal Certification	<p>The Contractor warrants that its proposal incorporated herein by reference will meet or exceed the performance objectives set forth in this contract.</p>

Section C – 0200000
Management and Administration

0200000 – Management and Administration		
Spec Item	Title	
2	Management and Administration	
2.1	Definitions and Acronyms	
2.2	General Information	
2.2.1	Government Regular Working Hours	
2.2.1.1	Observed Federal Holidays	
2.2.1.2	Restriction to Contractor Working Hours	
2.2.2	Wage Determinations	
2.2.3	Requirements Hierarchy	
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	
2.3.3	Partnering	
2.3.3.1	Informal Partnering	
2.3.3.2	Contract Partnering Administration	
2.3.3.3	Contract Partnering Session Attendees	
2.3.4	Permits and Licenses	
2.3.5	Insurance (“Written Notice of cancellation or material change in policy coverage” Deliverables)	
2.3.5.1	Certificate of Insurance	
2.3.5.2	Minimum Insurance Amounts	
2.3.6	Protection of Government Property	
2.3.7	Directives, Instructions, and References	
2.3.8	Invoicing Procedures	
2.3.9	Forms	
2.4	Government-Furnished Items	N/A
2.4.1	Government-Furnished Property (GFP)	N/A
2.4.2	Government-Furnished Facilities	
2.4.3	Government-Furnished Vehicles and Equipment	N/A
2.4.4	Government-Furnished Utilities	
2.5	Contractor-Furnished Items	
2.6	Management	
2.6.1	Safeguarding Information	N/A
2.6.2	Dissemination of Information	
2.6.3	Work Reception	
2.6.4	Work Control	
2.6.5	Work Schedule	
2.6.6	Deliverables	
2.6.7	Service Interruptions	N/A
2.6.8	NAVFAC Maximo	
2.6.8.1	NAVFAC Maximo Data	
2.6.8.2	NAVFAC Maximo Method of Data Entry	
2.6.8.3	NAVFAC Maximo Access	
2.6.8.4	NAVFAC Maximo Training	
2.6.9	Quality Management System (QMS)	
2.6.9.1	Quality Management (QM) Plan	
2.6.9.2	Quality Inspection and Surveillance	
2.6.9.3	Quality Inspection and Surveillance Report	
2.6.10	Property Management Plan	N/A
2.6.11	System and Equipment Replacement	N/A
2.7	Personnel Requirements	
2.7.1	Key Personnel	
2.7.1.1	Project Manager (PM)	

Section C – 0200000
Management and Administration

0200000 – Management and Administration	
Spec Item	Title
2.7.1.2	Quality Manager
2.7.1.2.1	Quality Control Personnel
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.1.4	Environmental/Energy Manager N/A
2.7.2	Employee Requirements
2.7.2.1	Employee Certification and Training
2.7.2.2	Employee Appearance
2.7.2.3	Employee Conduct
2.7.2.4	Identification as Contractor Employee
2.7.2.5	Removal of Employees
2.7.2.6	Proof of Legal Residency
2.7.2.6.1	Proof of United States of America Citizenship (NUWC Only)
2.7.3	Service Contract Reporting (SCR)
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Installation
2.8.4.1	DBIDS Program
2.8.4.2	DBIDS Credentials
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances N/A
2.8.8	Access to Controlled Unclassified Information
2.8.9	Access to Government Information Technology (IT), Operating Technology (OT), and Facility Related Control Systems (FRCS) N/A
2.8.10	Access to Navy Marine Corps Intranet (NMCI)
2.8.11	Employee Status
2.9	Contractor Safety Program
2.9.1	Contractor Safety Requirements
2.9.1.1	Experience Modification Rate (EMR)
2.9.1.2	OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate
2.9.2	Accident Prevention Plan (APP)
2.9.3	Activity Hazard Analysis (AHA)
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans
2.9.4.1	Alcohol and Drug Abuse Prevention Plan
2.9.4.2	Chemical Hazard Communication Program
2.9.4.3	Confined Space Program
2.9.4.4	Critical Lift Plan
2.9.4.5	Fall Prevention and Protection Plan
2.9.4.6	Pathogen Exposure
2.9.4.7	Control of Hazardous Energy (lockout/tag-out) N/A
2.9.5	Crane Operations N/A
2.9.5.1	Crane Inspections N/A
2.9.5.2	Rigging Gear N/A
2.9.5.3	Crane Operators N/A
2.9.6	Accident and Damage Reporting
2.9.6.1	Accident Reporting and Notification Criteria
2.9.7	Fire Protection
2.9.8	Monthly On-Site Labor Report
2.9.9	OSHA Citations and Violations

Section C – 0200000
Management and Administration

0200000 – Management and Administration		
Spec Item	Title	
2.9.10	Safety Inspections and Monitoring	
2.9.11	Safety Certification	
2.9.12	Safety Apparel on Jobsites	
2.9.13	Emergency Medical Treatment	
2.9.14	Excavations	
2.10	Environmental Management and Sustainability	
2.10.1	Energy Management Program	N/A
2.10.1.1	Water Conservation Plan	N/A
2.10.1.2	Energy Efficient Products	
2.10.2	Environmental Protection	
2.10.2.1	Sampling, Testing and Laboratory Services	N/A
2.10.2.2	ODS Requirements for Refrigerant Recycling	N/A
2.10.2.3	Solid Waste Management and Recycling	N/A
2.10.2.4	Non-Regulated Waste Disposal	
2.10.2.5	Regulated Waste Disposal	N/A
2.10.2.6	Universal Waste	N/A
2.10.2.7	Spill Prevention, Containment, and Clean-up	
2.10.2.8	Hazardous Material Management	
2.10.2.9	Protection of Endangered and Threatened Species (Flora and Fauna)	
2.10.2.10	Noise Control	
2.10.2.11	Salvage	N/A
2.10.2.12	Asbestos Containing Material (ACM)	
2.10.2.13	Clean Air Act (CAA)	
2.10.3	Sustainable Procurement and Practices	
2.10.3.1	Environmentally Preferable Products	
2.10.3.2	Use of Recovered Materials	
2.10.3.3	Use of Bio-based Products	
2.11	Disaster Preparedness	
2.12	Technical Library	N/A
2.13	Warranty Management	
2.14	Recurring Work Procedures	
2.14.1	Recurring Work Preparation of Proposals	
2.14.2	Notification to the Government for Work Above the Recurring Work Limitations	
2.14.3	Recurring Work Exhibit Line Item Numbers (ELINs)	
2.15	Non-Recurring Work	
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)	
2.15.1.1	Acceptance and Performance	
2.15.1.2	Invoicing and Receiving Payment	
2.15.2	Unit Priced Labor (UPL) Work (Negotiated)	
2.15.2.1	Non-recurring Work Preparation of Proposals	
2.15.2.1.1	Labor Requirements	
2.15.2.1.2	Direct Material and Construction Equipment Requirements	N/A
2.15.2.2	Issuance of Final Task Order	
2.15.3	Non-Recurring Work ELINS	

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms listed in J-0200000-XX .
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from 0700-1600, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours must be authorized by the KO prior to commencement of work.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Excludes work to be performed during specified hours.
2.2.2	Wage Determinations	Wage Determinations are included in J-0200000-XX .
2.2.3	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on. Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor shall provide sign-in sheets and prepare minutes of all meetings and submit per Section F for review and comments. Comments received within two working days shall be incorporated into the minutes and a copy of the final revision shall be submitted per Section F for concurrence. Historically, there have been approximately four meetings per week.
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend Government provided training, as applicable, for maintenance and operation of new and replacement systems and equipment at no additional cost to the Government.
2.3.3	Partnering	The Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who may receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and sub-contractor teams, including senior management personnel must participate.

