

**PWS FOR BASE OPERATION SUPPORT SERVICES  
AT USCG BASE KODIAK, AK**

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**SECTION 1.0 INTRODUCTION.**

**1.1. INTRODUCTION.** The purpose of this contract is to provide base operation support services (BOSS) to U.S. Coast Guard (USCG) Base Kodiak. Contractor work and responsibility shall include all Contractor planning, programming, administration, management, expertise, and execution necessary to provide the services specified in this contract. The Contractor shall conduct work in accordance with the contract and this performance work statement (PWS) while complying with all applicable Federal, State, and local laws, regulations, or directives. The Contractor shall ensure that all work meets acceptable quality levels (AQL) or tolerances specified in the contract or in applicable referenced documents. The Contractor shall perform all related contractor administrative services required to perform work such as material requisitioning, quality control (QC), Government Furnished Equipment (GFE) inventory control, financial control, correspondence, and effective management of subcontractors. The Contractor shall also maintain records, files, and libraries of documents to include technical manuals, warranties, and manufacturer's instructions and recommendations, in addition to any records required by Federal, State, and local laws, regulations, or directives. Base Kodiak is led by USCG and the Department of Homeland Security (DHS), and in the event Base Kodiak experiences disturbed funding, public crisis, war, and acts of god, the contract may need to be temporarily modified through negotiations.

**1.2. BACKGROUND.** The PWS shall be the basis for determining and estimating all labor, manpower, materials, and services necessary to successfully perform this contract. Requirements of this contract are as noted in PWS Sections and applicable Technical Exhibits (TEs). The Government encourages the offerors to consider thoughtful and innovative ways of accomplishing these PWS requirements. When lists of examples are provided in this PWS, the lists are meant to assist the Contractor in understanding the scope of the requirement and are not fully inclusive lists of services to be provided. If "etc." follows a list of words or phrases, the list is illustrative and should not be considered complete.

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**SECTION 2.0 OVERVIEW.**

**2.1. LOCATION AND BACKGROUND INFORMATION.** Base Kodiak is located on Kodiak Island, Alaska. Perform or dispatch work at or from the base. This includes all land and waters that are controlled by the Coast Guard in the vicinity of Kodiak Island and Forward Operating Locations (FOLs) and their facilities. Geographic Information System (GIS) Layer Package (TE 1.0) includes a map of Base Kodiak, FOLs and their facilities.

**2.2. BASE KODIAK PROPERTIES.** For the purposes of this contract, the term “Base Kodiak” also includes the following properties:

**2.2.1.** U.S. Coast Guard Communications Station (COMMSTA) detachment;

**2.2.2.** U.S. Coast Guard Air Station (AIRSTA) Kodiak;

**2.2.3.** Marine Safety Detachment (MSD) Kodiak; and

**2.2.4.** Vessels home ported at Base Kodiak and any visiting cutters or vessels.

**2.3. FEDERAL AGENCIES USING BASE KODIAK SERVICES.** Other supported agencies include but are not limited to:

**2.3.1.** Federal Aviation Administration (FAA)

**2.3.2.** U.S. Fish and Wildlife Service (USFWS)

**2.3.3.** U.S. Postal Service (USPS)

**2.3.4.** Defense Commissary Agency (DECA)

**2.3.5.** National Park Service (NPS)

**2.3.6.** National Oceanographic and Atmospheric Administration (NOAA)

**2.3.7.** National Weather Service (NWS)

**2.3.8.** National Data Buoy Center (NDBC)

**2.3.9.** Alaska Department of Transportation (ADOT)

**2.3.10.** Kodiak National Wildlife Refuge (KNWR)

**2.3.11.** United States Navy (USN) Spruce Cape

**2.3.12.** Alaska State Parks

**2.4. WORK ORDERS FOR OTHER AGENCIES.** Work Orders (WOs) completed shall be accounted for in the monthly reimbursable report.

**2.5. FORWARD OPERATING LOCATIONS AND HOUSING FACILITIES.** FOLs and Housing Facilities can be found in TE 1.0 and include but are not limited to:

**2.5.1.** Sitkinak Island

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**2.5.2. Cold Bay**

**2.5.3. Cordova St. Paul**

**2.5.4. Homer**

**2.5.5. Seward**

**2.5.6. Valdez**

**2.5.7. Dutch Harbor**

**2.6. WORK ORDERS FOR FORWARD OPERATING LOCATIONS.** WOs completed shall be accounted for in the monthly reimbursable report. There have historically been 12 FOL trips per year. Many trips last only a day, and the USCG provides a flight. However, some trips take days depending on flight availability and the amount of work.

**2.7. PHYSICAL DESCRIPTION OF ITEMS INCLUDED IN SCOPE.**

**2.7.1. ACREAGE.** Base Kodiak property cumulatively consists of approximately 21,500 acres. Detailed map is included in TE 1.0.

**2.7.2. BUILDINGS, STRUCTURES, HOUSING, ROADS, AND GROUNDS.** Base Kodiak has approximately 400 buildings and structures listed in the Shore Facilities Inventory (SFI) (Appendix H). Square footages of housing units are in TE 19.5, and TE 1.0 has links to individual building floor plans.

**2.7.3. GENERATION EQUIPMENT.** Base Kodiak has permanent emergency generation equipment in approximately 16 buildings, with generators varying in size from 7.5 kilowatts to 550 kW. In addition, there are approximately 12 portable generators in sizes from 8 kilowatts to 500 kilowatts to provide emergency power for communications or other equipment in the event of power failure.

**2.7.4. ELECTRIC.** The Coast Guard purchases normal electrical power from Kodiak Electric Association (KEA). Primary voltage infrastructure is maintained by KEA. KEA owns the utility system up to and including the transformers. USCG owns the feed lines. Aside from the feedlines, mishaps, and extremely limited emergencies, the Contractor shall not be responsible for electrical utility work.

**2.7.5. HEATING PLANTS.** The Central Heating Plant (CHP) heats most of the facilities in the commercial area and on Lower Government Hill using steam boilers, which feed an underground steam utility system. Facilities not included in the central heating plant distribution have their own hydronic boiler, furnace, and fuel/electrical source (typically fuel oil). See TE 16.1 for more detail.

**2.7.6. WATER TREATMENT PLANT AND UTILITY SYSTEM.** The USCG-owned water treatment plant at Base Kodiak supplies potable water to a USCG-owned water utility system, which includes a number of water holding tanks. See TE 16.3 for more detail.

**2.7.7. WASTEWATER TREATMENT PLANT AND UTILITY SYSTEM.** The USCG-owned wastewater treatment plant processes raw sewage, from a USCG-owned wastewater utility system. See TE 16.2 for more detail.

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**2.7.8. STORM WATER UTILITY SYSTEM.** The USCG owns all storm water systems on base, including the beach outfalls.

**2.7.9. FUEL FARM PLANT.** The USCG-owned Fuel Farm consists of a fueling pier; three (3) 1.6 Million gallon fuel tanks; two (2) 80,000 gallon Hydrant tanks; and a Petroleum, Oils, and Lubricants (POL) distribution system.

**2.7.10. LOWS (LIQUID OIL WATER SEPARATOR) PLANT.** The USCG owns a facility for liquid oil-water treatment facility for large volumes of oily waste from buildings, spills, projects, and ported ships.

**2.7.11. ENVIRONMENTAL CONTAMINATED SITES.** The USCG maintains an inventory of solid waste management units which are discussed in Part B of the Resource Conservation and Recovery Act (RCRA) permit. Base Kodiak includes Formerly Used Defense Sites (FUDS) program property. Sites can be found in TE 1.2.

**2.7.12. HAZARDOUS WASTE STORAGE BUILDING (HWSB).** The USCG owns a facility with several buildings to manage the hazardous waste stream created from base operations.

**2.7.13. HAZARDOUS MATERIALS MINIMIZATION CENTER(HAZMIN).** The USCG maintains a facility and associated storage location which manage and store hazardous materials, the facility serves as the purchasing and control point for all USCG purchased hazardous materials.

**2.7.14. STORAGE LOCATIONS.** The USCG maintains and oversees various temporary and permanent storage locations and lots which support industrial activity; Morale, Welfare, and Recreation activities; and construction projects.

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**SECTION 3.0 OVERALL CONTRACT**

**3.1. SCOPE.** The Contractor shall provide all personnel planning, programming, training, expertise, administration and management, and supplies necessary to provide all specified services. Service details are in the 25 task areas (also called CLINs) in SECTION 5.0. The Contractor shall provide related services such as formatting data for automated system inputs and data base maintenance, preparing and providing required reports, compiling historical data, performing administrative work and submitting necessary information as required. The Government may issue a RFP for any work that falls outside of SECTION 5.0 through a Level III Task Order.

**3.2. DIRECTIONS FROM THE COR.** The Contracting Officer (KO) or an authorized delegate such as the Contracting Officer's Representative (COR) may provide verbal direction for service work consistent with the PWS to the Contractor in emergent or time sensitive situations. Any verbal direction will be followed up with written documentation within three (3) working days. Only the KO is permitted to provide direction that alters or changes the scope of the contract.

**3.3. APPLICABLE REFERENCES AND TECHNICAL DATA.** The Contractor's operations must comply with Federal, State, and local regulations at all times. The publications, laws, codes, instructions, and directives listed in Appendix D are directly applicable to the work required in this PWS, and the Contractor is obligated to obtain, follow, and adhere to the documents. The USCG considers supplements, amendments, or new revisions to mandatory publications as mandatory, as applicable to the service or function performance, and consider said documents to be in full force and effect upon publication. The Contractor's operations shall follow in the order of precedence as listed herein:

**3.3.1. APPLICABLE NATIONAL CODES.** International Building Code (IBC), International Residential Code (IRC), Uniform Plumbing Code, National Electric Code (NEC), International Mechanical Code, International Fuel Gas Code, all latest revisions.;

3.3.1.A Industry standards and best management practices.

3.3.1.B Relevant technical manuals and publications.

3.3.1.C Manufacturer's recommendations.

3.3.1.D Federal, State, and local laws and regulations.

3.3.1.E Pertinent Department of Homeland Security, Coast Guard, Base Kodiak instructions, regulations, policies and practices, technical data, publications, references, and directives included in Appendix D and any other applicable directives.

**3.4. PERFORMANCE CONTRACT EXPECTATIONS.** The USCG expects the Contractor to be the expert in their tasking (e.g. Preventive Maintenance (PM), service work, boilers, roofing, how these task have environmental impacts, etc.). The Contractor shall provide a professional workforce for all assigned tasking. This shall include a craft/trade training program, specialized research for unique or unusual parts, developing solutions to issues, professional leadership of complex tasks, industry standard (or higher) technical knowledge, and similar requirements as necessary. The Contractor is responsible for enrolling equipment and entering them into the

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USCG Computerized Maintenance Management System (CMMS); updating/verifying jobs plans; and bringing the PM program to equal the standards of industry. The Contractor shall evaluate employees' efficiencies against industry standard benchmarks. The Contractor shall keep and maintain a quality warranty program. The Contractor shall increase opportunities to allow employees to identify WOs/improvements/increased efficiencies. Without government assistance, the Contractor shall research drawings and solutions using the USCG database, Adept. When managing the help desk, the Contractor shall develop solutions for accurate data management and transfer into the USCG system. The Contractor shall provide PM solutions (e.g. propose improvements to existing USCG equipment job plans, provide solutions for better scheduling, superior predictive maintenance, etc.). On occasion, the Contractor shall provide limited engineering support (definition of engineering support in appendix A).

**3.5. SUBCONTRACT MANAGEMENT.** The Contractor shall be responsible for all subcontract management necessary to integrate work performed on the BOSS contract. The Contractor shall be responsible and accountable for subcontractor performance. The Government considers all subcontracts awarded by the prime contractor to be essential services required by the prime contractor for successful contract completion. In the event the Contractor finds it necessary to terminate a subcontract, the prime shall notify the KO in writing of the intent to terminate. The notification shall clearly and precisely state the subcontractor's role on the contract, the impact to contract services, the risks presented as a result of the subcontract termination, and how the Prime intends to mitigate the risk.

**3.6. MONTHLY REPORT.** On the second week of every month, the Contractor shall provide a complete monthly performance report of all major parts of the contract. The report shall be sent two business days prior to the scheduled meeting with the USCG designated representatives. It shall cover (at a minimum) all aspects noted in Section 3.6.1. This information shall be gleaned from the USCG CMMS and any other monthly deliverable, and shall be filed, as requested. The Project Manager shall lead the meeting and present materials to the USCG staff. The report shall include all trends, both short and long term, quality, quantity, comparisons with contract documents. The Contractor shall use this report to provide documentation to USCG managers. The report helps the Contractor determine which BOSS management issues the USCG sees as important in providing a quality product. On a quarterly basis, the Government may issue up to two additional administrative changes to this report, with no contract modifications required.

**3.6.1. Format for monthly report:**

3.6.1.A Staffing: total personnel, total by trade, total management. Staffing shortages and information on how 3.6.1.D and 3.6.1.E are being managed, to include: recruiting efforts, methods to incentivize tough to fill positions, safety/injury information, and OT required by current staff to backfill the work.

3.6.1.B Training: professional training status by shop (Electric, Plumbing, Steam fitter, HVAC, etc.). This will include the number of hours completed, certification/degree programs in work and the progress.

3.6.1.C Alaska State required certifications and their status

3.6.1.D WOs: (reported vs completed) total, total by size, total against contract standard, total created by staff (findings), total in progress, total late, total incomplete/ late by trade,

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and reworks. Total late and/or incomplete work means current status over the contract and not by the month or ordering period.

3.6.1.E PM: total issues, total completed, total against approved PM schedule, new PM's identified/modified.

3.6.1.F WO vs PM trend (quarterly)

3.6.1.G Problems/constraints

3.6.1.H Key Performance Indicator's (KPI's) timeliness, reworks, complaints, requested delays

3.6.1.I Plant efficiencies and effectiveness, production, delivery, utility costs (Steam, Water, Waste Water, Fuel, LOWS) reported by utility manager. Trends and problems.

3.6.1.J WO Breakdowns: USN, Base Kodiak, etc.

3.6.1.K Forward planning by Contractor to improve, build processes, ISO 9001 processes, etc.

3.6.1.L Quality control result, customer complaints, and ongoing Plan-Do-Check-Act initiatives

3.6.1.M Data reported shall be from CMMS entries.

3.6.1.N Hazardous Waste and Hazardous Materials Minimization Efforts

**3.7. MEETINGS.** During the duration of contract performance, the Contractor shall attend a bi-weekly scheduled meeting with the contracting officer, COR and other government representatives as needed to discuss any outstanding issues. At this meeting, the Contractor shall provide the COR a written report listing any system/facility not functioning properly and the repair status including estimated repair date.

**3.8. STATUS UPDATES.** When requested verbally or in writing by the Contracting Officer or COR, the Contractor shall provide any facilities maintenance information (e.g., the status of any item of work, scheduling information, parts ordering and delivery information, etc.). Unless otherwise directed, the Contractor shall provide the requested information to the requestor within 1 hour.

**3.9. NORMAL WORKING HOURS.** The Contractor can expect to typically accomplish routine inspection, overhaul, maintenance, and repair work during the base's normal working hours, which are 0700 to 1700 on normal business days, which are Monday through Friday excluding Federal holidays. As determined by the COR, when it is unreasonable or impractical for the customer to be displaced, or cannot complete their own work in unison, the Contractor shall be required to complete a sparing number of tasks outside normal working hours without extra expense to the government. This work may include, but not limited to, most Child Development Center work, some in-office painting, and some fire suppression work in Hangars 1, 2, and 3. As determined by the Contractor, all emergency work shall be accomplished whenever required in accordance with Section 5.1.2.W.1. All times listed in this PWS are Alaska time.

**3.9.1.** There are services included within this PWS that require a twenty-four (24) hour a day, 365 days a year response. Those identified services are within their applicable sections of the

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PWS. The Contractor's Project Manager and emergency response personnel shall be available by phone and respond in accordance with Section 7.1.1.A and 5.1.2.W.1, respectively.

**3.9.2.** Observe Federal holidays in accordance with Federal law (5 U.S.C. 6103).

**3.10. WORK COORDINATION.**

**3.10.1. FACILITY CLOSURES.** The Contractor must request permission from the COR to close any facility that requires closing for work performance. It is the Contractor's responsibility to coordinate in advance access to closed facilities with the COR as set forth in Section 5.26.

**3.10.2. UTILITY OUTAGES.** The Contractor shall follow Base Kodiak utility outage procedures. Section 5.26 contains more information about utility outages.

**3.10.3. DIGGING PERMITS.** The Contractor shall follow Base Kodiak digging permit procedures. Section 5.1.2.L contains more information about this process.

**3.10.4. FEDERAL HOLIDAYS.** Except as otherwise specified, the Contractor shall not schedule routine work on scheduled federal holidays. When a service is required less than three times per week and the schedule for that work falls on a holiday, the Contractor shall complete the work on the subsequent business day following or preceding the holiday.

**3.10.5. SECURE AREAS.** The Contractor shall comply with secure area instructions, and procedures detailed in Section 7.9.1. The Contractor shall typically not schedule work in secure areas after normal duty hours. When the Contractor must schedule working secure areas outside normal working hours, the Contractor shall coordinate the work through the COR with the respective area's security officer.

**3.10.6. OCCUPIED AREAS.** Contractor's service or maintenance work shall not interfere with Government work in the area, as determined by the KO or COR. In the event a requestor or CG employee so requests, the Contractor shall temporarily cease work in the area and immediately report the instructions (to include name of the Government person involved) to the COR for resolution.

**3.10.7. SCHEDULING WORK.** For Level II Work; Preventive Maintenance; Housing Maintenance; and Maintenance, Repair, and Improvement Unit Priced Work task areas, the Contractor shall coordinate with building occupants and make appropriate notifications as specified in section 5.1.2.V or directed by the COR.

**3.10.8. Spruce Cape.** This area is an active training base. Contractor shall perform special coordination in the first week of each month with the Navy's Spruce Cape facility manager so that work does not interfere with class schedules for upcoming months. All Contractor work scheduled at Spruce Cape United States Special Warfare Command (NSW) Base is subject to the Navy's Spruce Cape facility manager's approval.

**3.10.9. Third Party Construction Support.** Contractor shall provide operational support for third party Contractor's work at all USCG locations on base and/or at off-site facilities and their associated equipment. This may include, but not be limited to, securing and starting systems and equipment (e.g. steam heater, electrical panels, etc.) performing alterative operations, maintenance when necessary, and product pickup or processing. This includes operating

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valves and systems; rescheduling, accelerating, or deferring operations; and maintenance and repairs to prevent or minimize third party contractor charges for Government delays. Consider all support activities as Level II service work, unless stated otherwise, and must receive prior approval by the KO or COR.

**3.11. PHYSICAL SECURITY.** The Contractor shall ensure the physical security of all assigned buildings; facilities; accountable and non-accountable property and equipment; and inventory furnished by the Government for the performance of this work. The Contractor shall not allow entry to any area by any person other than Government officials and Contractor employees who are performing authorized work. The Contractor shall comply with and follow DHS and USCG Policy for Physical Security.

**3.12. KEY CONTROL.** The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by the USCG (or Contractor's locksmith) are not lost, misplaced, or used by unauthorized persons. Do not duplicate any keys issued to the Contractor by the USCG unless specifically authorized by the COR. The Contractor's key control procedures shall be included in the Security Plan in Section 3.18.1.

**3.12.1. LOST KEY PROCEDURES.** The Contractor shall report the occurrence of a lost key immediately to the KO. After normal working hours, the Contractor shall report the loss to the Officer of the Day (OOD), followed by reporting to the COR the next working day.

**3.12.2. REPLACEMENT OF LOST KEYS.** The Contractor shall be required to replace, re-key, and/or reimburse the USCG for replacement or re-keying of locks because of the Contractor's lost key(s). In the event the Contractor loses a master key and/or duplicates one, the USCG may direct replacement of all locks and keys for that system with the total cost deducted from the monthly payment due the Contractor.

**3.12.3. SECURE LOCKED AREAS.** The Contractor shall not open locked areas to permit the entrance of unauthorized persons.

**3.12.4. KEY INVENTORIES.** The Contractor shall provide key inventories to the COR the first week of every quarter or when directed by the COR. Provide two (2) copies of the inventory to the KO within two (2) working days of the order date. The inventory shall include the keys issued in storage, who has possession, and what they access. The Contractor shall audit their inventory before the 1<sup>st</sup> day of the last month of each ordering period. A copy of the report shall be submitted to the COR. The KO can require the Contractor to provide an audit at any time.

**3.12.5. TRACK KEYS.** The Contractor shall purchase and operate a copy of a key/core management software. This will allow the Contractor to track keys and key methods.

**3.12.6. KEY COMPLIANCE AND REGULATIONS.** The Contractor shall operate IAW DHS and USCG Policy for Key Control, and Base Instruction 5530.21.

**3.13. ENERGY AND UTILITIES CONSERVATION PROGRAMS.** The Contractor shall commit to the efficient, cost effective, and environmentally responsible use of energy in its operations.

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**3.13.1. ENERGY AND UTILITY PERFORMANCE MEASURES.** The Contractor shall evaluate and recommend measures that will:

- 3.13.1.A Improve reliability and reduce general operating costs;
- 3.13.1.B Improve efficiency and minimize energy losses;
- 3.13.1.C Improve situational awareness

**3.13.2. STEAM SYSTEM OPERATION.** The Contractor shall always look to manage and optimize the steam system as well as the requirements in section 5.16. The Contractor will perform PM on all elements of the steam system equipment and ensure repairs made to remedy system failure and their associated failed components are completed in a timely manner. The Contractor shall monitor, collect, and analyze data, to verify the expected steam system operation.

3.13.2.A The Contractor shall review daily the operation conditions from the previous day. The review should include, but is not limited to:

- 3.13.2.A.1 The amount of fuel consumption;
- 3.13.2.A.2 The amount of expected fuel consumption based on heating degree days;
- 3.13.2.A.3 The amount of expected make-up water;
- 3.13.2.A.4 The amount of condensate return; and
- 3.13.2.A.5 The average condensate return temperature.

**3.13.3. STEAM SYSTEM ACTION PLANS.** The Contractor shall develop action plans for the steam system to investigate and respond to situations when the actual fuel usage exceeds the fuel usage expectation by more than ten (10) percent or when the percentage of makeup exceeds normal operation conditions by more than three (3) percent. When steam system equipment, outside of scheduled PM tasks, have failure and/or are not effective, generate WOs to identify the work and repair the steam system. The performance expectation of the steam system is to operate weekly actual fuel usage no greater than one (1) percent higher than the expected fuel usage and that the weekly percentage of makeup water does not exceed fourteen (14) percent. The Contractor shall provide the following:

3.13.3.A A monthly performance report on the steam system concerning system performance standards along with any additional identified information by the USCG. The report is due by the 15<sup>th</sup> of the following month. The report should provide, but is not limited to:

- 3.11.3.A.1 A general statement on the condition of the steam system;
- 3.11.3.A.2 Noted time and date of system discrepancies;
- 3.11.3.A.3 Description of remedy with noted time and date of repair;
- 3.11.3.A.4 Evaluation of discrepancy cause; and

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3.11.3.A.5 Determination of the root cause.

3.11.3.B Provide a weekly CHP Boiler Efficiency Report and a weekly Fuels Usage Report. The report is due by Tuesday morning of each following week.

3.11.3.C In conjunction with 5.16.3, a weekly summary of the daily conditions and implemented action plans. An implemented action plan shall contain the following information:

3.11.3.C.1 Date;

3.11.3.C.2 Reason for implementation;

3.11.3.C.3 Reviewed items and actions;

3.11.3.C.4 Investigation methods;

3.11.3.C.5 The root cause; and

3.11.3.C.6 Remedy.

**3.11.4. Energy Conservation Performance Measures**. The Contractor shall participate in identification, recommendations, and evaluations of energy conservation measures. The measures will reduce general operation and energy costs; minimize energy losses; and may incorporate new technologies. The Contractor shall provide the following:

3.11.4.A The Contractor shall generate WOs for evaluation that include but are not limited to the following:

3.11.4.A.1 Changes to HVAC controls;

3.11.4.A.2 HVAC system reconfigurations;

3.11.4.A.3 Add or replace missing insulation;

3.11.4.A.4 Replace fluorescent and incandescent lights with light emitting diode lamps and or install new light emitting diode lamps; and

3.11.4.A.5 Proven load shed or reduction devices.

3.11.4.B The Contractor shall generate five (5) energy related WOs each month.

3.11.4.C The Contractor and Contractor's employees shall report all real time energy waste to the COR and/or request a WO.

3.11.4.D The Contractor shall provide a monthly report using USCG CMMS with the following:

3.11.4.D.1 Total number of energy related WOs and contractor generated proposed energy initiatives, not related to the steam system.

3.11.4.D.2 Total number of completed energy related WOs, not related to the steam system.

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3.11.4.D.3 Potential energy efficient materials and equipment that identify new technologies for evaluation.

**3.11.5.** The Contractor shall comply with COMDTINST M11000.11B, Civil Engineering Manual, and instruct Contractor employees in utilities conservation practices and require them to operate under conditions that preclude waste of Government-furnished utilities. The Contractor shall display in a designated location in their main work area charts and data displaying utility usage under their control. The Contractor shall review the monthly utility data for buildings under their control (contractor occupied buildings) and address variances that are outside normal operating conditions. It is expected that the energy used in each of the buildings under the Contractor's control have an established/level trend. An example report will be provided upon request.

3.11.5.A The Contractor shall provide energy efficiency training. The Contractor shall develop a training plan and class to instruct all personnel annually on COMDTINST M11000.7 (Series). The Contractor shall submit a roster of all trained participants once a year, by the 30<sup>th</sup> of November each year, showing 95% of all contractor personnel received this training. All participants shall personally sign the roster.

**3.11.6. Energy Compliance Rules and Regulations.** The Contractor shall comply with published rules and regulations issued by the Emergency Building Temperature Restriction, July 5, 1979 (44FR39354), USCG Facility Energy Guide 2012, and any Base Kodiak established policies.

**3.11.7.** The Contractor shall participate in a monthly meeting with the KO, COR, Facilities Engineer, and other USCG staff to discuss the weekly & monthly reports and performance as described in this section. The Contractor shall initiate meeting and provide an agenda at least one (1) business day in advance. The Contractor shall provide meeting minutes to be shared with the group after the meeting has ended.

### **3.12. EQUIPMENT WARRANTIES.**

**3.12.1. Warranties.** The Contractor shall protect all warranties by fully complying with provisions and restrictions of warranties. The Contractor shall exercise all existing manufacturer's commercial warranties on Government equipment as standing work. The Contractor shall report to the COR any difficulty in exercising manufacturer's warranties and request assistance as necessary. From contract start date, the Contractor shall be responsible for warrantee recordkeeping and maintain a summary index of warrantees, active and closed. The Contractor is permitted to perform warranty repair work if authorized by the manufacturer in writing, and at no cost to the government, and if such work will not negatively impact the original warranty period.

**3.12.2. File of Warranties.** The Contractor shall maintain a file of the original warranties on new equipment installed. One (1) week after the completion or termination of the contract, the Contractor shall submit this file to the USCG . All warranties shall be made out to the USCG. The contractor shall provide the file upon request.

**3.12.3. Faulty Equipment Installation.** Equipment installed by the Contractor that fails within a warranty period due to Contractor's poor workmanship or by not following the manufacturer's installation, operation, or maintenance instructions, shall be replaced or repaired at the Contractor's expense, as determined by the KO.

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**3.12.4. Warranty Work.** In the event the original manufacturer does not perform warranty work, the Contractor shall be responsible for repair or replacement of this equipment. This work can be accounted for as Level II service work if the Contractor can show three repeated failed attempts to have the original Contractor respond in accordance with the CG warranty management program.

**3.12.5. Recalls.** The Contractor shall exercise warranties and manufacturer's recalls on vehicles, generators, and mobile equipment as standing work. The Contractor shall file any paperwork relating to warranties and manufacturer's recalls in the permanent equipment folder at Building N1. Notification of a warranty item or manufacturer's recall may come directly to the Contractor or through the COR. The Contractor shall schedule warranty and manufacturer's recall work with the manufacturer or local dealer and coordinate times with the COR and USCG or Navy vehicle custodian as standing work.

**3.12.6. Knowledge of Original Warranty.** The Contractor is responsible for knowledge of the equipment and components covered by original warranty and the duration of the warranty. The necessary information will be available by means of the instruction books and other documents provided by the USCG prior to the contract start date.

**3.13. ENVIRONMENTAL PROGRAM.**

**3.13.1. REGULATIONS AND LAWS.** The Contractor shall comply with all applicable Federal, State, and local laws, regulations, and standards regarding environmental protection and regulatory compliance. The Government, on a no-notice basis, may inspect any of the Government facilities operated by the Contractor for environmental compliance.

**3.13.2. CITATIONS.** The Contractor will be held liable for Citations of Contractor-operated Government facilities for non-compliance with environmental standards. The Contractor shall pay any fines, penalties, or charges associated with citations issued by Federal, State, or local officials for non-compliance with environmental standards.

**3.13.4. NON COMPLIANCE** If an incident of environmental regulatory non-compliance occurs, the Contractor shall immediately notify the COR and the Base Kodiak Environmental Division. If the Contractor is not able to comply with any elements of the environmental clauses of the PWS, the Contractor shall immediately notify the KO or the Environmental Division. A written notice shall be provide to the government within 24 hours.

