

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 11-Jan-2023	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable) 1   3
6. ISSUED BY CONTRACTING DIV US ARMY CORPS OF ENGINEERS, TULSA DISTRICT 2488 E. 81ST STREET TULSA OK 74137-4290	CODE W912BV	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. W912BV23Q0014	
		X	9B. DATED (SEE ITEM 11) 16-Dec-2022	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  Amendment to Solicitation - PCMC Services for Keystone Lake, OK  1. Amendment 0002 is issued to revise the Performance Work Statement (PWS) and the Pricing Schedule for this Solicitation. 2. A signed copy of Amendment 0002 MUST be submitted with your offer.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		11-Jan-2023

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION B - SUPPLIES OR SERVICES AND PRICES

The following have been modified:  
PRICING SCHEDULE

PRICING SCHEDULE  
Please see Section J.

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:  
PWS

PWS  
Please see Section J.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The Table of Contents has changed from:

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	PWS (Rev. 2022-12-14) - 23Q0014 - KEYL-PCMC	62	14-DEC-2022
Attachment 2	Pricing Schedule (2022- 12-14) - 23Q0014 - KEYL-PCMC	16	14-DEC-2022
Attachment 3	MAPS - KEYL-PCMC	15	29-NOV-2022

to:

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	PWS (Rev. 2023-01-11) - 23Q0014 - KEYL-PCMC	68	11-JAN-2023

Attachment 2	Pricing Schedule (Revised 11 2023-01-11) - 23Q0014 - KEYL-PCMC	11-JAN-2023
Attachment 3	MAPS - KEYL-PCMC 15	29-NOV-2022

(End of Summary of Changes)

Performance Work Statement  
Revised  
January 11, 2023

KEYSTONE LAKE  
OKLAHOMA

FOR  
MOWING, JANITORIAL, PARK CLEANING,  
HERBICIDE/PESTICIDE APPLICATION SERVICES

## ORGANIZATION OF PERFORMANCE WORK STATEMENT

This Performance Work Statement consists of a general section supplemented by exhibits and appendices. A Table of Contents is provided on the following pages.

This document contains requirements that apply to all work to be performed under the provisions of this Performance Work Statement. The appendices contain a description of the facilities to be serviced and the work to be performed.

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7	Materials and Supplies
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14	Reporting Defective Facilities
15	Security
16	Pre-Work Conference
17	Contractor Submittals
18	Billing
19	Changes in Number of Facilities Serviced

## EXHIBITS

<u>No.</u>	<u>Title</u>
1	Quality Assurance Report
2	Specifications for Contractor-Furnished Materials and Supplies
3	Performance Requirements
4	Quality Control Inspection Log
5	Example of Job Hazard Analysis
6	Work Schedule for Park Cleaning
7	Invoice Format

## APPENDICES

<u>Appendix</u>	<u>Title</u>
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B	Janitorial Services
C	Park Cleaning Services
D	Refuse Collection Services
E	Vault & Septic Pumping Services
F	Herbicide/Pesticide Application

## TABLES

A	Inventory of Mowing Areas
B	Inventory of Facilities for Janitorial Services
C-1a	Inventory of Facilities (Summer and Fall Periods and Winter Period)
C-2a	Required Frequencies of Park Cleaning Services (Summer Period, 6 Months, Apr-Sep, Parks)
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C-2f	Required Frequencies of Park Cleaning Services (Vault/Septic Pumping) (FULL Period, 12 Months, Mar-Feb-Parks)
D-1a	Required Frequencies for Refuse Collection Services (Summer Period, 6 Months, Apr-Sep, Parks)
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D-1c	Required Frequencies for Refuse Collection Services (Summer Period, 6 Months, Apr-Sep, Project/Lake Office)
D-1d	Required Frequencies for Refuse Collection Services (Fall Period, 1 Month, Oct, Parks)
D-1e	Required Frequencies for Refuse Collection Services (Winter Period, 4 Months, Nov-Feb, Parks)
E	Required Frequencies of Vault & Septic Pumping Services (FULL Period, 12 Months, Mar-Feb-Parks)
F	Herbicide/Pesticide Application

1. Description of Services. All services required under this contract include the following types of services: Mowing, Janitorial, Park Cleaning, Refuse Collection, Vault Pumping, and Herbicide/Pesticide Application for the following Government Facilities:

1.1. Mowing of public use areas, dam embankment, saddle dike, project office complexes, and other unimproved areas on project lands.

1.2. Janitorial services at the Keystone Project Office complex.

1.3. Cleaning of park facilities such as toilets, picnic/camping sites, and groundskeeping.

1.4 Refuse collection and disposal.

1.5. Vault pumping of vaults and septic tanks.

1.6. Application of herbicides and pesticides.

## 2. DEFINITIONS.

2.1. Bimonthly work is required to be performed every other month.

2.2. Biweekly work is required to be performed every other week.

2.3. Contracting Officer (KO). The person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

2.4. Contracting Officer Representative (COR). A Government employee, designated in writing, responsible for administering the contract for the Contracting Officer.

2.5. Contractor quality control (CQC) is the contractor's system of controlling the quality of services provided under the provisions of the contract.

2.6. Critical weight is a means of subjectively designating the importance of, or weighting, Performance Requirements (PRs). Three critical weights shall be used with A being used to designate the more important PRs, B designated as moderately important and C the least important. Critical weights are based on the importance of each service to the integrity of the facilities being serviced, to the visiting public, to Government employees directly affected by the service, and the environment.

2.7. Deficient service is any service provided by the contractor that does not meet the Performance Standards specified in the Performance Requirements (PRs) given in Exhibit 3.

2.8. Government as used herein means the United States of America.

2.9. Performance Requirement (PR) is the Government's minimum requirement for each service provided under the contract. These requirements are stated as Performance Standards and Acceptable Performance Levels.

2.9.1. Performance standard (PStd) specifies the minimum standard (quality) for each service provided under the contract.

2.9.2. Acceptable performance level (APL) is the maximum number of deficient services at which the Government will consider a service satisfactory.

2.10. Project means all Government property and easements at Keystone Lake.

2.11. Public use area (PUA) includes recreation areas as well as overlooks, nature and hiking trails, access points, etc.

2.12. Quality is conformance with the contract specification.

2.13. Quality Assurance (QA) Policies and procedures adopted by the government to ensure that services acquired under government contracts conform to the contract's quality and quality requirements.

2.14. Regulations refers to any local, state, or Federal law or regulation applicable to operation or maintenance of the project.

2.15. Semi-monthly work is required to be performed two times per month.

2.16. Semi-weekly work is required to be performed two times per week.

2.17. A workday is any day, Monday through Friday, exclusive of Federal holidays. This definition should not be interpreted to mean that work is not required by this specification on other days.

2.18. Emergency work is work the contractor is required to perform immediately, normally within a few hours after a verbal request or direction is received from the Contracting Officer.

### 3. REFERENCES.

3.1. Corps of Engineers Safety & Health Requirements Manual, (EM 385-1-1, current edition to include any amendments) is hereby incorporated into this specification. The Contracting Officer will furnish EM 385-1-1 to the contractor after contract award.

### 4. INITIATION, EXECUTION, AND ACCEPTANCE OF WORK.

4.1. Execution of all work shall be in accordance with this Performance Work Statement and awarded Contract. The COR will notify the contractor of deficient services.

4.1.1. Initial notification of deficiencies may be written or oral; however, all oral notification shall be confirmed by the COR in writing within two (2) workdays. Written notification shall be provided by completing Parts I, II, and III of a Quality Assurance (QA) Report (SWT Form 982, Exhibit 1).

4.1.2. If the COR directs re-performance of work to correct deficiencies, the contractor shall initiate action to accomplish corrective work within two days.

4.1.3. Notify the COR when corrective work is completed. Notification shall be made by completing Part IV of the QA Report, provided it has been furnished to the contractor. When work has been corrected, the COR shall take necessary action to complete Part V of the QA Report and provide a copy to the contractor.

5. PERSONNEL. The contractor shall provide personnel necessary to accomplish all work required by this specification within specified time limits.

5.1. Experience and skills.

5.1.1. The contractor shall provide personnel that are experienced and demonstrate proficiency in the skills required to perform the various types of work specified.

5.1.2. Quality control personnel shall be knowledgeable of the work they inspect, inspection procedures, and all portions of this Performance Work Statement that apply to the work they inspect.

5.2. Supervision.

5.2.1. The contractor shall provide an on-site Project Manager who shall have full authority to direct any work required. This on-site Project Manager, and alternates who shall have full authority to execute work during brief absences of the on-site Project Manager, shall be designated in writing. The on-site Project Manager or alternate shall be on site at all times work is being performed. Identify, in writing, the name of the appointed on-site Project Manager and provide this information to the Contracting Officer and COR within 10 calendar days of contract award.

5.2.2. The contractor shall provide the COR a telephone number at (or through) which the contractor's supervisor can be reached between 8:00 a.m. and 4:30 p.m. on all days work is being performed.

5.2.3. The on-site Project Manager shall contact, whether by phone or in person, the COR each workday between 8:30 and 9:00 a.m. to coordinate and to discuss any work deficiencies, problems or contract performance related issues. If this contact is by telephone, the COR may require the on-site Project Manager to meet and discuss the issue(s) in person. COR will advise the on-site Project Manager of the designated meeting location and time.

6. EQUIPMENT. The contractor shall furnish equipment necessary to accomplish all work required by this specification within the specified time limits. Equipment breakdown does not relieve the contractor of the responsibility to complete work in accordance with the Performance Work Statement requirements on Schedule.

6.1. Equipment Inspections. Upon request, the contractor shall present equipment to the COR for inspection. Equipment brought to the project shall not be used until it has passed inspection by the COR. The COR shall establish the time and location for these inspections.

6.2. Equipment requirements. All equipment used to perform work under this specification must be in good operating and mechanical condition and comply with EM 385-1-1.

6.2.1. Tractors shall be equipped and operated in accordance with the following:

6.2.1.1. Power take offs on tractors shall operate at a minimum of 540 rpm during mowing operations.

6.2.1.2. Seat belts shall be worn at all times by personnel operating tractors.

6.2.1.3. A substantial guard or shield shall be installed on the tractor to protect the operator from flying objects during mowing. The guard or shield shall be covered with not less than ¼-inch woven wire mesh or expanded metal with openings no greater than one inch.

6.2.1.4. Rollover protection shall be provided. If the structure is not designed and installed by the manufacturer of the tractor, the contractor shall furnish a certificate from a registered professional engineer that the rollover protection is structurally safe for its intended purpose.

6.2.2. Mowers shall be rotary-type or flail-type and shall meet the following requirements:

6.2.2.1. Mowers shall be equipped with safety chains or other protective devices to prevent flying objects from injuring people or damaging property.

6.2.2.2. Only zero-turn mowers shall be used when mowing improved and lawn areas.

6.2.2.3. Use of brush hogs shall be limited to mowing dam embankment, dike areas, and semi-improved areas.

6.2.2.4. All safety devices provided by the manufacturers of push and riding mowers shall function as designed.

6.2.3. Edgers shall be equipped with a rotary blade in an upright position. A protective guard for the blade shall be provided.

6.2.4. Trucks used for hauling refuse, litter, and debris shall have a covering device to prevent the material from being blown out of the refuse bins. Bins shall be covered at all times when material is subject to blowing from them.

6.2.5. The working pressure of power washers shall not exceed 50 PSI. The working pressure of high-pressure power washers, if used to clean facilities specified in Appendix C, shall be a minimum of 2,000 PSI.