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.</p> <p>The goal of Partnering is to develop a cohesive team with common purpose, commitment and established communication processes.</p>
2.3.3.1	Informal Partnering	<p>The Contracting Officer shall organize the initial Partnering Meeting with key personnel of the project team, including Contractor's personnel and Government personnel. The initial session will be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award and will be held at a Government provided facility as designated by the KO.</p> <p>The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by Contracting Officer. The senior Government stakeholder present will lead the meeting, however, the Contractor's PM or senior representative is encouraged to participate as co-lead.</p> <p>The Partners will determine the frequency of the follow-on sessions.</p>
2.3.3.2	Contract Partnering Administration	<p>Upon award, the ACO will contact the Contractor, supported command(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. A partnership agreement, "The Charter" should be in place as early as possible, so issues arising, even before work begins, can be resolved using the issues resolution process.</p> <p>Replacement of Core Management Team members (stakeholder attendance of the initial session, and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member.</p> <p>The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.</p>
2.3.3.3	Contract Partnering Session Attendees	<p>The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel.</p> <p>President/Vice President * Project Manager * Quality Manager Site Safety and Health Officer</p>
2.3.4	Permits and Licenses	<p>The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, state and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F.</p>
2.3.5	Insurance	<p>The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.3.5.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.5.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: \$500,000 per occurrence Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage Workmen's Compensation: As required by Federal and state worker's compensation and occupational disease statutes Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers Other as required by state law
2.3.6	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of Contractor negligence under this contract to their original condition at no cost to the Government.
2.3.7	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other applicable Directives, Instructions, and References are listed in J-0200000-03 . The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.8	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to Invoice Form in J-0200000-04 for sample. Invoices shall be submitted in a format compatible with the most recent Government installed Microsoft Office Version (currently 2010). Invoice data shall be capable of being sorted by CLIN, annex/sub-annex, spec item, spec item title, and ELIN/Sub-ELIN.
2.3.9	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included among the Forms in J-0200000-05 .
2.4	Government-Furnished Items	N/A
2.4.1	Government-Furnished Property (GFP)	N/A
2.4.2	Government-Furnished Facilities	The Government will make available to the Contractor certain facilities for use in connection with this contract. The use of these facilities for any other purposes is prohibited. The Contractor shall be responsible and accountable for the facilities accepted for use and shall take adequate precautions to prevent fire hazards, odors, and vermin. Janitorial and refuse collection services for the facilities shall be provided by the Contractor. The Contractor shall obtain written approval from the KO prior to making any modifications or alterations to the facilities.

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		A list of the facilities that will be made available to the Contractor is provided in J-0200000-06 .
2.4.3	Government-Furnished Vehicles and Equipment	N/A
2.4.4	Government-Furnished Utilities	<p>The Government will make available water and electricity at existing outlets required for the work to be performed under the contract. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Meet all Federal, State, local, and installation codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.</p> <p>The Contractor is responsible for the cost of all utilities at all Government-provided facilities and any additional Contractor-owned facilities, at prevailing Naval Station rates. The Contractor will be billed directly for all utilities provided to all Contractor occupied facilities. Utility rates billed to the Contractor will be at the following rates:</p> <ol style="list-style-type: none"> 1. Electrical - the current rate for electrical services is \$111.82 MWH 2. Water - the current rate for water is \$13.23 per KGAL 3. Wastewater (Sewage) - the current rate for sewage services is \$14.06 per KGAL, based on 100% of the water consumption <p>Variations in Rates: Utility rates are subject to change. Changes in one or more utility rates shall not be basis for adjustment to the contract price or a claim unless the deviation from the quoted price for a utility rate exceeds 15%. When a utility rate varies by more than 15%, the contract price will be adjusted to reflect the amount the actual charge exceeds the rate quoted; however, the Government will only be liable for the amount of cost exceeding 15% of the rate quoted. For example, if a quoted rate increases by 16%, the Government will only be liable for 1% of the rate increase. Vice versa if the quoted rate decreases by 16%.</p> <p>Historically, electrical and water utility consumption at the Facilities provided of Contractor use has averaged approximately 351 MWH of electricity and 316 KGAL annually. However, historical data associated with contracts prior to this solicitation may present data that may not be representative of the requirements specified in this contract.</p>
2.5	Contractor-Furnished Items	<p>Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO may at any time require Samples, Safety Data Sheets (SDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.
2.6.1	Safeguarding Information	N/A
2.6.2	Dissemination of Information	If certain information cannot be provided to the public, state what information cannot be provided, when it will be provided, and to whom, e.g., DoD policy limits the dissemination of certain information. Instructions, Directives, and References not releasable to the public, e.g., Floor Plans, Maps, Post Orders, and Standard Operating Procedures, will be made available after contract award to the successful offeror with appropriate credentials and a need to know.
2.6.3	Work Reception	The Contractor shall provide the capability to receive, prioritize, correspond, and respond to trouble/service work order calls and task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours.
2.6.4	Work Control	<p>The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the Government. A status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.</p> <p>The Contractor shall provide work schedules for both Recurring and Non-Recurring Work per Section F. At a minimum, work schedules shall include:</p> <ul style="list-style-type: none"> • Description of service(s) to be accomplished • Location • Date service(s) are scheduled to be accomplished
2.6.5	Work Schedule	<p>The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall provide written notification of any difficulty in scheduling work due to Government controls, per Section F. At a minimum, the notification shall include the following:</p> <ul style="list-style-type: none"> • The date and time the work was initially coordinated. • The name and phone number of the Government person with whom the work was initially coordinated. • The name and phone number of the Government person who prevented the work from being performed as previously coordinated. • The alternative date and time, the Government person requested the work be accomplished.