**3.13.5. SPILLS.** For any oil or hazardous materials spills caused by or resulting from the Contractor's action or inaction, the Contractor shall provide all necessary manpower, equipment, and material to respond, contain, clean up, and report as required by Federal, State, and local laws, regulations, standards, and plans. This shall be determined by the KO and at no cost to the USCG. Should a spill occur, the Contractor or a designated representative shall immediately notify the Environmental Division. Notification is not considered complete until acknowledgement of receipt is obtained. A written notice shall be provide to the government within 24 hours.

**3.13.6. ENVIRONMENTAL PROGRAM MANAGEMENT PLAN.** The Contractor shall develop a comprehensive environmental program management plan. The Contractor's environmental program management plan shall outline and detail the roles and responsibilities and the policies and procedures that the Contractor shall implement to ensure it executes its operations and activities as required by this PWS in strict regulatory compliance. See Section

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5.10 for additional discussion on the Contractor's environmental management system. The plan shall be provided to the government within 90 days of contract start date.

**3.14. INSPECTION BY REGULATORY AGENCIES.** The Contractor shall notify the COR immediately of any inspection visit—planned or actual—by an agent or agents of any Government regulatory agency. The KO shall issue instructions as to how to proceed in cooperating with the inspector. The Contractor shall submit a written report to the KO by close of business of the next business day following completion of the inspection or visit, to include the names, identification numbers, agency of the inspectors, the reason for the visit, and any findings or follow up actions.

**3.14.5. Escorting Procedures.** The Contractor will be required to escort government (to include government contractor personnel) and regulatory officials during environmental compliance evaluations, inspections, and audits to provide access, information, and assistance about Contractor operations, procedures, and practices.

**3.15. SAFETY REQUIREMENTS AND REPORTS.** Conduct all work in a safe manner and comply with applicable Occupational Safety and Health Administration (OSHA) requirements. If the Contractor fails or refuses to comply promptly with safety requirements, the KO may issue an order stopping all or part of the work until the Contractor takes satisfactory corrective action, as determined by the KO.

**3.15.5. ACCIDENT, FIRE, AND DAMAGE REPORTS.** The Contractor shall maintain a record of property damage, accidents, and fires and shall report damage, fires, or accidents to be provided to the KO. The Contractor shall report vehicle accidents or mishaps to the Coast Guard Police Department (CGPD) at 907-487-5555 immediately. The Contractor shall forward a copy of the incident report to the KO within 24 hours of the incident. All Contractor-caused damages shall be repaired or replaced at no cost to the Government, including damages to equipment, curbs, and grounds cover. The KO will determine satisfactory correction action.

**3.15.6. CONTRACTOR SAFETY PLAN.** The Contractor shall develop and submit a Contractor safety plan in accordance with Section 3.18.2.

**3.15.7. HAZARDOUS AND TOXIC MATERIAL SAFETY.** The Contractor is solely responsible for Contractor-owned or generated hazardous or toxic material. This includes any hazardous or toxic materials encountered while performing maintenance and repairs specified herein. If hazardous or toxic materials are used or encountered, the Contractor shall notify the COR and handle the materials in accordance with Sections 3.15.3.A through 3.15.3.C. The Contractor safety plan (Section 3.16.2) shall contain a section specifically addressing handling these materials, including asbestos and lead based paint, and shall be in accordance with Section 5.10.

3.15.3.A HANDLING HAZARDOUS OR TOXIC MATERIAL. The Contractor shall adhere to all safety requirements as specified by Federal and State laws, and EPA and OSHA regulations pertaining to the handling of hazardous or toxic material. The Contractor shall provide all necessary training, materials, and equipment for personnel handling hazardous or toxic materials.

3.15.3.B ASBESTOS. The Contractor shall comply with current regulations issued by the EPA and the National Institute for Occupational Safety and Health for handling asbestos.

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These regulations include procedures for the use of personal protective equipment and disposal.

3.15.3.B.1 Asbestos wastes generated in performance of the contract shall be handled and disposed of by the Contractor in accordance with Federal, State, and local regulations.

3.15.3.C LEAD ABATEMENT. Lead based paints, plaster, or other similar surface coatings and compounds are classified as regulated hazardous materials. 29 CFR 1910.1025, Toxic Substances Control Act (TSCA), Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X), Clean Air Act (CAA), Clean Water Act (CWA), Safe Drinking Water Act (SDWA), Resource Conservation and Recovery Act (RCRA), and Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) shall be followed by the Contractor when working on surfaces containing lead.

**3.16. CRITICAL SYSTEM WORK AND NOTIFICATIONS.** The Contractor shall perform work on critical systems and equipment listed in TE 26.2. Whenever performing work on the systems listed in TE 26.2, the Contractor shall verbally notify the COR of actions taken and the status of work every time the systems or equipment are discovered or rendered by the Contractor as compromised or inoperative.

**3.17. TRANSITION OF CONTRACTOR OPERATIONS.** The Contractor shall be responsible for all operations required by this contract as of the contract start date. There will be a transition period during the end of the incumbent Contractor's tenure.

**3.17.3. PHASE-IN.** During the sixty (60) calendar days immediately prior to the contract start date, the incoming Contractor's personnel may observe any operations of the incumbent Contractor to include office functions, procedures, and operations; repair and maintenance operations; and any other operations as deemed necessary by the incoming Contractor that will enable their personnel to become both knowledgeable in, and familiar with, their assigned areas of responsibility. The incumbent Contractor shall fully cooperate with the incoming Contractor and the Government. The incoming Contractor shall fully cooperate with the incumbent Contractor so as not to interfere with operations or duty responsibilities. The incoming Contractor is responsible to provide any temporary office spaces required for this transition. The incoming Contractor may have a surge of work from the incumbent Contractor as the incumbent Contractor will not be required to complete work that has a priority deadline past their contract period. The USCG shall provide a grace period of 90 days to the incoming Contractor to complete this work. Before the new contract period begins, the incumbent and incoming Contractors must complete a GFE, GFM, and GFF sign off and submit to the COR for approval. The contractor shall follow the schedule provided in TE 26.4, or propose a new schedule to the KO for their approval or denial.

**3.17.4. PHASE-OUT.** During the ninety (90) calendar day period immediately prior to the end of this contract, the incumbent Contractor shall permit the incoming Contractor or Government employees to observe and become familiar with any and all operations under this contract. The incumbent Contractor shall not defer any needed repairs or maintenance for the purpose of avoiding responsibility to the incoming Contractor. The incoming Contractor shall fully cooperate with the incumbent Contractor and the Government so as not to interfere with their work or duties. The incumbent Contractor shall develop a phase-out plan to ensure a smooth and orderly transfer of responsibilities to a succeeding Contractor and submit to the COR 120

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calendar days prior to the end of the existing contract. The incumbent Contractor's plan shall identify all subcontractors involved in the transition including a statement of their role and service to be provided. At the end of contract performance, the incumbent Contractor shall comply with the requirements of FAR 52.237-3 (Continuity of Services). The contractor shall follow the schedule provided in TE 26.5, or propose a new schedule to the KO for their approval or denial.

**3.17.5. COSTS.** All costs of phase-in are the responsibility of the incoming Contractor and all costs of the phase-out are the responsibility of the incumbent Contractor. The KO shall provide the final decision on any disagreements. The incoming Contractor must provide a Schedule of Values (SOV) for their transition plan and will be paid IAW the plan with monthly pay applications.

**3.18. REQUIRED PLANS.** The Contractor shall ensure that all plans must include, but are not limited to, the sections indicated below. The Contractor shall update and resubmit these plans annually, or as directed by the COR or KO. The quality control manual is detailed in Section 8.1.1. The training plan is detailed in section 7.5.

**3.18.1. SECURITY PLAN.** The Contractor shall include procedures for providing local background checks, lock-smithing background checks, and other security clearances. The Contractor shall include a key control plan that meets the requirements of section 3.12 which is also part of the Security Plan. The Security Plan is due to the government within 90 days of Notice to Proceed (NTP).

**3.18.2. SAFETY PLAN.** The Contractor shall develop a comprehensive safety plan. The Contractor's safety plan shall comply with all Federal and State laws, including OSHA and regulations set forth in 29 CFR 1910 and 29 CFR 1926, USACE Manual 385-1-1, COMDTINST M5100.29 (series) and COMDTINST M11000.11 (series). Prior to commencing work, the Contractor shall meet with the COR and Base Kodiak safety officer to discuss approaches and procedures relative to the administration of an effective safety plan. The Contractor shall ensure that all work performed is in compliance of all applicable Federal, State, local, and installation safety standards and requirements. The Government reserves the right to inspect for safety compliance standards and requirements at any time. At a minimum, the Contractor's safety plan shall address the following:

- 3.18.2.A Proposed compliance measures for all Federal, State, local, and installation safety codes, regulations, and directives;
- 3.18.2.B List of designated Contractor safety monitors and representatives;
- 3.18.2.C Safety indoctrination and recurring training;
- 3.18.2.D Safety inspections, reports, and control of hazards;
- 3.18.2.E General housekeeping and cleanup requirements;
- 3.18.2.F Protection of employees (Contractor and Government) and public;
- 3.18.2.G Material storage and handling procedures;
- 3.18.2.H Protective clothing and equipment requirements (types and uses);

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3.18.2.I Tools and equipment (equipment upkeep requirements, operator qualifications, etc.);

3.18.2.J Existing hazards and precautionary measures;

3.18.2.K Motor vehicle operation (seat belt use, proper tire treading, general safety related maintenance requirements, etc.);

3.18.2.L Specific control of occupational hazards such as employee exposure to chemicals, airborne hazards (asbestos, dust, petroleum vapors, etc.), and climatic conditions (exposure, lightning, sun, or wind burn, etc.);

3.18.2.M Respiratory protection procedures;

3.18.2.N Medical and first aid equipment and training;

3.18.2.O Electrical safety training and procedures; and

3.18.2.P Hazard communication plan.

The Safety Plan shall be provided to the government within 90 days of contract start date.

**3.18.3. EMERGENCY OPERATIONS PLAN.** (See Section 5.14.4.D) The Contractor shall develop a comprehensive Emergency Operations Plan to include, but not be limited to:

3.18.3.A Emergency response procedures;

3.18.3.B Fire prevention procedures and equipment;

3.18.3.C Severe weather procedures;

3.18.3.D Natural disaster procedures (including tsunami response); and

3.18.3.E Equipment staging plan.

The Emergency Operations Plan (EOP) shall be provided to the government within 90 days of contract start date.

**3.19. PERMITS AND LICENSES.** The Contractor shall obtain and maintain currency on all appointments, licenses, and permits required for performance of work and for complying with all applicable Federal, State, and local laws unless specifically indicated otherwise. Before starting work that requires appointments, licenses, and permits, the Contractor shall provide evidence of such appointments, permits, and licenses to the KO. For reference a list of Permits and Licenses have been provided in TE 26.1.

**3.20. TECHNOLOGICAL IMPROVEMENTS.** As technology improves and new materials and methods become available, it may become necessary to alter the technical specifications of this contract to accommodate such changes, such as those which would reduce reliance on certain equipment or chemicals, or use safer materials. The Contractor shall recommend specific changes to the KO whenever newer, safer, and more effective methods become available.

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**3.21. EQUIPMENT, FACILITY, AND WO WORKLOAD VARIATIONS.** Some of the tasks required in this PWS include a specific list of equipment or locations. In these cases, the equipment or locations may vary by (+/-) 5 percent without a pricing change in the contract, unless specified by section. Whenever historical data is given for past workloads or costs, the data is provided as a convenience for Contractor for planning purposes as the actual workloads or costs experienced may vary by (+/-) 5 percent without a pricing change to the contract, unless specified by section.

**3.21.1. EQUIPMENT CHANGES.** The Contractor and COR are expected to make timely modifications to the equipment lists that are within the (+/-) 5 percent variations via a formalized collaborative process. The Contractor's Project Manager (PM)(or local designee) and a LVL III COR can approve the changes. The KO shall be notified with new lists as they are agreed to by the Contractor. The process shall be developed between both parties.

**3.22. TASK STRUCTURE AND PRICING INFORMATION.**

**3.22.1. LEVELS OF WORK.** Three (3) Levels of work exist at Base Kodiak.

**3.22.1. Level I.** Level I Work is standing work and covered by other PWS task areas. This includes operational maintenance (i.e. commonly plant maintenance like the Water Treatment Plant) and preventive maintenance. Performance Directives (PRD) to complete standing work and PRDs for Rework are components of Level I work and do not count towards Level II Work.

**3.22.2. Level II.** Level II Work (also referred to as WOs) is all work not covered by Level I or Level III Work and includes the maintenance, repair, alteration, improvement, new work, and construction of Government-owned buildings, structures, systems, equipment, and vehicles at Base Kodiak. The cost ceiling of Level II WOs is \$10,000.

**3.22.3. Level III.** Level III Work are projects costing more than the Level II cost ceiling and are completed as negotiated task orders as described in this Section.

**3.22.4. WAGE RATE REQUIREMENTS (CONSTRUCTION), FORMERLY KNOWN AS THE DAVIS-BACON ACT.** The Department of Labor (DOL) regulations apply to this Federal contract. The Contractor is responsible for complying with all regulations and submit proposals accordingly. The contract includes construction work. The Contractor is responsible for knowing when Construction prevailing wage rates apply and to seek COR/KO for guidance if unsure. The Contractor shall provide a Service wage rate table and a Construction prevailing wage table prior to the commencement of work. The Contractor is responsible for Construction prevailing wages and associated administrative work at no extra cost to the government for all types of work, to include work, IDIQ, MRI, PM, etc. TE 1.3 provides guidance from DOL as of June of 2021.

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**SECTION 4.0 LEVEL III WORK.**

**4.0. General.** Any work that exceeds the Level II threshold (over \$10k), and is not an IDIQ, or standing work may be ordered as a task order. It is the KO's decision to acquire Level III work initially by requesting a job cost proposal IAW this contract. Level III (LVL III) Work is limited to \$150,000 in normal circumstances. The Government has historically issued between 10 and 30 LVL III task orders annually (this does not include Level II to Level III Work captured in section 4.14). During the duration of contract performance, the Contractor shall attend a bi-weekly scheduled meeting with the Chief, Engineering Management Branch to discuss LEVEL 3 Task Orders. The Contractor will be provided advance notice of any unscheduled meetings.

**4.1. ORIGIN OF LEVEL III WORK.** If the Contractor estimates that requested work will exceed Level II threshold, then the Contractor is required to notify the COR. If the contractor and USCG both decide work is likely to be level III, as defined above, the USCG may choose to issue a RFP. In a RFP the USCG will develop a scope of work (SOW) which will describe the location and the work to be accomplished. The USCG will develop an itemized independent estimate and submit to the KO along with the SOW. The KO will negotiate and finalize the cost of the required work with the Contractor. Only the KO is authorized to issue Level III work.

**4.2. PREPARATION OF PROPOSALS.** In response to the USCG's SOW, the Contractor shall submit a proposal within ten (10) business days of RFP receipt (unless it is urgent or an emergency, in which case the vendor shall submit a proposal as soon as practicable) that includes:

- 4.2.1.** A complete list of all necessary tasks to perform the scope of work in the form of a work plan;
- 4.2.2.** The labor category and labor hours for each task in the form of a schedule;
- 4.2.3.** The quantity and costs of construction materials;
- 4.2.4.** The construction equipment costs;
- 4.2.5.** The subcontractor costs, if applicable; and
- 4.2.6.** Any travel costs, if applicable.

**4.3. LABOR REQUIREMENTS.** Use an industry standard estimating reference, as determined by the phase in plan, for the required labor hours to complete the scope of work for each individual task in the proposal. Labor hours for union agreements, overhead, profit, material markups, supervision, clerical support, transportation (travel time), mobilization, demobilization, or material handling shall be excluded in the scope of work as mark-ups or add-ons. These items shall be included in the fixed burden rate by the Contractor and submitted as a "bid schedule". However, exceptions may be approved by the KO when it is more cost effective for the government. For example, when it is more cost beneficial to hire several third party contractors to manage a project, but may require an extra amount of management to do so, The KO may allow this. There will be no mark-up on contractor labor costs for overhead and profit.

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**4.4. MATERIAL REQUIREMENTS.** Projected material requirements shall include a list of materials establishing the salient characteristics, number of units, and unit prices. Material prices provided by the Contractor shall be the lowest price available consistent with the required completion date unless otherwise authorized by the KO. Reduce the direct material price by all discounts, rebates, and credit for core or salvage value that accrue to the Contractor. Multiply the total direct material cost by the Contractor's fixed burden rate to determine the total burdened material cost for the job.

**4.4.1. MATERIAL REPORTS.** Upon request by the KO, the Contractor shall provide a detailed report with a cost breakdown of all materials used. The KO may specify any covered period or periods of performance by the contract in the request, including retroactive requests. The USCG does not anticipate the frequency of making these requests more than on an annual basis. As directed by the KO, the Contractor shall provide these reports in electronic Microsoft Excel format as well as in printed copy as directed by the KO.

**4.5. EQUIPMENT REQUIREMENTS.** Equipment costs are limited to costs associated with equipment other than Government or Contractor furnished equipment. Equipment costs, other than Government or Contractor furnished equipment costs, shall be included in the proposal only if suitable Government or contractor furnished equipment is not reasonably available to perform the work.

**4.5.1. EQUIPMENT PURCHASES.** If the Contractor purchases equipment necessary to complete a Task Order, and that equipment can reasonably be expected to be used in subsequent work, the Contractor can exercise either of the following options:

4.5.1.A The Contractor may purchase the equipment as part of their overhead. The equipment will then remain the property of the Contractor; or

4.5.1.B The Contractor may include the equipment in the proposal as part of the Contractor's pricing. The equipment will then be turned over to the government at the end of the project and become GFE;

4.5.1.C In the event the contractor chooses 4.5.1.B, the Contractor shall provide a copy of the O&M manual and other associated manuals to the COR. In addition, the Contractor shall provide basic training, as requested. Advanced or in-depth training, that requires more than an hour, is not required.

**4.6. SUBCONTRACTING REQUIREMENTS.** The Contractor shall provide to the KO at least three quotations from subcontractors. If three quotations are unattainable, the Contractor shall let the KO know the reason. The quotations shall include a breakdown of all labor, materials, and equipment necessary to perform the task. Subcontracting prices shall be the lowest price available, unless requested in writing by the Contractor in their proposal. The Contractor shall provide the price quotes from all subcontractors to the KO to verify price as well as all contacted no-bid contractors and contact dates.

**4.7. EQUIPMENT RENTALS.** All requirements for rental equipment shall list the type, size, capacities, and number of pieces of equipment. The Contractor shall base the cost of rental equipment on the lowest price available (bare equipment cost) considering availability and time

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constraints of the job. When the rental equipment excludes an operator, the Contractor shall utilize the appropriate CLIN to estimate the cost for Contractor equipment operators. When the rental company must provide the operator, the Contractor shall include the cost in the equipment rental price. Note this inclusion in the quote.

**4.8. GOVERNMENT REVIEW OF CONTRACTOR PROPOSAL.** The USCG will review the Contractor's proposal for completeness and reasonableness, usually within ten (10) business days. It will compare the Contractor's proposed hours and costs to the USCG's independently prepared estimate (IGE). If necessary, the KO will negotiate with the Contractor. The Contractor's proposal must support necessary documentation to indicate labor hours, materials, subcontractors, and equipment needed to accomplish the work. The USCG may take one of the following three actions.

**4.8.1.** If the KO agrees with the Contractor's proposal, the KO will unilaterally issue the Task Order to the Contractor without discussions.

**4.8.2.** If there are any disagreements, the KO and the Contractor will negotiate a fair and reasonable price reflective of the effort required by the SOW and award the Task Order based upon the agreed upon price.

**4.8.3.** The KO may reject the proposal without negotiation.

**4.9. GOVERNMENT COST ESTIMATING SYSTEM.** The Government will use the following industry standard guides to prepare their independent government estimates: R.S. Means, Engineered Performance Standards (EPS), NAVFAC P-700 Series, Mitchell International Mechanical Parts and Labor Estimating Guide or Collision Estimating Guide, or other applicable verifiable standard.

**4.10. ISSUANCE OF TASK ORDER.** The KO shall issue a Task Order (Order for Supplies or Services, OF 347) including the negotiated price and scope of work to the Contractor. The Contractor shall complete all work in accordance with the work start and work completion dates cited in the task order. Unless otherwise directed, the performance period will start upon issuance of the Task Order.

**4.11. CHANGES TO SCOPE OF WORK.** If, during the course of work the Contractor encounters unforeseen conditions which impact the work and was not evaluated during the initial estimate procedures, the Contractor shall immediately contact the COR and shall not proceed without KO authorization. The KO will direct the Contractor to estimate the change of scope in accordance with this section for the unforeseen condition.

**4.12. REPORTING OF ACTUAL RESOURCES USED BY THE CONTRACTOR.** The Contractor shall maintain project files and report all actual used labor hours, materials, and equipment. For Task Orders issued by the KO that require the use of Construction Wage Requirements Statute (Formerly the Davis-Bacon Act) Wage Determinations, the Contractor shall also comply with reporting requirements identified by FAR Clauses 52.222-6 (Construction Wage Rate Requirements) and 52.222-8 (Payrolls and Basic Records).

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**4.13. ONGOING WORK SITE CLEANUP.** During, and at completion of firm fixed price or indefinite quantity work, the Contractor shall not spread debris into adjacent areas or accumulate in the work area itself. The Contractor shall clean up and remove all debris daily and at the completion of the job. In addition, the Contractor shall clean up and remove all dirt, debris, spills, and overflows generated as a direct cause from a component failure and return the site to its original condition.

**4.14. LEVEL II TO LEVEL III WORK.** If it is determined that the labor, materials, and subcontracting costs of a Level II WO are going to exceed the Level II ceiling, the Contractor shall stop work and immediately notify the COR. The Contractor and KO may negotiate additional compensation to the Contractor in accordance with section 4.15.1 of the PWS and issue a task order to complete the work. The Government has the option to modify the original WO so that it does not exceed the Level II threshold. See also section 5.1.2.BB.3.

**4.14.1.** The government will not issue Level II job orders which are initially estimated to exceed the Level II ceiling. This work will either be issued under a Level III task order, or will not be accomplished under this contract.

**4.14.2. DETERMINING LEVEL II TO LEVEL III WO.** To determine whether the costs will exceed the Level II threshold, the Contractor shall use the rates in the schedule of services. When overtime is required, the Contractor shall multiply these labor rates by 1.5 to determine overtime labor costs. Overtime shall only be included when authorized by the KO. Subcontracted costs shall only be included when approved by the KO. Subcontractor costs above negotiated wages will normally be disapproved where the Contractor is required to maintain the capabilities to perform the specified work in house in other sections of this contract. The Contractor shall calculate the productive labor using the applicable labor categories and add direct materials costs and any approved subcontractor or equipment rental costs. No material, equipment and subcontractor (MES) markup rates on direct materials, subcontractor costs, or equipment rentals is applied to the calculation of determining whether a WO will exceed the Level II threshold. The Contractor shall submit the Level II to III work proposal within two (2) business days of verbal notice of Level II to Level III to the KO. The Contractor shall provide a brief summary of work performed to date and labor breakdown with total labor hours expended by labor category by day on the WO. The Contractor shall provide copies of purchase orders and material requisitions for materials charged to the WO. The Contractor shall provide copies of any subcontractor or equipment rental quotes when charged to the WO. The Contractor shall include an estimate of labor hours by labor category and materials for work remaining to be completed on the WO. Level II to III procedures are listed in 5.1.2.BB.3.

**4.15. EVALUATION OF PROPOSALS.** The USCG will evaluate the labor hours included in the Level II to III work proposal to determine reasonableness and applicability of labor hours required to perform the WO. The USCG reserves the right to review contractor time sheets, Quality Control records, video recordings of the work site, and any other records relating to performance of the work to ensure that productive labor was incurred reasonably, responsibly, and efficiently, and that excessive labor is not credited to the WO. If the total combined productive labor and direct material costs, including any subcontractor or equipment rental costs, exceed the Level II threshold, then the KO will issue a Level III task order to the Contractor in addition to the WO.

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**4.15.1. PRICING LEVEL II TO III TASK ORDERS.** In calculating the amount due the Contractor on the Level II to III task order, the Contractor will be reimbursed as follows:

4.15.1.A The Contractor shall issue the work order back to the USCG once a LVL III is issued. The USCG will be responsible for all costs under the Level II ceiling as defined in Appendix A.

## **SECTION 5.0 TASKS**

### **5.1. LEVEL II WORK.**

**5.1.1. SCOPE.** The Contractor shall furnish all labor, management, supervision, tools, materials, equipment, incidental engineering, and transportation necessary for the performance of Level II WOs. Any section of the PWS may be supplemented with WOs (except when an IDIQ line item is already available), including, but not limited to supplementing standing work.

**5.1.2. REQUIREMENTS.** The Contractor shall perform Level II Work received at the Contractor's work control desk or from USCG work control. Appendix I summarizes a characterization of historical work values. All work is to be performed to current code requirements.

5.1.2.A. **TYPES OF WORK CATEGORIES/TRADES EXAMPLES.** include, but are not limited to the following:

5.1.2.A.1. **ELECTRICAL** (Lead Craft/Trade in CMMS – 1820). The Contractor shall be responsible for locating, diagnosing, adding new, and/or eliminating trouble occurring in power circuits, controls, switches, thermostats, alarm systems. The Contractor shall be responsible to replace and install new AC electrical wiring and outlets. The Contractor shall be responsible for installing and repairing appliances (washers, dryers, refrigerators, stoves, dishwashers, ceiling fans, garbage disposals, attic ventilation fans, water heaters, etc.). The Contractor shall be responsible to convert non-LED lighting to LED lighting when appropriate. Replace incandescent & fluorescent bulbs and ballasts, changing light bulbs (other than those maintained/replaced as part of PM) and cleaning light fixtures, for all interior and exterior fixtures. The Contractor shall be responsible for testing circuits and equipment using a variety of testing devices (amp meter, ohm meter, voltage tester, etc.). The Contractor shall be responsible for tracing electrical problems to their causes and restoring to normal operation. The Contractor shall be responsible for installing conduit, other raceways, junction and outlet boxes in structures or underground for telephone (may also include running/pulling telephone cables). This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.A.2. **HIGH VOLTAGE WORK** (Lead Craft/Trade in CMMS – 1821). **CAUTION: HIGH VOLTAGE EQUIPMENT IS EXTREMELY DANGEROUS. THE CONTRACTOR SHALL CAUTION ALL CONTRACTOR PERSONNEL HANDLING AND WORKING WITH HOT WIRES OR EQUIPMENT WHICH MAY COME IN CONTACT WITH HOT WIRES.** The Contractor shall be responsible for installing,

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testing, and repairing various equipment and systems. Such work may include, High voltage repairs, splices, inspection, operation of sectionalizing switches, etc. in case of power outages. The Contractor must also coordinate these actions with the local utility company. The Contractor shall be responsible for the installation and repair of Government-owned feeders and circuits after all utility meters. The Contractor shall be responsible for the repair of airport taxiway lighting power & controls and fluid pump power & controls. The Contractor shall be responsible for the repair and installation of airport taxiway lighting fixtures, airport lighting solid state and electromechanical controllers, electromechanical motor controllers and pump motors. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.A.3. ELECTRONICS WORK. (Lead Craft/Trade in CMMS – 4558 or 6382). The Contractor shall be responsible for the maintenance and repair of fire, security, and utility alarms located throughout the complex. The Contractor shall be responsible for the maintenance and repair of several video-monitoring systems located in several locations. The Contractor shall be responsible for maintenance and repairs of low technology Public Address Systems located in several locations. The Contractor shall be responsible for testing phone, cable TV, PA, sound system, and CCTV system cabling for continuity. The Contractor shall be responsible for performing basic troubleshooting and repair of the cabling and conduit runs associated with this equipment or in housing. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.A.4. HVAC WORK (Lead Craft/Trade in CMMS – 1831). The Contractor shall be responsible for maintenance and repair of all heating and cooling systems located throughout the complex. The Contractor shall be responsible for control of indoor humidity levels to keep them within comfortable ranges. The contractor shall maintain a 24 hours a day/7days a week/365 days a year, duty watch stander that will monitor the Direct Digital Control (DDC) system each morning at a minimum for alarm emails and will initiate the appropriate corrective maintenance for alarms received. The Contractor shall be responsible for troubleshooting, repair, and adding new equipment to DDC systems. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.A.5. WATER, PLUMBING, STEAM AND SEWAGE SYSTEMS (Lead Craft/Trade in CMMS – 1818). The Contractor shall be responsible for adjusting or repairing leaky joints, faucets, valves, traps and other outlets. Installing and repairing domestic hot water heaters and plumbing fixtures to include commodes, urinals, kitchen and utility sinks, lavatories, showers, bathtubs, bathroom sinks, etc. The Contractor shall be responsible for placing and connecting water fixtures and facilities such as water lines and mains, dishwasher machines, etc. The Contractor shall be responsible for measuring, cutting, and threading pipe, assembling pipe sections, and hanging or laying assemblies in position, as well as insulating said piping. The Contractor shall be responsible for laying and joining concrete, clay, PVC, iron, copper, and brass pipes. The Contractor shall be responsible for inspecting, maintaining, repairing, installing, or replacing exterior shut off valves. The Contractor shall be responsible for unstopping and clearing sinks, wash basins, tubs, showers, floor drains, urinals, commodes, other drains, and drain lines, when blocked or improperly draining. The Contractor shall be responsible for maintaining and repairing interior plumbing waste lines, mixing, ball, check, shower, waste, and overflow valves, water coolers and domestic water heaters. The Contractor shall be

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responsible for cleaning sand and other debris from sump pump pits and window wells; controlling tree roots in sewer drains; cleaning sewer lines with cutting equipment; and keeping building soil pipes clear of debris for proper rainwater runoff; etc. The Contractor shall be responsible for diagnosing, repairing, or replacing steam traps, steam piping, condensate pumps, condensate pipes, and steam heat exchangers, as well as insulating all hot water/heating system piping and associated components. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.A.6. CARPENTRY WORK (Lead Craft/Trade in CMMS – 1815). The Contractor shall be responsible for repairing and installing walls, partitions, ceilings, and floors; repairing various flooring materials (carpet, vinyl tile, linoleum, quarry tile, laminate, etc.); and repairing by replacing various basic flooring materials, applied finishes, resinous flooring, resilient flooring, and carpeting. The Contractor shall be responsible for flooring which requires replacement due to damage other than normal wear and tear (i.e. flooding from excessive rain, freezing, the failure of other systems or equipment, etc.), and this may be included in a WO to repair the source of the damage or ordered as MRI work, at the Government's discretion. Repair, damaged structures such as but not restricted to replacing concrete stairs and rotted sections of a structure, etc. Basic flooring materials shall include but not be limited to: concrete, clay products (brick and quarry and ceramic tile), wood, metal (grates and plate), and fiberglass and plastic grating; Applied finishes shall include, but not be limited to: hardeners, dust-proofing, and sealing and concrete stains and coatings and terrazzo; resilient flooring in the form of tile and sheet goods; Laminate flooring; and Carpeting in the form of tile and roll goods; Repairing and installing both residential and commercial windows, doors, and various types and locations of glass; and repairing door hardware. Reconfiguring modular furniture and repairing furniture affixed to the building. Roofing, siding, flashing, insulation, and/or door work. Constructing new custom furniture for an exceptional need (e. g. something not commercially available through GSAAdvantage.com). Pouring concrete and flatwork. Does not include locking mechanisms, BASE Locksmith deals with locking mechanisms, which is addressed under a separate CLIN. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.B. The Contractor shall be responsible for vehicle maintenance work IAW section 5.15. The Contractor shall be responsible for repair and PM heavy equipment, passenger vehicles, air station ground support equipment. The contractor shall be responsible for installing new and additional light bars, communication radios, etc. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.C. The Contractor shall be responsible for elevator maintenance work. This includes, but is not limited to, all new work, improvements, inspections, and alterations associated with similar work, etc.