6.2.6. All vehicles used by the contractor to perform work under this Performance work statement shall be marked by signs located on each side of the vehicles. Signs may be painted on the doors or magnetic signs may be attached to the doors. Magnetic signs shall not be removed at any time vehicles are at the project. Lettering shall be at least 2 inches high. Each sign shall contain the following:

MAINTENANCE SERVICES  
PROVIDED BY  
(Contractor's Name)

6.3. Equipment operation.

6.3.1. Mowing equipment shall be operated in a manner that will allow for discharge of grass clippings away from roads, ponds, facilities, etc., and prevent damage to turf and property or injury to others.

6.3.2. Power operated trimming equipment that utilizes monofilament line shall not be used around any shrubs or trees with a diameter less than 3 inches at breast height.

6.4. Vehicle operation and parking. While performing work under this contract, vehicles shall be operated and parked only on roads, parking areas, or pullouts unless the COR approves use of other areas.

## 7. MATERIALS AND SUPPLIES.

7.1. Contractor furnished. Except for the items listed in subparagraph 7.2., the contractor shall furnish all materials and supplies necessary to accomplish all work.

7.1.1. All materials and supplies shall be new. Adequate quantities shall be maintained to perform the required services without interruptions. All materials and supplies are subject to review by the COR to determine compliance.

7.1.2. Specifications for selected contractor furnished materials and supplies are provided in Exhibit 2.

7.1.3. In addition to materials and supplies listed in Exhibit 2, the contractor shall furnish the following:

Cleaning compounds  
Carpet Shampoo  
Floor Wax

Disinfectants  
Glass Cleaner  
Mops, brooms, etc.

Stripping Agents	Misc. Tools
Lights/Lamps	Hand Soap
Towels	Tissue Paper
Refuse Container Liners	Deodorant Cakes
Odor control chemicals (for vault toilets)	
Spot Remover (for carpets and upholstered chairs)	
Air fresheners (for Project Office restrooms)	
Vacuum Cleaners	

7.2. Government furnished. The Government will furnish potable water and refuse containers (cans). The contractor shall be responsible for transporting Government furnished materials and supplies to work sites.

8. PERFORMANCE REQUIREMENTS (PRs). PRs for work performed under this specification are given in Exhibit 3. The contractor's performance will be evaluated using these PRs as follows:

8.1. Services provided by the contractor will be inspected for compliance with Performance Standards (PStds). Those not meeting PStds shall be considered deficient.

8.2. Acceptable Performance Levels (APLs) establish the acceptable limits for deficient services. The existence of some deficient services does not necessarily deem the contractor's performance unsatisfactory. However, this does not mean the contractor may knowingly offer deficient services. It only implies the Government recognizes defective performance occasionally happens even when QC is working satisfactorily.

8.3. Deficient services are determined during initial QA inspections since the purpose of QA is to determine how well CQC is functioning. The results of inspections are not changed as a result of satisfactory re-performance. Deficient services determined in this manner will be used to compute defect rates. These defect rates will be compared to APLs to determine whether the contractor's performance is acceptable.

8.4. Whenever QA inspections indicate the contractor's performance is marginal or unsatisfactory; the contractor shall furnish the COR a written plan for correcting his/her CQC program within two (2) workdays. In addition, the contractor shall also furnish written status reports on the implementation of this plan weekly until the COR determines that performance is satisfactory. The COR will inform the contractor of the criteria to be used in determining marginal and unsatisfactory performance at the Pre-work Conference.

9. CONTRACTOR QUALITY CONTROL (CQC). The contractor shall establish and execute a CQC Plan to assure that all work required by this contract is completed on schedule and in accordance with the PRs given in Exhibit 3.

9.1. The results of quality control inspections conducted by the contractor shall be entered on the Quality Control Inspection Log (SWT Form 990, Exhibit 4). A copy of completed inspection logs shall be furnished the COR weekly.

9.2. The requirements in subparagraph 9.1 may be waived by the COR if he determines proper CQC can be achieved without the required submissions. This determination will normally be made on the basis of actual performance by the contractor and shall be made in writing by the COR.

10. DEDUCTIONS FOR DEFICIENT WORK. Deductions from the contractor's scheduled earnings will be made for services that do not meet the PRs in Exhibit 3. Deductions for documented defects will be made in accordance with the following procedures:

10.1. Each service found deficient and re-performed by the contractor: No deduction.

10.2. Each service found deficient and performed by the Government: Deduction for loss in value shall be based on estimates of the contractor's costs for performing the work.

10.3. Each service found deficient and performed by another contractor: Deduction is the contract price paid the other contractor to perform the work.

10.4. Each service found deficient and not re-performed by anyone or work not performed at all: Deduction for loss in value shall be based on estimates of the contractor's costs for performing the work.

## 11. SAFETY.

11.1. Safety plan. The contractor shall furnish the COR a comprehensive safety plan to implement the general policies and procedures for safe operation and maintenance of the project in accordance with EM 385-1-1. The contractor's written safety policy shall be given to all employees and posted at a prominent location in the contractor's office throughout the contract period. The safety plan shall include, but not be limited to the following:

11.1.1. Procedures for training employees in responsibilities for safety of others, including the general public.

11.1.2. Requirements for wearing or utilizing personal safety equipment and apparel.

11.1.3. Procedures for handling, reporting, and correcting unsafe conditions, practices, and safety violations.

11.1.4. Procedures for treating and transporting injured persons to medical facilities.

11.1.5. Fire prevention plans.

11.1.6 Job hazard analyses shall include an evaluation of hazards that might be encountered for an operation, and proposed methods and techniques for accomplishing each job in a safe manner. Contractor personnel shall be thoroughly indoctrinated with job hazard analyses, especially at the start of a major job. Initially, the safety plan shall include, but not be limited to, job hazard

analyses for the jobs listed below. However, the contractor shall prepare additional analyses as the need arises and/or the COR directs. Job hazard analysis directed by the COR shall be submitted for approval within one (1) week. An example of a job hazard analysis is given in Exhibit 5.

11.1.6.1. Loading and unloading of equipment (analysis for each type of equipment to be used to perform services required by this performance work statement.

11.1.6.2. Equipment operation and maintenance (for each type of equipment).

11.1.6.3. Vehicle operation and maintenance.

11.2. Safety meetings. The contractor shall conduct monthly meetings with their employees and or subcontractors to discuss safety items pertaining to ongoing work. In addition, a safety meeting shall be conducted prior to initiation of mowing operations. Employees of subcontractors shall attend safety meetings. The contractor shall provide at least one-day notice of safety meetings to the COR so that Corps of Engineers personnel can attend. A quarterly report of the meetings shall be furnished in writing to the COR by the 15th day following the end of each quarter. The report shall include the following information on each meeting: Date, and location of meeting, names of persons attending, safety items discussed and persons who conducted the meeting.

11.3. Safety violations. If a contractor's employee persists in not following the safety requirements of this specification or the contractor's safety plan, the employee shall be permanently discharged upon the request of the KO. The COR may require that the contractor remove from the work any employee the Contracting Officer (or Contracting Officer Representative) deems incompetent, careless, or otherwise objectionable. Notification for the requested removal of an unsafe employee will be provided the contractor in writing.

11.4. Personal clothing and safety apparel. Contractor personnel shall wear clothing suitable for the weather and working conditions. The minimum shall be short-sleeve shirt and long trousers (no sleeveless shirts, tank tops, or shorts). Clothing shall be in good repair, i.e., no torn shirts or trousers. Personnel performing mowing/trimming work shall wear eye and ear protection, hardhats, and safety-toe shoes. Personnel when required by Section 5, EM 385-1-1, shall wear additional protective apparel.

11.5. Accident reports.

11.5.1. The contractor shall immediately notify the COR of all known accidents that occur at the project and result in death or serious injury.

11.5.2. The contractor shall investigate all accidents involving contractor employees that result in death, traumatic injury, occupational disease, or damage to property, materials, supplies and equipment incidental to work performed under this specification. The results of investigations shall be reported to the COR immediately and in writing on ENG Form 3394, Accident Investigation Report, within one (1) workday following the accident.

11.6. Exposure reports. Contractor shall maintain an accurate record of exposure data (man hours worked) and submit the figure in writing monthly by the 2nd day of the following month.

12. CONTRACTOR'S FACILITIES. The following space is available at Government facilities for storage of the contractor's materials, supplies, and equipment.

12.1. A minimal amount of space is available at the Keystone Project Office for storage of janitorial supplies and equipment.

12.2. An area will be made available for storage of mowing equipment on an interim basis while mowing is being performed. Storage will be at contractor's risk.

13. WORK SCHEDULES. The contractor is responsible for managing all work performed under this performance work schedule, including written work schedules as prescribed below. The COR's authority in reviewing these schedules is limited to assuring compliance with this specification. If the COR determines the schedules do not comply with this specification, the contractor shall revise his schedules and resubmit them.

13.1. Park Cleaning. The contractor shall submit a work schedule for each crew performing park cleaning (Appendix C), using the format given in Exhibit 6.

13.1.1. The schedule shall be prepared for work to be accomplished during the period which work will be started. Work schedules shall be furnished two (2) weeks prior to the beginning of each period.

13.1.2. Schedules for additional refuse collections and second cleanings directed by the COR shall be considered a part of this work schedule.

13.1.3. The contractor shall utilize these schedules for accomplishing work and shall furnish the COR a revised schedule prior to changing his mode of operation. The times given on these schedules will be used to evaluate the contractor's performance under PR X1, Completion of all work.

14. REPORTING DEFECTIVE FACILITIES. While performing work, contractor personnel shall observe the condition of Government facilities. Damaged, defective, and/or inoperative facilities shall be reported to the COR each workday.

15. SECURITY.

15.1. When Government personnel are not present, security gates to compounds shall remain locked except for entry/exit of the contractor's vehicles. All entrances to project office buildings shall remain locked except for ingress and egress of contractor's employees.

15.2. At the commencement of this contract, the Government will assign keys to the contractor that will be needed to access certain gates, building and structures. The contractor will

physically sign for all Government owned keys in their possession and will be held accountable for loss of any assigned key. Discharged employees shall be required to return all keys. Keys shall not be duplicated. Any occurrence of lost keys shall be reported to the COR immediately. If keys are lost the contractor shall reimburse the Government for the cost of new keys and tumblers. The contractor shall also install the tumblers at no expense to the Government. Upon conclusion of the contract, all keys shall be returned to the Government.

16. PREWORK CONFERENCE. The Contracting Officer shall conduct a Pre-work Conference with the contractor to discuss the provisions of this specification and the contractor's submittals listed in paragraph 17 below. As a minimum, the officer of the company that signed the contract, the on-site project manager, and the person that will directly supervise the administrative work associated with the contract shall represent the contractor. The Contracting Officer shall establish the location, date, and time of the Pre-work Conference after consultation with the contractor.

17. CONTRACTOR SUBMITTALS. Unless otherwise noted, the contractor shall submit the documents listed below to the Contracting Officer two (2) weeks prior to the Pre-work Conference. All submittals, other than copies of licenses and contracts, shall be typed and the original and one copy shall be furnished the Contracting Officer. If the Contracting Officer determines any of the proposed plans or schedules do not comply with this specification, the contractor shall resubmit these documents within one (1) week.

17.1. Names of on-site Project Manager and his alternate (submit prior to initiation of work and prior to changing designated employees) (subparagraph 5.2).