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.6.6	Deliverables	<p>Except where otherwise stated, deliverable requirements are specified in Sections C, F, H, I, J, and within the Directives, Instructions, and References. The Contractor shall submit accurate and complete documents within the specified timeframes. The Contractor shall revise/modify deliverables, as directed by the KO, at no additional cost to the Government.</p> <p>Except where otherwise specified, all deliverables shall be submitted electronically in a Microsoft Office Version 2010 compatible format to the KO/PAR. Deliverables shall include the company name, contract number, contract title, date, and shall be unprotected and capable of being sorted by CLIN, work order number, asset number, section, annex/sub-annex, spec item and ELIN/Sub-ELIN or clause. All formulas shall be traceable.</p> <p>Government acceptance of deliverables shall not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.</p> <p>For low risk or limited scope contracts such as single function facilities services contracts, determine via consultation with PWO, ACQ, and FSCM whether web-based deliverables should be required and modify or delete the below accordingly. The Contractor shall establish and maintain a secure website for posting an electronic copy of all deliverables listed in Section F. The Contractor shall allow only authorized Government and Contractor personnel to access the website. Government personnel access shall be limited to viewing and downloading of deliverables, but restricted from posting to the website. The Contractor shall notify the Government by email whenever there are new or updated deliverables posted to the website. Each deliverable posting on the website and each email notification shall include the title of the deliverable, the spec item requiring the deliverable, and the date and time the deliverable was posted. All deliverables shall be available to authorized Government personnel 24 hours/day and 365 days/year for the duration of the contract.</p>
2.6.7	Service Interruptions	N/A
2.6.8	NAVFAC Maximo	<p>Work order, asset, specification, and condition assessment data created by the Contractor is recorded in NAVFAC Maximo for all work performed in 1501000 Facility Management, 1502000 Facility Investment. This spec item should be included in all FSC/BOS contracts above the SAP threshold at Navy PWDs per BMS B-24.8 Facility Support Contractor Data in NAVFAC MAXIMO. Consult with your local PWD FMD, UEM Director and BSVE Director or FEC FM&S PLC, UEM PLC, and BSVE PLC for further guidance.</p> <p>The information and format for data submission provided in Section J supports long-term asset management and facilitates transfer to NAVFAC Maximo. These requirements and data format are managed by the FM&S Product Line at the NAVFAC HQ level.</p> <p>NAVFAC Maximo is the Computerized Maintenance Management System (CMMS) used by the Government for work order history, asset management, and condition assessment. The Contractor shall provide all required data for NAVFAC MAXIMO as identified below:</p> <p>Informational Note:</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Not all supported commands' assets are included in NAVFAC Maximo. Not all of the modules available within the Maximo application are utilized by NAVFAC and the modules utilized may not be fully implemented. NAVFAC Maximo does not include a detailed inventory of all assets, components, and equipment that the Contractor is required to service under this contract and may include inaccuracies, omissions, and redundancies.</p>
2.6.8.1	NAVFAC Maximo Data	<p>Required data fields for work orders are indicated in the Service Provider Information provided in J-0200000-07. Asset inventory data requirements are indicated in the Asset Information provided in J-0200000-08, including additional data for Utilities assets listed in Specification Information in J-0200000-09. Required data for documenting condition assessments is indicated in the Characteristic Meter Reading Information provided in J-0200000-10.</p> <p>Specified data shall be provided for all work performed in 1501000 Facility Management, 1502000 Facility Investment,. Further instructional information detailing the process for submitting the specified information for NAVFAC Maximo Data Reporting is provided in J-0200000-XX.</p> <p>The Service Provider, Asset, Specification, and Characteristic Meter Reading Interfaces are used in multiple processes for loading data into Maximo by the Government and the format may be updated periodically.</p> <p>As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days' notice of modifications to the Service Provider, Asset, Specification, or Characteristic Meter Reading Interfaces file format.</p>
2.6.8.2	NAVFAC Maximo Method of Data Entry	<p>The Contractor shall provide data for NAVFAC Maximo using the methods detailed below:</p> <p>DIRECT ENTRY: The Contractor shall manually enter required work order and condition assessment data directly into NAVFAC Maximo. The Contractor shall ensure all information is updated by the end of each workday for all work performed.</p> <p>If the Contractor does not have access to NAVFAC Maximo at contract start, work order and condition assessment data shall be submitted in a pipe delimited flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-11 per Section F. Any failures in processing of the flat-file shall be corrected and resubmitted by the Contractor. In order to demonstrate the ability to properly format the flat-file, the Contractor shall provide a Sample Pipe Delimited Flat-file prior to contract performance per Section F. Flat file submission of work order and condition assessment data will be allowed for a period not to exceed six months unless an extension is authorized in writing by the KO/PAR</p> <p>FLAT FILE: The Contractor shall electronically record and report compiled service performance data for exportation of asset and specification data to NAVFAC Maximo. The Contractor shall submit asset and specification data in a spreadsheet flat-file following the NAVFAC Maximo Data Reporting</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>process described in J-0200000-11 per Section F.</p> <p>OR</p> <p>FLAT FILE: The Contractor shall electronically record and report compiled service performance data for exportation of work order, asset, specification, and condition assessment data to NAVFAC Maximo.</p> <p>The Contractor shall submit work order and condition assessment data in a pipe delimited flat-file following the NAVFAC Maximo Data Reporting process described in J-020000011 per Section F. Any failures in processing of the pipe delimited flat-file shall be corrected and resubmitted by the Contractor. In order to demonstrate the ability to properly format the pipe delimited flat-file, the Contractor shall provide a Sample Pipe Delimited Flat-file prior to contract performance per Section F.</p> <p>The Contractor shall submit asset and specification data in a spreadsheet flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-11 per Section F.</p>
2.6.8.2.1	Asset and Specification Data	When an asset is repaired, replaced, installed, or otherwise affected, KO/PAR notification of change in Asset
2.6.8.3	NAVFAC Maximo Access	<p>The process for obtaining access and establishing NAVFAC Maximo accounts are detailed in the NAVFAC Maximo System Access Procedures provided in J-0200000-11.</p> <p>Once accounts have been established, NAVFAC Maximo can be accessed at https://maximo.navy.mil.</p> <p>The Contractor shall provide all necessary computer equipment and Internet Service Provider (ISP) accounts to access NAVFAC Maximo for Direct Entry of required data.</p> <p>OR</p> <p>A maximum of five NAVFAC Maximo accounts will be approved for the Contractor. Changes of personnel requiring NAVFAC Maximo accounts more than once per year may result in required compensation to the Government for the administrative costs in processing account requests.</p> <p>The Contractor shall submit a list of personnel requiring NAVFAC Maximo accounts per Section F.</p>
2.6.8.4	NAVFAC Maximo Training	The Government will provide or make available initial training on NAVFAC Maximo to Contractor personnel responsible for direct entry of work order, asset, specification, and condition assessment data. Additional training will be provided by the Government when there are significant changes to the NAVFAC Maximo software or data entry requirements. Training due to changeover of personnel will be the responsibility for the Contractor. The Contractor will be provided a general user guide, local instructions, and other materials by the Government as reference material for the use of NAVFAC Maximo.
2.6.9	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address:</p> <ul style="list-style-type: none"> • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.
2.6.9.1	Quality Management (QM) Plan	<p>The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, the Contractor shall submit the revised QM Plan for acceptance, per Section F.</p> <p>The Contractor's QM Plan shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> • Policy and objectives of Quality Management System (QMS) • Quality organization <ul style="list-style-type: none"> ○ List of personnel ○ Responsibilities & lines of authority ○ Training and qualifications • Approach to assuring quality of services provided and conformance with performance objectives and standards • Methods and procedures for effective planning, operation and control of processes and performance of work • Procedures for inspection and surveillance of services to include all contractual requirements. <ul style="list-style-type: none"> ○ Scheduling and performance of inspection and surveillance ○ Measurement, data collection and analysis ○ Corrective action, preventive action, and continuous improvement ○ Oversight of subcontracted work • Documentation and records management • Communication with government (customers)
2.6.9.1.1	Revised Quality Management Plan	<p>Within seven calendar days of changes, the Contractor shall report any alterations or changes in the existing QM.</p>
2.6.9.2	Quality Inspection and Surveillance	<p>The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of the Government and made available during the Government's regular working hours. The file shall be submitted to the COR after completion/termination of the contract per Section F.</p>
2.6.9.3	Quality Inspection and Surveillance Report	<p>The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a narrative of events, a tabulated summary and results of the quality inspection and surveillance events performed, inspection-driven corrective actions taken and the results attained, and management process adjustments during the previous month. The</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.6.10	Property Management Plan	N/A
2.6.11	System and Equipment Replacement	N/A
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below:
2.7.1	Key Personnel	<p>The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO or COR necessary to validate their qualifications.</p> <p>The Contractor shall provide complete resumes for proposed substitutes and any additional information requested by the KO. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The KO will notify the Contractor within 15 calendar days after receipt of all required information of the consent on substitutions. No change in fixed unit prices may occur as a result of key personnel substitutions.</p>
2.7.1.1	Project Manager (PM)	<p>The Contractor shall provide a PM and designated alternate, as applicable, who shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site during the Government's regular working hours and shall be available on-site within one hour after the Government's regular working hours.</p> <p>For contracts greater than \$200,000/year but less than \$5M/year or contracts of moderate performance risk, e.g., The PM shall have at least five years of experience in managing a workforce providing services on contracts of similar size, scope and complexity.</p>
2.7.1.2	Quality Manager	<p>The Quality Manager or designated alternate shall report directly to a senior corporate official and shall not report directly to the Project Manager.</p> <p>The Quality Manager or designated alternate shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract:</p> <p>For contracts greater than \$200,000/year but less than \$5M/year or contracts of moderate performance risk. The Quality Manager or designated alternate shall have at least three years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager or designated alternate may be the same person as the SSHO.</p>
2.7.1.2.1	Quality Control Personnel	<p>Quality Control personnel shall have fulfilled the following pre-requisite training and experiences before being hired as Quality Control under this contract:</p> <p>Quality Control personnel shall meet or exceed the qualifications, technical knowledge and experience requirements specified for the personnel</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		performing the work, which they will be inspecting, and have at least three years of experience in enforcing QMS programs on contracts of similar size, scope and complexity.
2.7.1.3	Site Safety and Health Officer (SSHO)	<p>The SSHO must meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one Competent Person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.</p> <p>A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office.</p> <p>The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p> <p>For contracts greater than \$200,000/year but less than \$2M/year or contracts of medium safety risk. The SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three years' experience if he possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four years. The SSHO may be the same person as the project manager but shall have fulfilled the pre-requisite qualification and experience.</p>
2.7.1.4	Environmental/ Energy Manager	N/A
2.7.2	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures.
2.7.2.1	Employee Certification and Training	The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within 4 hours of request.

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.7.2.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.2.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.4	Identification as Contractor Employee	Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in both verbal communication and electronic or written correspondence.
2.7.2.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.6	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory Proof of Legal Residency is submitted per Section F.
2.7.2.6.1	Proof of United States of America Citizenship	Prior to be admitted to site of work. Naval Undersea Warfare Center (NUWC) requirement.
2.7.3	Service Contract Reporting (SCR)	<p>The Contractor shall report total dollar amount invoiced and all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: https://www.sam.gov.</p> <p>Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://www.sam.gov.</p>
2.8	Security Requirements	<p>The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO/PAR when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained.</p> <p>The Contractor shall ensure that Contractor personnel do not present a risk to security. By entering the installation, Contractor personnel are subject to installation, state, local and federal regulations and laws, including but not limited to debarment and criminal prosecution.</p>
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's name, supervisor, company, and level of security clearance.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code. Vehicles shall meet