5.1.2.D. The Contractor shall be responsible for POL work. The Contractor shall be responsible to operate and maintain POL facilities such as the fuel pier, LOWS plant, fuel tanks, and fuel farm. The Contractor shall be responsible for clean up of hazmat spills. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

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5.1.2.E. The Contractor shall be responsible for locksmith work, including new work, improvements, alterations, construction, and similar work. The Contractor shall be responsible for cutting keys, replacing locking mechanisms, repairing safes, and entry of GSA safes. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.F. The contractor shall be responsible to complete landscaping, earth moving, and similar work. This includes operating back hoes, skid steers, excavators, dump trucks, bull dozers, etc. Additionally, the contractor shall be responsible to prepare soil, grade surfaces, move media, compact, roll, plant trees/grass/shrubs. This includes, but is not limited to, all new work, improvements, alterations associated with similar work, etc.

5.1.2.G. The Contractor shall be responsible for gym equipment diagnosis and repair. The Contractor shall be responsible to diagnose and repair all gym equipment including cable & pulley machines, treadmills, elliptical machines, rowing machines, stationary bikes, etc.

5.1.2.H. **TASK EXAMPLES:** Examples of tasks included under Level II work include, but not limited to:

5.1.2.H.1. **ELECTRIC WORK.** The Contractor shall be responsible for replacing fluorescent ballasts, changing light bulbs (other than those maintained/replaced as part of PM) and cleaning light fixtures, for all interior and exterior fixtures. The Contractor is not responsible for changing light bulbs inside occupied housing units. The Contractor shall be responsible for retrofitting fluorescent light fixtures to LED fixtures. The Contractor shall be responsible for running wire and adding a new outlet, etc.

5.1.2.H.2. **WATER, PLUMBING, STEAM, SEWAGE.** The Contractor shall be responsible for adjusting or repairing leaky joints, faucets, valves, traps and other outlets within the threshold of service work. The Contractor shall be responsible for unstopping and clearing sinks, wash basins, tubs, showers, floor drains, urinals, commodes, other drains, and drain lines, when blocked or improperly draining within the threshold of maintenance. The Contractor shall be responsible for cleaning sand and other debris from sump pump pits and window wells. The Contractor shall be responsible for replacing a steam valve, etc.

5.1.2.H.3. **CARPENTRY.** The Contractor shall be responsible for repairing various flooring materials (carpet, vinyl tile, linoleum, quarry tile, laminate, etc. that are below the threshold of MRI. The Contractor shall be responsible for repairing door hardware (note: this does not include locking mechanisms). Locking mechanisms are addressed under a separate CLIN. The Contractor shall be responsible for building a new partition. The Contractor shall be responsible for replacing an exterior commercial or residential door. The Contractor shall be responsible for repairing, or replacing, a section of concrete stairs. The Contractor shall be responsible for repairing rotted sections of a structure, etc.

5.1.2.I. **WORK ORDER LIMITATIONS.** Historical Levels of service work are included in Appendix I. The Contractor shall provide an annual quantity of 5,750 Level II WOs at no extra cost to the USCG. WOs count toward the year they were ordered and approved (when approval is required). For example, a priority 2 WO requested in December 31, 2019 counts toward 2019, even if finished in the next ordering period (assuming contract

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year coincides with calendar year). Conversely, a priority 4 WO requested November 12th 2019, but approved Jan 1 2020, counts toward 2020's count. WO priorities are defined in section 5.1.14.

5.1.2.J. **ADDITIONAL WOS.** Provide an additional 250 and 25 (lot) additional Level II WOs. For bidding purposes only, the historic average cost of WOs is in Appendix I. The Government will notify the Contractor if it plans to order this at least thirty (30) days prior to the start of work. A "lot" of WOs can be rolled into the next contract year if at least one WO has been used from the "lot" of 25 or 250 before the end of the contract year.

5.1.2.K. **QUALITY WORK ORDERS.** Quality work can be characterized, but not limited to: Work was completed by a state certified (when required), trade trained, individual demonstrating good craftsmanship; work was completed in accordance within industry standard estimating time (e.g. R.S. Means); only the number of workers required are charged to the WO as is typically defined by an estimating standard (i.e. trainees charge to contractor's overhead), the worker planned materials/tools ahead, when possible, and took a minimum number of trips to-from the field; work was completed to building codes required in this PWS, even if that means reworking a limited portion of the system to bring the system up to date (i.e. sometimes more than a simple parts change out); work used like-or-better materials in repair and quality materials (e.g. quality commercial/industrial grade when required) for new work, work was done with the eye and pride of craftsmanship (e.g. plumbing joints are clean and pipes are straight and secured to the wall when required, electrical wires are neat and organized when installed into a panel, finish carpentry has clean cuts from a sharp blade and wood is finished to be smooth to the touch, etc.), a work request is submitted to the USCG through the help desk when other items in the work area are noticeably and obviously in need of corrective maintenance, work area is clean when complete, all notifications and paperwork are complete, etc. This definition can also be used in other sections of the PWS for corrective maintenance and new work.

5.1.2.K.1. **PERFORMANCE FAILURE/REWORK.** The contractor shall warranty the quality of workmanship and materials of work and services performed for a minimum of one year, unless previously approved by a COR. The Contractor shall be responsible for the cost of work required as a direct result of Contractor failure to perform work in a timely or proper manner. This includes work that must be re-performed (rework). Rework will be issued by the USCG or Contractor as a work order. Rework labor hours will not count as productive hours and shall not contribute to the Contractor's total productive hours or total annual number of WOs. Rework is to be identified with an "R" designator in CG CMMS.IAW TE 1.1. The responsible COR's shall investigate and determine if the issue shall be handled under a new work order or as a rework.

5.1.2.L. **WO GENERATION.** The Contractor shall establish a work reception function with the capability to receive and process work requests IAW TE 1.1:

5.1.2.L.1. If a service call, as determined by the Contractor, is the responsibility of a utility company such as Kodiak Electric Association, the Contractor shall immediately notify the utility company and the USCG. The movement of this responsibility to the appropriate entity shall not be charged to a WO. The Contractor shall establish a system for forwarding after-hours trouble calls to the Base Kodiak Engineer On Watch (EOW). The EOW will approve and make all call-outs for after-hours work requirements.

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5.1.2.M. The Contractor shall be able to receive requests for services by phone using local phone numbers, by fax, by e-mail and by text/SMS message. The Contractor shall publish work control locations and phone numbers and provide them to the KO before the contract begins. The USCG shall make them available to all customers.

5.1.2.N. Contractor shall respond to and issue WOs for service requests determined to be Priority one (1) or two (2) by the Contractor, and Priority three (3) (see 5.1.2.W) work requests received from residents of USCG housing or the housing office independent of USCG direction. Priorities defined in 5.1.2.W.

5.1.2.O. All identified priority three (3), four (4), and five (5) (except for priority three (3) housing which is contractor approved) work that does not fall under standing work in one of the other PWS task areas shall be transmitted to the USCG through USCG CMMS. The COR assigned to that CLIN will adjust and approve or disapprove each work request and the assigned priority level. If priority requires adjustment, the COR assigned to that CLIN will congruently work with the Contractor to make the change.

5.1.2.P. **HELP DESK SIGNAGE.** The Contractor's work control desk shall have an appropriate identification (i.e. a sign on the outside of the building and room) and is accessible to customers during normal working hours by the means of communication channels identified in 5.1.2.M and/or in person.

5.1.2.Q. **WORK ORDER DOCUMENTATION.** The following types of work will be recorded by the Contractor in USCG CMMS and forwarded to the COR for approval during normal hours on the same day it was identified. The USCG CMMS is the data system of record, and though the Contractor may keep their own system, the USCG CMMS system shall be kept up to date. However, day to day work within an in-progress work order may be kept in the Contractor's system until the work is complete. When the WO is complete, all day to day details can be added to the USCG CMMS system. Anyone can request the day to day status of a work order(s) from the help desk, and the Contractor shall provide it. Priority two (2) through five (5) work requests arriving to work control after 1400 shall be submitted by the Contractor into the USCG CMMS before 1000 the following work day:

5.1.2.Q.1. Standing work being issued by Performance Directives;

5.1.2.Q.2. Priority three (3) (except for housing), four (4), or five (5) Level II calls

5.1.2.Q.3. Locksmith services;

5.1.2.Q.4. Requests for outages;

5.1.2.Q.5. Dig permits; and

5.1.2.Q.6. IDIQ requests

5.1.2.R. **LABOR COST TRACKING REQUIREMENTS.** Labor hours expended shall be tracked and documented to each job and tied to a clear explanation of work performed. Labor hours for overhead, supervision, clerical support, transportation (travel time), or material handling shall not be included in the documented labor costs of Level II Work. Parts runners can be charged to the WO for on-base supplies. However, time to purchase parts in town, order parts, or receive parts shall not be charged to the WO.

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5.1.2.S. **DATA PRESERVATION.** Contractor shall preserve the original text and date from the person who submitted the initial request and enter the text word for word into USCG CMMS. Contractor personnel may provide additional comments only, without altering the submittal otherwise. When required, the Contractor shall clarify the original sender's text and add commentary in the Long Description field to the WO to properly illustrate the issue.

5.1.2.T. **WORK RECEPTION REQUIREMENTS.** Contractor work reception personnel shall have complete knowledge of the Contractor's organization and procedures, a good working knowledge of Base Kodiak, and be familiar with the terms of the contract and the Contractor's data entry requirements into the USCG CMMS. Contractor personnel shall have a good working knowledge of the trades and crafts - as listed in this contract - used to execute calls. The Contractor shall train personnel to extract necessary information from the requester in order to produce an accurate description of the required work IAW the contractor's training plan.

5.1.2.U. **PERFORMANCE DIRECTIVES (PRD).** The COR or KO will issue PRDs (see TE 1.1) to order, schedule, and/or coordinate Level I work. The COR or KO will also issue PRDs to, but not limited to:

5.1.2.U.1. Advise the Contractor of requirements needed to support Government representatives or other contractors performing work at Base Kodiak;

5.1.2.U.2. Communicate information in writing regarding work to be completed;

5.1.2.U.3. Notify the Contractor of meetings, site visits, training, or drills requiring their attendance;

5.1.2.U.4. Make changes to the priority or amend an existing WO, or to cancel a WO;

5.1.2.U.5. Inform the Contractor of work non-performance, or to direct the Contractor to re-perform a WO (see 5.1.2.K).

5.1.2.U.6. PRD's requiring re-performance will typically be issued with the same priority as the originally issued WO.

5.1.2.U.7. In some instances, the PRD's requiring re-performance, otherwise known as Reworks, will be assigned a higher priority as determined by the COR than the originally issued WO, often because of quality-of-life issues.

5.1.2.V. **CUSTOMER NOTIFICATIONS.** The Contractor shall provide the requestor with a WO tracking number at the time of issue. The Contractor is required to notify the requestor in writing as soon as practicable but no later than twelve (12) hours prior to commencement of work. The Contractor must also notify the requestor of the WO status regarding:

5.1.2.V.1. Delays, scope changes, or hindrances to work completion. Notifications shall be twice daily for Priority one (1);

5.1.2.V.2. Notifications are every other day for Priority two (2);

5.1.2.V.3. Notifications are weekly for Priority three (3);

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5.1.2.V.4. Notifications are bi-monthly for Priority four (4); and

5.1.2.V.5. Notifications are monthly for Priority five (5) Level II WOs.

5.1.2.V.6. Notifications upon WO completion.

5.1.2.V.7. All Level II WO's to contractor provided work spaces shall require COR approval.

5.1.2.V.8. Work can be combined under the same work order as shown in the table below, and shall be combined as follows if the work is received as one request, with the exception of zone inspection reports. Zone inspections often have the potential for many tasks by one trade. When this occurs, individual tasks can be separated into individual WOs by the contractor.

**Table 1. Work Order Combinations**

Combination	# of Tasks	# of Trades	# of Physical Locations
A	1	1	1
B	1	2 or more	1
C	1	1	2 or more
D	2 or more	1	1

5.1.2.V.9. For the purposes of this section, a location is a single building. Family residences and their surrounding structures will be considered a single location. Work on common areas of a multi-family residence such as the mechanical room or building exterior will be one location. Work within the private spaces of a residence in a multi-family housing unit will be a single location.

5.1.2.V.10. WOs that come in separately are only to be combined when specifically requested by the requestor or COR. It is not incumbent upon the Contractor to review and combine all work requests into one WO. The Contractor may request the respective COR that WOs to be combined if they meet the criteria listed Table 1.

5.1.2.V.11. COMBINATION A. Most trouble calls fall under this combination. Examples include:

5.1.2.V.11.a. A WO for a plumber to unclog a toilet;

5.1.2.V.11.b. A WO for an electronics technician to investigate and repair a fire alarm control panel in a building; and

5.1.2.V.11.c. A WO for an electrician to restore electrical power to a building.

5.1.2.V.12. COMBINATION B. Multiple trade WOs fall under this category. Multiple trades may become involved because the trade work is incidental to the overall completion of the work. Examples include:

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5.1.2.V.12.a. A WO to install a Government-furnished air compressor. A laborer may mount the air compressor onto a skid, an electrician may connect the compressor control panel to an existing electrical circuit, and an HVAC mechanic may energize the equipment to confirm proper operation.

5.1.2.V.12.b. A plumbing repair behind a wall will be issued as one WO. A plumber may repair the plumbing leak, a janitor may remove excess water from the area, a carpenter may restore the damaged wall, and a painter may paint the area. The WO will not be considered completed until the affected area is restored to original condition.

5.1.2.V.13. COMBINATION C. When work is redundant among several buildings, it can be charged to one WO. For example, if the exterior lights on a number of buildings needs replaced, one WO shall be used. In this instance, the Contractor shall make notes in the USCG CMMS system as to all the buildings worked on.

5.1.2.V.14. COMBINATION D. This combination occurs when several tasks that fall under one trade are in the same location. Examples include:

5.1.2.V.14.a. Several carpentry repairs in a facility;

5.1.2.V.14.b. Replacing multiple light bulbs in one facility;

5.1.2.V.14.c. Electrical work to install new electrical outlets in several rooms in a facility;

5.1.2.V.14.d. Plumbing work to unclog a toilet and fix a leaking sink in one real property facility number (RPFN); and

5.1.2.V.14.e. Multiple plumbing/pipe shop repairs required in mechanical rooms within the same building.

5.1.2.W. **WORK ORDER PRIORITY CLASSIFICATION.** Examples of work types that fall into each priority are listed under each priority below, and historical averages of priorities are included in Appendix I. Time frames for response and completion are listed in table 2 in paragraph 5.1.2.N.1.

5.1.2.W.1. **PRIORITY 1 - EMERGENCY.** This work takes precedence over all other work and requires immediate action by the Contractor, including diverting personnel from other work, if necessary, to respond to the emergency. The work is necessary for the protection of health, for safety, for security of sensitive Government property, to prevent damage to property, or to meet an emergency operational requirement. All emergency work shall be worked on until the emergency is alleviated, as approved by the COR, EOW, or the KO. When the Contractor alleviates the emergency condition, the Contractor may change the work priority. For after-hour callouts, the Contractor shall provide written notification to COR on the next business day of the downgrade and provide the EOW approver's name and a work contact phone number. Examples include, but are not limited to, the following:

5.1.2.W.1.a. Fuel leaks, broken steam or fuel lines, hazardous materials or fuel spills, or third party oil spills as the KO directs;

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5.1.2.W.1.b. Electrical problems which could lead to personal injury, damage to property, or result in a power failure affecting occupied buildings;

5.1.2.W.1.c. No heat, power or hot water in any housing unit, the Guest House, Barracks, Child Development Center, food service facility, the Health Care Facility, or facility supporting a business during their operating hours (DeCA Commissary, CGES Store, (MWR) Pizza Parlor, Beauty Salon, etc.) Loss of heat during periods of cold in other buildings. No heat in any structure containing water or steam when the outside air temperature at that location is at or below thirty-two (32) degrees F.

5.1.2.W.1.d. Complete breakdown of refrigerators, cooking ranges or other primary kitchen equipment in a family housing unit, galley equipment problems which will affect operation of the food service facility;

5.1.2.W.1.e. Water leaks causing damage to property or interruption of service. Any broken water line inside or outside of a structure;

5.1.2.W.1.f. Inoperable plumbing fixtures or drain lines where no alternate facilities are available in the facility;

5.1.2.W.1.g. Inoperable plumbing fixtures or drain lines servicing individual barracks units and family housing units;

5.1.2.W.1.h. Loss of air conditioning in major high occupancy buildings, or in spaces where it is required for data processing or other essential purposes;

5.1.2.W.1.i. Door repair where necessary to close a building or family housing unit for security or from weather;

5.1.2.W.1.j. Broken glass where it is necessary to close a building or family housing unit for security or from weather;

5.1.2.W.1.k. Leaking roofs where damage to building contents may result;

5.1.2.W.1.l. Problems arising from flooding of occupied floors, including basements, or streets from stopped sanitary sewers, storm sewers, or drains, etc.; plugged sewer lines which result in sewage backing up into a building;

5.1.2.W.1.m. Problems arising from natural disasters, such as flash floods and storms, to include washouts in roads, plugged drainage, fallen trees, landslides, barricades, etc.;

5.1.2.W.1.n. Electrical failure of alarm systems;

5.1.2.W.1.o. Protection from damage caused by weather to include repairing broken windows, protecting damaged roofs or siding, etc.;

5.1.2.W.1.p. Repair of fire suppression systems;

5.1.2.W.1.q. Repair of mission essential equipment (i.e., helicopter tow tractor, portable aircraft power generator, fire apparatus, etc.);

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5.1.2.W.1.r. Removal of obstructions when they block one or both lanes of a road;

5.1.2.W.1.s. Performing janitorial services as needed to remove unwanted non- hazardous liquids or solids from facilities. Emergency janitorial services are occasionally required as a result of mechanical failure or operator error. Janitorial services are normally used to restore a site to original condition after the following types of work: repair of a pipe leak or tank rupture, clearing of a clogged drain, removal of fire-fighting water after an accidental release of a sprinkler system; and,

5.1.2.W.1.t. The accidental discharge of any fire suppression system.

5.1.2.W.2. PRIORITY 2 - URGENT. This work is required to correct conditions that significantly and negatively impact the quality of life, morale, or has command emphasis. Examples include, but are not limited to, the following:

5.1.2.W.2.a. Washer or dryer failures in a family housing unit;

5.1.2.W.2.b. Failure of lights/lighting circuits when they prohibit the safe use of an entire Family Housing unit floor or an entire Barracks unit;

5.1.2.W.2.c. Failure of HVAC controls when they cause an entire floor of a Family Housing unit or entire room of a Barracks unit to fall outside of a reasonably comfortable temperature range, 60°F to 80°F;

5.1.2.W.2.d. Failure of electrical circuit breakers when they cause an entire floor of a Family Housing unit or entire room of a Barracks unit to be without lighting;

5.1.2.W.2.e. Failure of range burners or oven;

5.1.2.W.2.f. Electrical problems which will not lead to personal injury, damage to property, or result in a power failure affecting occupied buildings;

5.1.2.W.2.g. Water leaks where no damage to property is likely to occur;

5.1.2.W.2.h. No heat in a building with the outside air temperature above thirty-two (32) degrees F and below forty-five (45) degrees F;

5.1.2.W.2.i. Malfunctioning or burned out lights in a work space; or

5.1.2.W.2.j. Failed smoke or heat detection component that might prevent an automatic suppression system from properly actuating.

5.1.2.W.3. PRIORITY 3 - HIGH PRIORITY. This is work which does not meet the criteria for the above two categories but still requires a shorter response time than priority four (4) work. Examples include but are not limited to, the following:

5.1.2.W.3.a. Insufficient hot water;

5.1.2.W.3.b. Heating problems (not operating at full efficiency when weather is moderate.);

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5.1.2.W.3.c. Install additional wall receptacle to support immediate tenant needs;

5.1.2.W.3.d. Steady leak of water from a faucet; or

5.1.2.W.3.e. Trouble alarms in fire detection system panels that do not impede alarm reporting.

5.1.2.W.4. PRIORITY 4 - ROUTINE. This is work the Contractor can routinely schedule and complete with their normal workforce or subcontracted or specially hired workforces. Examples include but are not limited to, the following:

5.1.2.W.4.a. Repair of a window crank handle in a housing unit;

5.1.2.W.4.b. Replacement of several light bulbs in a large office area;

5.1.2.W.4.c. Repair of a cleaning locker door latch in an industrial building;

5.1.2.W.4.d. Repair of a torn carpet in a private office;

5.1.2.W.4.e. Replacement of a non-standard door and lock with a door and lock keyed to the base key control program; or

5.1.2.W.4.f. Replacement of otherwise functional fire suppression or detection system components that are beyond the NFPA specified service date.

5.1.2.W.5. PRIORITY 5 - LOW PRIORITY. This work may be more appropriately accomplished at a later date in conjunction with other work and allows for long range planning and scheduling. Examples of include but are not limited to, the following:

5.1.2.W.5.a. Installing a replacement exterior door painted to match existing facility;

5.1.2.W.5.b. Installing a new fence alongside a recreational field;

5.1.2.W.5.c. Converting a storage room into an administrative space (by adding doors, electrical receptacles, additional overhead lights, etc.);

5.1.2.W.5.d. Securing a building per established Base Realignment and Closure (BRAC) protocols for eventual demolition by others; or

5.1.2.W.5.e. Constructing several gates on a gravel road to control vehicle access.

5.1.2.W.6. PRIORITY 6 - BACKLOG. This is work the USCG may choose to delay for another time, or eventually turn into a bigger project. The USCG may request the helpdesk reprioritize the WO into a lesser number later in the contract. If the Contractor requests approval for a WO, the USCG may move the priority to 6 if they chose to do so. The Contractor can run a periodic Ad-Hoc report to determine what WOs were converted to priority 6 so they may modify the Contractor's CMMS system. The USCG shall not approve backlog WOs from the system at a speed that will overwhelm the Contractor's workforce.

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5.1.2.X. PRIORITY LEVEL CHANGES. The USCG reserves the right to change the priority of any Level II Work Order. For USCG requested priority changes, the COR will formally issue a Performance Directive stating the new priority. Any requests by the Contractor to change assigned work order priorities must be approved by the responsible COR. The Contractor is encouraged to use a COR approved priority downgrade to manage the timeliness requirements of their work, however, they must take measures to lessen the priority to have the request approved. For example, a broken window may start as a priority 1, but if the window is temporarily boarded up, it can be reduced to a lower priority. Requests to reduce priority to wait on parts will rarely be approved if no action has been taken to reduce the priority. COR or EOW can approve priority changes for Priority 1 afterhours WO's as discussed above.

5.1.2.X.1. Priority changes shall be submitted to COR via separate email per each request. Subject line format shall start with WO number followed by short description. Final reply of priority change, if approved, shall be attached in USCG CMMS. Initial approval may be obtained verbally but followed up with email for documenting purposes.

5.1.2.Y. NON-STANDARD COMPLETION TIMES FOR WORK ORDERS. Some WOs may require a completion date that falls between priority deadlines. With COR direction or approval, the higher priority will be assigned with a "Due by Date" inserted in the long description and in the USCG CMMS "Target Completion" field by the Contractor.

5.1.2.Z. AFTER-HOURS SERVICE WORK ORDERS. The Contractor shall receive all service call requests from the EOW and other authorized USCG representatives after normal working hours, on weekends, and holidays. The Contractor will respond to after-hours call-outs for Priority 1 issues only. The USCG will provide and periodically update a list of USCG personnel authorized to make service calls to the Contractor. This list shall be treated as Personally Identifiable Information (PII).

5.1.2.Z.1. Enter required information pertaining to calls received outside of normal Government working hours into USCG CMMS by 1000 the next work day. The COR may upgrade or downgrade the priority of any service work order received by the Contractor. Complete contact information for all including "EOW called in work requests" shall be documented on work order including FULL name and a working phone number that they can be reached at after their duty has passed.

5.1.2.AA. CONTRACTOR-IDENTIFIED WORK. As identified in CLIN 1001AA, Contractor will be awarded an additional one (1)% of profit on priority Level 3, 4, and 5 repair WO's discovered by Contractor and submitted by Contractor and approved by the COR.

5.1.2.AA.1. As determined by the COR, Contractor shall not receive the additional one (1)% profit if they require the government to provide technical expertise or provide management of the repair. Contractor is required to provide the expertise and solutions for all work orders. In case of disagreement, the KO is the final determination. However, the Contractor is still must request permission to change the configuration of a system.

5.1.2.AA.2. Contractor shall not receive this additional one (1)% profit if the WO transitions from a Level II WO to a Level III WO.

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5.1.2.AA.3. The Contractor shall not receive the additional one (1)% profit if the work order is completed late.

5.1.2.BB. **SERVICE WORK ORDER RESPONSE AND COMPLETION.** The Contractor shall respond to and complete work orders per Table 2 below. The Contractor shall visit the work site and, at a minimum, provide an initial investigation/analysis of the work requirements within the time limits specified. The Contractor shall establish contact with the Requestor/Point of Contact and determine if specialized materials will be required. For all Family Housing and Barracks unit Work Orders, the Contractor shall not substitute making appointments for site visits when occupants or USCG representatives are available to support established response and completion timelines. When unable to make contact with barracks or housing residents Contractor shall use barracks Master at Arms (MAA) for entry in to barracks rooms and the housing office for residential units. The Contractor shall schedule and complete the work based on the results of their initial investigation.

5.1.2.BB.1. For Priority 1 work orders, response and completion times are measured from the date and time of earliest means of work request. For all other WOs, response and completion time is measured from the beginning of the first business day after the WO is approved by a COR in USCG CMMS. The completion date will be measured by 5:00 pm of the completion deadline date.

**Table 2. Response and Completion Times**

PRIORITY	RESPONSE (by person qualified to carry out work showing up on site)	COMPLETION
1 - Emergency	No later than thirty (30) minutes during normal working hours; No later than one (1) hour during other hours (unless otherwise directed by the USCG)	Work until complete or priority is changed by the USCG
2 - Urgent	One (1) business day	Five (5) business days
3 - High Priority	Seven (7) calendar days	Twenty-one (21) calendar days
4 - Routine	Fourteen (14) calendar days	Forty-five (45) calendar days
5 - Low	Thirty (30) calendar days	One hundred eighty (180) calendar days

5.1.2.BB.2. **NOTICE OF WORK DELAY.** For Work, (Including Vehicle, Locksmith, and Fire alarm and suppression Service Work), expected to exceed established priority completion times, the Contractor shall notify the COR in writing and the WO requester of the reason for the delay, new priority requested, and the expected completion date. The Contractor may request an extension in the notification. The respective COR can approve the extension and the Contractor shall update the target completion date to the date approved by the COR in the USCG CMMS system. An extension to order commonly used or readily available parts will not be

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granted (e.g. parts on the shelf in Anchorage, AK or parts suitable for air freight in Seattle, WA). Diverting personnel to respond to Priority 1 Service Work or Level III work, is not acceptable justification for delays in Service Work. If the USCG does not approve the requested delay, the WO's required completion date will not change.