17.2. CQC Plan (paragraph 9).

17.3. Safety Plan (subparagraph 11.1).

17.4. Report of Safety meetings (submit within 15 days after the end of each quarter) (subparagraph 11.2.).

17.5. Exposure reports (submit by 2nd workday of each month) (subparagraph 11.6).

17.6. Work Schedules for Park Cleaning (submit prior to initiation of work and prior to changing schedules) (subparagraphs 13.1).

17.7. Oklahoma permits and/or certification for application of herbicides and pesticides (Appendix A, C, and D).

17.8. Location of refuse disposal site(s) and a copy of the contract with the operator of the site(s) (Appendix C).

17.9. Required Insurance and Insurance Certificate.

17.9.1. Pursuant to FAR 28.301(b) for the protection of the Government, and FAR 28.306(b) and 52.228-5, *Work on a Government Installation*, the Contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance:

- a. *Worker's Compensation and Employer's Liability*: Workers' compensation and employers' liability insurance in compliance with applicable state statutes, with a minimum liability coverage of \$100,000.
- b. *General Liability*: Comprehensive general liability insurance for bodily injury in the minimum limits of \$500,000 per occurrence. Property damage liability insurance shall be required in an amount of at least \$100,000.
- c. *Automobile liability*: Liability insurance shall be written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

17.9.2. The contractor shall submit to the Contracting Officer a copy of their insurance certificate two (2) weeks prior to the Pre-work Conference.

## 18. BILLING.

18.1. The contractor shall submit the original and two copies of invoices at the end of each month for all work that has been completed.

18.2. Invoices shall be prepared as shown in Exhibit 7.

18.3. All reports, i.e., CQC, safety meetings, exposure reports, etc., shall be submitted before an invoice will be accepted.

18.4. The invoices and supporting documents shall be delivered or mailed to the Lake Manager, at Keystone, 23115 W Wekiwa Rd Sand Springs OK 74063. A copy of invoices may be sent to the address in block 18a.

19. CHANGES IN NUMBER OF FACILITIES SERVICED. Adjustment in contract price will be negotiated at the request of either party only if either or both of the following conditions occur.

19.1. Services required under any Appendix are deleted for a period of one (1) month or longer in an entire park.

19.2. A singular change in the amount of project facilities to be serviced is made and the change results in an annual increase or decrease in the cost of work that exceeds \$1,000. The cost of increases or decreases shall be based on estimates of the contractor's costs for performing the work.

EXHIBIT 1  
QUALITY ASSURANCE REPORT



**QUALITY ASSURANCE REPORT  
Continued**

**PART 3 - CO DECISION ON DEFICIENCIES**

- The deficiencies in meeting PR No. (s) \_\_\_\_\_ must be corrected before the work Will be accepted.
- \_\_\_\_\_ will be deducted from scheduled payments to the contractor for the deficiencies Meet PR No.(s) \_\_\_\_\_. Calculations for this deduction are given under part VI.

\_\_\_\_\_ Date  
COR Signature  
Type or Print name if not electronically signed \_\_\_\_\_

**PART 4 - NOTIFICATION**

I certify that all deficiencies have been corrected in accordance with the contract specifications.

\_\_\_\_\_ Date  
Contractor Signature  
Type or Print name if not electronically signed \_\_\_\_\_

**PART 5 - ACCEPTANCE**

All work except that for which deductions will be made complies with the contract specifications and is hereby accepted.

\_\_\_\_\_ Date  
Contractor Signature  
Type or Print name if not electronically signed \_\_\_\_\_

**QUALITY ASSURANCE REPORT  
DIRECTIVE 1130-2-550**

**PART 6 - PERFORMANCE REQUIREMENTS**

Empty content area for performance requirements.

EXHIBIT 2

PERFORMANCE WORK STATEMENT FOR CONTRACTOR-FURNISHED  
MATERIALS AND SUPPLIES

ITEM	APPENDIX	SPECIFICATION
URINAL DEODORANT CAKE	B & C	PERFUMED, COMMERCIAL QUALITY, SEPTIC TANK SAFE.
REFUSE CONTAINER LINER	B & C	PLASTIC, 8- TO 32-GALLON.
TOWELS	B	SINGLE PLY, MULTI-FOLD, NATURAL, 40% POST CONSUMER WASTE RECYCLED MATERIALS TO MEET EPA GUIDELINES AS SPECIFIED IN THE FEDERAL REGISTER, #150, FORT HOWARD CO. OR EQUAL. SINGLE PLY, GEORGIA PACIFIC, SOFT PUL, #28124
TISSUE PAPER	B	2-PLY BATH TISSUE, NON-BLEACHED, NATURAL, SEPTIC TANK SAFE, MINIMUM OF 500 SHEETS PER ROLL, 100% POST CONSUMER WASTE RECYCLED MATERIALS, #100, KLEENEX COTTONELLE OR EQUAL.
TISSUE PAPER	C	2-PLY BATH TISSUE, NON-BLEACHED, NATURAL, SEPTIC TANK SAFE, MINIMUM OF 500 SHEETS PER ROLL, 100% RECYCLED MATERIALS WITH A MINIMUM OF 20% POST CONSUMER WASTE, #100, FORT HOWARD CO. OR EQUAL
TISSUE PAPER	C	2-PLY BATH TISSUE, NON-BLEACHED, NATURAL, SEPTIC TANK SAFE, JUMBO ROLL, 100% POST CONSUMER WASTE RECYCLED MATERIALS, #100, FORT HOWARD CO. OR EQUAL.
LIGHTS/LAMPS	C	WHEN APPLICABLE AND WITHIN FIXTURE SPECIFICATIONS, REPLACE ALL LAMPS WITH ENERGY STAR RATED LAMP/LIGHTS.
ODOR CONTROL CHEMICALS FOR VAULT TOILETS	B	ORANGE FLOATING VAULT TOILET DEODORIZER OR FLOATING LIFT STATION DEGREASER, PHOENIX ENTERPRISES, ITEM # KALL002255 (OR EQUIVALENT)
HAND SOAP	B	LIQUID, HIGH LATHERING & SUDSING CHARACTERISTICS MILDLY PERFUMED.
AIR FRESHENERS	B	GEL PACK

EXHIBIT 3  
PERFORMANCE REQUIREMENTS  
FOR ALL APPENDICES

SERVICE REQUIREMENTS	PR NO.	CRITICAL WEIGHT	PERFORMANCE STANDARDS	APL
<b>ALL APPENDICES</b>				
Completion of work	X 1	B	Completed within the time limits set forth in the PWS and contractor's approved schedules.	10%
Safety	X 2	A	All work performed in accordance with EM 385-1-1 & applicable job hazard analyses.	2%
Damage to facilities	X 3	A	All damages caused by the contractor are reported within one (1) workday.	0%
<b>APPENDIX A – MOWING</b>				
Improved areas	A 1	A	Smooth cut. Height of cut grass maintained within min/max as specified. No uncut vegetation.	5%
Lawn areas	A 2	B	Smooth cut. Height of cut grass maintained within min/max as specified. No uncut vegetation.	10%
Semi-Improved areas	A 3	B	Smooth cut. Height of cut grass maintained within min/max as specified. No uncut vegetation.	10%
Embankment Areas	A 4	B	Smooth cut. Height of cut grass maintained within min/max as specified. No uncut vegetation.	10%
Levee, dike, & ponding areas.	A 5	B	Smooth cut. Height of cut grass maintained within min/max as specified. No uncut vegetation.	10%
Edging	A 6	A	Edge of grass is a uniform vertical cut with no runners extending beyond vertical face.	5%

SERVICE REQUIREMENTS	PR NO.	CRITICAL WEIGHT	PERFORMANCE STANDARDS	APL
Trimming	A 7	A	Uniform cut with no scalping (total removal) of grass. No damage to trees, shrubs, and structures.	5%
Clean designated areas after mowing	A 8	C	No vegetation or debris left on paved surfaces.	15%
Flower & Shrub Beds	A 9	A	No weeds visible in flower and shrub beds. Beds watered as directed.	5%
<b>APPENDIX B – JANITORIAL WORK</b>				
Dust furniture, etc.	B 1	B	All surfaces free of dust.	10%
Clean Floors	B 2	B	Clean. Entire floor has a uniform, glossy appearance with no scuff marks. No splash marks on furniture, walls, & baseboards, etc.	10%
Wax & buff floors	B 3	B	Entire floor has a uniform, glossy appearance with no scuffmarks or visible wax buildup. Baseboards, furniture, etc. are free of cleaning & waxing solutions.	10%
Workout Facility	B 4	B	Sweep and Mop floors, wipe down and sanitize all equipment.	10%
Clean carpets	B 5	B	Clean unless spot cleaning proves unsuccessful. Areas that are spot cleaned show no evidence of fuzzing & blend with adjacent areas.	10%
Vacuum carpets	B 6	B	Clean. No dirt or debris visible.	10%
Clean light fixtures	B 7	C	Clean.	15%

SERVICE REQUIREMENTS	PR NO.	CRITICAL WEIGHT	PERFORMANCE STANDARDS	APL
Clean mirrors & glass (other than windows)	B 8	C	Clean, no streaks.	15%
Clean windows	B 9	C	Clean, no streaks.	15%
Clean restrooms	B 10	A	Odor-free. All fixtures, walls, & floors clean. Lavatories, urinals, commodes, & floors sanitary. Soap, towels, toilet cakes, air fresheners & toilet tissue adequate until next cleaning day.	5%
Clean drinking fountains	B 11	B	Clean, sanitary.	10%
Groundskeeping	B 12	C	Grounds, parking areas, & sidewalks free of refuse & debris.	15%
Refuse collection	B 13	B	Containers empty. Liners clean & not torn.	10%
<b>APPENDIX C – PARK CLEANING</b>				
Clean and deodorize interior of waterborne toilets & showers	C 1	A	Clean & odor free. All fixtures, lavatories, showers, urinals, commodes, sanitary. No standing water on floors. Free of graffiti. Supply of toilet tissue is adequate until next cleaning day. Light bulbs operate properly.	5%
Clean interior of vault toilets & overlook	C 2	B	Clean. Floors, walls, windowsills clean. Toilets sanitary. Free of graffiti. Supply of toilet tissue is adequate until next cleaning day. Light bulbs operate properly.	5%
Clean exterior of toilets & overlook	C 3	B	Clean. Free of graffiti. Light Bulbs operate properly.	10%

SERVICE REQUIREMENTS	PR NO.	CRITICAL WEIGHT	PERFORMANCE STANDARDS	APL
Deodorize waterborne toilets	C 4	B	Odor-free.	10%
Deodorize Toilet Vaults	C 5	B	Add Orange Floating Vault Toilet Deodorizer to vaults.	10%
Monitor vaults toilets	C 6	B	Vaults exceeding specified limit are reported.	10%
Clean picnic shelters and campsites	C 7	B	Clean. Free of graffiti. No refuse or non-burnables in fireplaces or cookers. Light bulbs operate properly.	10%
Groundskeeping - PUAs & access roads	C 8	B	No refuse or debris 25 feet beyond defined mowing area.	10%
Groundskeeping - small litter pick up	C 9	B	No litter visible from a distance of 10 feet.	10%
Groundskeeping - fishing areas	C 10	B	No refuse or debris visible from a distance of 100 feet from water.	10%
Groundskeeping - embankment road	C 11	C	No refuse or debris visible from a distance of 50 feet. No dead animals.	15%
Report stinging insects & nests	C 12	C	All insect nests within 5 feet of facilities or on any buildings removed.	VCC/ QTR
Clean refuse containers	C 13	B	Clean.	10%
High pressure washing	C 14	B	Clean. No stains or accumulations of grease. No damage to paint on adjacent surfaces.	10%
<b>APPENDIX D – REFUSE COLLECTION</b>				