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Contractor employees must be able to obtain Common Access Cards (CAC) in accordance with security requirements. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be confiscated by the Contractor immediately and returned within 10 calendar days.
2.8.4	Access to Installation	All Contractor personnel shall obtain access to the installation through enrollment and registration into the Defense Biometric Identification System (DBIDS). The Contractor shall provide the KO with the name of their designated Service Contractor Administrator (SCA) for enrollment in DBIDS. Once enrolled, the Contractor must provide the DBIDS Registrar with an approved employee list and then direct their employees to register into DBIDS.
2.8.4.1	DBIDS Program	DBIDS, is an enterprise identity management and perimeter installation access control solution in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to three years, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. There are no fees associated with obtaining a DBIDS credential. The Government performs background screening and credentialing. Throughout the year, the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.
2.8.4.2	DBIDS Credentials	Contractor employees shall furnish a completed copy of the SECNAV 5512/1 form to obtain the required background check and visit the local Navy Installation Visitor Control Center to obtain a DBIDS credential once approved. The SECNAV 5512/1 form and additional information about DBIDS can be found at: https://www.cnic.navy.mil/om/dbids.html . The Contractor may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the Contractor employees do not agree with the reason for disqualification. The Contractor may also apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The Commanding Officer will be the final waiver determination authority. The Contractor shall immediately collect employee DBIDS credentials and notify the KO in writing: (1) That an employee has departed the company without having properly returned or surrendered their DBIDS credentials. (2) That there is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to restricted areas shall have the appropriate screening, and shall wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO will provide information on applicable buildings, spaces and the appropriate point of contact. The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the Government Performance Assessment Representative (PAR) and appropriate point of contract if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., trouble calls, may require a longer wait for an escort..
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances, prior to commencement of work, at no additional cost to the Government. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.
2.8.8	Access to Controlled Unclassified Information	N/A
2.8.9	Access to Government Information Technology (IT), Operation Technology (OT), and Facility Related Control Systems (FRCS)	N/A
2.8.10	Access to Navy Marine Corps Intranet (NMCI)	The Contractor may be required to access Navy Marine Corps Intranet (NMCI). Prior to being granted access to NMCI, Contractor employees shall obtain a CAC in accordance with security requirements, successfully complete required training, submit a Systems Authorization Access Request (SAAR) Form, and meet all eligibility requirements.
2.8.11	Employee Status	The Contractor shall notify the KO of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.
2.9	Contractor Safety Program	<p>The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, UFC 3-560-01 Operation and Maintenance Electrical Safety, and Public Law 91-596, Occupational Safety and Health Act.</p> <p>Any reference to "USACE" facilities, property, or equipment specified in EM 385-1-1 should be interpreted as Government facilities, property, and equipment.</p>
2.9.1	Contractor Safety Requirements	Neither Contractor nor any subcontractor may enter into contract with any subcontractor that fails to meet the below requirements. The term subcontractor in this and the following paragraphs means any entity holding a contract with the Contractor or with a subcontractor at any tier.
2.9.1.1	Experience Modification Rate (EMR)	<p>Subcontractors on this contract, must have an effective EMR less than or equal to 1.10, as computed by the National Council on Compensation Insurance (NCCI), or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered. When entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier.</p> <p>The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved. Relaxation of the EMR range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain the certified EMR ratings for all subcontractors on the project and make them available to the Government at the Government's request.</p>
2.9.1.2	OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate	<p>Subcontractors on this contract must have a DART rate, calculated from the most recent, complete calendar year, less than or equal to 3.4 when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier.</p> <p>The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor. Relaxation of the OSHA DART rate range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain self-certified OSHA DART rates for all subcontractors on the project and make them available to the Government at the Government's request.</p>
2.9.2	Accident Prevention Plan (APP)	The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site.

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>For low risk or limited scope contracts, e.g., single function custodial, grounds maintenance and landscaping, integrated solid waste management, pavement clearance, pest control – “The APP shall follow the abbreviated format and include, as a minimum, elements addressed in paragraph 3.k. of Appendix A of EM 385-1-1.”</p> <p>The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and applicable compliance plans, programs, and procedures as specified below.</p> <p>The Contractor shall not commence work until the APP has been accepted and no activity shall be started on site until the applicable AHAs and compliance plans have been accepted.</p> <p>Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.</p>
2.9.3	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., non-recurring work task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically:</p> <ul style="list-style-type: none"> • For contracts with non-recurring work ELINs, the Contractor shall submit an AHA on non-recurring work task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work priced services. <p>The Contractor shall follow the Risk Management Process for the development of Activity Hazard Analysis (AHA) in accordance with paragraph 01.A.14 and Appendix A of EM 385-1-1. A formatted outline of an AHA is provided in Figure 1-2 of EM 385-1-1.</p> <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor’s overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p>
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans	<p>Based on a risk assessment of recurring and non-recurring work requirements and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in Appendix A, paragraph 3.i of EM 385-1-1.</p> <p>These plans shall be submitted with the APP and shall be updated as situations change. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.4.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.9.4.2	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 06.B.01 of EM 385-1-1 and applicable OSHA requirements in 29 Code of Federal Regulations (CFR) 1910.120 and 29 CFR 1926.59.
2.9.4.3	Confined Space Program	The Contractor shall develop an activity/site-specific confined space program to include elements addressed in paragraph 34.A of EM 385-1-1 and comply with relevant requirements in 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100 and any other Federal, state and local regulatory standards.
2.9.4.4	Critical Lift Plan	N/A
2.9.4.5	Fall Prevention and Protection Plan	The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.D of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. The fall prevention and protection plan shall include a Rescue and Evacuation Plan in accordance with EM 385-1-1, Section 21.N. A competent person for fall protection shall prepare and sign the plan.
2.9.4.6	Pathogen Exposure	The Contractor shall comply with 29 CFR-1910.1030 at all times if personnel are performing work where they may be exposed to blood or other potentially infectious materials. The Contractor shall develop an Exposure Control Plan. This plan shall comply with 29 CFR-1910.1030, be reviewed annually to ensure compliance, and be accessible to employees.
2.9.4.7	Control of Hazardous Energy (lockout/tagout)	N/A
2.9.5	Crane Operations	N/A
2.9.5.1	Crane Inspections	N/A
2.9.5.2	Rigging Gear	N/A
2.9.5.3	Crane Operators	N/A
2.9.6	Accident and Damage Reporting	The Contractor shall notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any Weight Handling Equipment (WHE) accident. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment (LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures. Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.</p> <p>The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms are provided within the Forms in J-0200000-XX.</p> <p>For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F.</p>
2.9.6.1	Accident Reporting and Notification Criteria	<p>The following criteria and definitions apply to the accident reporting requirements specified above:</p> <p>Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ol style="list-style-type: none"> 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 3) Restricted work; 4) Transfer to another job; 5) Medical treatment beyond first aid; 6) Loss of consciousness; or 7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. <p>High Visibility Accident. Any mishap which may generate publicity or high visibility.</p> <p>Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.</p>
2.9.7	Fire Protection	<p>The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.</p>
2.9.8	Monthly On-Site Labor Report	<p>The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.</p> <p>Monthly On-Site Labor Report shall be provided unprotected and capable of being sorted to the ELIN/Sub-ELIN level.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.9	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and submit a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.9.10	Safety Inspections and Monitoring	<p>The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> • The site is safe and free of job-site hazards • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed. • Workers are familiar with the hazards covered in the respective AHA for that work activity. • All equipment and tools are in good condition and being used safely. <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor’s safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request.</p> <p>Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor’s representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p> <p>The Contractor shall submit a copy of the Contractor Safety Inspection and Monitoring Report per Section F. The Contractor Safety Inspection and Monitoring Report shall include a narrative of significant events; a tabulated summary and results of the safety inspection and monitoring events performed; inspection-driven corrective actions taken and the results attained; and management process adjustments during the previous month.</p>
2.9.11	Safety Certification	The Contractor shall submit copies of all the required Federal, state, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.
2.9.12	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel meeting ANSI/ISEA 107-2010 and DOT regulations for traffic

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		control. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2010 Class I compliant apparel.
2.9.13	Emergency Medical Treatment	Contractors will arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical treatment.
2.9.14	Excavations	N/A
2.10	Environmental Management and Sustainability	<p>The Contractor shall perform work under this contract consistent with the Installation’s Environmental Management System (EMS) goals and policy.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Reduce purchase and use of toxic and hazardous materials; • Expand purchase of green products and services; increase recycling; • Reduce energy and water use; • Increase use of alternative fuels and renewable energy; • Integrate green building concepts in major renovations and new construction; • Prevent pollution at the source; and • Continual improvement. <p>Policy:</p> <ul style="list-style-type: none"> • Protect public health and the environment by being an environmentally responsible member of the community; • Preserve our natural, historic and cultural resources; • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities; • Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; • Enhance our program as we develop and implement an Environmental Management System; and • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. <p>The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO per Section F. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.10.1	Energy Management Program	N/A
2.10.1.1	Water Conservation Plan	N/A
2.10.1.2	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high-energy consuming tools or equipment is subject to approval by the KO prior to use.
2.10.2	Environmental Protection	The Contractor shall comply with all applicable federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of Contractor operated facilities may be conducted by the Installation Environmental Protection Coordinator or other authorized officials on a no-notice basis. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on all required regulatory and specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause an impact to the environment shall be competent on the basis of appropriate education, training or experience. The Contractor shall develop, submit, and implement an Environmental Protection Plan per Section F.
2.10.2.1	Sampling, Testing and Laboratory Services	N/A
2.10.2.2	ODS Requirements for Refrigerant Recycling	N/A
2.10.2.3	Solid Waste Management and Recycling	N/A
2.10.2.4	Non-Regulated Waste Disposal	The Contractor shall dispose all wastes in accordance with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements.
2.10.2.5	Regulated Waste Disposal	N/A
2.10.2.6	Universal Waste	N/A
2.10.2.7	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Federal, state, and local laws and regulations and with the Installation Hazardous Waste Management Plans; and Spill Prevention,