5.1.2.BB.3. LEVEL II TO LEVEL III PROCEDURE. The Contractor shall stop work and immediately notify the COR and the KO in writing if it anticipates that a work order will exceed the Level II threshold, and no later than the time that total costs are estimated by the Contractor to exceed 75% of the Level II cost ceiling. Additionally, the Contractor shall provide written notification to the COR and KO whenever estimated material costs exceed 50% of the Level II ceiling. The Contractor shall not exceed the Level II ceiling until the KO has ordered the work as an approved Level II to III task order. The Contractor shall not incur costs exceeding the Level II cost ceiling established by the USCG in conjunction with Level II to III Job Orders, and shall notify the KO in writing when 75% of the Level II cost ceiling is reached (i.e. \$7,500.00). If the Contractor fails to provide proper notification and incurs costs in excess of the Level II cost ceiling, the USCG reserves the right to refuse reimbursement of costs incurred in excess of the Level II cost ceiling. See Section 4.2 for submittal of written Level II to III work proposal requirements.

5.1.2.BB.4. WORK ORDER RECORD KEEPING. When the Contractor receives a WO, the Contractor shall keep the status and execution data current within USCG CMMS in accordance with the requirements specified in TE 1.1. The Contractor shall record complete WOs in USCG CMMS within two (2) business days of work completion. The Contractor shall change WO status to "Closed" no sooner than one year after it has been completed.

5.1.2.BB.5. GOVERNMENT ISSUED WORK ORDERS. Once the Government has issued a WO to the Contractor, the Contractor shall be the main point of contact for information regarding the WO. The Contractor shall notify the point of contact named on the WO upon each status change, delay, or any other information that affects the completion of the task. The Contractor shall be the main point of contact with customers until the WO is completed. The Contractor shall supply the customer a phone number and the location of the Contractor's work control desk. The Contractor's work control desk shall be identified and accessible to all customers during normal working hours. The Contractor shall notify the customer upon completion of the task and provide a customer feedback survey which the Contractor shall transmit to the USCG.

5.1.2.BB.6. LABOR. All service work at or over \$2,500.00 is subject to Service Contract Labor Standard wages. Some service task order can include a construction component which may require the Contractor to pay Construction Prevailing Wages, when appropriate. When questions arise concerning the labor hours required for a particular job, labor hour requirements will be based on the most current version of the RS Means Facilities Maintenance and Repair Cost Data or Engineered Performance Standards.

5.1.2.BB.7. MATERIALS. When questions arise concerning the cost of materials, the Contractor shall base the material costs on the lowest quote provided to the Contractor from at least three different commercial vendors for the actual direct cost

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of materials. The USCG retains the right to obtain additional quotes when desired, and use the lowest price for quality materials. The contractor shall use the same, or like quality materials, as is being replaced, unless approved by the COR in advance. The Contractor shall maintain sufficient off-the-shelf materials and equipment on hand to support service work requirements. Lack of availability of materials or equipment will not relieve the Contractor from the requirement to complete service work within the time limits specified for Priority 1 work. For Priority 2, 3, and 4 work, delays will only be considered by the COR if the Contractor can demonstrate that materials were ordered early enough in the completion time frame to reasonably expect timely completion of the work. Contractor may appeal the COR's decision through the KO. The KO has final decision authority.

5.1.2.BB.8. OFF-ISLAND WORK. The Contractor shall perform all off-island work as identified in Section 2.5 provided the cost for labor and materials does not exceed the threshold of Level II WO. The COR shall issue an IDIQ to cover travel expenses in conjunction with the off-island WO. For example, if work is needed on St Paul island, the COR will issue one or more WRs and an IDIQ for one trip and an estimated number of days. If the Contractor's technician stays in the government facility, the per diem charges shall be 1/3 of the day rate.

5.1.2.BB.8.a. SAFE PERSON. When conducting work at Sitkinak, St Paul, or Cold Bay, and only one person is necessary to do the job, the Contractor may request a second technician come along to act as a "safe person". If the Contractor requests to send a "safe person", this person must be qualified to help with the task(s). If the USCG sends a Government representative, they can act as the "safe person" as long as the Government representative can maintain close proximity or communication at all times.

5.1.2.CC. PURCHASING EQUIPMENT. The Contractor may include the equipment in the proposal as part of the Contractor's pricing. See 4.5.1 for details.

5.1.2.DD. **PERFORMANCE CONSIDERATIONS.**

5.1.2.DD.1. WOs are not complete until all labor is finished, the work site cleaned up, and customer notified. This is reflected by the actual completion date in USCG CMMS.

5.1.2.DD.2. WO documentation is not complete until all required information, e.g.; attachments, labor hours (including rates), sub-contractor costs, and material cost are entered into USCG CMMS.

5.1.2.DD.3. All service WOs performed on PM'd equipment shall be documented in the equipment logbook. Logbooks shall be placed in a wall mounted file holder in a location easily accessible to COR. Installation of file holders shall be standing work. Prior to departing the work space or area, the Contractor shall record all of the technicians involved and include printed & signed names, WO number, date and nature of the corrective maintenance (CM) & all tasks required to repair the problem. For each piece of equipment, the Contractor shall record adjustments made, parts expended, new components installed, fluids, lubricants, etc. If the entire piece of equipment is replaced, the Contractor shall start a new logbook for that piece of equipment and the logbook for the previous piece of equipment shall be retained in the spaces file holder to capture the maintenance history. The

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Contractor shall install a new USCG CMMS equipment code, which is the identifier of the equipment being maintained. The Contractor shall enroll the new equipment in the USCG's CMMS in accordance with Director of Operational Logistics (DOL) (formerly Shore Infrastructure Logistics Center (SILC)) guidelines, and the removed equipment will be decommissioned.

5.1.2.DD.4. DESIGN RESEARCH AND PLANNING REQUEST. The USCG may submit WO for a data request and/or meetings to supply data for design, planning, or management decisions. The Contractor shall complete these requests and charge them to toward the 5.1 the WO count.

**5.1.3. DELIVERABLES.**

5.1.3.A. MONTHLY REPORT. The Contractor shall provide a report of the following metrics by the fifth (5<sup>th</sup>) working day of each month to include but not limited to the following:

5.1.3.A.1. Summary of all Level II work with accrued count, material costs, and labor costs.

5.1.3.A.2. Itemized listing of all late WOs with explanation or justification of status and estimated completion date. This shall also include late work broken down by lead craft.

5.1.3.A.3. WO distribution according to tenant command. Summarize Housing into one total.

5.1.3.A.4. Count and percent completion of all Level II work (actual vs. scheduled) segregated by both priority and overall count.

5.1.3.A.5. Percent of Level II work responded to within designated response time; and,

5.1.3.A.6. Percent of Level II work completed within designated completion time.

5.1.3.B. DAILY REPORT. Contractor shall provide daily reports of all Priority 1, 2 & 3 work orders generated by the Contractor without COR approval to the respective COR responsible for the work order. These reports shall be due no later than 1000 the following business day.

**5.1.4. INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ).**

5.1.4.A. OFF-ISLAND TRAVEL. The Contractor shall price off island work, including travel to the off island locations to conduct work order that otherwise fits all the criteria in this section. In some cases, travel will be provided by the USCG and this IDIQ will not apply. See section 5.1.2.BB.8 for more detail.

5.1.4.B. OFF-ISLAND PER DIEM. The Contractor shall provide a day rate for a technician to obtain lodging and food in line with the GSA per diem rates. In some cases, the USCG will provide lodging. When Government lodging is the only lodging available, or the contractor chooses to stay in Government housing, 1/3 of the day rate applies. See section 5.1.2.BB.8 for more detail.

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5.1.4.C. GYM EQUIPMENT DIAGNOSIS & REPAIR. Diagnose & repair of gym equipment i.e. treadmills, ellipticals, rowing machines, and stationary bikes for gym equipment not located in the Building 2 (gym) facility. Repair of equipment in Building 2 will be Level II service work.

5.1.4.D. ADDITIONAL SERVICE WOS. Provide the cost for the purchase of additional Level II Service WOs in increments of twenty five and two hundred and fifty (25 and 250).

**5.1.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in section 5.1. Provide Level II WOs within the Base Kodiak's WO count.

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**5.2. PREVENTIVE MAINTENANCE (PM).**

**5.2.1. SCOPE.** Plan, program, administer, and manage the PM program supporting Base Kodiak and U.S. Navy Spruce Cape as standing work. Use the USCG CMMS as the only official database of record and execute timely equipment and PM record updates. Maintain the integrity of the data enrolled in the USCG CMMS in accordance with the most current CG data integrity standards as defined by the DOL (formerly SILC) and TE 1.1. Appendix F identifies all equipment that is enrolled in USCG CMMS and the frequency of PMs. Equipment that is maintained by others or is included in another section of this PWS has been identified with one of the following designations; CHP (Ref Section 5.16), FD (Performed by others), POL (Section 5.8), VEH (Section 5.15), WTP (Ref Section 5.16), LOWS (Ref Section 5.17), or WWTP (Ref Section 5.16). All equipment and PM records associated with Base Kodiak are to be maintained in accordance with the requirements of this section. When PM is completed by third party contractors the Contractor shall ensure that these technicians fill out logbooks in the same manner as required for contractor technicians. Any recommended changes/repairs/alterations/improvements shall be reviewed by the Contractor, WO's submitted if required and all recommendations will be forwarded to the USCG for informational purposes. These same procedures apply for contractor technicians.

5.2.1.A. PM work is divided into two (2) categories:

5.2.1.A.1. Facilities, equipment, and real property that are enrolled in the USCG CMMS; and

5.2.1.A.2. Those not enrolled in the USCG CMMS: Water valves and steam pits (including equipment in the steam pits) can be found in TE 1.0.

5.2.1.B. PM BREADTH AND DEPTH. Appendix F is provided as a base line PM plan only for the start of the contract and includes the equipment that was required to be maintained and frequency by which it should be maintained in 2021. Appendix I has data on historical PM efforts. USCG CMMS shall be maintained in such a way that monthly and annual ADHOC reports showing all equipment categorized as 1 through 5 are available. The Contractor is responsible to conduct preventive maintenance on 1-4 equipment only as standing work, category 5 is an IDIQ item. All equipment PM frequency changes shall be updated in USCG CMMS, and can be proposed by the Contractor or USCG and accepted by the COR. See Section 3.21 for variability allowances in the total scope of equipment to receive PMs. The Contractor is encouraged to move toward predictive centered maintenance methodology prescribed in the U.S. Department of Energy, Operations and Maintenance Best Practices, Release 3.0. However, Base Kodiak has not established predictive maintenance at this time.

5.2.1.C. The following skills, training, and tools are required of contractor employees in the administration and data entry of the PM Program:

5.2.1.C.1.a. Must have Common Access Card (CAC);

5.2.1.C.1.b. Facilities Engineering/Facilities background helpful;

5.2.1.C.1.c. Ability to read building and job plans;

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5.2.1.C.1.d. Familiarity with Uniformat and familiarity the USCG approved equipment catalog;

5.2.1.C.1.e. Familiarity with the site/Installation;

5.2.1.C.1.f. Ability to use USCG CMMS;

5.2.1.C.1.g. USCG Work Station;

5.2.1.C.1.h. Access to USCG CMMS;

5.2.1.C.1.i. Field equipment (see Section 3.4 of Technical Guide Equipment Enrollment – Data Gathering and Enrollment in CMMS System); and

5.2.1.C.1.j. Paper or tablet to verify existing USCG CMMS data.

5.2.1.D. EQUIPMENT INVENTORY TE. Appendix F includes all of the government enrolled equipment. Updated versions of these technical exhibits are due to the KO no later than the first business day of the last month of the performance period, the most current version maintained by the Contractor may be requested by the COR at any time. The Contractor shall provide reports of equipment added to USCG CMMS to the COR on a monthly basis. The Contractor is encouraged to make their own IDIQ requests for USCG approval as they find new or unenrolled equipment that can benefit from PM.

5.2.1.E. JOB PLANS. Job plans are step-by-step lists of work to be completed in a PM and one exists for each existing PM. Appendix G has five (5) example job plans. PM work shall be performed in accordance with the job plan. The Contractor shall endeavor to and is responsible for improving job plans to match or exceed manufacturers specified PM recommendations and industry standards. Improvements and changes, once COR approved, shall be updated in USCG CMMS by Contractor through the DOL (formerly SILC) service desk. The Contractor may propose alternative methods for job plan requirements if it will achieve additional cost savings or efficiencies, but will require advance COR approval and must be updated in the USCG CMMS. The job plans shall be in accordance with the following, in order of precedence, USCG orders (e.g. Time Critical Technical Order), national life safety codes (e.g. NFPA), manufacturer's recommended maintenance plan, industry standards, and/or USCG CMMS. The Contractor shall validate job plans for all PM tasks after completion of each task for the very first time or any time a component/system has changed. The Contractor shall handle USCG CMMS enrollment of new equipment and job plan development via service work or IDIQ.

**5.2.2. REQUIREMENTS.** The Contractor shall schedule and manage all PM work in accordance with the job plans. The Contractor shall plan PM scheduling in a manner that optimizes efficiency and reduces unproductive labor hours. Base Kodiak has divided PMs into a number of categories based on their importance to the mission, however, all PMs will be tracked as a priority 4 in the USCG CMMS "priority" field. The Contractor shall provide PM to categories 1 - 4. All Category 1, 2, 3, and 4 equipment is identified in Appendix F (i.e. "CAT-1" in Physical Location column, along with location).

5.2.2.A. CATEGORY 1 CRITICAL PM The Contractor shall provide PM work that includes the maintenance of systems and equipment that relates to life, health, safety risk, or mission critical. The Contractor shall maintain or service Category 1 equipment

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in a manner where failures do not occur. A six sigma (or greater) program to prevent failures is expected, but not currently established.

5.2.2.B. CATEGORY 2 ESSENTIAL PM. The Contractor shall provide PM work that includes the maintenance of systems and equipment that is related to the continuous operation of a facility.

5.2.2.C. CATEGORY 3 PRIORITY PREVENTIVE The Contractor shall provide PM work that includes the maintenance of systems and equipment that is a priority for mission support but falls beneath a higher priority.

5.2.2.D. CATEGORY 4 ROUTINE PM The Contractor shall provide PM work includes the maintenance of systems and equipment that is desired but not essential.

5.2.2.E. CATEGORY 5 ROUTINE PM (IDIQ SEE SECTION ) The Contractor shall provide PM work includes the maintenance of systems and equipment that is desired but not essential.

5.2.2.F. NEW EQUIPMENT. The Contractor shall enroll new pieces of equipment after installation or replacement and old equipment discovered to not be enrolled in USCG CMMS per TE 1.1 and DOL (formerly SILC) Approved Equipment Catalog, plus an equipment category. The Contractor shall maintain electronic records of all performed maintenance as part of the installation work. The Contractor shall remove uninstalled and decommissioned equipment from USCG CMMS.

5.2.2.G. EQUIPMENT IDENTIFICATION TAGS. As required, the Contractor shall install and maintain an identification tag on each system component or piece of equipment scheduled to receive PM. The Contractor shall provide high quality, durable, industry standard tags with the equipment ID number generated by the USCG CMMS. The Contractor shall provide the machine readable identification (e.g. 1-D or 2D barcode) to the Government upon request and at the end of the contract. Most of the currently enrolled equipment has equipment tags and a barcode.

5.2.2.H. EQUIPMENT CONFIGURATION. The Contractor shall not change configuration of equipment without the KO or COR's written approval and shall not replace parts in kind, or greater or equal value, unless otherwise approved by the KO or COR.

5.2.2.I. STEAM TRAPS AND EXPANSION JOINTS. Steam traps and their associated strainers and mud legs, as well as expansion joints need to be inspected and cleaned semi-annually for proper operation. Currently this process does not occur for many of the steam traps, strainers, mud legs, and expansion joints on Base Kodiak.

5.2.2.I.1. Contractor shall enroll & complete scheduled preventative maintenance on all steam traps, strainers and mud legs. The repair/replacement of a steam traps, strainers and mud legs shall be completed on work orders.

5.2.2.I.2. It is estimated that there are 340 steam traps and strainers to be enrolled and inspected. Steam traps that are high in the air, or in a confined space will be more difficult to service. It is estimated that there are about 100 traps of the 340 traps with this level of difficulty. The inspection of the steam trap shall be done by both thermal imaging and ultrasonic testing.

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5.2.2.I.3. Below list provided for starting point and covers the majority of Base Kodiak Steam traps.

5.2.2.I.3.a. LGH housing approximately 88 steam traps and strainers.

5.2.2.I.3.b. Commercial buildings approximately 72 steam traps and strainers.

5.2.2.I.3.c. Steam manholes approximately 49 steam traps, strainers and mud legs.

5.2.2.I.3.d. Hangar 1, Hangar 3, and N1 approximately 54 steam traps and strainers.

5.2.2.I.3.e. Building 614 approximately 10 steam traps and strainers.

5.2.2.I.4. The Contractor shall inspect expansion joints semiannually. The government estimates about 100 expansion joints. Failed joints (or ones near failure) shall be repacked and charges to section 5.1.2.

5.2.2.J. **DEFINITION OF A QUALITY PM.** A Quality PM is defined as, but not limited to: Work was completed by a state certified (when required or available), trade trained individual; work was completed in accordance within industry standard estimating time (e.g. R.S. Means); work used quality parts/lubricants/etc, work was done with the eye and pride of craftsmanship (e.g. radiant fins cleaned, a careful look around was done on each piece of equipment and entire surrounding area is cleaned, old consumables and other debris are removed, waste grease wiped away), parts/tools where in hand upon arrival, a work request is submitted to the USCG through the help desk when the PM equipment or other items in the work area are noticeably and obviously broken, work area is clean when complete, all notifications and paperwork are complete, etc.

5.2.2.K. **RECORDS.** The Contractor shall record all PM completed in the USCG CMMS. An undocumented PM task shall be considered unperformed. Errors found by COR during surveillance shall be reported to the Contractor's QC personnel and counted as individual defects on the USCG monthly PM surveillance. Work not completed by half the time the same period maintenance is due (half a month of a monthly PM), shall be marked "SKIPPED" (or similar notation) by the Contractor, in the USCG CMMS, and shall not be marked "COMPLETE" or be recorded in such a way that gives the impression the work was completed.

5.2.2.K.1. The Contractor shall file and store completed original PM task descriptions. The Contractor shall maintain all information required below within the USCG CMMS program for each piece of equipment. The Contractor shall ensure that each PM task description shall record the following at a minimum:

5.2.2.K.1.a. Name and date of the specific trade performing the task;

5.2.2.K.1.b. Specific tasks within the body of the task description that do not apply shall be documented as "not applicable";

5.2.2.K.1.c. A complete list of materials and parts used in completing the PM task;

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5.2.2.K.1.d. USCG CMMS equipment code identifier of the equipment being maintained; and

5.2.2.K.1.e. Total number of hours of productive time spent completing the PM task.

5.2.2.L. As needed, the Contractor shall document comments recommending changes or additional work, or “no additional work needed.” The Contractor shall create a work request for all required or suggested repairs and denote the work request number on the inspection report.;

5.2.2.L.1. The Contractor shall provide comments on general condition of equipment. i.e. equipment; like new, excellent, good, average, poor. Also, the Contractor shall update the condition rating in the USCG CMMS real property information (currently green plus to red minus);

5.2.2.L.2. In each mechanical space or similar work space or area, the Contractor shall maintain a permanently bound logbook. In spaces or areas with multiple pieces of equipment or systems, The Contractor shall provide separate logbooks for each piece of equipment. The Contractor shall ensure logbooks shall be placed in a wall mounted file holder in a location easily accessible to COR. Installation of file holders shall be standing work. Prior to departing the work space or area, whether for corrective or PM, The Contractor shall record all of the involved technicians printed & signed names, PM number, date and nature of the PM, any task specific data required by the PM description, condition of equipment & work performed. For each piece of equipment, the Contractor shall record adjustments made, parts expended, new components installed, fluids (along with quantities of added fluids), lubricants, etc., used in the work. The Contractor shall document this same information on the PM Job Plans and attached to USCG CMMS. The Contractor shall ensure boiler exhaust reading printouts shall be stapled or otherwise affixed behind pertinent page. If a piece of equipment is replaced, the Contractor shall start a new logbook for that piece of equipment and the logbook for the previous piece of equipment shall be retained or scanned to capture the maintenance history.

5.2.2.L.3. The Contractor shall record all PM completion for equipment in the USCG CMMS. The Contractor shall also keep equipment records up to date in the USCG CMMS in accordance with USCG CMMS guiding doctrine promulgated by the DOL (formerly SILC) and TE 2.1. Equipment Enrollment Business Rules.

**5.2.3. DELIVERABLES.**

5.2.3.A. ANNUAL PM PLAN. Contractor shall develop a detailed and comprehensive annual PM plan. The Contractor shall submit the initial plan for KO's approval within sixty (60) days after contract start date. The Contractor shall prepare and submit updates for review and approval fifteen (15) calendar days before the new ordering period start date. The Contractor shall ensure annual PM plans shall continuously track information pertaining to each specific system, piece of equipment, and PM task listed in 5.2.2.K. The Contractor shall assign appropriate category number to all newly enrolled equipment following already established convention described in TE 2.1.

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5.2.3.B. METRIC REPORTS. The Contractor shall, on a quarterly basis, submit reports in Microsoft Excel format and transmit to the USCG no later than the fifth (5) business day of the following quarter.

5.2.3.B.1. At a minimum, the Contractor shall provide the following metrics within a summary report:

5.2.3.B.1.a. Monthly PM completion vs. monthly PM scheduled by Category. Actual labor hours used for PM vs. labor hours planned in job plans;

5.2.3.B.1.b. Actual total cost on all tasks performed vs. estimated total cost of tasks; and

5.2.3.B.1.c. Days equipment not available per month by Category (e.g. heating ventilation and air conditioning, life safety systems, contingency equipment, Uniform at Level IV Systems, lift stations, etc.).

5.2.3.B.2. An itemized report containing total material costs, total labor hours expended, and total shipping costs of completed PM tasks for each month

5.2.3.B.3. The Contractor shall meet the monthly requirements of the DOL (formerly SILC) OLM PM Dashboard and any other designated requirements. The Dashboard requires no more than 20 metrics, most of which are already required elsewhere in this PWS. New requirements will be issued on not more than a quarterly basis. The Contractor shall present dashboard results in monthly meetings with comments on how to maintain or improve results.

**5.2.4. IDIQ.**

5.2.4.A. EQUIPMENT ENROLLMENT. The Contractor shall provide a cost estimate to enroll maintained equipment (that is not already enrolled) in the USCG CMMS (for equipment that requires routine, scheduled maintenance) and assign appropriate PM job plans as required by manufacturer's requirements or industry standards and IAW DOL standards for enrollment. The Contractor shall provide a price per item enrolled. Provide a price per single and twenty five (25) items enrolled.

5.2.4.A.1. The Contractor shall enroll equipment items into USCG CMMS system, to include equipment identification, PM frequency, assigned job plan, routes, and any other requirements required to ensure an effective PM program.

5.2.4.A.2. USCG CMMS is not a full and complete listing of all equipment types. As an example, steam traps and steam strainers are not found in the list, but require that the Contractor shall provide periodic inspections for proper operation, and strainers cleared of debris.

5.2.4.B. SERVICE NEWLY ENROLLED EQUIPMENT. The Contractor shall provide a cost estimate to service (routine, scheduled maintenance) equipment. The Contractor shall provide a price for a single and twenty five (25) of each item type. Pricing shall be formatted to indicate required frequency of service within a one (1) year time frame. The Government may elect to have this equipment serviced or not serviced each year.

5.2.4.B.1. When an IDIQ order is transmitted to the Contractor to service newly enrolled equipment, the Contractor shall be required to add the equipment to the

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Annual PM Plan, validate, and perform PMs for these references within forty-five (45) days of issue. The Government may elect to provide a grace period for Contractor on the forty-five (45) days, provided that the Contractor can demonstrate when services on those items will take place within a contract year.

5.2.4.C. PM CATEGORY 5 EQUIPMENT. The contractor shall provide a price to provide preventive maintenance work IAW section 5.2 to Category 5 equipment for a year. The contractor shall have 30 days maximum to begin this work.

**5.2.5. WORK SPECIFICATIONS FOR US NAVY.** Provide all work described in this task area, pertaining specifically to the Navy's equipment inventory that is included in Appendix F. The Navy's equipment is not categorized. PM for these items is to be performed based on the associated job plan frequencies.

**5.3. JANITORIAL SERVICES.**

**5.3.1. SCOPE.** The Contractor shall provide janitorial services that maintain both the sanitary condition and aesthetic appearance of the buildings at Base Kodiak. This work is standing work, unless specified otherwise in this Section or is requested as Service Work. The Contractor shall provide all personnel, supervision, management, materials, supplies, training, transportation, and all other items necessary to support these requirements.

5.3.1.A.1. The Contractor shall provide janitorial services for thirty-three (33) separate buildings. The information listed in TE 3.1 identifies the buildings requiring janitorial services and TE 1.0 and TE 3.3 identify the estimated square footage for each type of maintained space. The majority of these buildings are all located on Base Kodiak proper except for the ESD, T1 and T2, N-71 Training Facility, N-92 CWTF Berthing, and N51 Golf Course.

5.3.1.A.2. The Contractor shall ensure that all consumable materials and supplies either used for restocking facilities or for cleaning services shall conform to the requirements of Section 5.10 and to the greatest extent possible be Green Seal certified or possess an equivalent certification that complies with ISO 14020 and ISO 1414024 standards.

**5.3.2. REQUIREMENTS.** The Contractor shall manage the total work effort associated with the janitorial services required herein to assure a workforce that can provide fully adequate and timely completion of these services. The Contractor shall include in this function a full range of management duties including planning, scheduling, and quality control.

5.3.2.A. CLEANING FREQUENCY. The cleaning frequency of janitorial tasks is based on the level of service assigned to the type and usage of building space. The cleaning frequency of janitorial tasks is specified in TE 3.1.

5.3.2.B. CLEANING HOURS. The Contractor shall ensure that cleaning shall occur during Base Kodiak's normal working hours. Certain buildings are exceptions, and Contractor shall schedule this work between the hours of 1500 and 2400. Due to the operations and work schedules of particular offices or work spaces, the following areas and times for daily cleaning shall be followed, however, the time and building requirements are subject to change.

**Table 3. After-Hours Janitorial Services**

<b>Building</b>	<b>Time</b>
2– Entire building	After closing hours including Federal holidays, performed on nights
3– Entire building	Periodic tasks carpet cleaning and stripping and refining floors after closing

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9– Entire building	After closing hours of operation
14– Entire building except restricted area	Emptying and cleaning waste receptacles, vacuuming carpet and rugs, and restroom cleaning and supply restock in restricted areas on Wednesdays during the day time. The rest of the building receives janitorial services on night shift
15– Entire building	Performed on night shift
20– Entire building	Performed on night shift
597– Entire building	Performed while the building is closed, prior to the building’s first opening of the day
N27– Entire building	Performed on night shift
N38– Entire building	Performed on night shift
N41– Entire building	Performed after closing hours (1630)
N46– Pharmacy only	Performed after 1400
N73– Entire building	Performed after regular working hours

5.3.2.C. SECURE AREAS. Secure areas are denoted in TE 3.1. In some secure areas, cleaning personnel are permitted to enter and perform their work without an escort. In other secure areas, a cleaner will be admitted only by an authorized occupant who will observe the cleaner until the work is complete. In yet other secure areas, a cleaner will not be admitted, but will only be allowed to remove trash and empty wastebaskets from the entry foyer. These areas are subject to change. In all secure areas, cell phones shall be left outside of the locked door in the provided designated area.

5.3.2.D. MOVABLE ITEMS. The Contractor shall ensure that any movable items, such as furniture and equipment, shall be moved so that a thorough job may be accomplished for all operations required. Upon completion of work, all items shall be returned to their original positions. No chairs, wastepaper baskets, or other moved items shall be stacked on desks, tables, or windowsills. Ensure that baseboards, walls, wall base, floor finish, stair risers, furniture, and equipment shall not be splashed, disfigured, damaged,

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or marred during these operations. Ensure that all equipment and supplies shall be stored properly and in space designated in APPENDIX B (GFF).

5.3.2.D.1. The Contractor shall close windows and turn off lights after janitorial work is complete when Government personnel are not present in the space.

5.3.2.E. WEATHER. Weather, traffic, or other conditions, as well as during cleaning operations, may demand additional cleaning effort by the Contractor to ensure that the facilities and equipment are clean, neat, and sanitary. These are requested through IDIQ when available, or WO otherwise. The Contractor shall ensure that proper precautions shall be taken to advise building occupants of wet/slippery floor conditions. This applies during inclement weather as well as during cleaning operations.