SERVICE REQUIREMENTS	PR NO.	CRITICAL WEIGHT	PERFORMANCE STANDARDS	APL
Refuse collection – Dumpsters (includes Appendix B)	D 1	B	Dumpsters are not overflowing and do not emit strong odors.	10%
Refuse collection- Containers	D 2	B	Containers are not more than ¼ full & contents do not emit strong odors. Liners are odor-free & not torn.	10%
Refuse disposal (includes Appendix B)	D 3	A	Refuse disposed at designated site. No deposition along roads.	0%
<b>APPENDIX E – VAULT &amp; SEPTIC PUMPING</b>				
Pumping of vaults & septic tanks	E 1	B	Vaults pumped to 3 inches of bottom. No dead animals in vaults.	10%
Disposal of waste from vaults & septic tanks	E 2	B	Waste disposed off of Government property in an approved facility to receive such waste.	10%
Cleanup from pumping activity	E 3	B	No evidence of spillage.	10%
Debris Removal from vaults & septic tanks	E 4	B	All debris removed.	10%
Completion of work for vault & septic tank pumping	E 5	B	Completed within time limits set forth in the specifications	10%
<b>APPENDIX F – HERBICIDE/PESTICIDE APPLICATION</b>				
Herbicide Application	F 1	B	90% kill rate of targeted vegetation within two weeks after application.	10%

SERVICE REQUIREMENTS	PR NO.	CRITICAL WEIGHT	PERFORMANCE STANDARDS	APL
Herbicide Application	F 2	B	No damage to adjacent non-targeted vegetation.	10%
Herbicide Application	F 3	B	Reports and all required application information are submitted as required.	10%
Pesticide Application	F 4	B	Apply pesticide and eliminate excessive presence of burrowing animals	10%
Pesticide Application	F 5	B	Reports and all required application information are submitted as required.	10%

EXHIBIT 4  
QUALITY CONTROL INSPECTION LOG



EXHIBIT 5

EXAMPLE OF JOB HAZARD ANALYSIS

ACCIDENT PREVENTION PROGRAM  
JOB HAZARD ANALYSIS

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
PROJECT CONTRACTOR DATE
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
LOCATION CONTRACT NO. START DATE

7. PHASE OF WORK	8. SAFETY HAZARD	9. PRECAUTIONARY ACTION TAKEN
Mowing	Equipment hauling and loading/unloading	Operators must be experienced, qualified, and trained to operate the equipment. A signal person on the ground will be used during loading/unloading. Equipment will be equipped with rollover protective structures. Operators will wear their seat belts at all times during operation of equipment. Trailer safety chains will be properly placed on towing vehicle when transporting equipment. Assure equipment trailer is level and truck and trailer brakes are set. Check for overhead clearances (power lines, tree limbs, etc.). Check for objects or obstacles behind equipment before backing. Trailer bed and ramps shall be clean of oil, gravel, dirt, or materials that could become slippery or cause the equipment being unloaded to lose traction. Equipment will be lined up with trailer so it can be loaded with a minimum amount of adjustment when on the ramp or trailer.
	Getting on/off equipment	Prevent injuries from slipping by maintaining 3-point contact with grab handles and steps. Never jump from equipment. Keep steps and decks free of mud, oil, and grease.
	Inspection of equipment	No vehicle will be placed into service until an inspection is performed and any deficiencies are corrected. Vehicles will be inspected prior to start of work each workday.
	Fueling of equipment	Equipment shall not be allowed to run during refueling. An operable fire extinguisher shall be available during refueling.
	Equipment Maintenance	Required maintenance will be performed at a location, which will provide protection from traffic for maintenance personnel. Preventive maintenance procedures recommended by the manufacturer will be followed.
	Operation of equipment	Proper clothing shall be worn at all times (long trousers, minimum of short sleeve shirt, hard hats, safety toe shoes, safety goggles, ear protection, etc.). Seat belts shall be secured at all times. No passengers will be allowed on equipment while in operation. Brakes shall be applied when equipment is stopped. Safety guards will remain installed and properly used. Equipment will not be left unattended while engine is operating. Personnel will not approach any equipment until power take off (PTO) shaft has come to a complete stop. Exit or entrance to vehicles is prohibited while equipment is in motion. Mowers and tractors will be operated to keep a safe distance from electrical outlet boxes, conduit, water faucets, sign or gateposts, and other obstacles. Equipment will be operated in a safe manner and under control at all times.

7. PHASE OF WORK	8. SAFETY HAZARD	9. PRECAUTIONARY ACTION TAKEN
	Trimming/Edging Equipment	Operators will wear personal protective equipment at all times while using power trimming/edging equipment. Operators will follow manufacturer’s instructions while performing maintenance such as blade sharpening, carburetor adjustments, and spark plug maintenance.
	Terrain	Prior to mowing, all slopes will be thoroughly inspected for washes, potholes or other surface irregularities that could cause a mower to overturn. Operators will be particularly watchful of soft areas or areas that may be undercut.
	Traffic	Hazard warning lights on all mechanized equipment will be in operation while mowing, transporting, or when equipment is parked along the roadside. Slow moving vehicle (SMV) emblems will be installed on every tractor used alongside or transported on any roadway. Extreme caution will be observed to prevent accidents when driving equipment onto access roads from connecting roads or mowing areas.
	Rocks and debris	Rocks that can be thrown by mowers, and debris such as bottles, cans, tree limbs and other foreign matter shall be picked up before mowing operations begin.
	Weather	If lightning is present, all mowing operations will cease. Personnel will move to a clear area away from trees and equipment and will remain there until the danger passes or if the Foreman directs them to another location.
	Traffic	Practice defensive driving techniques. Properly position mirrors for turning and backing. All vehicles will stop at railroad crossings and determine if a train is approaching before proceeding. Care shall be used in entering access or primary roads. All appropriate State Motor Vehicle Operating laws will always be observed.
	Lifting	Always use proper lifting techniques. Use adequate manpower or mechanical assistance.
	Weather	If lightning is present, personnel will move to a clear area away from trees and equipment and will remain there until the danger passes or if the Foreman directs them to another location.

10. \_\_\_\_\_  
DISCUSSED WITH CONTRACTOR/ON-SITE SUPERVISOR ON (Signature/Date)

11. \_\_\_\_\_  
CONTRACTING OFFICER or REPRESENTATIVE (Signature/Date)

EXHIBIT 6

WORK SCHEDULE FOR PARK CLEANING

**SCHEDULE OF CLEANING SERVICES, \_\_\_\_\_ To \_\_\_\_\_**

CREW NO.	No. OF PERSONNEL IN CREW						SHEET	OF
<b>PUBLIC USE AREA &gt;</b>								
<b>COMPLETION TIME&gt;</b>								
<b>SERVICE</b>	<b>WORKDAYS</b>							
Toilets, Change houses, & Overlooks								
Picnic Shelters								
Picnic and Camping Sites								
Trailer Dump Stations								
Bulletin Boards								
Drinking Fountains								
Courtesy Docks								
Groundskeeping – PUA’s & Access Roads								
Groundskeeping- Small Litter Pickup								
Groundskeeping - Nature & Hiking Trails								
Groundskeeping - Primitive Areas								
Groundskeeping - Fishing Areas								
Groundskeeping - Embankment Road								



EXHIBIT 7  
INVOICE FORMAT

**BILLING FOR MAINTENANCE CONTRACT**

<b>PROJECT:</b>		<b>SHEET:</b>	<u>   </u> <b>OF</b> <u>   </u>
<b>CONTRACTOR:</b>		<b>DATE:</b>	
<b>ADDRESS:</b>			
<b>BILLING PERIOD:</b>	<u>   </u> / <u>   </u> / <u>   </u>	<b>THROUGH</b>	<u>   </u> / <u>   </u> / <u>   </u>
<b>CONTRACT #: W912BV</b>		<b>INVOICE #:</b>	
<b>PAYMENT TERMS (Payment Discount or N/A):</b>			

<b>BID ITEM:</b>	<b>DESCRIPTION:</b>	<b>UNIT:</b>	<b>AMOUNT:</b>
<b>TOTAL PAYMENT REQUESTED:</b>			<b>\$</b>
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>

## APPENDIX A MOWING

1. FACILITIES TO BE SERVICED. Dam embankments, public use areas, lake office complexes, dikes, levees, and other project lands. An inventory of mowing areas is given in Table A.

MOW MAP REQUIREMENTS. All required mow areas encompassed in this contract have associated maps which are relative to the area that is required for service. These attached maps shall be used as a reference only NOT as an indicator for area of service or as mow line indicators. It is the contractor's responsibility to communicate with the COR for areas of service and understand that these maps are not limiting factors.

2. FREQUENCIES AND TIMES OF SERVICE.

2.1. Mowing of PUAs shall be performed between 7:00 a.m. and 8:00 p.m. All mowing is performance based.

2.2. Mowing of PUAs shall not be performed on Saturdays, Sundays, Federal holidays, or one workday prior to Federal holidays. Mowing at other locations is permitted on these days.

2.3 Mowing shall be performed from 1 March through 30 September, with the exception of Lake Office Area, which shall be mowed from 1 March through 31 October. The Cleveland Levee ponds, if conditions allow, shall be performed between 1 March through 28 February.

### 2.4 CLEVELAND LEEVE PONDS

Mowing of Cleveland Levee Ponds, as indicated on provided maps in red, shall be performed as soil saturation and weather permitting conditions allow. It will be the contractor's responsibility to notify and coordinate with the COR and perform the work within 24 hours of notification. The ponds total 18.3 acres and should not be part of the contractor's Cleveland Levee acreage bid but will be a separately priced CLIN that may or may not be performed. The frequency of the mowing requirements is NOT to exceed 2 times annually, totaling 36.6 acres per year. These areas have the same height requirements as indicated in 3.1.3.

3. DESCRIPTION OF WORK. The contractor shall perform the following work:

3.1. Mowing shall be performed in the following areas:

3.1.1. Improved Areas are highly developed areas, normally located in PUAs. These areas shall be maintained between a minimum height of 3 inches and a maximum height of 6 inches. The limits of most of these areas are shown on the attached maps. In addition, mow the areas described below and around facilities shown on the drawings. Since the amount of development will affect the required work, the inventory of facilities given in Table C-1a should be reviewed.

3.1.1.1. Areas adjacent to all roads and parking areas shall be mowed to the top of the back slope of ditches. If ditches do not exist, mowing shall be accomplished for a distance of 50 feet from each edge of the road or parking area or to the tree line, whichever is closer. The limits of mowing at intersections shall be determined by the COR to provide a safe viewing distance for vehicles approaching the intersections. Areas adjacent to all roads and parking areas are further defined in the attached mowing maps.

3.1.1.1.2. Areas located to adjacent roadways approaching a PUA, most commonly found on highway intersections not shown on the provided maps that have information signs for the PUA need to be kept a minimum of 3" and maximum of 6" and a 20' perimeter around the sign.

3.1.1.2. Areas around toilets located outside the limits of improved areas shown on the attached maps shall be mowed for a distance of 10 feet from the back and sides of toilets. Areas between the nearby road or parking area and the toilet shall be mowed. In addition, the area between pairs of toilets shall be mowed.

3.1.2. Lake Office Areas shall be *maintained* between a minimum height of 2 inches and a maximum height of 4 inches. The limits of these areas are shown on the attached maps.

3.1.3. Dam Embankment, Saddle Dike and Semi-Improved Areas shall be *maintained* between a minimum height of 6 inches and a maximum height of 12 inches. The limits of these areas are shown on the attached maps. In an instance that a significant amount of rain falls occurs. The COR must be notified if the Cleveland levee ponding areas or any other embankment area is too wet to mow so proper procedures may be executed.