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		Control, and Countermeasure Plans provided in J-0200000-12 at no additional cost to the Government. The Contractor shall report all fuel and hazardous substance spills on NAVSTA Mayport within 15 minutes of discovery to the Regional Dispatch Center by dialing 911 from a station landline. If calling from a device not connected to a station landline, notify the emergency dispatcher you are calling from NAVSTA Mayport and you will be transferred to the Regional Dispatch Center. The Contractor shall notify the KO as soon as possible but not more than 24 hours after spill. Spill reports shall be submitted within 48 hours per Section F.
2.10.2.8	Hazardous Material Management	N/A
2.10.2.9	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.10	Noise Control	The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.2.11	Salvage	N/A
2.10.2.12	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and submit a written ACM Notification within 24 hours per Section F.
2.10.2.13	Air Quality	N/A
2.10.3	Sustainable Procurement and Practices	The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, state and local laws and regulation, including E.O. 13514, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the following components: <ul style="list-style-type: none"> • Bio-based Products • Environmental Preferred Products and Services The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.
2.10.3.1	Sustainable Delivery of Services Report	Within five calendar days after each contract period.
2.10.3.1.2	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website (http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm).</p> <p>Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products must be accepted by the KO prior to its use.</p>
2.10.3.3	Use of Bio-based Products	The Contractor shall make maximum use of bio-based products in accordance with the FAR Clause 52.223-2 -- Affirmative Procurement of BIOBASED Products Under Service And Construction Contracts. Information about these products is available at http://www.usda.gov/biopreferred .
2.11	Disaster Preparedness	The Contractor shall comply with the installation's Contingency Instruction contingency response plan. The Contractor shall support the installation contingency response plan as directed by the KO. The Contractor shall submit their Mission Essential Contractor Services Plan and a list of their Mission Critical/Mission Essential Personnel per Section F.
2.12	Technical Library	N/A
2.13	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.14	Recurring Work Procedures	
2.14.1	Recurring Work Preparation of Proposals	The Contractor shall price additions or deletions to the Recurring Work requirements using the unit prices bid by the Contractor for Non-Recurring Work Unit Priced Tasks (UPTs). If Non-Recurring Work does not include a corresponding UPT for a specific work requirement for addition or deletion to the Recurring Work requirements, the Contractor shall propose on that specific work requirement in accordance with the Non-recurring Work Preparation of Proposal requirements specified below. Additional markups shall not be included since the cost for these items were included in the unit prices bid by the Contractor for Non-Recurring Work. This may result in the Contractor's proposal consisting of UPT unit price(s), Unit Priced Labor (UPL) Hour(s), Material pricing, or a combination thereof. Recurring Work proposals, including detailed scopes of work and detailed estimates for modification to the Recurring Work requirements shall be submitted per Section F.

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.14.2	Notification to the Government for Work Above the Recurring Work Limitations	<p>The Contractor is fully responsible for work up to the recurring work limits. Recurring work limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the recurring work limits, the Contractor shall notify the KO and provide a rough order of magnitude (ROM) estimate for the work exceeding the Contractors recurring work limits of liability within two hours of identification for further direction. The Government may issue a service order in accordance with the recurring work provisions of this contract order work in accordance with the non-recurring work provisions of this contract detailed below or accomplish the work by means other than this contract.</p> <p>The Contractor shall provide a detailed scope of work and detailed estimate, per Section F, per the non-recurring work procedures in Spec Item 2.15 for any potential task orders resulting from work that exceeded a recurring work limit of liability in the contract. The estimate shall include the full scope of work and clearly show the deductions for the applicable recurring work limit of liability. The resultant proposed price shall be for the portion of the work exceeding the recurring work limit of liability. Further, the Contractor shall prepare and provide scopes of work and estimates in this manner to the KO when requesting a determination that a recurring work limit of liability has or will be exceeded.</p>
2.14.3	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work Exhibit Line Item Numbers (ELINs) are provided in J-0200000-12 .
2.15	Non-recurring Work	Non-recurring work is identified in each applicable annex or sub-annex. Non-recurring work may consist of Unit Priced Task (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all non-recurring task work as ordered by the KO per Section G and DoD FedMall requirements. Non-recurring work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the Non-recurring Work Exhibit Line Items (ELINs) provided in Section J on an as needed basis.
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as a non-recurring work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The fixed price for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.15.1.1	Acceptance and Performance	<p>The Contractor shall offer indefinite quantity (IQ) pre-priced line item services to authorized Government personnel when they are ordering the work directly via the Government-wide Commercial Purchase Card (GCPC) program. When receiving GCPC orders against Section B, the Contractor shall provide the supplies and services at the offered price without additional markup or handling fee.</p> <p>The Contractor shall accept and process electronically submitted GCPC orders for IQ services, including those orders issued through the FedMall. FedMall is a U.S. Government (USG) owned and operated web-based ordering system that enables any Department of Defense (DoD) or Federal activity to search for and order goods and services. Authorized GCPC users will receive approved accounts on FedMall to view and order IQ line items.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>The Contractor shall receive electronic IQ orders from FedMall using 128-bit encrypted email. The Contractor shall purchase, install, and utilize the most recent version of PGP Personal software, or a comparable solution, for the purpose of decrypting order notification emails from FedMall. In addition, the DoD has established the External Certification Authority (ECA) program to support the issuance of DoD-approved certificates to Contractors. The ECA program is designed to provide the mechanism for Contractors to securely communicate with the DoD and authenticate to DoD Information Systems. The Contractor shall purchase, install, maintain and use a DoD-approved ECA certificate. Information on obtaining an ECA certificate can be found at http://iase.disa.mil/pki/eca/Pages/certificate.aspx.</p> <p>The Contractor shall post updates on order delivery schedule and performance to the FedMall in a timely manner.</p> <p>The Contractor shall track quantities and report total ordered quantity in FedMall and approved DD 1155's by line item number each month and year-to-date. The report shall be due to the Contracting Officer by the fifth day of the following month, per Section F. The Contractor must track and report when total dollar value of all orders from both GCPC purchases and DD 1155s exceed 75% of the combined Section B Pre-Priced Line Item quantities.</p>
2.15.1.2	Invoicing and Receiving Payment	Payment for completed FedMall orders will be made using the Government wide Commercial Purchase Card (GCPC). Reference “payment by third party” clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for non-recurring work via an electronic medium with supported command representatives utilizing their GCPC. No partial or advance payments will be provided.
2.15.2	Unit Priced Labor (UPL) Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as non-recurring work that utilizes negotiated labor hours and materials to accomplish a task not required by the recurring work portion of the contract. UPL includes separately priced labor, material, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes the fixed price for the task order.
2.15.2.1	Non-recurring Work Preparation of Proposals	The Contractor shall submit non-recurring work proposals to the KO, per Section F. Proposals shall include: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.15.2.1.1	Labor Requirements	<p>Accepted industry time standards published in R. S. Means Facility Maintenance and Repair Cost Data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work. If not provided in RS Means or a similar estimating source, labor hours may be based on quotes from at least three different commercial vendors. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the UPL amount in the Non-Recurring Work Exhibit Line Items (ELINs) provided in Section J.</p> <p>The Government retains the right to obtain additional quotes. The lowest quoted labor hours shall be used.</p>

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
2.15.2.1.2	Direct Material and Construction Equipment Requirements	N/A
2.15.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.15.3	Non-recurring work ELINS	Non-recurring Work Exhibit Line Item Numbers (ELINs) are provided in J-0200000-12.