5.3.2.F. REPAIRS. Problems or items in need of repair such as plugged commodes, burned out lights, leaky faucets, malfunctioning dispensers, or similar items shall be initiated through the service work process. The Contractor's janitorial staff shall submit work requests as they find items out of order.

5.3.2.G. CONDUCT OF PERSONNEL. The Contractor shall prohibit employees from disturbing papers on desks; loitering in any areas or lounges; opening drawers, closets or cabinets (except for janitorial closets); or using the telephone or equipment unless specifically authorized by the COR.

5.3.2.G.1. The Contractor shall require that all articles found by their employees must be returned to the building coordinator or COR.

5.3.2.H. RESTROOMS AND LOCKER ROOMS. The Contractor shall provide proper cleaning to remove all deposits, stains, and foreign matter, including those under fixture edges, lips, bases, exposed pipes, and on all exposed surfaces of toilets, urinals, wash basins, sinks, faucets, sanitary napkin dispenser receptacles, and partitions. The Contractor shall ensure complete removal of soap build-ups, mildew, rust, encrustation, and water rings. The Contractor shall ensure toilet seats shall be left dry and in a raised position after cleaning. The Contractor shall ensure water traps shall be maintained free from odor at all times from all toilet and locker room floors and from shower stalls.

5.3.2.H.1. The Contractor shall service all restrooms and locker rooms on the last official workday of each week to replenish all dispensers, paper towels, and toilet paper to maximum capacity.

5.3.2.I. WASTE COLLECTION, REMOVAL, AND DISPOSAL. The Contractor shall empty trash cans and recycling receptacles inside buildings and transport the waste to the appropriate dumpsters.

5.3.2.I.1. The Contractor shall collect miscellaneous recyclable materials from the satellite recycling collection locations as specified in TE 4.1 or when notified by the COR that containers are full. Miscellaneous recyclable materials at satellite recycling collection locations include the following items: plastics, aluminum cans, office paper, paperboard, and magazines. The Contractor shall ensure collected materials shall be deposited in specifically designated recycling locations. Should the regularly scheduled collection day fall on a Federal holiday then the adjusted collection day is the day prior to the Federal holiday.

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5.3.2.I.2. The Contractor shall empty the trash bins, remove cigarette butts from ashtrays, and pick up trash from designated smoking areas shown in TE 1.0.

5.3.2.I.3. The Contractor shall ensure garbage containers and covers located inside of buildings shall be thoroughly scrubbed clean when they become soiled and/or odorous.

5.3.2.I.4. The Contractor shall ensure boxes, cardboard, and cartons shall be crushed and flattened, and then placed in appropriate receptacles at the main disposal area.

5.3.2.I.5. Waste collection includes the removal and disposal of any other discarded materials from inside the buildings. The Contractor shall perform a general search for items on the floor which missed the wastebaskets and scraps of debris on the floor and in the seats of chairs. When completed, the Contractor shall ensure that the area tidied shall be free of trash, garbage, and discarded materials, and shall be neat in appearance.

5.3.2.I.6. The Contractor shall dispose of any trash produced from any of the operations applicable to any of the outside landings, steps and sidewalks adjacent to any of the main entry places in buildings that have janitorial services.

**5.3.2.J. FLOOR MAINTENANCE.** In the buildings, the Contractor shall maintain all exposed floor areas, carpeted and non-carpeted, to include floor mats, rugs, runners, baseboards, steps, risers, stairways, and landings. The Contractor shall also sweep and scrub the outside breezeways of buildings using water if necessary.

5.3.2.J.1. Flooring on Base Kodiak includes, but is not limited to: tile, including ceramic tile; linoleum; carpet; interior concrete surfaces; various hardwoods; and laminate.

5.3.2.J.2. The Contractor shall maintain these areas in accordance with commercially acceptable industry standards and methods. These areas shall present a uniform, clean appearance, free of debris, dirt, dirt streaks, marks, excess water, all foreign matter, soil, wads of gum, tar, and similar substances.

5.3.2.J.3. The Contractor shall maintain floor surfaces to include all corners and other small areas. Maintenance shall show no visible spots (gum, rust, burns, etc.) and no trace of cleaning solution to provide a continuous, durable protective coating. Surfaces shall be maintained so as to provide anti-slip waling conditions. Ceramic tile shall be cleaned in accordance with manufacturer's approved ceramic tile cleaner. Cleaned surfaces shall have a uniform appearance when dry and shall be free of soil and cleaning solution or solution film. Any new soiling of bases shall be immediately removed and not allowed to accumulate. All resilient floor areas, especially heavy-traffic areas (entrances and lobbies), shall be maintained for maximum gloss and uniform sheen.

**5.3.2.K. SURFACE MAINTENANCE.** The contractor shall complete the following at a frequency described in TE 3.1. The Contractor shall maintain all surfaces, including, but not limited to: woodwork, walls, window sills, ceiling fans, window blinds, draperies, ceiling vent covers, exposed pipes, light fixtures, doors, and partitions. In all spaces except storage spaces, the Contractor shall maintain all furniture. This shall include, but

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shall not be limited to desks; cabinets; bookcases; tables; chairs; couches; counters; metal, wood, and glass surfaces; the tops of all lockers; and all pictures and other articles on walls. The Contractor shall maintain these surfaces by making them free of any foreign matter, dust, dust streaks, lint, cobwebs, dirt, oils, spots, smudges, and other materials.

5.3.2.K.1. **CLUTTERED SURFACES.** The Contractor shall not dust desks or other furniture that are cluttered. The Contractor shall not dust, computers, business machines, and office equipment of similar nature.

5.3.2.K.2. **APPEARANCE.** The Contractor shall maintain these areas to provide a polished appearance to remove all dirt, spots, streaks, and smudges from walls, waste receptacles, glass, all mirrors, counter tops, shelving, dispensers, chromium fixtures, exposed piping, and other specified surfaces. All offices, shower areas, telephone booths, mirrors, shelving, toilet areas and gymnasium machines shall be maintained and sanitized by the Contractor, as applicable.

5.3.2.K.3. **METAL AND WOOD SURFACES.** All metal and wood surfaces, to include all kick plates, push plates and push bars of outside entrances, all drinking fountains and glass surfaces shall be cleaned and polished by the Contractor. In addition, the Contractor shall mop up wet areas caused by spillage, accidents, or inclement weather. The Contractor shall ensure that all foreign residue, oil, grease, green mold, etc., shall be removed from these areas and from top or around floor fasteners, door checks, door closers, etc. until a bright metal polished appearance is attained.

5.3.2.K.4. **GLASS CLEANING AND MAINTENANCE.** The Contractor shall maintain all glass in doors and entrance areas (both inside and outside), partitions, bookcases, glass tops, and surface glass. All glass shall be free of dirt, grime, streaks, excessive moisture, and cloudiness.

5.3.2.K.4.a. The Contractor shall ensure that window sashes, sills, wood work-around interior glass, and other surroundings shall be free of drippings and other watermarks. The Contractor shall ensure that window sills shall be protected when standing on or placing cleaning materials on them.

5.3.2.K.4.b. The Contractor shall ensure that windows that require maintenance on both sides shall have the inside and outside cleaning performed by with the least disruption to the building occupants. In instances where building occupants are seriously inconvenienced, as determined by the COR, the window washing activities will be rescheduled at the direction of the COR.

5.3.2.L. **SPOT CLEANING AND MAINTENANCE.** Spot cleaning is extra cleaning within any of the cleaning categories herein. It is performed on an as-required basis, whenever occasioned by unusual or inadvertent events such as spills; animal or pest entry; pipes bursting or clogging; breakage; equipment repairs; or unusual traffic. The Contractor shall ensure that floors shall be spot cleaned to remove food spills, debris, and wet areas caused by accidents or inclement weather. The Contractor shall ensure that all surfaces (including main lobbies, entrances, and corridors), such as walls, partitions, doors, window frames, sills and waste receptacles (inside and out) shall be spot cleaned as necessary to present a clean, spot free, mark free appearance and to ensure they are

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odor free. The Contractor shall ensure that floors shall be spot cleaned to remove food spills and debris. This shall be charged under an IDIQ, when available, or service work limitations in 5.1.2.1 otherwise.

5.3.2.M. SERVICE CALLS. Service calls for cleaning may consist of providing miscellaneous cleaning tasks beyond the scope of basic services, which are then classified as a Level II WOs under Section 5.1. The Contractor shall provide adequate procedures for receiving and responding to service calls. This does not include janitorial work that is required in conjunction with a maintenance service WO (i.e., clean up after a broken pipe). The cleanup aspects of maintenance work shall be included as part of the maintenance service WO.

5.3.2.M.1. The Contractor shall respond to service call requests for cleaning in alignment with the priority system established in Section 5.1.

**5.3.3. DELIVERABLES.**

5.3.3.A. SCHEDULES. The Contractor's monthly work schedule shall indicate the specific hours of the day that each area will be cleaned. The Contractor shall submit proposed changes to the monthly work schedule and obtain approval by the COR at least forty-eight (48) hours prior to the start of the period in question. The Contractor shall align their work schedule to cause minimum interference with the normal conduct of Government work. The Contractor shall submit a copy of the monthly schedule to the KO for approval within fifteen (15) calendar days after award. The Contractor shall provide permanently mounted placards shall be placed at building entrances and in each restroom with the cleaning schedule, help desk number, facility coordinator, and COR.

5.3.3.B. CLEANING EQUIPMENT. Before commencing any janitorial work, the Contractor shall submit to the KO and the COR for approval, a list giving the name of the manufacturer and brand name of each item or material—including cleaning products—to be used in accomplishment of the work. The list is to be provided within fifteen (15) days of contract award.

**5.3.4. IDIQ.**

5.3.4.A. DISINFECT AN OFFICE, HOTEL ROOM, OR BARRACKS ROOM. Cost to disinfect a single room, using an EPA approved disinfectant to wipe down all hard surfaces, steam clean carpets, and bag (or launder) bed clothes. Consider disinfecting a virus like COVID19.

5.3.4.B. REFILL HAND SANITIZING MACHINES. Cost to refill a hand sanitizing machine a single time.

**5.3.5. WORK SPECIFICATIONS FOR US NAVY.** Provide all work described in this task area. Standing work cleaning is listed in TE 3.2.

**5.4. REFUSE COLLECTION AND DISPOSAL.**

**5.4.1. SCOPE.** The Contractor shall provide all refuse collection services for Base Kodiak including the collection, transport, and disposal of refuse, bulk recyclable materials, and bulk refuse as standing work. The contractor shall maintain and repair refuse containers

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within service work limits in 5.1.2.I. This is to include the management, planning, and programming of services, in compliance with all record and reporting requirements.

**5.4.2. REQUIREMENTS.**

5.4.2.A. COLLECT AND DISPOSE OF REFUSE. The Contractor shall collect, transport, and dispose of refuse and bulk refuse in accordance with the Contractor's approved schedule. The Contractor is responsible for adhering to the most recent Kodiak Island Borough (KIB) resolutions addressing refuse disposal ( <https://www.kodiakak.us/112/Solid-Waste-Management> ).

5.4.2.A.1. The Contractor shall collect and dispose of refuse in all weather conditions. The COR may authorize exceptions in the event of severe weather. In the event of an authorized exception, the Contractor shall ensure all missed collections shall be made up within one business day.

5.4.2.A.1.a. The Contractor shall provide verbal notification to the COR within two (2) hours of all conditions that cause deviations from the approved schedule of refuse pickup (e.g., severe weather, mechanical breakdown). The Contractor shall ensure that this notification shall be followed up within one (1) business day by a written plan detailing how refuse collection operations are to be provided until normal conditions return. This plan is subject to USCG approval and does not relieve the Contractor of responsibilities under the approved schedule.

5.4.2.A.2. Refuse collection and disposal services may be scheduled and performed by the Contractor seven (7) days a week between the hours of 0700 to 2200, except in housing areas which is limited to 0800 to 2000.

5.4.2.A.3. When scheduled days for refuse collection fall on a Federal holiday, and Contractor is unable to execute service, then the Contractor will have two (2) business days following the holiday to provide refuse collection. The Contractor shall ensure that refuse containers in family housing areas, on the cargo pier, and adjacent to all barracks shall be emptied on the first working day following Christmas Day in addition to the regular schedule.

5.4.2.A.4. If a refuse container becomes full, the Contractor shall empty it the same day, regardless of the scheduled pickup of the container. If a container is repeatedly filling and requiring such notifications, the Contractor shall initiate a change to the collection schedule in accordance with the procedures in Section 5.4.3.A. The USCG can also direct a change.

5.4.2.A.5. Collect and dispose of bulk refuse deposited adjacent to refuse containers. The Contractor shall notify the COR any time trash is left outside of the dumpster.

5.4.2.A.6. ADDITIONAL RECYCLABLE MATERIAL COLLECTION AND DISPOSAL. The Contractor shall collect additional recyclable materials from the loading dock at Building 27 as directed by the COR. This is separate from the regular pickups required by 5.4.2.C. Collect recyclable materials from the loading dock at Building 27, container locations listed in TE 4.1, or when notified by the COR that containers are full. The Contractor shall ensure that collected recyclable

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materials shall be delivered to the recycling center. Should the scheduled collection day fall on a Federal holiday, the Contractor shall collect recycling within two (2) business days before or after the holiday.

5.4.2.B. BULK REFUSE AND PREPARATION. The Contractor shall be responsible for proper bulk refuse preparation as stipulated by existing Kodiak Island Borough Landfill guidelines and policies, such as the removal of refrigerant from appliances. Disposal of batteries, reclaimed refrigerants, oils and similar fluids, various hazardous materials, hazardous waste, and similar wastes discovered in bulk refuse shall be disposed of in accordance with Section 5.12.

5.4.2.C. RECYCLABLE MATERIALS. The Contractor shall collect and transport bulk recyclable materials (including scrap metal) in accordance with the guidelines in Section 5.4.2.A. The size and locations of recycling containers are listed in TE 4.1. The USCG has a contract with a local recycling center to receive recyclable materials. Total annual volume is generally 350 tons +/- 10%. Recyclable materials are transported from bulk collection points and transported to the separately contracted recycling facility approximately seven (7) miles from the Base Kodiak's main gate.

5.4.2.D. ILLEGAL DISPOSAL. The Contractor shall be responsible for the cleanup, disposal, and penalties incurred from improper disposal.

5.4.2.D.1.a. If landfill personnel refuse a load, the Contractor shall obtain signature of the employee refusing the load along with a brief explanation of the reasons for load refusal. The Contractor shall return that material to the base and contact the COR immediately for resolution.

5.4.2.E. BEAR DISTURBANCES. At the direction of the COR, remove refuse containers from a specified area when the danger of bear contacts exist. The Contractor shall place Government-furnished bear-resistant containers in Government-directed alternate locations and initiate refuse collection service at the new locations. The Contractor shall attach a sign at each site where a container is removed directing users of alternate refuse locations. The Contractor shall return the affected refuse container to its original site and remove signs containers when notified by the COR. The Contractor shall store bear notification signs when not in use. Up to 20 bear-resistant containers and 45 refuse containers may be affected annually at no additional cost to the USCG. This work shall be directed by the COR.

5.4.2.F. REFUSE CONTAINER SITE CONDITIONS. Before leaving the site after each pickup, the Contractor shall ensure the area within fifteen (15) feet of each dumpster is clean and that the container is secured (e.g., bar locked with clevis pin, door or lid latched).

5.4.2.F.1. The Contractor shall not dispose of material of obvious value which may have inadvertently been placed near a dumpster. When doubt exists, contact the COR for debris evaluation.

5.4.2.F.2. If removal of refuse is not possible because of objects that are not readily movable blocking the refuse container (e.g., vehicles), the Contractor shall notify the COR for assistance. The COR will notify the Contractor when a second pickup attempt shall be subsequently made within the same day. If access to the container

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is not available within the same day, the Contractor shall empty the container the next working day.

5.4.2.F.3. If a bear or other wildlife breaks into a refuse container, the Contractor shall pick up the scattered refuse on the same day, regardless of the container's pickup schedule.

5.4.2.G. MAINTAIN REFUSE CONTAINERS. The Contractor shall keep refuse and recycling containers at assigned locations (including the surplus container stockpile yard). The Contractor shall stencil and maintain a unique identifying number on each container to aid in this effort. The Contractor shall place a government provided replacement container to take the place of any containers temporarily removed from service for repairs. Containers may be relocated only with written COR approval; the COR may annually direct the relocation of up to thirty-five (35) containers in addition to moved containers due to bear disturbances, at no additional cost to the USCG.

5.4.2.G.1. The Contractor shall repair damaged containers.

5.4.2.G.2. Where a container has sustained damage that has not been caused by the Contractor, this work shall be executed as Level II work in accordance with Section 5.1.

5.4.2.H. WASTE PICKUP VEHICLES. The Contractor shall ensure that all pickup vehicles shall be equipped with a fire extinguisher of a chemical type and an audible backup warning device that shall be subject to the approval of the Base Kodiak safety officer. Solid waste collection vehicles shall have automatic or permanent enclosures to prevent spillage of solid waste when contents of the dumpsters and containers are being compacted, along with seals to prevent liquid from escaping from vehicle during compaction. The Contractor shall ensure that all vehicles will carry and maintain a spill kit in case of accidental releases.

5.4.2.I. COOKING GREASE AND OIL. The Contractor shall be responsible for pickup and disposal of all cooking grease and oil from mess halls, cafeterias, snack shops, etc. The Contractor shall ensure that removal of grease is required a minimum of every two (2) weeks. Two (2) fifty-five (55) gallon containers per site shall be supplied and maintained by the Contractor. The fifty-five (55) gallon containers shall have secondary containment. The Contractor shall ensure that all containers shall be painted a uniform color, subject to prior Government approval, and have tight fitting lids and locking rings to prevent odors from escaping and accidental spillage. The Government reserves the right to change the collection sites as required, but not the total quantity required without a contract modification.

5.4.2.J. PAINT REFUSE CONTAINERS (NON-ALUMINUM). The Contractor shall paint (except as required as standing work in CLIN x004) non-aluminum containers as directed by the COR (e.g., change of color, Government-directed modifications)). The USCG will specify the color of paint. The Contractor is to use urethane alkyd enamel or a coating of equivalent or better durability for the coating system.

5.4.2.K. SPECIAL EVENTS AND PROJECTS. The Contractor shall provide refuse collection service during special events that occur on the base as a service WO under 5.1.2.I. These events may occur outside the Contractor's normal hours of operation. Examples of such events are the Coast Guard Day Picnic, carnivals, club activities, and

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seasonal military training exercises. The Contractor shall ensure that work shall include placing up to an additional five (5) six (6) yard containers, with the collection and disposal of refuse as required to prevent container overflow up three (3) times per day for a twenty-four (24) hour period per instance. Container locations will be specified by the COR, and the Contractor shall ensure the removal of additional containers will also be included after the event concludes. The Contractor will be given a minimum of five (5) business days' notice by the COR of the date, duration, and areas affected, duration, affected by the event. Contractor to provide cost per 24 hour period.

5.4.2.L. REFUSE COLLECTION FOR BASE WIDE CLEANUP. The Contractor shall provide extra refuse collection and disposal for the annual Earth Day grounds cleanup during the spring as standing work. The Contractor shall provide six (6) hours of continuous roadside refuse, debris and hazardous materials pickup and disposal throughout the base property and housing areas. USCG personnel will be doing the cleanup. The Contractor's role is to pick up the bagged trash. Bags will be provided by the USCG.

5.4.2.M. The USCG will be responsible for paying for all disposal fees at Kodiak Island Borough Landfill, in accordance with the provisions of the Kodiak Island Borough Resolution 93-07B, associated with the performance of this contract. This includes, but is not limited to solid waste disposal by garbage truck; construction and commercial debris discharged from a covered truck, trailer, passenger vehicle, or pickup truck; asbestos disposal; lead acid battery; metal/automobiles disposal; and waste sludge from WWTP.

**5.4.3. DELIVERABLES.**

5.4.3.A. REFUSE COLLECTION SCHEDULE. The Contractor shall ensure that the refuse collection and disposal schedule shall be prepared and submitted to the KO for review and approval twenty-one (21) days prior to the contract start date and shall cover the base period. This schedule only needs to be updated if the Contractor proposes changes. The Contractor shall submit schedule changes and updates to the COR for approval prior to implementation. The schedule shall indicate the day work shall be accomplished in each specific area. Collection frequencies shall be at least as often as those shown in TE 4.1.

5.4.3.B. MONTHLY RECYCLABLE MATERIAL AND WASTE REPORT. The Contractor shall measure the amount of material collected each week for recycling and provide a monthly report by material type to the KO by the fifth day of the following month. The Contractor shall ensure that the report shall capture the following categories: paper, plastic, cardboard, scrap metals, scrap tires, and solid waste. The Contractor shall provide monthly cost associated with all bulk recycling operations contained in this section.

5.4.3.C. MONTHLY LANDFILL AND SLUDGE DISPOSAL FEE REPORTS. The Contractor shall submit, by the fifth of each month, a copy of the invoice or invoices from the landfill, recycling facility, or any other disposal facility (e.g., grease disposal facility and sludge disposal facility) used by the Contractor during the preceding month. The invoices shall be certified by the facility's authorized person. Weight slips shall have date, truck number and destination, vehicle (roll off or front loader, etc.), net weight, and dump site. Bulk materials collected as noted in section 5.4.2.A.5 shall be accounted for separately.

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**5.4.4. IDIQ.** There is no IDIQ work associated with this task area.

**5.4.5. WORK SPECIFICATIONS FOR THE U.S. NAVY.** Provide all work described in this task area. Container locations are in TE 4.1.

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**5.5. GROUNDS MAINTENANCE.**

**5.5.1. SCOPE.** The Contractor shall be responsible for the management of the total grounds maintenance effort for the Base Kodiak areas shown in TE 1.0 as standing work, unless otherwise specified.

5.5.1.A. Grounds maintenance services shall include mowing, debris removal, edging, trimming, replacement of vegetation, weed control, fertilization, grounds clearing, and other efforts necessary to promote proper health, growth, color and appearance of ground cover and other vegetation. The Contractor shall ensure that this is to include the planning and programming of all services and compliance with all record and reporting requirements.

5.5.1.B. Even though there is an establishment of minimum performance standards, The Contractor shall perform the services with highly knowledgeable, experienced individuals capable of maintaining the grounds in an orderly, clean, and healthy condition. The Contractor will hire and retain workers certified/licensed in the use and application of chemical fertilizers, pesticides, and herbicides IAW submittals section.

5.5.1.C. Grounds maintenance at Base Kodiak has four (4) service types: (1) improved grounds, (2) semi-improved grounds, (3) RCRA sites, and (4) Area T and Area R grounds as shown in TE 1.0.

5.5.1.C.1. **IMPROVED GROUNDS.** This designation is for areas requiring the highest level of maintenance. There are approximately one hundred and five (105) acres of improved grounds. The Contractor shall perform the full spectrum of grounds maintenance services specified in this section for these areas. Road borders (ten (10) feet from the edge of the pavement) adjacent to improved grounds are part of improved grounds. In addition to the base contract's improved grounds, there are approximately forty (40) acres of improved grounds as directed by the COR.

5.5.1.C.2. **SEMI-IMPROVED GROUNDS.** This designation is for areas requiring limited grounds maintenance services with relaxed standards from those in improved areas. There are approximately sixty-three (63) acres of semi-improved grounds. All road borders (ten (10) feet from edge of pavement) not adjacent to improved grounds are semi-improved grounds.

5.5.1.C.3. **RCRA SITES.** Base Kodiak property has multiple contaminated sites regulated under an EPA RCRA consent order and RCRA permit. The Contractor shall perform the recurring grounds maintenance at these sites under this section. RCRA sites are shown in TE 1.0. Base Kodiak's Contaminated Sites Mapbook, T.E. 1.2. is provided for site information.

5.5.1.C.4. **AREA T AND AREA R GROUNDS.** The Contractor shall be responsible for Base Kodiak's antennae fields which are grounds areas that require a variety of grounds maintenance with special requirements noted in Section 5.5.2.G.

**5.5.2. REQUIREMENTS.**

5.5.2.A. **GROUNDS COVER MAINTENANCE.** The Contractor shall maintain ground cover areas in a manner that promotes proper health, growth, and neat appearance.

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The Contractor shall ensure lawn areas are to be free of dead vegetation and debris. The Contractor shall accomplish grass cutting, edging, and trimming in a manner such that it is free of scalping; rutting; bruising; and uneven and rough cutting. If any bare ground within the limits of an area included in this contract becomes populated with grass or weeds through natural spread, the Contractor shall maintain such areas as a part of the basic contract.

**5.5.2.A.1. CUTTING.**

5.5.2.A.1.a. For improved grounds, the Contractor shall maintain a uniform height range of two (2) inches to four (4) inches. Periods of prolonged rain that prevent grass mowing often require the Contractor to mow grass on weekends in order to keep up with grass that has been growing during the rain events.

5.5.2.A.1.b. For semi-improved grounds, the Contractor shall cut maintain a uniform height range of two (2) inches to nine (9) inches.

5.5.2.A.1.c. The section of TE 1.0 designated as "AS DIRECTED" are intended to be designated when a home is unoccupied, shared (multiplex), or have transient residents. For bidding purposes, estimate the number of COMs the Contractor will be assigned (see HOUSING MAINTENANCE, section 5.19) for the duration of the COM, plus five (5) multiplexes.

**5.5.2.B. EDGING AND TRIMMING.** For improved grounds areas only, the Contractor shall edge around sidewalks, driveways, curbs, paved surfaces, gardens, flower beds, planters, and other cultivated areas. The Contractor shall edge so that there is no vegetation closer than ½ inch to the concrete or paved area of all paved surfaces, including curbs, walks, driveways, concrete pads, and other paved surfaces. The Contractor shall edge in a manner such that there is no scalping; rutting; bruising; and uneven or rough cutting. Trim ground cover from around the trees, shrubs, fences, utility poles, signs, buildings, structures, parking lot bumpers, and similar objects to the height of the adjacent ground cover. The Contractor shall perform this work at the same time as the mowing operation on the adjacent grounds. The Contractor shall complete trimming once every month. The Contractor shall perform edging once annually. The Contractor shall ensure that after edging, all cuttings and debris shall be removed, sidewalks and paved areas cleaned, and all trash from the Contractor's operations shall be removed from the site. The USCG plans to notify the Contractor if it plans to order this at least thirty (30) days prior to the start of the beginning of the work.

**5.5.2.C. SCHEDULING.** The Contractor shall schedule and perform grounds maintenance during the seven days of the week between the hours of 0700 to 2200 except in housing areas, which is limited to 0800 to 2000.

5.5.2.C.1. **SITE PREPARATION.** Prior to mowing, the Contractor shall remove all rubbish, debris, and trash including rocks, paper, leaves, bark, limbs, dead vegetation, and other portable objects within the maintenance area. The Contractor shall ensure that the maintenance area shall include lawns and the entire area of adjacent paved surfaces such as parking lots, sidewalks, stairways, and curbs. This includes removing trash, papers, and leaves lodged in shrubs, hedges, fences, and along foundation walls. The Contractor shall rake all surface disruptions (e.g., rodent mounds, depressions) level and fill any resulting holes prior to mowing.

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5.5.2.C.2. SITE CLEANUP. Prior to the end of each day's work, the Contractor shall remove all cuttings and debris; clean sidewalks and paved areas; and remove all trash from the Contractor's operations from the site. For cutting operations that do not use a turf mulching system or the mulching system fails to properly mulch the cuttings, the Contractor shall remove ground cover cuttings and debris from the maintained areas. The Contractor shall dispose of vegetative debris at the exempt waste fill site, off Government property, or at a site approved by the COR. The Contractor shall dispose of all other debris in refuse containers.

5.5.2.C.3. RESEEDING. (IDIQ Item). The Contractor shall, consistent with manufacturer's instruction and industry standards, re-seed using a mixture of seeds consistent with the adjacent ground cover. At a minimum, all bare ground cover areas shall obtain ground cover growth equal to the level of ground cover growth in the adjacent areas. Additionally:

5.5.2.C.3.a. Grass seed shall be of a mixture designed for Alaska's climate and shall contain no more than three (3) percent weed seed or other inert media. The weed content cannot contain noxious weed seed.

5.5.2.C.3.b. The Contractor shall facilitate healthy ground growth to include watering and safeguarding areas until established turf is in place. Any rework required due to the Contractor's failure to establish turf will be at no added cost to the contract, as determined by the COR.

5.5.2.D. LANDSCAPED AREA MAINTENANCE. The Contractor shall water, weed, prune, fertilize, dress wounds, control diseases and insect pests, spray, straighten plants, adjust plants that settle, replace mulch, top dress mulch areas, reseed or replant areas, remove all rubbish, and carry out any procedure consistent with good horticultural practice necessary to insure normal vigorous and healthy growth of desired plants. The Contractor shall ensure that landscaped areas shall present a neat appearance at all times. The USCG shall notify the Contractor if it plans to order this at least thirty (30) days prior to the start of the beginning of work.

5.5.2.D.1. The Contractor shall maintain landscaped areas (e.g., planters, flower beds, landscape highlights) around all public buildings and in improved grounds lawn areas. This shall include irrigation when required during dry periods to maintain the health of the landscaped areas. This also includes weed removal, hedge trimming, pruning, replacing decorative barks or edging, landscape timbers or highlight borders, and replacing shrubs, trees, or flowers.