## 3.2. Trimming.

3.2.1. Every time improved areas are mowed, trimming shall be accomplished around all vertical objects protruding from the ground, including under guardrails, within the limits of these areas. This includes trimming along railroad ties delineating pullouts and campsites and retaining walls.

3.2.2. Every time areas are mowed; trimming shall be accomplished around vertical objects protruding from the ground within the limits of these areas.

3.2.3. Every time the embankment and dike are mowed, trimming shall be accomplished around all vertical objects protruding from the ground, including piezometers, staff gauges, relief wells, manholes, guard posts, and buildings located on the embankment; along the edge of the embankment riprap; and around guardrail and signposts on both sides of the embankment road. The guardrail along fishing area shall be trimmed to the edge of the riprap area. Trim riprap drainage areas on downstream side of the embankment.

3.2.4. Every time semi-improved areas are mowed; trimming shall be accomplished around vertical objects protruding from the ground within the limits of these areas.

3.2.5. The contractor may apply approved herbicides in lieu of trimming. The COR must approve use of chemicals (and proposed application locations). The contractor shall submit a list of

proposed products with manufacturers Material Safety Data Sheets (MSDS) for review. All herbicides shall be applied by a certified applicator. Proof of certification shall be provided before application of any herbicides. The contractor shall submit an application report each time herbicides are applied. The COR shall furnish forms.

3.3. Edging shall be accomplished along all concrete walkways and curbs that are flush with the ground each time improved areas are mowed and every other time lawn areas are mowed.

3.4. Flowerbeds. Each time improved and lawn mowing is accomplished weeds, grass, debris, and litter shall be removed from flowerbeds. Beds shall also be maintained with mulch, rock, recycled rubber or whatever aesthetic appeal the COR determines necessary. Flowerbeds shall be thoroughly watered unless waived by the COR. There are 10 flowerbeds for a total size of 697.85 square feet. See attached maps for further details, all maps outline flowerbed dimensions. The number and size of flower and shrub beds is as follows:

<u>Location</u>	<u>Number</u>	<u>Size (sq ft)</u>
Project Office	7	343.58
WIS	2	309.27
App Bay	1	45.0

3.5. Cleanup.

3.5.1. Prior to mowing, the contractor shall remove rocks, debris, and trash (including fallen tree limbs) that are likely to damage equipment or be thrown by the mower. During mowing, the contractor shall operate equipment in such a manner to direct clippings and debris away from roadways, parking areas, parking lots, walkways, pullouts, tables and picnic shelter slabs.

3.5.2. After mowing is accomplished, the contractor shall remove vegetation and debris from parking lots, paved walkways and pullouts, and table and picnic shelter slabs.

4. RESTRICTIONS ON WORKING. The contractor shall not start work unless the grass and ground are dry enough for smooth cutting and equipment will not cause rutting of the ground. The contractor shall use good judgment in determining weather conditions are suitable for mowing operations. In cases where the contractor and the COR disagree about the suitability of conditions for mowing operations, the COR will ultimately determine whether work shall progress or stop.

5. PERFORMANCE REQUIREMENTS. The work performed under this appendix shall comply with the PRs given in Exhibit 3.

TABLE A  
INVENTORY OF MOWING AREAS

LOCATION	IMPROVED AREAS (Acres)	SEMI- IMPROVED AREAS (Acres)	LAWN AREAS (Acres)
Appalachia Bay	29.11	-	
Dam Embankment		20.3	
Washington Irving South	22.5	-	-
Keystone Overlook	3.62	-	-
Lake Office Area	-	-	11.0
Brush Creek	55.0	-	-
Cowskin Bay South	19.71	-	-
Keystone Ramp	9.0	-	-
Colonel's Parking	1.0	-	-
White Water	8.0	-	-
Cleveland Levee	-	64.6	-
Cimarron Bend	-	3.47	-
Walnut Creek	35.0	-	-
Mountain Bike Trail	1.3		
Levee Ponds			
<b>TOTALS</b>	<b>184.24</b>	<b>88.37</b>	<b>11.0</b>

\*See attached maps/aerial photo for detailed mowing boundaries.

## APPENDIX B

## JANITORIAL WORK - PROJECT OFFICE

1. FACILITIES TO BE SERVICED. The facilities to be serviced consist of the project office. An inventory of this area is given in Table B.

2. FREQUENCIES AND TIMES OF SERVICES.

2.1. Services required shall be performed on every Tuesday and Sunday (2 days a week). The COR may deem it necessary that cleaning must occur during a 3-hour timeframe of normal business hours; 0800-1630, Monday – Friday. If a change in service date or time is required, the COR will provide the contractor in writing the new cleaning schedule 2 days prior to the change. No additional payment will be made by the Government if the specific days change and or timeframe for cleaning changes.

2.2. Janitorial services frequencies shall be increased during the summer months (1 May through 30 September). Services required shall be performed on every Tuesday, Thursday, and Sunday during normal business hours (0800-1630) during these months. Any deviation from this schedule must be approved by the COR in advance of the work.

2.3. Services required on a weekly, monthly, quarterly, or semi-annual basis shall be performed on any of the cleaning days specified above.

2.4. Janitorial services shall be performed from 1 March through 28 (or 29) February, dependent upon whether it is a Leap Year.

3. DESCRIPTION OF WORK. The contractor shall perform the following work:

3.1. Interior Office and Meeting Room Areas (Excluding Restrooms). Each cleaning day: Empty trash receptacles; soap and paper towels dispensers shall be checked and re-filled if necessary; clean sinks, dirty dishes, and counter/tabletops; clean drinking fountain; vacuum carpeted floors; and sweep and wet mop tile and brick floors. Spot remover shall be used to remove new spills from carpeted floors. Dust venetian blinds and windowsills. Clean interior and exterior of all kitchen appliances (refrigerator, microwaves, oven/stove, and ice machine). The glass on entry doors, pictures, and adjacent glass enclosures shall be cleaned. Electronic equipment (computers, copy machines, telephones, radios, etc.) shall not be cleaned.

3.2. Restrooms. Each cleaning day. Clean mirrors and plumbing fixtures. A disinfectant shall be used to eliminate odor and minimize health hazards. Deodorant cakes shall be maintained in urinals. Air fresheners shall be checked and replaced as necessary. Empty trash receptacles. Soap, paper towels, and toilet tissue dispensers shall be checked and re-filled if necessary. Sweep and wet mop floors. Excess water shall be removed from floors. Clean partitions. Biological formations and resultant stains shall be removed from partitions. Dust venetian blinds and windowsills.

3.3. Interior Work and Storage Areas. Each cleaning day. Empty trash receptacles. Sweep or mop floors.

3.4. Janitorial. The Project Office is equipped with two workout facilities which include concrete and rubber flooring that are to be swept and mopped on a daily basis, as well as all workout equipment wiped down with a sanitizing agent.

3.5. Refuse Disposal. Refuse containers shall be maintained in the Project Office compound at a location designated by the COR. The contractor may use the containers for temporary storage of refuse collected at the Project Office. In addition, Government personnel may place refuse in the containers as necessary. The containers shall be emptied when it becomes full or if they begin to smell, as determined by the COR. The contractor shall dispose of all refuse collected at the Project Office in the dumpster provided in Appendix C. Services/costs for emptying of the dumpster(s) will be the responsibility of the contractor and shall be accomplished weekly.

3.6. Monthly. Clean vent covers.

3.7. Quarterly Carpet cleaning. The contractor shall shampoo carpeted floors. Spot remover shall be used to remove soiled spots.

3.8 Window washing. The contractor shall clean windows, including storm windows, inside and outside.

3.9 Wax tile and brick floors. Tile and brick floors shall be stripped prior to every time they are waxed and sealed.

3.10 Exterior Areas. Trash, debris, and accumulations of small litter shall be picked up each cleaning day.

4. PERFORMANCE REQUIREMENTS. The work performed under this appendix shall comply with the PRs. Clean, sanitary, and odor-free facilities are used in Exhibit 3 and are defined as follows.

4.1. Clean. The contractor shall vacuum, sweep, wash, wipe, or brush facilities to ensure that dirt, dust, rocks, debris, trash, garbage, fecal matter, urine, soap scum, biological formations and resultant stains, insects, insect nests and webs, and residue from cleaning agents are removed.

4.2. Sanitize. The contractor shall disinfect facilities each time they are cleaned.

4.3. Odor-free. The contractor shall use a chemical agent in a manner that will eliminate odor from facilities.

TABLE B  
INVENTORY OF FACILITIES  
FOR  
JANITORIAL SERVICES

<u>AREA</u>	<u>SIZE</u>
Interior Heated Areas with:	
Carpeted Floors	815 SF
Ceramic Tile Floors	1858 SF
Restrooms (ceramic floor)	650 SF
Work out Facility	830 SF
Interior Work/Storage Areas (concrete floor)	5575 SF

**APPENDIX C**  
**PARK CLEANING**

1. FACILITIES TO BE SERVICED. All park facilities listed in Table C-1a.

2. FREQUENCIES AND TIMES OF SERVICE.

2.1. Seasonal Work Periods. The amount of work required varies with the seasons of the year based on need. The following work periods are established to reflect changes in inventory of facilities and/or frequency of services from season to season:

Summer Period:	1 March through 30 September
Fall Period:	1 October through 31 October
Winter Period:	1 November through 28 (or 29) February

2.2. The contractor shall accomplish services in accordance with the frequencies specified below, in Tables C-2a through C-2e, and subparagraph 3.1.8.3.

2.2.1. If the frequency is stated as weekly, biweekly, monthly, or bimonthly, the contractor shall perform the required services on any day, Monday through Friday.

2.2.2. The contractor shall begin work no earlier than 7:00 a.m. and shall complete work by 5:00 p.m.

2.2.3. Second cleanings of toilets shall be performed between 2 p.m. and 5 p.m.; therefore, toilets requiring second cleanings shall have regularly scheduled cleanings performed not later than 12 p.m. each workday.

3. DESCRIPTION OF WORK. The contractor shall perform the following work:

3.1. Toilets and Overlook(s). The contractor shall clean and deodorize all waterborne toilets, vault toilets, and overlook(s), including windows, vent coverings, interpretive facilities, contiguous sidewalks, light fixtures (interior and exterior), plumbing fixtures, walls, ceilings, doors, eaves, screens, partitions, and floors.

3.1.1. All marks of vandalism and graffiti removable without damaging the paint or surface shall be removed. If vandalism and graffiti is no removable or damage in unavoidable contact COR immediately.

3.1.2. Interior of light fixtures shall be cleaned biweekly and windows shall be cleaned monthly.

3.1.3. Toilet tissue shall be distributed at each toilet when it is cleaned. It is the contractor's responsibility to ensure that theft of toilet tissue is not an issue. Contractors will provide and maintain lock and key.

3.1.4. Light bulbs in fixtures located on the interior of toilets and on exterior walls shall be checked. Light bulbs that are operated by standard switches shall be checked each time toilets are cleaned and those that are operated by photoelectric cells shall be checked weekly by using the over-ride switches. Contractor shall notify the COR if broken or burned-out bulbs need to be replaced.

3.1.5. Each time vault toilets are cleaned, the available storage in the vaults shall be checked. When the waste in a vault reaches 18 inches from the top of the vault, the COR shall be notified by 8:30 a.m. on the next workday.