1503010 – Custodial	
Spec Item	Title
1	General Information
1.1	Concept of Operations
2	Management & Administration
2.1	Definitions and Acronyms
2.2	Personnel
2.2.1	Certification, Training, and Licensing
2.3	Special Requirements
2.3.1	Pathogen Exposure
2.4	References and Technical Documents
3	Recurring Work
3.1	Scheduled Services
3.1.1	Space Cleaning
3.1.1.1	Emptying Waste Containers
3.1.1.2	Emptying Recycling Containers
3.1.1.3	Low Area Cleaning
3.1.1.4	Lunch/Break Room Cleaning
3.1.1.5	High Area Cleaning
3.1.1.6	Interior Window Cleaning
3.1.1.7	Exterior Window Cleaning
3.1.1.8	Window Blinds Cleaning
3.1.1.9	Entrance Cleaning
3.1.1.10	Interior Glass Surfaces Cleaning
3.1.1.11	Drinking Fountains Cleaning
3.2	Floor Care
3.2.1	Sweeping and Dust Mopping
3.2.2	Vacuuming Carpets and Rugs
3.2.3	Cleaning Walk-off Mats
3.2.4	Spray Cleaning and Buffing
3.2.5	Wet Mopping
3.2.6	Stripping, Coating, and Buffing
3.2.7	Carpet and Rug Deep Cleaning
3.3	Restroom Services
3.3.1	Restroom Cleaning
3.3.2	Restroom Supplies
3.3.3	Group Shower/Locker Room Cleaning
3.4	Building Perimeter Services
3.4.1	Debris Removal
3.4.2	Emptying Perimeter Waste Containers
3.5	Custodial Services Orders
3.6	MWR Kitchen Hood/Roof Top Exhaust Fans/Associated Fire Suppression Piping
3.6.1	CNIC Kitchen Hood/Roof Top Exhaust Fans/Associated Fire Suppression Piping
4	Non-Recurring Work

1503010 - Custodial		
Spec Item	Title	Description
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform custodial services at Newport Naval Station (NAVSTA) Naval Undersea Warfare Center (NUWC) and Unaccompanied Housing Program (UHP). Newport Rhode Island.
1.1	Concept of Operations	<p>The intent of 1503010 Custodial is to specify the requirements related to the cleaning of facilities. Custodial requirements consist mainly of services that ensure the cleanliness of working environments.</p> <p>The following services are not included in this Template:</p> <ul style="list-style-type: none"> • Custodial services do not include any repair work of facilities or fixtures. This is included in 1502000, Facilities Investment. • Custodial services include waste removal for buildings and service locations to collection points, but disposal of waste from collection sites is addressed in 1503030 Integrated Solid Waste Management.

1503010 - Custodial		
Spec Item	Title	Description
2	Management & Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1503010-01 .
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the custodial function.
2.2.1	Certification, Training, and Licensing	The Project Manager, Site Safety and Health Officer and other Contractor personnel performing work where they may be exposed to blood or other potentially infectious materials shall receive pathogen training prior to beginning service. The Contractor shall submit Pathogen Training Certificates per Section F.
2.3	Special Requirement	Safety requirements, operational restrictions, coordination requirements, workmanship, materials, equipment, and tools. Add additional 2.3.X Spec Items as required.
2.3.1	Pathogen Exposure	<p>The Contractor shall comply with 29 CFR-1910.1030 at all times if personnel are performing work where they may be exposed to blood or other potentially infectious materials.</p> <p>The Contractor shall have an established Exposure Control Plan accessible to employees. This plan shall be reviewed annually and comply with 29 CFR-1910.1030.</p> <p>Employees in areas subject to higher exposure risk (such as hospitals) shall submit to all required testing and receive vaccinations as required by the installation.</p>
2.4	References and Technical Documents	References and Technical Documents are listed in J-1503010-02 .

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	Recurring Work	The Contractor shall provide custodial services to ensure facilities are clean and sightly.	<p>The Contractor's cleaning techniques and products shall protect the integrity of surfaces, finishes and floor coverings.</p> <p>Clarifying Information:</p> <p>Customers Funded by CNIC Common Output Level Standards "COLS", are defined by Commander Navy Installations Command "CNIC" for Navy Shore Commands. Services and associated frequencies specified for COL1, COL 2, COL 3, and COL 4, in J-1503050-04.</p> <p>Customers not funded by CNIC may receive services if chosen at the associated frequencies shown by Service Class in J-1503010-04, labeled "Non-CNIC Funded Service Class"</p> <p>The Contractor shall perform custodial services at the requested associated frequencies shown for COL 3 or Non-CNIC Funded Service Classes. Facilities or spaces listed as Prestige in the Custodial Inventory provided in J-1503010-04 receive services at COL 2.</p> <p>The Contractor shall perform service at frequencies given in J-1503010-4 per Mandated Service Classes, J-1503010-05 per Mandated Service Classes for Child Youth Program Facilities.</p> <p>Maps and Locations for Custodial Services are shown in J-1503010-04 and Floor Plans are included in J-1503010-07.</p>	Facilities are clean and sightly, consistent with the specified COLS and/or service class.