5.5.2.D.2. The Contractor shall replace any grass, trees, or shrubs that die in an improved grounds as standing work.

5.5.2.D.2.a. The Contractor shall ensure that trees and shrubs killed or severely damaged and require replacement due to damage from grounds maintenance shall be replaced within thirty (30) days unless the COR approves a delay for the replacement.

5.5.2.D.2.b. The COR shall approve in advance all substitutes or changes of species.

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5.5.2.D.3. The Contractor shall provide or remove supportive fixtures (e.g., stakes, trellis) so as to promote health, growth, and appearance of cultivated vegetation.

5.5.2.E. SPORTS FIELD WINTER REPAIR. At the beginning of the growing season, the Contractor shall ensure that vegetation at all sports fields identified in TE 1.0 and at all locations damaged by the Contractor's snow removal, ice control, and lift equipment is replaced as necessary. It is the Contractor's responsibility to ensure these areas are smooth and level.

5.5.2.F. BRUSH CLEARING. The Contractor shall annually clear approximately ten (10) miles of fence lines (10 feet on either side of fence) and road and utility rights of way, clear all road intersections, and clear up to two acres of other areas such as brushing around buildings, bunkers, magazines, or ranges. Consider trees with a diameter of less than four (4) inches as brush. For trees with a diameter greater than four (4) inches along fence lines, the Contractor shall trim all branches from the ground to eight (8) feet high to maintain a clear line of sight. The Contractor shall report to the COR all trees that are greater than four (4) inches in diameter that obstruct sight-lines around fence-lines. The COR may, at their discretion, submit an IDIQ task order per 5.5.4.C. for tree removal.

5.5.2.G. AREA T AND AREA R GROUNDS. The Contractor shall maintain the Area T and Area R grounds at less than ten (10) inches in height and free of trees and brush, or to current DHS requirements for maintaining fence lines and perimeters clear of vegetation and debris. The Contractor shall clear brush back from the access road between maintenance sites and the road right of way to facilitate access to the maintenance sites and to maintain drainage flow.

5.5.2.G.1. The Contractor shall maintain the grounds around and under the antenna areas in Area T and Area R at less than ten (10) inches in height as shown in TE 1.0. The use of herbicides to control vegetation is not a permissible control method.

5.5.2.G.1.a. These areas are the outside perimeter of one kilowatt high frequency transmit antennas. The Contractor shall ensure that these antennas must be tagged out prior to cutting to prevent damage to communication equipment as well as eliminate radiation hazards to grounds crews. The Contractor shall ensure that grounds crews must check in and check out with the Base C4IT Department (ESD) representative or the communications watch officer before entering and leaving the antennae field.

5.5.2.G.1.b. The communication system can only facilitate tagging out one to two antennas at any one time.

5.5.2.G.1.c. The majority of the antenna areas contain aboveground copper ground planes, and the Contractor shall ensure that these areas to be cut with grass trimmers and light handheld grounds maintenance equipment with only nylon blades (nylon string trimmers).

5.5.2.G.2. The Contractor shall maintain the grounds around the security boundaries for Area T and Area R buildings, bunkers, and training courses as shown in TE 1.0.

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5.5.2.G.3. The Contractor shall maintain the grounds along the four (4) runs of aboveground transmission lines, approximately four thousand eight hundred (4,800) feet by twenty-four (24) feet wide, centered on the transmission line as shown in TE 1.0.

5.5.2.G.4. The Contractor shall maintain the grounds around the antennae field access road gates as shown in TE 1.0.

5.5.2.G.5. The Contractor shall maintain grounds around Area T signage (approximately fifty-five (55) signs along approximately 1.9 miles of Anton Larson Road from Warehouse one hundred and three (103) to the golf course) by removing or cutting all obscuring vegetation to ensure clear line of sight of two hundred (200) feet for oncoming pedestrian and vehicular traffic.

5.5.2.H. RESOURCE CONSERVATION AND RECOVERY ACT, SOLID WASTE MANAGEMENT UNITS. The Contractor shall maintain contaminated site caps and perimeters. The contaminated sites map in TE 1.2 highlights Area T. RCRA Permit AK9690330742 (Attachment 10) provides a more detailed description of the site perimeters.

5.5.2.H.1. The Contractor shall annually brush and mow around perimeters, fences, and gates at Sites 1, 2, 3, 6A, 6B, Tanks (and former tanks) 7A, 28, 33A, and asbestos monofill Tank 167.

5.5.2.H.2. Twice a year (at least forty-five (45) days apart) mow the grass cap to a maximum height of three (3) inches at landfill RCRA Sites 1 and 2 (Coast Guard landfill and Navy landfill found in TE 1.2).

**5.5.3. DELIVERABLES.**

5.5.3.A. ANNUAL GROUNDS MAINTENANCE PLAN. The Contractor shall ensure that the annual grounds maintenance plan shall be prepared and submitted to the KO for review and approval thirty (30) days after contract start date and shall cover the base period. This schedule does not need annual updates unless the Contractor proposes changes. The Contractor shall prepare and submit updates for review and approval fifteen (15) days before the start date of a new ordering period.

5.5.3.A.1. At a minimum, the Contractor shall ensure that the plan shall list the location of each task for each area and the proposed frequency for accomplishing each task. The Contractor shall tailor the plan to the requirements for local conditions, types of vegetation, types of landscaped areas, and climatic factors. Include proposed material specifications (e.g., weed control, lime, and fertilizer) on the plan.

**5.5.4. IDIQ.**

5.5.4.A. ADDITIONAL BRUSH CLEARING (ADJACENT TO ROADWAYS). The Contractor shall establish a twenty (20) foot clear space adjacent to a road way, priced per mile of road anticipating three (3) miles per instance.

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5.5.4.B. ADDITIONAL BRUSH CLEARING (AREA) The Contractor shall provide brush clearing of an area specified by the COR, priced per acre anticipating 1/2 acre per instance.

5.5.4.C. TREE REMOVAL. The Contractor shall ensure the removal of trees with diameters greater than four (4) inches either located inside or outside of maintained areas. The Contractor shall limb and relocate downed trees to an area designated by the COR. The Contractor shall estimate a two (2) mile transport distance. The Contractor shall provide pricing separately per tree as indicated on the CLIN schedule for items.

5.5.4.D. HOLES AND DEPRESSIONS. The Contractor shall fill holes and depressions with gravel or topsoil (free of sticks, debris, and other foreign materials). The Contractor shall provide cost for labor and materials basis per cubic yard of:

5.5.4.D.1. Topsoil. The Contractor shall ensure that topsoil to consist of friable surface soil reasonably free of grass, roots, weeds, sticks, stones, or other foreign materials including but not limited to asbestos, hazardous materials, and Volatile Organic Compounds (VOC's). The Contractor shall ensure that the topsoil shall match in characteristics and nature as closely as practicable to that of the surrounding area precluding foreign materials listed above. The Contractor shall ensure that soils added shall be conducive to nurturing and growing nearby vegetation.

5.5.4.D.2. Gravel. The Contractor shall ensure that gravel fill is composed of sand, gravel, crushed stone or mixtures thereof. It shall not contain organic matter, clay balls, excessive fine particles, or other substances that would interfere with their free-draining properties. The Contractor shall ensure that the material shall be well graded with three (3) inch maximum size, no more than fifty (50) percent by weight finer than the #4 sieve and no more than five (5) percent by weight finer than the #200 sieve. The Contractor shall ensure that the fill shall be compacted in layers not to exceed eight (8) inches.

5.5.4.E. PRUNING. Prune trees, shrubs, bushes, hedges, and other cultivated plants in semi-improved areas prices per area of vegetation anticipating ¼ acre per instance. The Contractor shall prune trees, shrubs, bushes, hedges and other cultivated plants according to their natural growth habit for proper health, attractive appearance, and to prevent interference with pedestrian and vehicular traffic. The Contractor shall ensure that pruning shall include, but not limited to, removal of dead growth, branches, twigs, and shearing of new growth.

5.5.4.F. RESEEDING. The contractor shall provide labor and material cost per square yard to reseed semi-improved grounds areas. Consider a minimum area of ½ acre. The Contractor shall, consistent with manufacturer's instruction and industry standards, reseed using a mixture of seeds consistent with the adjacent ground cover. At a minimum, all bare ground cover areas shall obtain ground cover growth equal to the level of ground cover growth in the adjacent areas. Additionally:

5.5.4.F.1. Grass seed shall be of a mixture designed for Alaska's climate and shall contain no more than three (3) percent weed seed or other inert media. The weed content cannot contain noxious weed seed.

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5.5.4.F.2. The Contractor shall facilitate healthy ground growth to include watering and safeguarding areas until established turf is in place. Any rework required due to the Contractor's failure to establish turf will be at no added cost to the contract, as determined by the COR.

5.5.4.G. SPORTS FIELD GROUND COVER MAINTENANCE. The Contractor shall provide price per instance to provide grounds cover cutting for a standard soccer pitch or baseball outfield. The Contractor shall ensure that the ground cover shall be cut to 2 ½ to 3 inches. This would occur between August and October.

5.5.4.H. MULCHING AND WEED REMOVAL OF LANDSCAPED AREAS IN SEMI-IMPROVED AREAS. Provide price per square foot for weed removal and mulching. The Contractor shall ensure the area is free of all weeds prior to the placement of mulch.

5.5.4.I. TREE PRUNING IN SEMI-IMPROVED AREAS: The Contractor shall provide price for maintenance pruning of trees up to fifty (50) ft height. The Contractor shall prune trees according to their natural growth habit so that they appear natural, healthy, attractive, and provide a clear line of site of two hundred (200) ft for pedestrian and vehicular traffic.

5.5.4.J. HEDGE TRIMMING. The Contractor shall provide price for hedge maintenance per linear ft. of hedge outside of improved areas. The Contractor shall prune hedges according to their natural growth habit, for proper health, attractive appearance, and to prevent interference with pedestrian and vehicular traffic.

5.5.4.K. EDGING OUTSIDE OF IMPROVED GROUNDS. Contractor shall provide a price per linear foot to edge around sidewalks, driveways, curbs, paved surfaces, gardens, flower beds, planters, and other cultivated areas. The edges of all paved surfaces, including curbs, walks, driveways, concrete pads, and other paved surfaces, shall be edged by the Contractor so that there is no vegetation closer than ½ inch to the concrete or paved area. The Contractor shall ensure that edging shall be accomplished in a manner such that it is free of scalping, rutting, bruising, and uneven or rough cutting. The Contractor shall ensure that after edging, all cuttings and debris shall be removed; sidewalks and paved areas cleaned; and all trash from the Contractor's operations shall be removed from the site.

5.5.4.L. TRIMMING IN OTHER THAN IMPROVED AREAS. The Contractor shall provide a price per linear foot to trim ground cover from around the trees, shrubs, fences, utility poles, signs, buildings, structures, parking lot bumpers, and similar objects to the height of the adjacent ground cover. The Contractor shall perform this work at the same time as the mowing operation on the adjacent grounds. The Contractor shall ensure that after trimming, all cuttings and debris shall be removed; sidewalks and paved areas cleaned; and all trash from the Contractor's operations shall be removed from the site.

**5.5.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in this task area as standing work.

5.5.5.A. Improved grounds are those grass areas immediately surrounding Building N71.

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5.5.5.B. Semi-improved grounds are those areas immediately surrounding the remaining buildings and roads of the Spruce Cape complex. The Contractor shall ensure not to damage grounding cables to ammunition storage lockers.

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**5.6. SNOW REMOVAL, ICE CONTROL, AND TRACTION.**

**5.6.1. SCOPE.** The Contractor shall be responsible for the total snow removal, ice control, and sanding effort as standing work, unless otherwise specified. This is to include the planning and programming of all services and all record and reporting requirements. The Contractor shall provide these services for the locations shown on TE 1.0. The Contractor shall ensure that snow removal, ice control, and sanding services shall include snow plowing; distributing chemicals to prevent ice formations from bonding; sanding icy surfaces to improve traction; distributing sand and chemical deicer; cleanup of sand at the end of the winter maintenance season; and performing service work. Chemical deicers that are currently authorized are identified below:

5.6.1.A. Rock Salt: (Sodium Chloride) mixed with sand for deicing of the main roadways.

5.6.1.B. Urea mixed with aircraft sand (particle size – International Civil Aviation Organization standard maximum size 4.75mm): Deicing of taxiways and aircraft parking areas adjacent to Hangars one (1) and three (3) or within three hundred (300) feet of the taxiway.

5.6.1.C. Deicing product procurement should use the guidelines of Executive Order 13834, Efficient Federal Operations. EO 13834 is available at: <https://www.federalregister.gov/documents/2018/05/22/2018-11101/efficient-federal-operations>

5.6.1.D. The Contractor shall follow Base Kodiak’s stormwater permit in regards to “Salt Storage Piles or Piles Containing Salt.”

**5.6.2. REQUIREMENTS.** Snow removal, ice control, and sanding shall be performed by the Contractor as needed twenty-four (24) hours a day, seven (7) days per week, three hundred sixty-five (365) days a year to meet the requirements of this task area.

5.6.2.A. GENERAL SNOW REMOVAL REQUIREMENTS. Snow plowing and removal requirements are divided into four (4) categories: Priority 1, Priority 2, Priority 2A, and Priority 3. The requirements in this section apply to all priority categories.

5.6.2.A.1. EQUIPMENT. The Contractor shall ensure that all equipment used in snow removal and ice control operations shall be equipped with amber flashing beacons visible from all sides for at least one hundred fifty (150) feet. When using trucks or other equipment, the following precautions shall be taken and operations shall be in accordance with 13 AAC 04.040 and 04.095:

5.6.2.A.1.a. The Contractor shall ensure that amber flashing beacons or rotating amber warning lights shall be operational at all times. Four way flashers or hazard signals will not substitute for this requirement;

5.6.2.A.1.b. The Contractor shall ensure that an audible alarm shall be sounded whenever backing up;

5.6.2.A.1.c. The Contractor shall ensure that all lights shall be operative; and

5.6.2.A.1.d. The Contractor shall ensure that all window and door glass shall be free of cracks and clear of obstructions such as ice, snow, and mud.

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5.6.2.A.2. **CONTRACTOR-CAUSED DAMAGE.** The Contractor shall repair or replace all damage caused by their work. That is, except normal wear and tear to road surfaces from tire chains. Traffic control signs, guardrails, and lights damaged by the Contractor during snow removal and ice control shall be repaired or replaced within one (1) hour of damage. Taxiway lights damaged by the Contractor during snow removal operations shall be repaired within twenty-four (24) hours. Manhole covers, guard rails, hydrants, and storm drain grates damaged or lost by the Contractor during snow removal operations shall be barricaded and marked immediately and repaired or replaced within twenty-four (24) hours. The COR may extend repair and replacement time frames if the loss or damage is not a danger. The COR will report damage by snow and ice removal equipment to the CGPD.

5.6.2.A.3. **OPERATIONS ON THE AIR STATION AND AROUND AIRCRAFT.** Snow removal and ice control activities by the Contractor on taxiways, ramps, and aircraft parking areas shall be coordinated with the Air Station Kodiak Operations Center 907.487.5889 in order to minimize disruptions to airfield activities. Snow removal crews shall maintain constant radio contact with the Kodiak Airport (ADQ) Tower on ground frequency 121.9MHz when operating on airfield surfaces. Aircraft shall have right of way over all Contractor-operated equipment and vehicles. The Contractor shall monitor Kodiak Airport (ADQ) frequency when operating on aircraft movement areas or taxiways. Snow removal equipment shall operate no closer than twenty (20) feet to any aircraft unless specifically authorized by the COR.

5.6.2.A.4. **OPERATIONS IN FAMILY HOUSING.** The Contractor shall provide a ground safety observer to walk in front of and alongside of the rotary snow plow during all operations in the family housing areas. The Contractor shall provide traffic control for operations disrupting the flow of traffic.

5.6.2.A.5. **PRIORITY CHANGES.** Special circumstances such as command events, building renovations, or unusually severe weather may require a change in snow removal priorities. In those instances, a priority change for specific areas will be ordered by the COR.

5.6.2.A.6. **SNOWFALL MONITORING.** The Contractor shall establish procedures for monitoring snowfalls and ice conditions twenty-four (24) hours a day, seven (7) days per week and activating snow removal, ice control, and sanding crews when minimum start time criteria are met. The Contractor's monitoring plan does not preclude the Government from activating snow removal and sanding operations consistent with this task area.

5.6.2.A.7. **SNOW REMOVAL STANDARDS.**

5.6.2.A.7.a. The Contractor shall ensure that snow shall be removed to within eighteen (18) inches of all permanent obstructions (e.g., poles) as well as temporary obstructions (e.g., parked vehicles). This does not include aircraft.

5.6.2.A.7.b. The Contractor shall ensure that snow shall be removed until there is bare pavement in Priority 1 areas and passable roadways in Priority 2 and 3 areas. The Contractor shall ensure that snow shall be removed across the full width and length of all surfaces. To accommodate heavy snow falls or storms of extended duration, the Contractor may accumulate snow piles in COR-designated areas until removal as directed by the COR or KO.

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Operations will not be reported by the contractor as complete until these snow piles are removed. Removal of such snow piles by the Contractor shall commence after clearing Priority 1, 2, and 3 areas.

5.6.2.A.7.c. Blowing and drifting snow conditions may require additional snow removal efforts by the Contractor after initial priority area requirements are completed. The Contractor shall ensure that snowdrifts shall be removed throughout heavy snowfall conditions as necessary.

5.6.2.A.7.d. The Contractor shall ensure that storm drains shall be cleared and not have any impediments to drainage flow.

5.6.2.A.7.e. The Contractor shall ensure that all snow berms shall be removed or placed in COR-approved areas. The Contractor shall ensure that snow accumulations within twenty (20) yards of all taxiways, ramps and aprons, and adjacent to all road intersections shall be kept at thirty (30) inches or less in height at all times. Snow accumulations created while conducting snow removal activities that impede aircraft travel (e.g., front of hangar doors, across aircraft travel paths) shall be removed by Contractor within thirty (30) minutes.

5.6.2.A.7.f. The Contractor shall clear all fire hydrants to a five (5) foot radius and make them easily accessible to fire department equipment and vehicles. The Contractor shall execute hydrant clearing under the same priority as the area in which the hydrant is located. The Contractor shall ensure that hydrant connections shall be exposed and free of snow and ice.

5.6.2.A.7.g. The Contractor shall ensure that snow shall not be placed against security barriers where it makes the barrier easier to get over. Either the snow must be piled far enough away that a person cannot reach the barrier, or the snow must be removed

5.6.2.A.8. HOUR TWO (2). The Contractor shall ensure that within two (2) hours after snow removal commences, a minimum of a fifty (50) foot wide path shall be cleared from Hangar 1 (Building fourteen (14) and Hangar 3 (Building fifteen (15) bay doors to the junction of Taxiway Alpha (A) and Runway 18-36 to provide runway access for standby aircraft. The air station operations duty officer determines the exact hangar location of the ready aircraft. The Contractor shall ensure that this access way shall be kept continuously cleared (no snow accumulation above two (2) inches) throughout snow removal operations. The Contractor shall maintain less than four (4) inches of snow for the remainder of the Priority 1 area.

5.6.2.A.9. HOUR FIVE (5) AND BEYOND. Within five (5) hours of initial response and in eight (8) hour intervals thereafter, the Contractor shall ensure that all surfaces on the Priority 1 snow removal area shall be cleared of snow a minimum of one (1) time. The eight (8) hour snow removal interval for snow piles may be exempt from the snow removal area as designated by the COR or KO.

5.6.2.A.9.a. Operations will not be reported by the Contractor as complete until these areas are cleared to bare pavement. The Contractor shall ensure that for the sides of the snow removal areas (areas within twenty (20) yards

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of the taxiway, apron, or ramp, snow) snow accumulations will not be more than thirty (30) inches high.

5.6.2.A.10. END OF SNOWFALL. After snowfall has ceased, the Contractor shall ensure that snow removal shall continue until all surfaces are clear of snow and snow piles.

5.6.2.A.11. COMPLETION OF OPERATIONS. Snow removal in Priority 1 areas shall not be considered complete until all criteria have been met. The Contractor QC representative shall confirm the completion of operations with the COR.

5.6.2.B. PRIORITY 1 SNOW REMOVAL AREAS. The Contractor shall commence snow removal on the aircraft hangar parking apron and taxiway snow removal upon activation by the Contractor, COR, or EOW, or prior to reaching one (1) inch of snow in the Priority 1 snow removal area, or an accumulation of a half inch of slush. Though the COR or EOW may help to act as eyes for the Contractor, the Contractor is ultimately responsible to activate to keep snow within contractual limits. The Contractor shall ensure that at no time will the snow be allowed to exceed two (2) inches on the aircraft movement paths or Liquid Oxygen (LOX) storage and filling facilities/paths or four (4) inches on the parking apron or taxiway, with the goal being bare pavement (AFI32-1002, 1.2. Snow and Ice Control Objective). Operations in Priority 1 areas normally require continuous operations during and after an event to meet these requirements. N10X C-130 Nose Shelter and N10X LOX Storage facility may need snow to be removed from inside the building by hand or by using oil/fuel free equipment in certain conditions. When required, the Contractor shall remove snow by hand to avoid petroleum contamination. Snow from the Priority One (1) area may be disposed of by Contractor at designated snow dumps or blown along the sides of the taxiway and parking apron as long as it does not obstruct lighting, obstruct aircraft, impede drainage, fall into the bay, or exceed thirty (30) inches within twenty (20) yards.

5.6.2.C. PRIORITY 2 SNOW REMOVAL AREAS. This priority category includes main roadways throughout housing areas; the main Base Kodiak complex; T1 complex; R2 complex; and sidewalks, steps, and parking lots at critical facilities.

5.6.2.C.1. COMMENCEMENT OF OPERATIONS. Operations in Priority 2 areas shall commence by Contractor when snowfall is greater than four (4) inches and all Priority 1 areas have been cleared at least once or there is no further accumulation in Priority 1 areas, or the snowfall is less than four (4) inches and all snow has been removed from Priority 1 areas.

5.6.2.C.1.a. The Contractor shall ensure that snow removal from sidewalks shall begin no later than two (2) hours after starting operations in the Priority 2 snow removal areas. Within twenty-four (24) hours after Priority 2 snow removal commences, and every twenty-four (24) hour interval thereafter, the Contractor shall ensure that all surfaces shall be cleared of snow a minimum of one time and the berms in family housing areas removed.

5.6.2.C.2. ADDITIONAL STANDARDS FOR PRIORITY 2 AREAS. The Contractor shall avoid blocking driveways and parking areas (e.g., family housing quarters, office parking areas, etc.) with snow berms greater than twelve (12) inches. It is suggested that the Contractor use snow gates to plow snow berms to another location or clear berms prior to leaving the area. For example, the Contractor may

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use a Henke “Hi-Gate” style device while plowing with graders. One Henke ‘Hi-Gate’ is provided as GFE, currently installed on GFE # 188 [Caterpillar 140M]. The intent of this requirement is not to require the Contractor to use this particular piece of equipment, but to ensure housing area residents and USCG employees/customers are not plowed into their homes or parking areas/driveways in the winter.

5.6.2.C.3. SEQUENCE. The Contractor shall ensure that snow removal operations in Priority 2 areas shall use the following sequence, with more definition in TE 1.0:

5.6.2.C.3.a. Portions of the road and sidewalks on the north side of Building Twenty (20), Albatross, and Cape Spencer that make a clear path from the Ready Crew Berthing (Building N-45) to the ramp area.

5.6.2.C.3.b. Anton Larsen Road up to T1 (during snowfalls that exceed five (5) inches, in time for shift changes: no later than 0700 and 1900 daily).

5.6.2.C.3.c. Dolphin Avenue including firehouse (N-64) and the west gate.

5.6.2.C.3.d. Cape Sarichef Street.

5.6.2.C.3.e. Narrow Cape Street.

5.6.2.C.3.f. Priority 2 roads that lead from the main gate to Buildings N-46, N-38, N-27, 3, 576, 14, 15, 20, and N-41.

5.6.2.C.3.g. Priority 2 roads to all other operational or industrial facilities including the NOAA Building 594 and COMMSTA facilities and Building R2.

5.6.2.C.3.h. Cargo Pier (Facility 613).

5.6.2.C.3.i. Family housing areas (rotate precedence of Lake Louise, Aviation Hill, Upper Government Hill, and Lower Government Hill from snowfall to snowfall).

5.6.2.C.3.j. Remainder of Priority 2 areas on TE 1.0.

5.6.2.C.4. COMPLETION OF OPERATIONS. Snow removal in Priority 2 areas shall not be considered complete until the above criteria have been met for Priority 1 and Priority 2 areas. The Contractor QC representative shall confirm the completion of operations with the COR.

5.6.2.D. PRIORITY 2A SNOW REMOVAL. These are locations at Base Kodiak that depend on snow removal to be operational, but only during specified days and times. The intent of clearing prior to 0700 is to clear areas prior to the spaces being occupied by vehicles, personnel, or equipment. During operations hours, these areas must be cleared to the specifications described after main roads in Priority 2 areas are complete. Outside of these hours, Priority 2A areas are not any different than the rest of the Priority 2 areas.

5.6.2.D.1. SEQUENCE. Priority 2A snow removal operations by the Contractor shall use the following sequence:

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5.6.2.D.1.a. The parking lots for Buildings 3, 14, 15, 20, 26, 576, N-27, N-38, N-41, N-46, N-75, and between Buildings 26 and 27 shall be cleared by the Contractor prior to 0700, Monday through Friday,

5.6.2.D.1.b. The sidewalk and steps to entrance doors and all exit doors at Buildings 20, 576, N-41, N-46, and N-75 shall have snow removed by the Contractor prior to 0700, Monday through Friday, except for Federal holidays. They shall be maintained less than three (3) inches between the hours of 0700 and 1700. The Contractor shall monitor and ensure exit doors can be fully opened, unobstructed by snow or ice, throughout the snow season.

5.6.2.D.1.c. The Contractor shall ensure that the sidewalk and steps to entrance doors and all exit doors at Buildings 3, 14, 15, 26, 30, N-27, N-38, N-45, and N-64 shall be maintained less than three (3) inches between the hours of 0700 and 1700 every day. The Contractor shall monitor and ensure exit doors can be fully opened, unobstructed by snow or ice, throughout the snow season.

5.6.2.D.1.d. The parking lots for Building T1 to include clearing for parking lot electric gate operation shall be cleared by the Contractor prior to 0700 and 1900 for shift changes, every day.

5.6.2.E. PRIORITY 3 SNOW REMOVAL. This category contains remaining roads, sidewalks, steps, stairs, parking areas, bus stops, and curbside mailboxes. The Contractor shall ensure that operations shall commence or activate when all snow has been removed from Priority 1 and Priority 2 areas. Within forty-eight (48) hours after Priority 3 snow removal commences, The Contractor shall ensure that all surfaces shall be cleared of snow one time.

5.6.2.E.1. SEQUENCE. Priority 3 snow removal operations shall use the following sequence.

5.6.2.E.1.A. BUILDING SEVEN (7) PARKING LOT.

5.6.2.E.1.B. VESSEL PARKING (BUILDING 614).

5.6.2.E.1.C. CHAPEL (BUILDING 515), BEFORE SERVICES ARE SCHEDULED (SOMETIMES BEFORE 0900 SUNDAY).

5.6.2.E.1.D. CONVENIENCE STORE (BUILDING 26).

5.6.2.E.1.E. REMAINDER OF PRIORITY 3 AREAS.

5.6.2.E.2. COMPLETION OF OPERATIONS. Snow removal in Priority 3 areas shall not be considered complete until the above criteria have been met. The Contractor QC representative shall confirm this with the COR.

5.6.2.F. ICE AND TRACTION CONTROL. The Contractor shall physically remove ice and bonded snow or apply deicer, sand, or a mixture of materials as necessary to ensure that no less than twenty-five (25) percent braking traction is maintained, as measured by a Tapley Brake Meter, on all aircraft ramps, taxiways, aprons, and roadways identified in TE 1.0. The Contractor shall ensure that work in this section shall follow the guidelines in FHWA-RD-95-202, Manual of Practice for an Effective Anti-Icing

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Program. Sidewalks, bus stops, and curbside mailboxes shall be sanded and deiced to maintain pedestrian safety. Perform ice control where snow removal is performed on TE 1.0.

5.6.2.F.1. The Contractor shall check conditions and perform ice control by 0600 every day. Ice control is required for the parking lots, sidewalks, and steps at Buildings 2, 3, 14, 15, 26, 30, 553, N-27, N-38, N-45, and N-64.

5.6.2.F.2. The Contractor shall check conditions and perform ice control by 0600 each business day ice control is required for the parking lots, sidewalks, and steps at Buildings 20, 576, 613, 614, N-41, N-46, N-73, N-75 and T1.

5.6.2.F.3. The Contractor shall ensure that chemicals not approved for use around aircraft shall not be used within three hundred (300) feet of a parking apron, taxiway, taxiway crossing, hangar parking area, ground support equipment maintenance area, or road approach.