3.1.6. Vault Toilet Deodorizer shall be added to toilet vaults as specified in Table C-2a & C-2b. Each deodorizer application will consist of 1 gallon per vault minimum. If the COR determines that odor from the vaults adversely affects persons using public use areas, the frequency and/or method of application shall be increased or modified as directed by the COR.

3.1.7. Second cleanings of toilets and change houses shall be performed during the summer period, only on high use Saturdays and Sundays, during holiday periods, and other high use times.

3.1.8. Second cleanings are required on the same day that a cleaning is specified in Table C-2a.

3.1.8.1. All work required by subparagraphs 3.1., 3.1.1., 3.1.3., and 3.1.4. Shall be performed.

3.1.8.2. The COR shall furnish the contractor a schedule for performing these cleanings at the beginning of the summer period. The PUAs requiring second cleanings are as follows:

<b>PUA</b>	<b>SECOND CLEANINGS FACILITIES</b>
App Bay	6
Brush Creek	3
WW	1
OL	1
WIS	2
WC	3
KR	1

3.2. Picnic Shelters. The contractor shall clean the floor slab, table seats and tops, light fixtures, eaves, ceilings, and columns.

3.3. Picnic and Camping Sites. The contractor shall clean all table shelters, table seats and tops, slabs, cookers, fire rings, and utility tables. Ashes shall be removed from cookers at each site each time they are scheduled for groundskeeping, along with non-burnables from the fire rings.

When it is observed by the contractor that the fire rings are over half-full, they shall be shoveled out and dumped in an area approved by the COR. Cleaning shall be accomplished as scheduled except when a site is occupied by the public. If occupied when the contractor arrives to perform work, cleaning of a site shall not be accomplished until the next time it is scheduled.

3.3.1. All refuse and debris left at or around picnic/camping sites shall be picked up and disposed of in dumpsters.

#### 3.4. Groundskeeping - Parks and Access Roads.

3.4.1. The contractor shall pick up refuse and debris from the area bounded by an imaginary line 20 feet outside the limits of mowing. Pick up of refuse and debris beyond the limits of mowing shall be limited to highly visible items. Refuse and debris shall be picked up from picnic/camping sites, swimming beaches, boat ramps, and parking areas listed in Table C-1a located outside mowed areas. Refuse and debris shall be disposed of in dumpsters.

3.4.2. The contractor shall pick up dead animals from the area bounded by an unmarked line 20 feet outside the limits of mowing. Dead animals shall be disposed of as directed by the COR and shall not be disposed of in dumpsters.

3.4.3. The contractor shall pick up tires from the area bounded by an unmarked line 20 feet outside the limits of mowing. Tires shall be disposed of as directed by the COR and shall not be disposed of in dumpsters.

3.4.4. Small Litter Pick Up. The contractor shall rake and pick up small litter such as cigarette butts, glass, and other small litter from the following areas. Small litter shall be disposed of in dumpsters.

3.4.4.1. Picnic/camping sites for a distance of 20 feet from tables, and a distance of 10 feet from pullouts for recreation vehicles and adjacent areas. If a site is occupied when the contractor arrives to perform work, small litter pick up shall be accomplished on the next time contractor returns to park.

3.4.4.2. Around picnic shelters for a distance of 20 feet.

3.4.4.3. In front of toilets for a distance of 10 feet and beside contiguous sidewalks a distance of 5 feet.

3.4.4.4. In front of the overlook, including sidewalks, for a distance of 20 feet.

3.4.4.5. Playgrounds.

3.4.4.6. Parking Areas.

3.4.4.7. Swimming Beaches.

3.5. Groundskeeping - Fishing Areas. The contractor shall pick up refuse and debris, including dead fish, from fishing areas. Visible items of refuse and debris in water, which are accessible by a garden rake, shall be removed. The landward limit of pick up is 100 feet from the edge of the water. Refuse and debris shall be disposed of in dumpsters; dead fish shall be disposed of as directed by the COR.

3.6. Groundskeeping - Embankment Road. The contractor shall pick up refuse and debris, including dead animals, along and three feet beyond the guardrails on the embankment roadway. In addition, highly visible items on the embankment shall be picked up. Refuse and debris shall be disposed of in dumpsters; dead animals shall be disposed of as directed by the COR.

TABLE C-1a  
INVENTORY OF FACILITIES  
SUMMER and FALL PERIODS

FACILITIES	Public Use Area (PUA)*												
	UNIT	AB	BC/FT	CBS	WIS	OL	PO	KR	WW	MBT	CB	WC	TOTAL
Masonry Waterborne Toilets/Shower (CXT Cheyenne)													
Masonry Waterborne Toilets/Shower (CXT Rainier)	NO		1										1
Metal Vault Toilets	NO	2		6							2		10
Masonry Block/Brick Waterborne Toilet	NO				1							2	3
Masonry Block/Brick Vault Toilet	NO												0
Masonry Vault Toilet (CXT Cascadian)	NO	2	1		1	1		1	1				7
Romtec Vault Toilet													0
Picnic Shelters	NO	3	4		5	1							13
Picnic & Camping Sites	NO	28	18		20							79	145
Grounds – Fishing Areas													0
Grounds – Embankment													0
Boat Launching Ramps	NO	1		3	1			1				1	7
Swimming Beaches	NO	1			1								2
Playgrounds	NO		1		1							1	3
Amphitheater													0
Parking Areas	NO	4	3	3	3	1	1	2	3		1	3	24
Refuse Dumpster (30-yd)	NO						1						1
Refuse Dumpsters (4-cy)	NO	5	3	3	5		2	2	2			8	30
Refuse Containers (Cans)	NO	10	10	6	10	2	6	10	10	5	6	10	85
Courtesy Docks	NO	2		1	1			1					5
Septic Tanks & Vaults (1000gal)	NO	6	6	6	5			2	2		2	3	32
Septic Tank (3000gal)	NO	1			1								2
<b>WINTER PERIOD</b>													
Dumpsters 4 cy (Winter)	NO	1	1	1	1		2	1	1			2	10
Refuse Containers (Cans)	NO	0	5	6	0	0	0	5	5	5	6	0	85
Septic Tanks & Vaults (1000gal)	NO	6	6	6	5			2	2		2	3	32
Septic Tank (3000gal)	NO	1			1								2

AC = Acre  
N/A = None

NO = Number  
ST = Station (100 Feet)

AB - Appalachia Bay  
BC - Brush Creek  
CB - Cimarron Bend  
CBS - Cowskin Bay South  
CL - Cleveland Levee  
CP - Colonel's Parking Lot  
KR - Keystone Ramp

MBT - Mountain Bike Trail  
OL - Overlook  
PO - Project Office  
WC - Walnut Creek  
WIS - Washington Irving South  
WW - White Water  
BCF - Brush Creek Fitness Trail

TABLE C-2a  
 REQUIRED FREQUENCIES  
 FOR  
 PARK CLEANING SERVICES

SUMMER PERIOD PARKS (APRIL – SEPTEMBER, 6 MONTHS)	
APPLICABLE PUAs:  AB, BC, BCF, WIS, WC	
REQUIRED SERVICE	FREQUENCY
1. Cleaning of toilets, restrooms, and change houses	S M T W Th F Sa
2. Cleaning of picnic shelters	
3. Cleaning of picnic & camping sites	WEEKLY
4. Cleaning of trailer dump stations	
5. Cleaning of bulletin boards	
6. Cleaning of drinking fountains	
7. Cleaning of courtesy docks	WEEKLY
8. Groundskeeping - parks and access roads	S M T W Th F Sa
9. Groundskeeping - small litter in PUAs	WEEKLY
10. Groundskeeping - nature & hiking trails	
11. Groundskeeping - primitive camping areas	WEEKLY
12. Groundskeeping - fishing areas	
13. Groundskeeping - embankment road	

TABLE C-2b  
 REQUIRED FREQUENCIES  
 FOR  
 PARK CLEANING SERVICES

SUMMER PERIOD Primitive Areas (MARCH – SEPTEMBER, 7 MONTHS)	
APPLICABLE PUAs:  CBS, CB, OL, WW, CP, KR	
REQUIRED SERVICE	FREQUENCY
1. Cleaning of toilets, restrooms, and change houses	M F
2. Cleaning of picnic shelters	WEEKLY
3. Cleaning of picnic & camping sites	M F
4. Cleaning of trailer dump stations	
5. Cleaning of bulletin boards	
6. Cleaning of drinking fountains	
7. Cleaning of courtesy dock	WEEKLY
8. Groundskeeping - parks and access roads	DAILY
9. Groundskeeping - small litter in PUAs	WEEKLY
10. Groundskeeping - nature & hiking trails	
11. Groundskeeping - primitive camping areas	M F
12. Groundskeeping - fishing areas	M F
13. Groundskeeping - embankment road	WEEKLY

TABLE C-2c  
 REQUIRED FREQUENCIES  
 FOR  
 PARK CLEANING SERVICES

SUMMER PERIOD PROJECT/LAKE OFFICE (APRIL – SEPTEMBER, 6 MONTHS)  APPLICABLE PUAs:  PROJECT/LAKE OFFICE	
REQUIRED SERVICE	FREQUENCY
1. Cleaning of toilets, restrooms, and change houses	
2. Cleaning of picnic shelters	
3. Cleaning of picnic & camping sites	
4. Cleaning of trailer dump stations	
5. Cleaning of bulletin boards	
6. Cleaning of drinking fountains	
7. Cleaning of courtesy dock	
8. Groundskeeping - parks and access roads	M T W Th F Sa S
9. Groundskeeping - small litter in PUAs	
10. Groundskeeping - nature & hiking trails	
11. Groundskeeping - primitive camping areas	
12. Groundskeeping - fishing areas	
13. Groundskeeping - embankment road	

TABLE C-2d  
 REQUIRED FREQUENCIES  
 FOR  
 PARK CLEANING SERVICES

FALL PERIOD (OCTOBER, 1 MONTH)	
APPLICABLE PUAs:  AB, BC, BCF, CBS, WIS, WW, KR, WC, CB, OL, CP	
REQUIRED SERVICE	FREQUENCY
1. Cleaning of toilets, restrooms, and change houses	M F
2. Cleaning of picnic shelters	WEEKLY
3. Cleaning of picnic & camping sites	M F
4. Cleaning of trailer dump stations	
5. Cleaning of bulletin boards	
6. Cleaning of drinking fountains	
7. Cleaning of courtesy dock	WEEKLY
8. Groundskeeping - parks and access roads	DAILY
9. Groundskeeping - small litter in PUAs	WEEKLY
10. Groundskeeping - nature & hiking trails	
11. Groundskeeping - primitive camping areas	M F
12. Groundskeeping - fishing areas	M F
13. Groundskeeping - embankment road	WEEKLY

TABLE C-2e  
 REQUIRED FREQUENCIES  
 FOR  
 PARK CLEANING SERVICES

WINTER PERIOD (NOVEMBER – FEBRUARY, 4 MONTHS)	
APPLICABLE PUAs:	
CBS, CB, WW, KR, MBT	
REQUIRED SERVICE	FREQUENCY
1. Cleaning of toilets, restrooms and change houses	M TH
2. Cleaning of picnic shelters	
3. Cleaning of picnic & camping sites	
4. Cleaning of trailer dump stations	
5. Cleaning of bulletin boards	
6. Cleaning of drinking fountains	
7. Cleaning of amphitheater	
8. Groundskeeping - parks and access roads	M TH
9. Groundskeeping - small litter in PUAs	
10. Groundskeeping - nature & hiking trails	
11. Groundskeeping - primitive camping areas	
12. Groundskeeping - fishing areas	
13. Groundskeeping - embankment road	

**APPENDIX D****REFUSE COLLECTION**

3.7.1. Refuse Containers (Dumpsters). The contractor shall provide and maintain 4-CY dumpsters with lightweight plastic lids. The contractor shall provide and maintain 30-CY dumpster. Dumpsters shall be placed at the locations listed in Table C-1a.