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.1	Scheduled Services	The Contractor shall provide scheduled custodial services to ensure facilities are clean and sightly.	<p>Requirement Information:</p> <p>The Contractor shall develop and submit an Annual Work Schedule and Monthly Work Plan for custodial services per Section F. The schedule shall clearly indicate the day of performance of each service for each building.</p>	<p>Facilities are clean and sightly, consistent with the specified COLS and/or service class.</p> <p>Work is completed in accordance with the Contractor's schedule.</p>
3.1.1	Space Cleaning	The Contractor shall clean spaces to ensure they are clean and sightly.	<p>Clarification Information:</p> <p>The Contractor shall return furniture and other items moved during performance to their original positions.</p> <p>Areas designated as "Clean Rooms" require special uniforms to be donned prior to entering and during the cleaning operation. Clean Room uniforms will be provided by the Government for use by Contractor personnel. Areas to designated as "Clean Rooms" are identified on the Custodial Inventory provided in J-1503010-XX.</p>	<p>Spaces are clean and sightly consistent with the specified COLS and/or service class.</p> <p>Furniture and other items moved returned to original position.</p> <p>Clean Rooms maintained free of dust in accordance with clean room protocols.</p>
3.1.1.1	Emptying Waste Containers	The Contractor shall empty waste containers and ensure they are clean.	<p>Requirement Information:</p> <p>The Contractor shall collect and dispose of items placed adjacent to waste containers and marked "TRASH." Waste collection excludes individual items that exceed 20 pounds in weight..</p> <p>All waste that is dropped during the waste removal process shall be picked up and properly disposed. All spills that occur during the waste removal process shall be and properly treated and cleaned.</p> <p>The Contractor shall collect all waste from desk-side waste containers and/or interior collection points unless</p>	<p>Waste containers are empty and clean.</p> <p>Waterproof liners are provided and replaced when soiled or unserviceable.</p> <p>Services are performed at the specified frequencies.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			otherwise specified based on COL and or Non-CNIC Funded Services as listed in J-1503010-XX . All waste shall be moved to designated refuse containers.	
3.1.1.2	Emptying Recycling Containers	The Contractor shall empty recycling containers and ensure they are clean.	<p>Requirement Information:</p> <p>The Contractor shall collect and dispose of items placed adjacent to recycling containers and marked "RECYCLE." Waste collection excludes individual items that exceed 20 pounds in weight.</p> <p>All recyclable material that is dropped during the removal process shall be picked up and properly disposed.</p> <p>Provide liners for plastic and glass containers.</p> <p>The Contractor shall collect all recyclable material from desk-side recycling containers and/or interior collection points unless otherwise specified based on CNIC COL Level or Non-CNIC Funded Service Classes, listed in J-1503010-XX. All recyclable material shall be moved to building collection site. Interior collection points and building collection sites are identified on Floor Plans included in J-1503010-XX.</p> <p>Informational Note: The Government has found on previous contracts that collection of recyclable material two times per month has maintained services at an acceptable level.</p>	<p>Recycling containers are empty and clean.</p> <p>Services are performed at the specified frequencies.</p>
3.1.1.3	Low Area Cleaning Non-recurring Only	The Contractor shall provide low area cleaning services to ensure surface areas are clean.	<p>Clarification Information:</p> <p>Low area cleaning includes dusting and wiping clean all furniture and fixtures (e.g., partitions, radiators, hand rails, grills, ledges, sills, walls, moldings, ledges, baseboards,</p>	<p>Surfaces are clean.</p> <p>Cleaning is performed at the specified frequencies.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>doors, and light fixtures) to a maximum height of 7'-0" above floor level.</p> <p>Low area cleaning does not include desktops of occupied cubicles or offices.</p>	
3.1.1.4	Lunch/Break Room Cleaning	The Contractor shall provide cleaning services in lunch/break room areas to ensure areas are clean and sanitary.	<p>Clarification Information:</p> <p>Employee lunch/break room areas shall include sinks, countertops, trash containers, cooking equipment, coffee makers, and dining areas. Where present, soap and paper towel dispensers refilled.</p> <p>The Contractor shall collect all waste from lunch/break room areas. All waste shall be moved to designated refuse containers.</p> <p>All waste that is dropped during the waste removal process shall be picked up and properly disposed.</p>	<p>Lunch/break room is clean and sanitary.</p> <p>Lunch/break room waste containers are empty, clean, and waterproof liners have been replaced.</p> <p>Dispensers are refilled and supplies are stocked.</p> <p>Services are performed at the specified frequencies.</p>
3.1.1.5	High Area Cleaning Non-recurring Only	The Contractor shall provide high area cleaning services to ensure surfaces are clean.	<p>Clarification Information:</p> <p>High area cleaning includes dusting and wiping clean all surfaces above 7'-0" from floor level (e.g., overhead piping, light fixtures, ceiling fans, vents, and ceiling areas).</p> <p>The Contractor shall clean the exterior and interior surfaces of the light fixture.</p> <p>The Contractor shall ensure that overhead fixtures are protected from damage.</p> <p>High area cleaning includes removal of all debris created, including debris falling into low areas.</p>	<p>Surfaces are clean.</p> <p>Cleaning is performed at the specified frequencies.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.1.1.6	Interior Window Cleaning	The Contractor shall clean window surfaces and adjacent areas to ensure that surfaces are clean and free of smudges.	<p>Informational Note: It is recommended Interior window cleaning shall be scheduled concurrently with exterior window cleaning.</p> <p>Clarification Information: Interior window cleaning shall include wiping clean all window sashes, sills, woodwork, and other surroundings of glass.</p>	<p>All interior windows are clean and sightly.</p> <p>Cleaning is performed at the specified frequencies.</p>
3.1.1.7	Exterior Window Cleaning Non-recurring Only	The Contractor shall clean window surfaces and adjacent areas to ensure that surfaces are clean and sightly.	<p>Clarification Information: Where storm windows exist, the Contractor shall clean both sides of the storm window and the outside of the inner glass.</p> <p>When screens are present, the Contractor shall remove and clean the screen such that it is free of debris and dust before reinstalling over cleaned windows. Work will not be considered complete until screens are reinstalled.</p> <p>Exterior window cleaning shall be scheduled concurrently with interior window cleaning.</p>	<p>All exterior windows are clean and sightly.</p> <p>Cleaning is performed at the specified frequencies.</p>
3.1.1.8	Window Blinds Cleaning Non-recurring Only	The Contractor shall clean window blinds to ensure they are clean and available for use in a timely manner.	<p>Clarification Information: Contractor shall clean both sides of blinds.</p> <p>Blinds may be removed for cleaning.</p>	<p>Blinds are clean and in the same operational condition as prior to cleaning.</p> <p>If removed for cleaning, blinds are returned to their original location within two working days</p> <p>Cleaning is performed at the specified frequencies.</p>
3.1.1.9	Entrance Cleaning	The Contractor shall clean doors and all associated glass of the entrance to ensure doors and	<p>Clarification Information: Entrances surfaces include but are not limited to doors, associated transoms, and sidelights.</p>	<p>Glass surfaces are clean and sightly on both sides and for the full height of the glass.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
		glass surfaces are clean and sightly.	<p>When the entry is an atrium entrance the Contractor shall clean both sets of doors and all associated glass.</p> <p>Requirement Information: Surfaces shall be free of all dirt and provide a clear, streak-, smudge- and mark-free appearance regardless of height.</p>	<p>Doors are clean and free of all dirt and marks.</p> <p>Cleaning is performed at the specified frequencies.</p>
3.1.1.10	Interior Glass Surfaces Cleaning	The Contractor shall clean all interior glass to ensure glass surfaces are clean and sightly.	<p>Clarification Information: Glass surfaces include but are not limited to interior doors, partitions, and walls.</p> <p>Requirement Information: Surfaces shall be free of all dirt and provide a clear, streak-, smudge- and mark-free appearance regardless of height.</p>	<p>Glass surfaces are clean and sightly on both sides and for the full height of the glass.</p> <p>Cleaning is performed at the specified frequencies.</p>
3.1.1.11	Drinking Fountains Cleaning	The Contractor shall clean drinking fountains to ensure they are clean, sanitary, and sightly.	<p>Requirement Information: All Drinking fountain surfaces are properly disinfected.</p>	<p>Drinking fountains are clean, sanitary, and sightly.</p> <p>Cleaning is performed at the specified frequencies.</p>
3.2	Floor Care	The Contractor shall provide floor care services to ensure they are clean and sightly.	<p>Clarification Information: The Contractor shall move furniture, non-permanent rugs and other floor coverings prior to floor care services. The Contractor shall return furniture, rugs, floor coverings, and other items moved during services to its original position.</p> <p>Requirement Information: When caring for raised deck floors, the Contractor shall ensure that all items below the floor are protected from damage.</p> <p>Floor care services shall be performed in a manner that minimizes interference with daily operations.</p>	<p>Floors are clean and sightly consistent with the specified COLS and/or service class.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>The Contractor shall post warning signs and barricades in areas of floor care operations, as appropriate, to ensure personnel safety.</p> <p>Floors in Dust Free spaces shall be serviced using equipment which emit airborne particles no larger than 0.3 micrometers, and are 99.9% efficient. Dust Free service areas (Clean Rooms) are identified on the Custodial Inventory provided in J-1503010-06. Equipment to be used in these spaces requires prior approval of the KO. The Contractor shall maintain equipment used in these spaces at optimum serviceability. Equipment that cannot achieve the specified requirements shall be replaced immediately by the Contractor.</p>	
3.2.1	Sweeping and Dust Mopping	The Contractor shall sweep or dust mop uncarpeted floors to ensure floors are free of debris and dust.	<p>Clarification Information:</p> <p>The Contractor shall sweep or dust mop uncarpeted floors, including stairwells and elevators.</p>	<p>Floors are free of debris and dust.</p> <p>Services are performed at the specified frequencies.</p>
3.2.2	Vacuuming Carpets and Rugs	The Contractor shall vacuum carpets and rugs to ensure they are free of debris and dust.	<p>Requirement Information:</p> <p>Contractor shall provide spot cleaning as needed.</p>	<p>Carpets and rugs are free of debris and dust.</p> <p>Services are performed at the specified frequencies.</p>
3.2.3	Cleaning Walk-off Mats	The Contractor shall clean the walk-off mats and surfaces below the mats to ensure mats and surfaces are clean.	<p>Clarification Information:</p> <p>The Contractor shall return mats to their original locations after cleaning.</p> <p>Requirement Information:</p> <p>The Contractor shall notify the KO when walk-off mats are defective, missing, or not serviceable.</p>	<p>Walk-off mats and surfaces below the mats are clean.</p> <p>Services are performed at the specified frequencies.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2.4	Spray Cleaning and Buffing	The Contractor shall spray clean and buff floors to ensure floors are clean and present a slightly appearance.	<p>Requirement Information: The Contractor shall ensure there is no buildup or residue on baseboards, mop boards, cove base, and kick plates.</p> <p>Floor products used shall result in a non-slip finish.</p>	<p>Floors are clean and have a uniform glossy finish.</p> <p>Non-slip floors are clean and have a uniform matte finish.</p> <p>Services are performed at the specified frequencies.</p>
3.2.5	Wet Mopping	The Contractor shall wet mop floors to ensure that floors are clean.	<p>Requirement Information: The Contractor shall wet mop-uncarpeted floors, including stairwells and elevators. Scuffmarks, spots, and dried stains shall be removed.</p>	<p>Floors are clean. Services are performed at the specified frequencies.</p>
3.2.6	Stripping, Coating, and Buffing	<p>The Contractor shall strip, coat and buff floors to ensure that floors are clean and slightly.</p> <p>The Contractor shall coat floors to ensure continuous protection.</p>	<p>Requirement Information: The Contractor shall strip, coat, and buff uncarpeted floors, including stairwells and elevators.</p> <p>The Contractor shall ensure there is no buildup or residue on baseboards, mop boards, cove base, and kick plates.</p> <p>The Contractor shall apply sufficient coats of product to protect floors from traffic and use.</p> <p>Floor products used shall result in a non-slip finish.</p>	<p>Floors are clean, free of previously applied coat, and have a uniform glossy finish.</p> <p>Floors are properly coated and protected.</p> <p>Non-slip floors are clean and have a uniform matte finish.</p> <p>Services are performed at the specified frequencies.</p>
3.2.7	Carpet and Rug Deep Cleaning	The Contractor shall deep clean carpets and rugs to ensure that floors are clean, slightly and available for use in a timely manner.	<p>Informational Note: Acceptable methods for deep cleaning include shampooing, chemical extraction, steam cleaning, and other similar deep cleaning processes.</p> <p>Clarification Information: Contractor will provide best cleaning method for the current floor covering when determining that the status quo method used</p>	<p>Carpets and rugs are clean.</p> <p>Carpets and rugs are dry and passable in 12 hours.</p> <p>Services are performed at the</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			may not be suitable for the floor covering on site.	specified frequencies.
3.3	Restroom Services	The Contractor shall service restrooms to ensure they are clean, sanitary, sightly, and stocked with sufficient supplies.	<p>Clarification Information: The Contractor shall inform the KO when dispensers, fixtures, and drinking fountains are damaged or missing.</p> <p>Requirement Information: The Contractor shall clean locker rooms and showers as part of restroom services.</p>	<p>Restrooms are clean, sanitary, and sightly consistent with the specified service class and COLS.</p> <p>Restrooms are adequately stocked with restroom supplies.</p> <p>Services are performed at the specified frequencies.</p>
3.3.1	Restroom Cleaning	The Contractor shall clean and disinfect restrooms to ensure they are clean, sanitary, and free of offensive odors.	<p>Requirement Information: All cleaning materials and equipment used in restrooms shall not be used in any other areas outside the restrooms.</p> <p>Cleaning materials, including sponges, cloths, brushes, and similar items, used to clean toilets, urinals, floors, and walls shall not be used to clean showers, lavatories and sinks.</p> <p>All restroom floors, walls, partitions, fixtures, mirrors, and shower areas shall be disinfected.</p> <p>All graffiti from restroom surfaces shall be removed.</p> <p>All waterless urinals shall be maintained in accordance with manufacturers' recommendations, and at the frequency required by use.</p> <p>Waterless urinals are listed on the Custodial Inventory provided in J-1503010-06.</p>	<p>All restrooms are clean, sanitary, and free of offensive odors.</p> <p>No graffiti present on restroom surfaces.</p> <p>Cleaning is performed at the specified frequencies.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.3.2	Restroom Servicing	The Contractor shall service restrooms to ensure they are stocked with sufficient supplies and waste containers are emptied.	<p>Requirement Information: Restroom supplies include toilet paper, toilet seat protectors, soap, and paper towels. Utilize dispenser where available.</p> <p>The Contractor shall collect all waste from all restrooms. All waste shall be moved to designated refuse containers.</p> <p>All waste that is dropped during the waste removal process shall be picked up and properly disposed.</p>	<p>Restroom supplies are filled to capacity and are available.</p> <p>Restroom waste containers are empty, clean, and waterproof liners have been replaced.</p> <p>Services are performed at the specified frequencies.</p>
3.3.3	Group Shower/Locker Room Cleaning	The Contractor shall provide cleaning services in group shower/locker rooms to ensure areas are clean and sanitary.	<p>Requirement Information: All cleaning materials and equipment used in shower/locker rooms shall not be used in any other areas outside the shower/locker rooms.</p> <p>Cleaning materials, including sponges, cloths, brushes, and similar items, used to clean toilets, urinals, floors, and walls shall not be used to clean showers, lavatories and sinks.</p> <p>The Contractor shall collect all waste from all shower/locker rooms. All waste shall be moved to designated refuse containers.</p> <p>All waste that is dropped during the waste removal process shall be picked up and properly disposed.</p> <p>Shower/locker room supplies include toilet paper, toilet seat protectors, soap, and paper towels. Utilize dispenser where available</p>	<p>All shower/locker rooms are clean, sanitary, and free of offensive odors.</p> <p>Shower/locker room waste containers are empty, clean, and waterproof liners have been replaced.</p> <p>Shower/locker room supplies are filled to capacity and are available.</p> <p>Cleaning is performed at the specified frequencies.</p> <p>Contractor shall notify the KO/PAR if installed Dispensers have fallen into disrepair.</p>
3.4	Building Perimeter Services	The Contractor shall provide building perimeter services to ensure that they are sightly.	<p>Informational Note: The building perimeter is defined as the area within five feet from the building outside wall and shall be extended to include associated porches,</p>	Building perimeters are sightly consistent with the specified COLS and/or service class.