5.6.2.F.4. The Contractor shall provide and maintain a place for USCG members to gather buckets full of salt and sand for self-help deicing. USCG members shall have priority over the Contractor to fill buckets. Contractor shall supply the materials and keep it stocked.

5.6.2.F.5. At the conclusion of the winter maintenance season, the Contractor shall clean up and remove all sand and debris deposited as a result of ice control and snow removal operations. The Contractor shall complete removal operations within thirty (30) days of commencement.

5.6.2.F.5.a. Removal operations shall include all ramps, taxiways, aprons, roads, parking lots, ditches, sidewalks, bus stops, curbside mailboxes, and improved grounds areas (and all other similar areas), where or adjacent to where, ice control or snow removal operations were performed.

**5.6.3. DELIVERABLES.**

5.6.3.A. SNOW REMOVAL, ICE CONTROL, AND SANDING PLAN. The Contractor shall provide a snow removal, ice control, and sanding schedule to the KO for review and approval fifteen (15) calendar days after contract start date. The Contractor shall ensure that this schedule shall cover the base period and shall be updated annually. The Contractor shall prepare and submit updates for review and approval fifteen (15) calendar days before the new ordering period start date.

5.6.3.A.1. The Contractor shall ensure that the schedule shall cover, at a minimum: snow removal work plan (to include names of team members, standby schedules, and backup team members), activation (monitoring of conditions and the call-out of teams), and equipment plan (to include Contractor- and Government-furnished equipment to be used, equipment attachments, spare parts to be kept on hand such as cutting edges, and contingency plans such as rental and expedited parts procurement).

5.6.3.A.2. The Contractor shall ensure that the schedule shall include a list of all materials to be used in snow and ice control (e.g., aircraft surface sand, road chips). The materials used shall comply with the requirements of EO 13101 (see EO 13101

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Part 2, Sections 201 and 212). When proposing a non-environmentally preferable material, the Contractor shall provide written certification to the COR that environmentally preferable materials were appropriately considered.

5.6.3.A.3. The Contractor shall ensure that the schedule shall also include the Contractor's snowfall observation and ice condition monitoring plan described in Section 5.6.3.A.

5.6.3.A.4. The Contractor shall ensure that the schedule shall include a list and diagram of proposed Snow Disposal Sites that meet the standards of the State of Alaska *Snow Disposal Area Siting Guidance*.

5.6.3.B The contractor shall provide a deicing usage report by the 5<sup>th</sup> of the month following usage, the report shall include date of application, material/product used, and estimated quantity used. A report is not required if no de-icing application occurred.

**5.6.4. IDIQ.** There is no IDIQ work associated with this task area.

**5.6.5. Work Specifications for U.S. Navy.** Snow removal, ice, and traction control will be exercised by the Contractor as service work under Section 5.6. See TE 1.0 for locations.

## 5.7. ROADWAY AND SEWER MAINTENANCE AND REPAIR.

**5.7.1. SCOPE.** The Contractor shall provide roadway and sewer maintenance and repair services as described herein for the areas and structures as shown on TE 1.0 as standing work, unless otherwise specified. The Contractor shall ensure that maintenance and repair shall include maintaining culverts and storm drains; grading; sweeping; pavement and curb marking and painting; pavement patching and repair; maintaining and repairing signs; sewer and repairs; and providing service work.

### 5.7.2. REQUIREMENTS.

**5.7.2.A. CULVERT AND STORM DRAIN MAINTENANCE.** The Contractor shall maintain adequate flow in and repair the culverts and storm drains indicated on TE 1.0.

**5.7.2.A.1. MAINTAIN FLOW.** The Contractor shall inspect, clean, steam, and thaw culverts, storm drains, catch basins, and storm sewer manholes as necessary to ensure flow is maintained at a minimum of seventy-five (75) percent of capacity at all times.

**5.7.2.A.2. CULVERT AND STORM DRAIN REPAIR.** The Contractor shall repair damaged culvert ends and repair and replace storm drains, catch basins, storm sewer manhole grates, manhole lids, and manhole rings to ensure storm sewer system components function for their intended purpose. All interior components of storm sewer manholes and catch basins shall be maintained and repaired by the Contractor.

**5.7.2.B. CLEANING OF STORM DRAINAGE SYSTEM.** The Contractor shall thoroughly clean each culvert, storm drain, and storm sewer manhole once each year.

**5.7.2.B.1. DEBRIS CLEANING STANDARDS.** The Contractor shall ensure that each culvert, storm drain, catch basin, and storm sewer manhole shall be free of rocks; sticks; sand and soil buildup; paper; cloth; and all other foreign materials. The Contractor shall clear and remove all foreign materials and debris located within a five foot distance of each end of all culverts and within a two (2) foot distance into each storm drain line at all catch basins and storm sewer manholes. The Contractor shall ensure that each catch basin and storm sewer manhole shall be cleaned to the bottom of the settling sump, or sixteen (16) inches if there is no bottom.

**5.7.2.B.2. DEBRIS DISPOSAL.** The Contractor shall ensure that debris removed from storm water catch basins, storm sewer manhole catch basins, and storm water hydrodynamic separators shall be separated, containerized and tested for diesel range organics (DRO), gasoline range organics (GRO), Toxicity Characteristic Leaching Procedure (TCLP) (consisting of EPA Method's 8260, 8270, pH, reactivity and RCRA metals), and residual range organics (RRO), at a minimum. No more than a total of ten samples will be collected from the annual clean-out. The Contractor shall ensure that hazardous debris will be sent to the hazardous waste disposal building (N-48) for disposal. The Contractor shall send regulated debris to a permitted landfill and unregulated (clean) debris shall be disposed of at the Base Kodiak exempt waste landfill, off base, or stored in approved locations for recycling.

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5.7.2.C. CLEANING OF SANITARY SEWER SYSTEM. The Contractor shall thoroughly clean all components of the sanitary sewer system the first year of the contract and at least once every three (3) years following. The Contractor shall ensure that cleaning of sewer manholes shall be scheduled frequently enough to prevent back-ups. See TE 1.0 for all sewer manholes and a map of the sanitary sewer system. Base Kodiak has approximately 113,000 linear ft. of sanitary sewer lines of various sizes and 323 sanitary sewer manholes.

5.7.2.C.1. The Contractor shall ensure that sewer mains and branch lines shall be cleaned with high pressure sewer cleaning equipment from each manhole access. The Contractor shall conduct sewer cleaning in accordance with the following guidelines:

5.7.2.C.1.a. The Contractor shall clean manholes and branches in a systematic method that ensures debris is removed from the downstream ends of sewer mains and branches. In the rare cases when this cannot be accomplished, the Contractor shall pull debris upstream and clean out at each location. The Contractor shall clean the sewage system starting at the parts of the system with the highest elevation and proceed downstream to individual sewage lift stations and terminate at the sewage treatment plant.

5.7.2.C.1.b. The Contractor shall ensure that debris that would not pass through a half-inch mesh screen shall be removed at a minimum of at each branch inlet and at no more than five hundred (500) foot intervals along each branch and main pipe run.

5.7.2.C.1.c. The Contractor shall ensure that manholes shall be washed cleaned with high pressure hose. The Contractor shall ensure that manhole rings and lids shall be washed and lids shall sit flush. The Contractor shall apply a two (2) inch by twelve (12) inch paint stripe across the manhole cover once cleaning is complete. The Contractor shall change paint color annually.

5.7.2.D. GRADING. The Contractor shall provide materials and labor for grading services for unpaved roads; all roadway (paved and unpaved) shoulders and ditches; and parking and storage areas identified on TE 1.0 using U.S. Department of Transportation Federal Highway Administration Gravel Roads Maintenance and Design Manual and industry standards as guides. There are approximately 7.2 miles of gravel roadways and seven (7) acres of lots requiring grading per TE 1.0.

5.7.2.D.1. ROAD STANDARD. Immediately after grading, the Contractor shall ensure graded roads shall contain no depressions greater than one (1) inch in elevation for any two (2) foot length of road as measured in the direction of normal travel. The Contractor shall ensure that graded roads shall have slopes perpendicular to the center line of 1/2 inch to 3/4 inch per foot with a crown at the center line. Existing super elevated curves shall be maintained by the Contractor to a slope of 1/2 inch to 1 1/4 inch per foot.

5.7.2.D.2. GRADING FREQUENCY. The Contractor shall grade unpaved roads as necessary to maintain the grading standards. Repairs requiring fill materials shall be compacted by the Contractor to match the existing grade conditions. Road grading areas are indicated on TE 1.0. Historically, grading once per month, except when the road is frozen, has kept up with usage.

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5.7.2.E. SWEEPING. The Contractor shall sweep the paved surfaces identified in TE 1.0. Only vacuum sweeping is allowed.

5.7.2.E.1. FLIGHT LINE SURFACE SWEEPING. The Contractor shall maintain flight line surfaces free of sand, dirt, rocks, vegetation, and all other foreign objects and debris at all times.

5.7.2.E.2. GENERAL SWEEPING. The Contractor shall ensure that general surfaces shall be swept once during the months of May, July, and September with a minimum of twenty-five (25) days between sweepings. The Contractor shall sweep all roads, parking lots, and storage areas from curb to curb or across the full width of the pavement if no curb exists. The Contractor shall ensure that sweeping shall remove all accumulations of sand, dirt, rock, paper, plastic, metal, and other foreign debris. The Contractor shall properly dispose of all accumulated trash. The Contractor shall dump collected debris at the Base Kodiak exempt waste landfill. Some sorted traction sand can be reused by the Contractor.

5.7.2.F. OPERATIONAL AND SAFETY PAVEMENT AND CURB MARKING. The Contractor shall annually paint all turning aprons, crosswalks, stop lines, aircraft taxi lines, fuel pit markings, and other similar markings for the locations identified in TE 1.0. The Contractor shall complete aircraft markings prior to July 31 of each year.

5.7.2.F.1. The Contractor shall ensure that markings shall be repainted to match existing conditions unless otherwise directed by the COR.

5.7.2.F.2. In the event existing markings are not visible, the Contractor shall ensure that new markings shall be painted in accordance with Part 3 of the U.S. Department of Transportation Manual on Uniform Traffic Control Devices for roads or AC 150/5370-10G for flight line surfaces.

5.7.2.F.3. The Contractor shall ensure that painted lines shall be clearly visible and shall not flake or chip for one (1) year from time of application unless removed by wear and tear from vehicular traffic.

5.7.2.F.4. The Contractor shall ensure that paint materials and methods of application shall be in accordance with the State of Alaska Department of Transportation Standards for Highway Construction Section 670 and the instructions for the use of the equipment utilized. The Contractor shall ensure that colors used for painting shall be in accordance with Part 1, Chapter 1A, Section 1A.12, and Part 3 of the U.S. Department of Transportation Manual on Uniform Traffic Control Devices for roads, or Item P-620 AC 150/5370-10G for flight line surfaces.

5.7.2.F.5. The Contractor shall ensure that the final appearance shall be neat and free of overspray, and variations from the existing markings shall not be greater than one (1) inch.

5.7.2.F.6. Aircraft shall be given right of way over all Contractor operated equipment and vehicles. The Contractor shall monitor Kodiak Airport frequency (121.9MHz) any time equipment is on the aircraft surfaces.

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5.7.2.F.7. Pavement painting may be scheduled and performed by the Contractor seven (7) days a week between the hours of 0700 and 2200 except in family housing areas, which is limited to 0800 to 2000 from May through September to accommodate rainfalls during the performance period.

5.7.2.F.8. The Contractor shall schedule parking lot painting to minimize disruptions to building occupants and housing residents. The Contractor shall be responsible for placement and removal of all barricades.

5.7.2.F.8.a. The Contractor shall provide forty-eight (48) hour notice to building occupants and housing residents of parking lot painting. The Contractor shall post notices on buildings and residences indicating the starting time and estimated completion.

5.7.2.F.8.b. The Contractor shall schedule building parking lot painting, as much as possible, during non-occupancy periods (e.g., after hours, weekends, Federal holidays). With prior COR approval, the Contractor may close parking lots during non-occupancy periods.

5.7.2.F.9. The Contractor shall schedule the painting of aircraft ramp surfaces with the Air Station Kodiak Operations Center.

5.7.2.F.10. The Contractor shall provide written notice to the COR two (2) business days in advance of pavement painting that will affect the flow of traffic. The Contractor shall also coordinate the pavement painting work schedule with the base fire and police departments. Contractor requests to block or impede traffic are subject to the approval of these departments.

5.7.2.G. OTHER PAVEMENT AND CURB MARKING. The Contractor shall annually paint all curbs, center lines, parking lot lines, edge lines, lane dividers, and other similar markings for the locations identified in TE 1.0. Center lines shall be completed by the Contractor prior to July 31 of each year. All pavement and curb markings will be accomplished in accordance with the requirements and standards of Section 5.7.2.F. The Government plans to notify the Contractor if it plans to order this at least sixty (60) days prior to the start of work.

5.7.2.H. PAVEMENT PATCHING AND REPAIR. The Contractor shall ensure that permanent pavement patching and repair shall be grouped by either the traditional hot-mixed asphaltic (HMA) concrete process or by the infrared asphalt repair process. The HMA process is considered a permanent pavement repair. The infrared process is considered a semi-permanent pavement repair. HMA surfacing replacement will be used for full lane width road surfacing. The infrared asphalt repair process will be used for semi-permanent pothole and trench patching. Pavement repair is normally performed as IDIQ work as described in Section 5.7.2.F. However, at the COR's discretion, pothole and trench patching may be required due to emergent situations. The severity of the pavement defect may require repair by the Contractor at any time throughout the performance period. These emergent circumstances will be treated as Level II work consistent with the applicable work thresholds. This emergent Level II work may be performed using the infrared patching process or other methods as prescribed in the Level II WO. These repairs will be temporary or semi-permanent repairs. All ancillary work including but not limited to; resetting of manholes, catch basins, or valve pits,

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replacement of unsuitable base course material, saw cutting, or removal and resetting of wheel stops shall be included in the Contractor repair scope.

5.7.2.H.1. Repairs shall be permanent or semi-permanent in nature and performed in accordance with applicable State of Alaska Department of Transportation Standard Specifications For Highway Construction, Division 400, Division 600, and Division 700 standards in accordance with the operation of the equipment utilized to perform repairs. Material selection shall be in accordance with ASTM Standards ASTM D2399 – 12 in order to assure product applicability, surface durability, and industry standards.

5.7.2.H.2. Pavement patching and repair may be scheduled and performed by the Contractor seven (7) days a week between the hours of 0700 to 2200 except in family housing areas which is limited to 0800 to 2000.

5.7.2.H.3. The Contractor shall provide notice to the COR two (2) business days in advance of pavement patching and repair work that will affect the flow of traffic. The Contractor shall also coordinate the pavement work schedule with the base fire and police departments. Contractor requests to block or impede traffic flow are subject to the approval of these departments.

5.7.2.H.4. The Contractor is responsible for preparing the area, providing the materials, equipment, personnel, and training to perform repairs for the repair methods employed. The Contractor is responsible for performing traffic control as needed. The Contractor shall re-perform semi-permanent and permanent repairs that fail within one (1) year at no additional expense to the USCG.

5.7.2.H.5. The Contractor shall ensure that all completed permanent and semi-permanent repairs shall not show any surface deviation in excess of 3/8 inch when tested with a ten (10) foot straightedge applied parallel with and at right angles to the centerline of the area repaired. Any deviation in excess of this amount shall be corrected at no additional cost to the USCG.

5.7.2.I. LIGHTING. The Contractor shall maintain under one thousand (1000) streetlights, exterior building lighting fixtures, and floodlights. Maintenance includes repair or replacement and proper disposal of bulbs, photocells and starters, and adjustment of timer controls to facilitate the occupancy of a facility and the seasonal changes of sunrise, sunset, and daylight savings time. The Contractor shall inspect all light fixtures at frequencies necessary to ensure lights are kept continually operational and functioning.

5.7.2.J. FLOODING AND STORM SUPPORT. The Contractor shall provide support during flooding or storms that exceed the storm water system's capacity, or the rapid melting of ice and snow before drainage opens up. This may require such actions as the additional pumping of basements and utility corridors; sandbagging homes or facilities to keep rising water out; barricading roads where water is overflowing; securing electrical services that are or may become submerged; and removing loose debris or ice from storm drains to maintain flow. This requirement may also include clean-up recovery work. Each specific activity will be treated as Level II or Level III work depending on the projected cost. Separate WOs may be used to provide specific tasks associated with flooding and storm support.

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5.7.2.K. LEVEL II WORK. The Contractor shall perform roadway maintenance and repair service work in accordance with the requirements of this section. Service Work includes, but is not limited to:

5.7.2.K.1. Grading and other road, drain, and ditch maintenance not otherwise specified.

5.7.2.K.2. Installation of traffic, informational, directional, or building signs at new locations utilizing the Alaska Sign Design Specifications manual for basic signs and utilizing requester scope of work for specialized signs.

5.7.2.K.3. Additional sweeping services.

5.7.2.K.4. Cleaning out specified storm drain lines.

5.7.2.K.5. Additional pothole repairs.

**5.7.3. DELIVERABLES.** For all schedule types, the Contractor shall provide a minimum of two (2) working day notice to the COR prior to implementing schedule changes.

5.7.3.A. DEBRIS CLEANING SCHEDULE. The Contractor will develop and submit for KO approval, a debris cleaning schedule prior to the first performance month of June. The schedule shall be submitted to the KO five (5) days prior to the start of each performance month and shall indicate what cleaning will be provided in each of the work areas.

5.7.3.B. SEWER CLEANING SCHEDULE. The Contractor will develop and submit a three (3) year sewer cleaning plan for within thirty-one (30) days of contract start date. Five (5) days prior to the start of each month, the Contractor shall submit a listing of all sewer manholes and branches that will be cleaned that month. This list is only required for months in which sewer cleaning will take place.

5.7.3.C. GRADING SCHEDULE. The Contractor shall develop and provide an annual road and miscellaneous grading schedule. The Contractor shall submit the schedule for KO approval fifteen (15) days after the contract start date and shall be updated annually if changes are required. The Contractor shall ensure that the schedule shall indicate the locations and dates individual roads will be graded.

5.7.3.D. PAVEMENT AND CURB MARKING SCHEDULE. The Contractor shall develop and provide an annual pavement and curb marking schedule. The schedule shall be submitted for KO approval five (5) working days prior to May, the start of the performance period for pavement and curb marking. The schedule shall indicate the dates individual areas are to be painted. The schedule shall be updated on a monthly basis (submitted two (2) days prior to the performance month) indicating what work and areas were completed the previous month and the work to be accomplished during the current month. The schedule shall reflect the completion of center line painting, crosswalks, and aircraft markings prior to July 31.

**5.7.4. IDIQ.**

5.7.4.A. AIR STATION MARKINGS. The Contractor shall ensure removal and replacement of markings on air station parking apron and taxiway. Provide cost per 500

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linear feet for removal and price for 500 linear feet of replacement of glass bead embedded lines. Anticipate 2,500 linear feet, six (6) inches wide per instance.

**5.7.4.B. PAVEMENT CRACK FILLING.** Provide cost per linear foot for crack sealing. The Contractor shall ensure that vegetation and debris shall be removed from the crack prior to applying filling material. The Contractor shall ensure that crack filler/sealant material shall meet ASTM D6690, Type II standards. Cost should be based on an estimated quantity of 10,000 linear feet crack sealing.

**5.7.4.C. EMULSIFIED ASPHALT SEAL COATING PAVEMENT.** The Contractor shall ensure that emulsified asphalt seal coating shall be applied in accordance with City of Kodiak Standard Construction Specifications. Provide cost per 1,000 square yards of seal coating.

**5.7.4.D. MISCELLANEOUS GRADING.** The Contractor shall provide cost for grading of miscellaneous unpaved gravel surfaces. Typically this work is associated with gravel roadways and parking areas. The Contractor shall ensure that grading shall be performed in accordance with the requirements of section 5.7.2.D. Provide cost per 1,000 square feet of grading.

**5.7.4.E. MISCELLANEOUS PAVEMENT MARKINGS.** The Contractor shall provide cost per linear foot for painting of curbs, center lines, parking lot lines, edge lines, lane dividers, and other similar markings. Pavement markings shall be performed in accordance with the requirements of section 5.7.2.F. The Contractor shall provide cost per 500 linear feet.

**5.7.4.F. PAVEMENT PATCHING AND REPAIR.** The Contractor shall ensure that pavement patching and repair shall be performed in accordance with Section 5.7.2.H. Cost should be based on 100 square yards per instance. Minimum patch size one (1) square yard. Average patch size two (2) square yards.

**5.7.5. WORK SPECIFICATIONS FOR U.S. NAVY.** The Contractor shall provide work within Section 5.7.2.D approximately six (6) times per year for all gravel paved surfaces on the Spruce Cape Facility, and 5.7.2.J as required, typically no more than once per year.

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**5.8. FUEL SERVICES.**

**5.8.1. SCOPE.** The Base Kodiak bulk fuel receipt, storage, and disposal system consists of a fueling pier, three (3) 40,000-barrel fuel storage tanks, tank containments and drain systems, fuel decontamination station, two (2) fuel pump houses, oil water separators, controls, gages, meters, alarms, pipelines, valves, pumps, laboratory, and associated equipment. The following is a summary of the system components. A full system description is located in the Fuel Farm Operations Manual (FFOM). The work in this section is standing work, unless otherwise specified. The Contractor shall comply with all requirements of the Alaska Pollutant Discharge Elimination System permit, ID: AK0031429, and the Base Kodiak Integrated Emergency Response and Prevention Plan (IERPP). The IERPP is available online at:  
<https://dec.alaska.gov/Applications/SPAR/PublicMVC/IPP/ApprovedCPlans/>

5.8.1.A. Two (2) of the bulk storage tanks (N-10 and N-12) are for the receipt, storage, and issue of JP-5 aviation turbine fuel, and one of the bulk tanks (N-60) is for the receipt, storage and issue of diesel fuel. There are two (2) separate pipeline systems and pump houses; one (1) for each type of fuel. A JP-5 branch pipeline from the JP-5 main pipeline can supply fuel for the CHP, when needed.

5.8.1.B. Pumps located inside building 621 (located at the end of the fuel pier) pump fuel from tankers or barges into the bulk fuel storage tanks (Tanks N10, N12, and N60). JP5 and Diesel fuel travel through mostly above ground pipe from the fuel pier to the fuel farm. Pumps located inside building N11 (located outside and next to the secondary containment berm for tanks N10 and N12) transfer fuel to the central heating plant (CHP), air station fuel-farm, and its hydrant system, or to vessels at the fuel pier via pipelines. JP-5 fuel can be re-circulated through filter separators located at Building N-11, back into tanks N-10 or N-12 to test the filtration system or improve fuel quality. Further detail can be found in the FFOM.

5.8.1.C. The JP-5 pump house (Building N-11) has a fuel pump and three (3) filter and coalescing vessels for filtering the fuel. The pump house also has two (2) meters, several gauges, and various valves.

5.8.1.D. Diesel pump house (Building N-93) has a fuel pump, flow meter, gages, and valves.

5.8.1.E. The aviation fuel farm (AFF) consists of: two (2) 75,000-gallon fuel storage tanks (N19 and N20); tank containment and drain system; pump house with office (N21); oily water disposal system; truck loading stand; aircraft fueling hydrants and de-fueling systems; pipelines; valves; controls; pumps and filters; and associated components and equipment. The aviation fuel farm also includes fuel trucks and fuel hydrant carts.

5.8.1.E.1. The Contractor shall have qualified persons inspect fuel farm vehicles and equipment daily, perform operations maintenance, and perform repairs only to their fuel dispensing systems under this Section. The minimum qualifications are a Transportation Worker Identification Credential (TWIC) card; a Commercial Driver's License (CDL) with a Tanker and Hazmat endorsement; training and experience with sampling fuels; and repairing fueling equipment. Aviation Fuel Farm Equipment inspection intervals, checklists, and required logs are found in TE 8.1. The Contractor shall perform all other mobile fuel equipment service work and repairs under Section 5.23.

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**5.8.2. REQUIREMENTS.**

5.8.2.A. GENERAL REQUIREMENTS. The Contractor is the “facility operator” for marine oil transfer operations, as defined by 33 CFR 154 and “operator” for onshore oil facilities, as defined by 40 CFR 112, EPA and the Alaska Department of Conservation (ADEC). All plans and correspondence shall reflect that the Contractor is the operator.

5.8.2.A.1. The Contractor shall operate and maintain the Base Kodiak fuel system, which includes transferring fuel to and from vessels; providing fuel for aircraft at the aviation truck loading stand and hydrant; transferring fuel to the central heating plant day tanks; and providing service work.

5.8.2.A.2. The Contractor shall accomplish all necessary maintenance or repairs (either as operations maintenance, service work, or work requests) in an appropriate and timely fashion. In all cases, the Contractor shall perform maintenance and repairs as necessary to prevent undue wear and tear; prolong the useful life of equipment and systems; minimize system down time; and promote the most efficient and economical performance of the fuel system.

5.8.2.A.3. The Contractor shall be responsible for all aspects of fuel services operations. The Contractor shall operate and maintain the fuel system in accordance with the following, in order of precedence: (1) Federal, State, and local regulatory requirements; (2) the FFOM; and (3) Base Kodiak Integrated Emergency Response and Prevention Plan (IERPP).

5.8.2.A.3.a. Aviation Fuel Farm has general requirements set by USCG Aviation Logistics Center (ALC) which can be found in PG-85-00170 (series) TE 8.1 lists the equipment, inspections, samples and records required to be completed by the contractor IAW this Section, for AFF JP-5 records and mobile equipment inspection and operations normally performed by the Contractor to be compliant.

5.8.2.A.4. The Contractor shall perform work twenty-four (24) hours a day, every day of the year as necessary to ensure: (a) customer fuel demands are met (CHP, air station, and vessels); (b) after-hour call-outs to reset air station “self-serve” fueling controls; (c) regulatory compliance; (d) contract compliance; and (e) system reliability.

**5.8.2.B. PLANT OPERATIONS.**

5.8.2.B.1. The Contractor shall perform routine predictable and recurring plant operations, such as:

5.8.2.B.1.a. The Contractor shall inspect, monitor, and adjust equipment and systems to achieve optimal and economic performance;

5.8.2.B.1.b. The start-up, operation, and shutdown of equipment and systems;

5.8.2.B.1.c. Operations maintenance and service work; and

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5.8.2.B.1.d. The Contractor shall review and evaluate facility and operations records to determine trends and to detect problems and opportunities for improvements.

5.8.2.B.2. At a minimum, the Contractor shall accomplish the following operations (tasks) per the operating instructions in the FFOM and the BMOTF. The Contractor's employees shall use the FFOM and BMOTF as the guide for day-to-day equipment operation. The Government provided manuals include but are not limited to:

5.8.2.B.2.a. A complete description of the fuel system (narrative and schematic);

5.8.2.B.2.b. A complete description of all fuel transfer operations, including: personnel and equipment requirements, communications and coordination requirements, and step-by-step procedures for each transfer evolution;

5.8.2.B.2.c. A complete annual schedule and description of all routine and scheduled work, including the work to be performed, locations, and approximate time of day for daily work;

5.8.2.B.2.d. A complete description of all bulk storage records and reports, including when they are to be completed and when they are to be submitted (if submission is required by the nature of the record or report);

5.8.2.2 Aviation Fuel Farm specific records and reports required by PG-85-00-170 (series) are listed in TE 8.1.

5.8.2.B.2.e. Fuel quality procedures and instructions including fuel sampling and testing and fuel contamination recognition, causes, prevention, and treatment;

5.8.2.B.2.f. Fuel measurement and inventory control; and

5.8.2.B.2.g. Maintenance requirements.

5.8.2.C. NON-ROUTINE PLANT OPERATIONS. The Contractor shall perform occasional non-routine efforts, such as:

5.8.2.C.1. Perform repairs, troubleshoot alarm and equipment;

5.8.2.C.2. After-hours responses to utility alarms and call-outs to investigate, troubleshoot, and perform repairs;

5.8.2.C.3. Provide operational support for third party contractors work at petroleum, oil, and lubricant (POL) facilities and on POL systems and equipment (e.g., performing non-standard operations such as securing and starting systems and equipment);

5.8.2.C.4. Attend POL-related training (such as training provided by regulators, Government personnel, industry experts, and manufacturers' representatives);

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5.8.2.C.5. Coordinate work with other Government contractors whenever they perform work on the POL systems and perform alternative operations and maintenance when necessary. This includes valve operation, system operation, revise schedules, accelerate and defer operations, maintenance, and repairs to prevent or minimize third party contractor charges for Government delays;

5.8.2.C.6. Attend and participate in POL-related meetings and discussions;

5.8.2.C.7. Review and comment on proposed system modifications, scopes of work, and designs; and report findings to the COR.

5.8.2.C.8. Other efforts that are directly related to the management, operation, maintenance, and repair of the POL systems and facilities as directed by Federal, State, and local requirements. The Contractor shall be responsible for the accomplishment of all services and operations necessary to ensure effective and efficient fuel system operations.

5.8.2.D. TANK SOUNDINGS. The Contractor shall perform soundings in accordance with the American Petroleum Institute (API) Manual of Petroleum Measurement Standards (MPMS). The Contractor shall ensure correct soundings to obtain volumes at sixty (60) degrees Fahrenheit.