3.7.1.1. If dumpsters are not large enough to contain refuse during periods of heaviest use, additional or larger boxes shall be provided within two (2) workdays with no additional payment by the Government for additional or larger boxes.

3.7.1.2. Dumpsters shall be emptied as necessary to prevent overflow of refuse and to ensure odor does not become a problem. If the COR determines that odor from the dumpsters adversely affects persons using public use areas, the frequency of removing refuse shall be increased.

3.7.1.3. During the summer period (busy weekends, during holiday periods and other high use times) the frequency for emptying dumpsters will likely increase. No additional payment will be made for increased services during these times.

3.7.1.4. During the winter period (on a weekly basis). No additional payment will be made for any increased services.

3.7.2. Refuse Containers (Cans). The contractor shall be responsible for placing Government furnished refuse containers at the locations indicated in Table C-1a at the beginning of the summer period. The contractor shall remove containers at the end of the fall period for storage, as directed by the COR, with the exception of CBS, CB, WW, KR, MBT, and BC which will be maintained through summer, fall, and winter periods.

3.7.2.1. The contractor shall remove all refuse from refuse containers in accordance with the frequencies established in Tables D-1a through D-1e.

3.7.2.2. Plastic liners and refuse cans shall be maintained in each refuse container in all restroom facilities including vault style restrooms and waterborne restroom.

3.7.2.3. Refuse from cans will be placed in dumpsters for disposal as indicated above.

3.7.3. Household trash that is bagged and placed in or near refuse containers will be considered normal refuse and no additional payment will be made. All camper generated trash shall be included in this service.

3.8. Refuse Disposal. All collected refuse, debris, and litter shall be disposed of off Government land in accordance with applicable regulations. Location of disposal site(s) shall be furnished the COR.

3.9. Stinging Insects. Stinging insect nests within 5 feet of facilities and on any buildings shall be removed. Facilities shall be inspected for such nests each time they are cleaned.

3.10. Pesticides. The contractor may, at his/her option, apply pesticides to restrooms and shelters for control of insects that build webs and nests. All pesticides shall be applied by a certified applicator. The contractor shall provide proof of certification before applications are made. An application report shall be submitted each time pesticides are applied. The COR will furnish forms

**TABLE D-1a**  
**REQUIRED FREQUENCIES**  
**FOR**  
**REFUSE COLLECTION SERVICES**

<p><b>SUMMER PERIOD</b>  <b>PARKS</b>  <b>(APRIL – SEPTEMBER, 6 MONTHS)</b></p> <p><b>APPLICABLE PUAs:</b></p> <p><b>AB, BC, BCF, WIS, WC</b></p>	
<b>REQUIRED SERVICE</b>	<b>FREQUENCY</b>
1. Refuse collection (Cans)	<b>DAILY</b>
2. Refuse collection (Dumpsters)	<b>M TH</b>

**TABLE D-1b**  
**REQUIRED FREQUENCIES**  
**FOR**  
**REFUSE COLLECTION SERVICES**

<p><b>SUMMER PERIOD</b>  <b>PRIMITIVE AREAS</b>  <b>(MARCH – SEPTEMBER, 7 MONTHS)</b></p> <p><b>APPLICABLE PUAs:</b></p> <p><b>CBS, CB, OL, WW, CP, KR</b></p>	
<b>REQUIRED SERVICE</b>	<b>FREQUENCY</b>
1. Refuse collection (Cans)	<b>DAILY</b>
2. Refuse collection (Dumpsters)	<b>M TH</b>

**TABLE D-1c**  
**REQUIRED FREQUENCIES**  
**FOR**  
**REFUSE COLLECTION SERVICES**

<p><b>FULL PERIOD</b>  <b>PROJECT/LAKE OFFICE</b>  <b>(MARCH - FEBRUARY – 12 MONTHS)</b></p> <p><b>APPLICABLE PUAs:</b>  <b>PROJECT/LAKE OFFICE</b></p>	
REQUIRED SERVICE	FREQUENCY
1. Refuse collection (4-yard Dumpster)	M TH
2. Refuse collection (30-yard Dumpster)	NTE 3 EA ANNUALLY

**TABLE D-1d**  
**REQUIRED FREQUENCIES**  
**FOR**  
**REFUSE COLLECTION SERVICES**

<p><b>FALL PERIOD</b>  <b>PARKS</b>  <b>(OCTOBER, 1 MONTH)</b></p> <p><b>APPLICABLE PUAs:</b>  <b>AB, BC, BCF, CBS, WIS, WW, KR, WC, CB, OL, CP</b></p>	
REQUIRED SERVICE	FREQUENCY
1. Refuse collection (Cans)	DAILY
2. Refuse collection (Dumpsters)	M TH

**TABLE D-1e  
REQUIRED FREQUENCIES  
FOR  
REFUSE COLLECTION SERVICES**

<p><b>WINTER PERIOD (NOVEMBER – FEBRUARY, 4 MONTHS)</b></p> <p><b>APPLICABLE PUAs:</b></p> <p><b>CBS, CB, WW, KR, MBT, BC</b></p>	
<b>REQUIRED SERVICE</b>	<b>FREQUENCY</b>
1. Refuse collection (Cans)	<b>M TH</b>
2. Refuse collection (Dumpsters)	<b>WEEKLY</b>

## APPENDIX E

### VAULT & SEPTIC PUMPING

3.11.1. An inventory of toilet vaults and septic tanks is provided in Table C-1a and frequencies of service are provided in **Table E**.

3.11.1.1. During routine cleaning of vault & septic facilities, pumping shall be performed by the contractor when the contract worker recognizes that the waste in a vault reaches 18 inches from the top of the vault and only after the COR has been notified.

3.11.1.2. Camp host and dump station septic tanks which are not routinely monitored or cleaned by the contractor, example is a volunteer site septic tank or campground trailer dump station, the COR will notify the contractor that the facility needs to be pumped. Contractor shall pump the facility within 48 hours of being notified by the COR. Dump station and camp host septic tanks rarely need pumped just if there is a problem, otherwise it's once every 3 to 5 years for maintenance. No additional payments will be granted.

3.11.1.3. Regular work hours to perform pumping shall be between 7:00 a.m. and 5:00 p.m.

3.11.3.4 No pumping shall be performed on weekends, Federal holidays, or one day preceding any weekend or Federal holiday unless authorized by the COR.

3.11.3.5. The contractor shall remove all liquid and solid waste from vaults/ septic tanks utilizing a removal process that is in accordance with current industry standards and practices. All spillage resulting from pumping operations shall be cleaned immediately. All dead animals shall be removed from vaults.

3.11.3.6. The contractor shall remove all debris such as rocks, bottles, etc. from toilet vaults at the time of waste removal in order for the pumping service to be considered acceptable.

3.11.3.7. At the conclusion of pumping operations/waste removal, the contractor shall add an odor-control chemical in an appropriate amount for the size/capacity of vault/tank serviced. The odor-control chemical shall be industry standard and meet all applicable Federal, State and local codes and regulations.

3.11.3.8. The contractor shall ensure that all waste and debris collected from pumping services is Disposed of in strict compliance with all applicable Federal, State and Local laws and regulations. Disposal shall occur off Government property and only at a facility approved by Federal, State and local agencies for such waste or debris.

3.11.3.9. Contractor shall ensure that each vault or septic tank is pumped to no greater than 3 inches above the bottom in order for the pumping service to be considered acceptable.

3.11.3.10. When vault pumping work is completed, the contractor shall immediately notify the COR, who will verify work was performed acceptably and without deficiencies.

3.11.3.11. This project has a total of 8 vaults, 6 CXTs and 18 septic tanks that are 1000-gal capacity each and 1 septic tank that is 3,000-gal capacity. The vault and septic portion of this contract is operated under performance base and is not limited to a certain amount of pumping. Historically, the vaults are pumped one (1) time per year. If flooding occurs, the required pumping may increase with NO additional cost to the government.

3.11.3.12. During a flood event, the COR may notify the contractor to pump vaults and septic tanks, regardless of capacity, that may become inundated by rising lake level. No additional payment will be made for increased pumping services during these times.

4. PERFORMANCE REQUIREMENTS. The work performed under this appendix shall comply with the PRs given in Exhibit 3. The terms clean, sanitary, and odor-free facilities are used in Exhibit 3 and are defined as follows.

4.1. Clean. The contractor shall sweep, wash, wipe, or brush facilities to ensure that dirt, dust, rocks, debris (tree limbs, rocks, driftwood, etc.), trash, garbage, ashes, fecal matter, urine, soap scum, biological formations and resultant stains, dead insects, insect nests (excluding stinging insect nests), insect webs, bird droppings, and residue from cleaning agents are removed.

4.2. Sanitary. The contractor shall disinfect facilities each time they are cleaned.

4.3. Odor-free. The contractor shall use a chemical agent in a manner that will eliminate odor from facilities.

**TABLE E  
REQUIRED FREQUENCIES  
FOR  
VAULT & SEPTIC PUMPING SERVICES**

<p><b>(MARCH - FEBRUARY – 12 MONTHS)</b></p> <p><b>APPLICABLE PUAs:</b></p> <p><b>AB, BC, BCF CBS, WIS, WW, KR, WC, CB</b></p>	
<b>REQUIRED SERVICE</b>	<b>FREQUENCY</b>
1. Pumping of vaults/septic tanks	AS NEEDED. SEE SECTION 3.11.1.1 & 3.11.1.2

## APPENDIX F

### HERBICIDE/PESTICIDE APPLICATION

1. FACILITIES TO BE SERVICED. All areas and facilities listed in **Table F**. Dam embankments, camp pads, levees and dikes, public use areas, improved areas and structures, storage areas, park lots, and other areas not specifically identified on Government-owned project grounds at Keystone Lake Oklahoma. All areas listed on attached maps.

2. FREQUENCIES AND TIMES OF SERVICE.

2.1. Seasonal Work Periods. The amount of work required varies with the seasons of the year based on need. The following work periods are established to reflect changes in inventory of facilities and/or frequency of services from season to season:

Summer Period:	Herbicide	1 March through 30 September
Fall Period:	Pesticide	1 October through 31 October

3. DESCRIPTION OF WORK.

3.1. Grass/Gravel Areas. Apply herbicides to control vegetative growth around structures, gravel parking areas and maintenance compounds. Spray perimeters of maintenance compounds. Where perimeter spraying is required, a band 12" wide of herbicide will be applied. The locations of Grass/Gravel areas are described in **Table F** and the Maps provided.

3.2. Riprapped Areas. Apply herbicides to the riprapped areas of embankments, outlet channels, dikes, and other riprapped areas to control woody and non-woody vegetation. Application methods range from spot spraying to blanket spraying to control vegetation. If the Performance Requirement is not met after the first application, any re-application will be at the expense of the contractor.

3.3. The performance objectives of the areas listed below are intended to be a total kill soil sterilant type of product that is a legal application by state and federal law.

3.3.1. Keystone Project

3.3.1.1. East Maintenance Yard main entry way around the gate, the compound has two fenced and gated yards both of which need to be spot sprayed on the interior portion and blanket coverage on fence line inside and out 1' on either side of existing fence line.

3.3.1.2. White Water Park - Riprap along right side toe of embankment, closed paved parking area behind the concrete discharge wall, and the rock lined drainage ditch which is located at the far end of the right downstream embankment.