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			patios, sidewalks, and designated smoking areas as indicated on Maps and Locations shown in J-1503010-05.	
3.4.1	Debris Removal	The Contractor shall remove debris from the building perimeter to ensure a sightly appearance.	Requirement Information: The Contractor shall deposit all debris in the designated waste container.	Building perimeters are clear of debris. Services are performed at the specified frequencies.
3.4.2	Emptying Perimeter Waste Containers	The Contractor shall empty perimeter waste containers and ensure they are clean.	Requirement Information: The Contractor shall empty waste containers, excluding dumpsters, located in the perimeter area. The Contactor shall pick up all waste around the containers. The Contractor shall collect and dispose of items placed adjacent to waste containers. The Contractor shall empty ash urns and refill or replace sand as necessary. All waste that is dropped during the waste removal process shall be picked up and properly disposed. Provide waterproof liners and replace when needed.	Waste containers are empty and clean. Waterproof liners are provided and replaced when soiled or unserviceable. Services are performed at the specified frequencies.
3.5	Emergency Custodial Service Work Orders	The Contractor shall perform emergency custodial service order work in a timely manner to accomplish any custodial work identified within the entire boundary of the installation to ensure requirements are responded to and completed in accordance with specified standards.	Requirement Information: The Contractor shall receive custodial service orders in accordance with the work reception requirements in Annex 2. The Contractor shall schedule and perform custodial service orders in a way that minimize disruptions to customers and Government operations. The Government may issue custodial service orders for work requirements at any location	Custodial service order work is completed within the period of performance specified on the custodial service order. Custodial service orders are signed by the original requestor or PAR prior to being closed.

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
		<p>The Contractor shall respond to the Emergency Service Work Order in 15 Minutes</p>	<p>within the defined boundaries of this contract for any reason at the discretion of the KO. Custodial service orders will include a wide variety of work. .</p> <p>The Contractor has full responsibility for any work up to the custodial service order limit of liability of \$500 in direct labor and direct material cost per custodial service order. The Government will only pay for the portion of direct labor and direct material that exceeds the custodial service order limits of liability.</p> <p>The Contractor shall notify the KO upon identification that the custodial service order will exceed the specified limits of liability in accordance with reporting requirements in Annex 2. If a non-recurring work is issued for the portion exceeding the specified custodial service order limits of liability, the Government will only pay for the portion of direct labor and direct material that exceeds the custodial service order limits.</p> <p>Example: If a custodial service order requires \$600 in direct labor and direct material cost, the Government may issue a task order in accordance with the Non-Recurring Work provisions of the contract for the \$100 in direct labor and direct material cost that exceeds the custodial service order limit of liability.</p> <p>The Contractor may invoice for completed custodial service orders. The Contractor shall not invoice for incomplete custodial service orders and custodial service orders not issued. A modification will be process at the end of each period of</p>	<p>Contractor has responded within the 15 Minute rule.</p>

1503010 - Custodial				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>performance to deduct for custodial service orders not issued and incomplete custodial service orders. Deduction will be based on the unit prices specified in Attachment J-0200000-14 ELINs.</p> <p>The Contractor shall submit a monthly summary of completed custodial service orders per Section F.</p>	
3.6	MWR: Kitchen Hood Cleaning/Roof top Exhaust Fans/Associated Fire Suppression Piping	The Contractor shall perform cleaning on all listed MWR Kitchen Hoods/Roof Top Exhaust Fans and All Associated Fire Suppression Piping for Bldg.'s 95/656/1297 and 1376 Child Daycare Center	Clarification Information: All surfaces are clean and bright with no smudges or foreign material on surfaces	All Kitchen Hoods/Roof Top Exhaust Fans and All Associated Fire Suppression Piping are clean and free of smudges and foreign material on surface.
3.6.1	CNIC: Kitchen Hood Cleaning/Roof top Exhaust Fans/Associated Fire Suppression Piping CNIC	The Contractor shall perform cleaning on all listed CNIC Kitchen Hoods/Roof Top Exhaust Fans and All Associated Fire Suppression Piping for Bldg.'s 292 Galley and 1373 Police/Fire/Security	Requirement Information: All surfaces are clean and bright with no smudges or foreign material on surfaces	All Kitchen Hoods/Roof Top Exhaust Fans and All Associated Fire Suppression Piping are clean and free of smudges and foreign material on surface.

1503010 - Custodial Services				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
4	Non-Recurring Work	Non-Recurring work may be ordered utilizing DoD FedMall in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to Non-Recurring Work ELINs for task listings, descriptions, and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance standards for Non-Recurring work will be the same as those in Spec Item 3 where applicable.	