3.3.1.3. Cleveland Levee - Parking lots at pump houses 1-4.

3.4.1. Keystone Project

3.4.1.1. Spot spray riprap on left upstream embankment from the waterline to top of riprap with a 12” band above the top of the riprap. Include the riprap inside the fenced area at the powerhouse.

3.4.1.2. Brush Creek. Spot spray riprap from waterline to the top of the riprap with a 12” band above riprap.

3.4.1.3. Brush Creek Fitness Trail. Spot spray paved parking lot and trail.

3.4.1.4. East Maintenance Yard. See map. Total spray of gravel compound including along the chain link fence, with a 12” band on the outer perimeter.

3.4.1.5. White Water Park. Spot spray riprap on right upstream side of embankment from waterline to the crest of the embankment. Spot spray riprap on right downstream side tail water area from waterline to 12” above the top of the riprap.

3.4.1.6. Cleveland Levee. Spot spray all vegetation growing in the riprap from the toe to the top of riprap with a 12” band above the upstream edge of the riprap.

3.4.1.7. Camp Pads. Spot spray pads located in each of the listed parks App Bay, Brush Creek, and Washington Irving South, and Walnut Creek. Implement full coverage if needed not to exceed perimeter of pad.

3.4.1.8. Colonel’s Parking. Spot spray riprap on left upstream side of embankment from waterline to the crest of the embankment. Spot spray upstream riprap embankment as needed, as illustrated on attached Maps.

3.5. Gopher Control. Apply a pesticide, “GO Die Gopher” or equal, on embankment areas. Application must be performed in accordance with manufacturer’s recommendation. Equipment used on embankment must be approved by the COR.

3.5.1. Keystone Project

3.5.1.1. Apply pesticide on downstream slope of embankment.

3.5.1.2. Apply pesticide on the upstream slope of the Cleveland levee.

4. SPECIAL TECHNICAL PROVISIONS. Herbicides/Pesticides shall be applied by a Commercial, certified applicator; proof of certification shall be provided before any application of herbicides/pesticides. Each time herbicides/pesticides are applied, the contractor shall submit an application report. All work required by this specification shall conform to the following special technical provisions.

4.1. General.

4.1.1. Pesticides shall be stored off Government property.

4.1.2. Cleaning of pesticide containers and decontamination procedures shall be performed off Government property.

4.1.3. Pesticide containers shall be disposed of off Government property. The contractor shall provide the location of the refuse disposal site used for work performed under this specification.

4.1.4. The contractor shall comply with the procedures set forth in the Project's Oil and Hazardous Substance Incident Contingency Plan.

4.1.5. The contractor shall be responsible to ensure compliance with the applicable laws.

4.1.6. The contractor shall be responsible for any additional compliance requirements regarding the appropriateness and use of approved chemicals.

#### 4.2. Products.

4.2.1. All pesticides used at the facilities must be registered or ruled exempt from the registration requirements.

4.2.2. "Restricted Use" pesticides shall be used only after approval by the COR.

4.2.3. The Contractor shall provide a copy of the Material Safety Data Sheets (MSDS) to the COR for each type of pesticide used.

4.2.4. The Government's use of trade names (as shown on the maps) shall not imply a requirement for the use of that chemical. Trade names are merely provided to assist the contractor in determining the performance objectives of this contract. The use of trade name equivalent herbicide products is approved provided the product is compatible with State Pesticide Laws and meets the performance objectives of the contract.

#### 4.3. Restrictions on Work.

4.3.1. The COR shall be notified at least 24 hours in advance of the time and location that applications will be made, and immediately preceding applications.

4.3.2. Applications in areas normally occupied by project personnel or visitors shall be performed during periods of low use. Appropriate signs shall be posted and remain in place until the risk of exposure has been minimized.

4.3.3. All applications shall be made in accordance with the pesticide manufacturer's recommendations and all applicable Federal, State, and local regulations.

4.3.4. The COR may request pesticide application inspections from State or local environmental officials to ensure public and environmental safety.

4.3.5. The contractor shall submit an application report each time pesticides are applied. The Government will provide Pest Control Data (ENG Form 4768-R) after award of a contract.

5. PERFORMANCE REQUIREMENTS. The work performed under this appendix shall comply with Table F below and is based on performance and kill rate.

**TABLE F**  
 REQUIRED LOCATIONS/ACREAGES  
 FOR  
 HERBICIDE/PESTICIDE APPLICATION

LOCATION	RIPRAP (Acres)	GRASS/ GRAVEL (Acres)	GRASS/ GRAVEL (SF)
Camping Pads (145)		0.93	
Emb – North Side & Colonel's Parking Lot	9.30	0.20	
Emb – South Side (White Water)	7.08		
East Maintenance Yard		2.60	
Brush Creek			300.00
Brush Creek Fitness Trail		6.00	
Gopher Control - Keystone		18.21	
<b>Cleveland Levee</b>			
East & West	27.45		
Gopher Control - Levee		19.81	
<b>TOTAL</b>	<b>43.83</b>	<b>47.75</b>	<b>300.00</b>

# APPALACHIA BAY

22 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



# BRUSH CREEK

55 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



# CIMMARON BEND

3.47 Mow Acres

## Legend

-  Feature 1
-  Fitness Trail Mowing
-  Untitled Path
-  Untitled Polygon
-  Vault toilets



N Cimarron Valley Rd

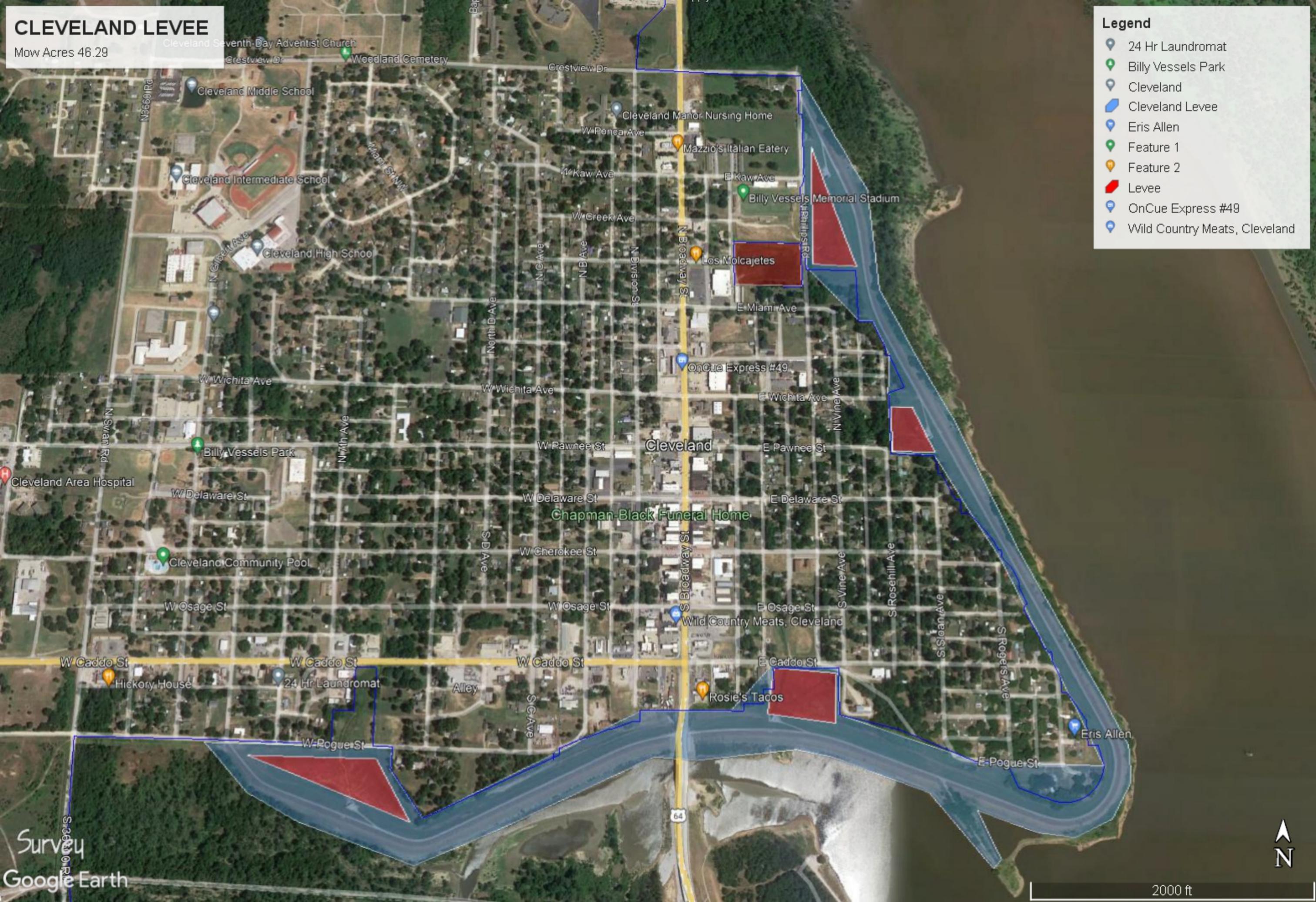


# CLEVELAND LEVEE

Mow Acres 46.29

### Legend

- 24 Hr Laundromat
- Billy Vessels Park
- Cleveland
- Cleveland Levee
- Eris Allen
- Feature 1
- Feature 2
- Levee
- OnCue Express #49
- Wild Country Meats, Cleveland



Survey  
Google Earth



2000 ft

# PONDING AREAS

Mow Acres 18.31

### Legend

- 24 Hr Laundromat
- Billy Vessels Park
- Cleveland
- Cleveland Levee
- Eris Allen
- Feature 1
- Feature 2
- Levee
- OnCue Express #49
- Wild Country Meats, Cleveland



Survey  
Google Earth

1000 ft



# COLONEL'S PARKING

1.0 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



Two Rivers Trail

US Army Corps of Engineers

W Wekiwa Rd

W Wekiwa Rd

151



# COW SKIN

19.7 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



Cowskin Bay Campground

Cowskin Bay Recreation Area

Old Keystone Rd Boat Ramp

W Old Keystone Rd

W Old Keystone Rd

N37120 Rd

N Cowskin Dr

N Oaklin

Hill N Dale Dr

Survey

Google Earth

Point Dr



1000 ft

# KEYSTONE EMBANKMENT

20.3 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



Survey  
Google Earth

1000 ft



# KEYSTONE RAMP

8.9 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



600 ft

# LAKE OFFICE AREA

11 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



Two Rivers Trail

US Army Corps of Engineers

W Wekiwa Rd

151

151

W Wekiwa Rd

USACE Project Office

W Wekiwa Rd

Brush Creek

Brush Creek



# MOUNTAIN BIKE TRAIL

1.3 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



# OVERLOOK

3.62 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



Keystone State Park Community Center

Restroom

Keystone State Park



# WALNUT CREEK

63.2 Mow Acres

**Legend**

- Feature 1
- Fitness Trail Mowing
- Untitled Path
- Untitled Polygon
- Vault toilets



# WASHINGTON IRVING

22 Mow Acres

- ### Legend
- Feature 1
  - Fitness Trail Mowing
  - Untitled Path
  - Untitled Polygon
  - Vault toilets



Washington Irving South Recreation Area



# WHITE WATER

10.3 MOW ACRES

## Legend

- Keystone General Store
- Keystone Ramp
- Keystone State Park Community Center
- Restroom
- Untitled Polygon
- White Water
- White Water ORV Park
- White Water Recreation Area COE