5.8.2.D.1. The Contractor shall ensure they sound all issue and receipt tanks and read meters as needed to verify gauges and as required by the FFOM.

5.8.2.D.2. The Contractor shall maintain the bulk farm sounding log and transfer worksheets and records at the Contractor's POL office. The Contractor shall maintain the aviation fuel farm sounding log, transfer worksheets, and records at the aviation fuel farm (Building N-21). The Contractor shall ensure daily inventories and transactions shall be recorded and tracked via electronic Microsoft Excel-compatible spreadsheets to show:

5.8.2.D.2.a. Daily opening and closing volumes per tank and total;

5.8.2.D.2.b. Daily issues and receipts per tank, per customer, and total;

5.8.2.D.2.c. Daily variance in gallons and percent;

5.8.2.D.2.d. Daily running variance, reset at the beginning of each month;

5.8.2.D.2.e. Monthly total issues by customer; and

5.8.2.D.2.f. Monthly total variance in gallons.

5.8.2.E. FUEL DECONTAMINATION. During the first week of each month, and as otherwise required maintaining fuel quality limits and to ensure proper operation of equipment and components, the Contractor shall operate the JP-5 decontamination station (N-11) to re-circulate and filter at least 0.25 feet of fuel in each tank (N-10 and N-12). During decontamination, take suction from the tank drain sumps.

5.8.2.F. OVERFILL PROTECTION. The Contractor shall test all overfill protection devices on Tanks N-19, N-20, N-10, N-12, and N-60 monthly, or before all fuel receipts for the tanks to receive fuel (whichever is less frequent). Testing shall be in accordance

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with 33 CFR 154 and 18 AAC 75. Complete test reports for each tested tank. An example report will be provided upon request by the Contractor. The Contractor shall maintain complete reports at the POL and AFF offices, and these reports shall be immediately available for inspection by the COR and regulators.

5.8.2.G. AVIATION FUEL FARM. Unless otherwise approved by the COR, the Contractor shall transfer fuel from the Base Kodiak bulk fuel farm to ensure that all aviation fuel farm tanks are at least fifty (50) percent full at the end of each day, and as necessary to ensure fuel availability for aircraft at the truck loading stand and fuel dispensing hydrants. The Contractor shall ensure that tanks are not filled more than eighty-five (85) percent full, which will allow room for de-fueling operations.

5.8.2.H. AVIATION FUEL FARM TRAINING. As directed by the COR, the Contractor shall provide training for Government personnel in the proper operation of aviation fueling equipment (fuel hydrant carts and trucks) and fueling hydrant pits when directed by the COR. This service will be as requested by the USCG (typically four (4) times per year).

5.8.2.I. FUEL QUALITY CONTROL. The Contractor shall accomplish sampling, testing, filtering, treatment, and record keeping in accordance with the FFOM the most current version of CGTO PG 85-00-170-G, and MIL-STD-3004 Quality Surveillance for Fuels, Lubricants, and Related Products. Quality surveillance of JP-5 aviation turbine fuel and diesel shall begin upon receipt and continue up until its point of issue. Anticipated sampling and testing requirements are shown below in Table 4. These historical amounts are provided for estimating purposes and are subject to change based on operations or fuel delivery quantity with no additional cost to the USCG. In addition to the frequencies and requirements specified, the Contractor shall include up to five (5) COR-directed samples or tests annually.

**Table 4. Anticipated Annual Fuel Testing Requirements**

Required	Times Per Year
API Gravity	100
Particulate Content	800
Water Content	800
FSII Content	100
Water and Solids (visual)	1000 (670 visual tests are performed concurrent with other operations. i.e. fuel transfers and recirculation.)
Flash Point	100

5.8.2.J. FUEL SHIPPING. The Contractor shall ship approximately nine (9) to fifteen (15) one (1) gallon cans containing fuel samples to a Certified Laboratory each month. Shipping of samples for bulk fuel receipts from tankers or barges to a Certified Laboratory shall occur within the first week after the transfer from the vessel is completed.

5.8.2.K. FUEL SPECIFICATIONS. The Contractor shall ensure that bulk JP-5 aviation and diesel fuel received, stored, and issued at Base Kodiak meets or exceeds the specification limits specified in CGTO PG-85-00-170-G, MIL-STD-3004 Quality Surveillance for Fuels, Lubricants, and Related Products. The Contractor shall notify the COR and Air Station Engineering Officer, or Air Station Fuel King designated representative immediately by telephone whenever JP-5 aviation turbine fuel fails to

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meet specification limits. The Contractor shall notify the COR whenever diesel fails to meet specification limits.

5.8.2.L. SAMPLING AND TESTING. The Contractor shall be responsible for the complete fuel services sampling and testing effort. The Contractor shall maintain a permanent record of all samples, test results, and adjustments at the POL office. The Contractor shall provide to the COR, copies of all certified lab results within three (3) working days of receipt from the laboratory. Whenever a vessel is fueled, the Contractor shall provide the vessel with a copy of the most recent certified lab test.

5.8.2.L.1. Contractor shall use separate ESD Form 55 JP-5 test results logs for Aviation Fuel Farm (AFF) Tanks N19 and N20. Fuel Transfer Tests, Weekly Tests, and monthly correlation test results will be entered chronologically. Combining of soundings as well as fuel test results and data for multiple AFF tanks in one log is not allowed. Air Station Designated Fuel King representative will visit POL office weekly to review and sign the QA block on ESD Form 55 log entries.

5.8.2.L.2. Test results for any Aviation JP-5 Filter housing will not be entered on N19 or N20 ESD Form 55 Test Results Logs.

5.8.2.L.3. During each fuel issue, the Contractor shall obtain a representative, one-quart composite sample from the issue pipeline sampling point and perform a visual test. Results of each sampling will be recorded and records will be maintained at the POL office.

5.8.2.L.4. During each bulk fuel receipt from tankers or barges the Contractor shall adhere to the process in the FFOM.

5.8.2.L.5. As directed by the COR, the Contractor shall obtain samples and accomplish tests. This will be required no more than five (5) times per year.

5.8.2.M. TRANSFER FUEL TO AND FROM VESSELS. The Contractor shall receive and deliver bulk fuel to and from vessels in accordance with 33 CFR 154 and 156, and ADEC requirements 18 AAC 75. Historical JP-5 transfers are shown in Appendix I. Fuel transfers may be required at any time throughout the year, during normal working hours and outside of normal working hours. The Government will normally give the Contractor at least one (1) week tentative advance notice of vessel arrivals. Up to ten (10) instances of vessel fueling occur per month with an annual average of 90-100 per year.

5.8.2.M.1. ADDITIONAL NOTIFICATIONS. After initial notification, the Contractor shall contact port services for schedule updates. Vessel arrival and departure times are subject to change on short notice. In addition to notifications required by Federal and State law, thirty (30) minutes prior to commencing marine oil transfer operations, the Contractor shall notify the Base Kodiak fire chief, EOW, MSD Kodiak, and the COR. The Contractor shall pay all lay time charges and fees which result from Contractor caused delays and/or Contractor inefficiencies during fuel receipts from commercial carriers.

5.8.2.M.2. BULK MARINE OIL TRANSFER FACILITY. The Contractor shall ensure all transfer operations are conducted in compliance with Federal and State laws and regulations as well as Base Kodiak instructions and policies pertaining to bulk oil transfer operations, including 33 CFR 154, 33 CFR 156, 18 AAC 75, and the Bulk

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Marine Oil Transfer Facility (BMOTF), also called the “fuel farm”, Operations Manual and the FFOM. The Base Kodiak bulk fuel farm is a bulk marine oil transfer facility (33 CFR 154) and as such incurs various operational and record keeping requirements.

5.8.2.M.3. SPILL BOOM. The Contractor shall deploy spill containment boom around tankers and barges during all fuel receipts in accordance with Alaska Statute 18 AAC 75.025(b) and other vessels during transfers of hydrocarbon, hydrocarbon-containing water, regulated liquids, or natural oils in accordance with COMDINST M16455.1A (series). The Contractor shall ensure that containment boom for tankers and barges shall be in place prior to commencing fuel transfer activities. The Contractor shall deploy containment boom for other vessels within one (1) hour after the vessel is secured at moorings. The Contractor shall disconnect the boom to allow all other vessel departures. The Contractor shall remove the boom from the water; inspect it for damage; accomplish necessary repair and cleaning; and store it so that it is immediately available for deployment within three (3) days after tanker, barge, or vessel departure. The Contractor shall report boom damage to the COR electronically within one (1) working day of discovery.

5.8.2.M.3.a. The Contractor shall ensure that deployment of spill boom around vessels other than those covered in Section 5.8.2.L.4 shall be Service Work. The Contractor shall ensure that vessel booming entails deployment, removal, inspection, and stowage of the booms. The requirements are the same as specified for fuel delivery vessels. The contractor shall supply these services at the fuel pier, cargo pier, or other Base Kodiak owned locations.

5.8.2.M.4. LINE HANDLERS. The Contractor shall provide line handlers for all vessels arriving and departing from the fuel pier, regardless of time or day. Line handlers will arrive thirty (30) minutes prior to scheduled arrivals and departures.

5.8.2.M.5. FUEL PIER CLEANING. The Contractor shall keep the fuel pier and the area around the entrance to the pier clean. The Contractor shall perform cleaning services as needed for the removal of debris, biological growth and waste materials on the pier, pipelines, and, attachments.

5.8.2.M.6. FUEL FILTERING. Unless otherwise directed by the COR, the Contractor shall filter in accordance with the FFOM.

5.8.2.N. OPERATIONS MAINTENANCE. The Contractor shall perform operations maintenance of the fuels facilities and systems in accordance with the following, in order of precedence: (1) regulatory requirements including Base Kodiak IERPP; (2) national codes; (3) manufacturers' instructions and recommendations; (4) FFOM; and (5) industry standards, PWS Section 5.1, and Best Management Practices (BMPs).

5.8.2.N.1. Maintenance operations of the POL facilities and systems includes, but is not limited to: fuel filter element replacement; hydrostatic pipeline and valve tests; meter, gage, and test instrument calibrations; and all other predictable, routine, and recurring maintenance. Repairs are included under this task area.

5.8.2.N.2. The Contractor shall coordinate, plan and execute all maintenance and repair work to minimize interruptions to the customer (air station, port services, and

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CHP) for fuel deliveries. The Contractor shall ensure that at least one (1) air station fuel cart and fuel truck shall be operational at all times. The Contractor shall:

5.8.2.N.2.a. Provide a minimum of twenty-four (24) hour advance notification of downtime required to perform scheduled maintenance on fuel trucks and carts to the USCG designated air station person;

5.8.2.N.2.b. Provide at least forty-eight (48) hour advance written notification to the COR and the customer for scheduled maintenance to be performed which might affect availability of fuel; and

5.8.2.N.2.c. Immediately notify the COR and affected customers of any problems which prevent the delivery of fuel.

5.8.2.N.3. The Contractor shall perform Aviation Fuel Farm equipment, fuel hydrant cart and fuel truck inspections in accordance with the requirements defined/outlined in TE 8.1. Contractor will complete a separate ESD Form 44 and ESD Form 45 for each mobile Fuel Equipment. ESD Forms will be left in N96 for QA Checks by Air Station Designated Fuel King representative. Air Station representative will collect the forms for submission to ACMS. Examples of Forms will be provided in TE 2.0.

5.8.2.N.4. The Contractor shall accomplish painting as part of their housekeeping requirements. Standing work painting shall consist of painting tank patches not to exceed ten (10) square feet, per area on tank, pipeline sections, pumps and valves to provide identification and prevent corrosion.

5.8.2.N.5. The Contractor shall perform and record the following daily inspection tasks:

5.8.2.N.5.a. Every day of the year, the Contractor shall perform a complete visual inspection of the entire fuel system and facilities, including the oily water separators and sumps at the AFF and Building N-11, and all fuel hydrants and equipment, for damage or leaks and other conditions requiring action.

5.8.2.N.5.b. Monday through Friday, except for Federal holidays, the Contractor shall perform a complete visual inspection of all fuel carts and trucks. Complete repairs of all fuel carts and trucks in accordance with the Section 5.23.

5.8.2.N.5.c. Every day of the year, the Contractor shall inspect fuel tank containments (N-19, N-20, N-10, N-12, N-60, fuel pier) for accumulated rainwater, and drain area and sumps as needed to maintain emergency storage capacity and allow personnel access to components. The Contractor shall inspect containment area and sumps for oil and remove oil found. The Contractor shall record inspection results and draining, including approximate amounts drained in inches, time of day, date drained, and workers initials on a permanent log specifically for this function. The Contractor shall immediately report containment failures or oil sheens to the COR (EOW during other-than-normal working hours). Additional recording requirements for the Contractor are in Section 5.10 and Section 5.11.

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5.8.2.N.5.d. Monday through Friday, except for federal holidays, the Contractor shall check each aviation fuel farm filter and separator (including fuel trucks and carts) and collect Quart Samples for each. If water is found, drain all remaining water. Fuel Equipment Samples in N21 and N96 will be inspected daily by an Air Station Designated Fuel King representative.

5.8.2.N.5.e. On a monthly basis, the Contractor shall drain water from Tanks N-19 and N-20 weekly, and from Tanks N-10, N-12, and N-60.

5.8.2.N.6. The Contractor shall perform annual cathodic protection inspections in accordance with current Federal and State regulations and the below requirements.

5.8.2.N.6.a. The Contractor shall provide testing services for the cathodic protection system of the underground fuel piping system in the fuel farm. The system includes approximately thirty (30) anode or ground readings with certified and approved method. The Contractor shall include in final report all relationships, make recommendations, and cost estimates to repair any location found significantly deficit from remainder of the system. The Contractor shall complete all repairs to the systems, including but not limited to electrical isolation, electrical ground, and monitoring systems. The Contractor shall record structure-to-soil potential measurements at representative fuel lines and provide in a separate report noted below. The Contractor shall follow ADEC requirements. The Contractor shall review the 2010 API 570 system reports and provide feedback to the COR in a meeting.

5.8.2.N.6.b. The Contractor shall notify KO thirty (30) days in advance of scheduled inspections and provide qualifications of cathodic protection inspector for COR approval.

5.8.2.N.6.c. Submit repairs identified by the Contractor as Contractor-identified service work. The Government will review the work requests, and approve Level II WOs as appropriate.

5.8.2.O. HYDROSTATIC TESTING. The Contractor shall perform annual hydrostatic testing of all JP-5 and bulk diesel fuel distribution pipelines and transfer hoses. The Contractor shall perform tests in accordance with API RP 1110 and the Base Kodiak Annual Hydrostatic Testing Plan. The Contractor shall immediately report failures to the COR. The Contractor shall provide documented test results to the COR in accordance with the Base Kodiak annual hydrostatic testing plan. The Contractor shall provide recommendations for changes to the manual to the COR for review and approval.

5.8.2.P. CALIBRATION. The Contractor shall calibrate all recorders, meters, pressure and temperature gauges, and test equipment and instruments in accordance with the frequency provided by the FFOM and or operations maintenance schedule. The Contractor shall calibrate these items more frequently when required due to usage, damage, industry standards, manufacturer recommendations, or when suspected of being in error.

5.8.2.P.1. The Contractor shall attach a self-adhesive seal or metal tag on each instrument and gauge certifying calibration. The Contractor shall note the date of the calibration and the initials of the person performing the calibration on the sticker. The Contractor shall tag all newly installed gauges with the installation date. The

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Contractor shall consider any gage missing a sticker suspect and the instrument shall be re-calibrated by the Contractor.

5.8.2.P.2. The Contractor shall ensure that the gauges and instruments shall be calibrated in accordance with industry standards, using a standard dead weight tester, calibrated master gauges, provers, or other instruments of proven accuracy or as recommended by gauge or instrument manufacturer. POL has various complex components, such as computer controls and meters requiring the Contractor to provide specialized technical support for calibration and servicing.

5.8.2.Q. ALARMS. The Contractor shall continuously monitor (twenty-four (24) hours a day, 365 days year) all telemetry and utility alarm systems located in the CHP control room. The Contractor shall immediately contact the appropriate response personnel (thirty (30) minute response time during normal working hours, one (1) hour during other hours) to investigate and resolve the condition causing the alarms. The Contractor shall notify the base EOW of the nature of all the utility alarms and the response taken place. The Contractor shall maintain a log and record nature of alarms, notifications to personnel, and accomplished response actions.

5.8.2.R. HOUSEKEEPING AND GROUNDS MAINTENANCE. The Contractor shall ensure that all fuel system facilities and their associated grounds areas are neat, organized, and professionally appearing at all times. Reference section 5.10 for additional requirements for the Contractor regarding the management of hazardous materials. The Contractor shall be responsible for performing grounds maintenance and janitorial services at Government-furnished facilities to ensure trash and debris (pallets, lumber, excess materials, paper, etc.) do not accumulate.

5.8.2.R.1. GFF plants interior, exterior, and adjacent grounds shall be kept clean and neat at all times. The Contractor shall keep the areas adjacent to all lift stations, storage tanks, areas inside fuel facility fence lines, N-11, N-93, and N-21, neat, organized, and free of refuse, hazardous waste, and excess hazardous materials.

5.8.2.R.2. The Contractor shall ensure that storage containers, piping, pipeline components, and fuel tanks shall be kept free of corrosion and touch up painting shall be performed as necessary to preserve their condition. The Contractor shall ensure that grass and weeds shall be cut and maintained at two (2) inches to nine (9) inches and trimmed or pulled to the standard outlined in Section 5.5. The Contractor shall ensure that containments shall be free of vegetation growth in the effective areas. The Contractor shall ensure that access roads shall be maintained free of any overhang or encroachment. Maintenance and upkeep requirements apply to both sides of fence lines (ten (10) feet each side) surrounding Government-furnished facilities.

5.8.2.R.3. The Contractor shall ensure that any storage of equipment or materials outside of the fenced areas shall have written, advance approval by the COR.

5.8.2.S. RECORDS. The Contractor shall maintain all records, reports, logs, and data, including the historical records turned over from the incumbent Contractor to the incoming Contractor at the beginning of the contract, for the entire contract period. The Contractor shall submit all said documents to the KO at the 30 days prior to the end of the contract. The Contractor shall ensure that aviation fuel farm records shall be

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maintained at the aviation fuel farm office, and the bulk farm records shall be maintained at the bulk farm office. TE 8.1 indicates the aviation fuel farm records required. The Contractor shall ensure that records are immediately available for COR inspection at all times, and copies shall be provided upon request by the COR. Changes to record formats may be directed or approved by the COR. The Contractor shall:

5.8.2.S.1. Record all daily and scheduled work and submit related reports in accordance with the FFOM. Sample inspection and inventory forms are provided in the TE 2.0.

5.8.2.S.2. Record the completion and results of all readings, inspections, sampling, and tests. The Contractor shall maintain a general log of all daily activities. All plants require operational maintenance tasks aside from PM and CM. This shall be tracked within the plant's records and with regulators, but does not need to be recorded into the USCG CMMS system.

5.8.2.S.3. Complete all records and reports required incidental to daily inventories and fuel receipts and transfers. Inventories shall be recorded in both electronic (Microsoft Excel-compatible) and hard copy format. Sample forms are provided in the FFOM.

5.8.2.S.4. Record all maintenance and repair work performed in a single logbook provided exclusively for this purpose. All maintenance and repair work shall be recorded chronologically. The record shall show or include:

5.8.2.S.4.a. All maintenance and repair work performed, regardless of the party performing it (e.g., carpentry shop, electricians, operators, third party contractors). This record shall also show when work requests were submitted and include the Contractor's work request control number.

5.8.2.T. The Contractor shall submit data and reports in either electronic or hard copy format, as requested by the COR.

5.8.2.U. CHANGES TO MANUALS. The Contractor shall notify the USCG of any recommended changes to the BFTOM and FFOM required for changes in maintenance, operational tasks, and checklists due to additions, removals, or alterations of equipment. Proposed changes shall be submitted annually as Contractor-identified work in accordance with Section 5.1. Actual updates to the written documents will be directed via USCG approved WOs as work in accordance with Section 5.1.

5.8.2.V. LABELS AND SAFETY DATA SHEETS. Labels and safety data sheets shall be submitted for KO review and approval for all treatment chemicals intended to be used within fifteen (15) days after contract start date. The Contractor shall submit proposed changes in approved treatment chemicals a minimum of five (5) business days in advance of the anticipated use. The Contractor shall ensure that labels and safety data sheets shall be in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

5.8.2.W. FUELS SERVICE WORK. The following work shall be ordered under CLIN x001 or CLIN x001AD.

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5.8.2.W.1. The Contractor shall annually review the FFOM and BMOTF. The Contractor shall provide recommended changes annually for USCG approval. The Contractor shall provide updated copies once implemented. The USCG will issue Level II WOs to incorporate both the Contractor's proposed and Government-identified changes for all Government-owned manuals (FFOM, BMOTF, etc.). No more than four (4) WOs for this task will be issued by the COR each year. This WO may include written changes to operational procedures, checklists, forms, maintenance procedures, etc. The USCG may choose to complete some portion of the changes identified each quarter using their own resources without the issuance of a WO.

5.8.2.W.2. The Contractor shall perform repairs within the definitions of Level II work.

5.8.2.W.3. The Contractor shall perform exterior cleaning of BMOTF and AFF fuel tanks and pipelines.

5.8.2.W.4. The Contractor shall ensure after-hours call-outs to make repairs necessary to ensure fuel delivery. Alarm responses and system resets are part of standing work. Repairs count to service work.

5.8.2.W.5. The Contractor shall ensure that performing maintenance and repairs at remote refueling sites shall be performed as Level II or Level III Work in accordance with the PWS. These sites include, but are not limited to: Sitkinak refueler, Air Support Facility Cordova, Aviation Detachment (AVDET) Cold Bay, AVDET St. Paul, and AVDET Barrow. Government transportation may be provided the Contractor for these locations if available, otherwise commercial transportation will be charged to as Level II or Level III work.

**5.8.3. DELIVERABLES.**

5.8.3.A. BULK FUEL INVENTORIES. The Contractor shall provide monthly bulk fuel inventories to the KO by 1430 on the first working day of the following month. All data shall be correct and standardized as described above. Send a weekly report to KO no later than close of business on the first working day of the week.

5.8.3.B. CALIBRATION REPORT. Provide an annual calibration report no later than January 31<sup>st</sup>.

5.8.3.C. AVIATION FUEL FARM TRANSFER RECORDS. Provide fuel transfer records to the "Air Station Supply Department" and FE Administrative Assistant for distribution within one (1) business day after each bulk fuel-plant transfer to aviation fuel farm, upon receipt.

5.8.3.C.1. ESD Form 44 for each AFF mobile fuel equipment is required daily in N96. ESD Form 45 for each AFF mobile fuel equipment is required weekly in N96.

5.8.3.C.2. Copies of ESD Form 55 Logs for AFF Tanks N19 and N20 are required annually to Air Station Designated Fuel King representatives and can be delivered to N96.

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5.8.3.D. FUEL OPERATIONS AD-HOC REPORTS. Provide ad-hoc fuel operations reports to the COR no later than five (5) business days after request by the COR. No more than ten (10) reports per year shall be required.

5.8.3.E. CONTRACTOR DETAILED PLANS. Following contract award, the Contractor shall have sixty (60) days, unless otherwise indicated, to submit the detailed plans listed below to the COR and KO for review and acceptance, unless otherwise stated. The plans are dynamic documents and shall be reviewed and updated on an annual basis. The Contractor shall update the plans when component or procedural changes occur throughout the contract period as determined by the COR or KO.

5.8.3.E.1. MAINTENANCE PLAN. The Contractor shall provide a detailed maintenance plan for the plants and associated facilities, equipment, and system components. The plan shall address all levels of maintenance and identify the frequencies, methods, and procedures for accomplishing maintenance objectives.

5.8.3.E.2. PLANT OPERATIONS PLAN. The Contractor shall ensure that the plan shall provide comprehensive and detailed systematic procedures covering all requirements specified in this Section. The detailed plan shall include the number of proposed employees, their position classification, and certifications.

5.8.3.E.3. PRODUCT INVENTORY CONTROL AND ACCOUNTABILITY PLAN. The Contractor shall ensure that the plan shall provide comprehensive and detailed procedures to ensure compliance with EPA, USCG, and ADEC regulations.

5.8.3.E.4. CATHODIC PROTECTION REPORT. Following completion of the fieldwork and within thirty (30) days, The Contractor shall provide two (2) written reports to the COR describing the performance of work and recorded readings separately for each structure or system. One (1) report shall be for the pipelines (JP5 and DF2), and one for the cargo wharf and fuel pier structures. The Contractor shall provide report within thirty (30) days of completion but no later than the end of the contract year. In addition to anything else stated within this scope of work, the Contractor shall ensure that the report shall contain photos (annotate photos with specific information for locations), daily logs, maintenance performed, a copy of all readings found before and after adjustments, table of contents, and (at minimum) the following sections:

5.8.3.E.4.a. One (1) page executive summary;

5.8.3.E.4.b. Findings;

5.8.3.E.4.c. Conditions and Readings;

5.8.3.E.4.d. Executed Maintenance;

5.8.3.E.4.e. Summary;

5.8.3.E.4.f. Recommendations (immediate and long term);

5.8.3.E.4.g. Drawings and Diagrams;

5.8.3.E.4.h. Photographs; and

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5.8.3.E.4.i. Cost Estimate for Recommendations.

5.8.3.E.5. HYDROSTATIC PLAN. The Contractor shall submit annual hydrostatic testing plan no later than thirty (30) days prior to the proposed start of testing. The Contractor shall submit test results within thirty (30) days of completion but no later than the end of the contract year.

5.8.3.E.6. SAFETY PLAN. The Contractor shall submit an annual safety plan no later than thirty (30) days prior to the proposed start of contract. The Contractor shall ensure that the plan shall identify safety requirements for specific operations and inspections.

**5.8.4. IDIQ.**

5.8.4.A. BULK TANK CLEANING AND ENTRY FOR INSPECTION. Upon USCG direction, The Contractor shall drain, enter, and clean the bulk fuel tanks at the BMOTF or AFF in support of regulatory requirements or third party contractors. The Contractor shall ensure that this work also includes testing and calibration of all level sensors, controls, and alarms. The Contractor shall perform work in accordance with the FFOM, BMOTF, and all applicable Federal and State regulations.

5.8.4.A.1. The Contractor shall provide an inspection report for each tank. An example will be provided upon request. The Contractor shall submit tank inspection reports to the COR within fifteen (15) calendar days after a tank inspection has been completed.

5.8.4.B. ADDITIONAL FUEL SAMPLING AND ANALYSIS. Accomplishing additional fuel sampling and analysis (e.g., increased frequencies, additional sampling points) not previously specified. Testing shall be comprised of collecting separate one (1) gallon and one quart samples. Both samples will be labeled with Date, Source, QTY represented, and name of person collecting the sample.

5.8.4.B.1. Contractor will perform a visual test for contamination and test for API Gravity corrected to 60 degrees F on the quart sample. The representative quart sample will be retained until certified Lab Tests are received.

5.8.4.B.2. Contractor will ship the one (1) gallon for laboratory testing by a certified laboratory within seven (7) calendar days from when the samples were collected in accordance with MIL-STD-3004 Quality Surveillance for Fuels, Lubricants, and Related Products (B-1 Test).

5.8.4.B.3. The results shall be provided to the COR in a written report.

5.8.4.B.4. Provide cost per occurrence.

5.8.4.C. CARGO PIER CATHODIC PROTECTION INSPECTION. Provide price per instance to provide testing services for the cargo wharf passive anode system. The cargo wharf system consists of aluminum anodes directly welded to the corresponding piles, and bond bars between piles and miscellaneous features (ladders, etc.). Potential testing shall be measured at five (5) foot and twenty (20) foot depths on each pile, dolphin, and each test station, using saturated silver or silver chloride as a portable reference. An example of the format for data recording and reporting will be provided to

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the COR upon request by Contractor. The Contractor shall visually inspect all bond bars and coating systems. Take readings on at least twenty-four (24) locations for coating thickness.

5.8.4.D. FUEL PIER CATHODIC PROTECTION INSPECTION. Provide price per instance to provide testing services for the fuel pier passive anode system. The Contractor shall use similar testing scenario as described for the cargo pier in section 5.8.5.C with the exception that there are no bonding bars on the fuel pier. The Contractor shall take readings on at least twenty-four (24) locations for coating thickness. The Government will provide the test locations at the time of testing.

5.8.4.E. VESSEL BOOMING SERVICE. Provide a cost per evolution to deploy containment boom around a vessel moored at either the Cargo pier or Fuel pier within eight (8) hours of initial notification using government provided containment boom.

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**5.9. AIR PROGRAMS.**

**5.9.1. SCOPE.** The Contractor shall comply with all requirements of the Base Kodiak CAA permit #ORL 00093, ID: AD00930R01P. The permit can be found at <https://dec.alaska.gov/Applications/Air/airtoolsweb/AirPermitsApprovalsAndPublicNotices>. Base Kodiak operates under an Owner Requested Limit (ORL) Air Permit. The work in this section is standing work, unless otherwise specified.

**5.9.2. REQUIREMENTS.**

5.9.2.A. AIR EMISSIONS. The Contractor shall provide and ensure air permit compliant operation and maintenance of the central heating plant and the LOWS facility; generators; vehicles; equipment; and proper and compliant use of coatings, solvents, and thinners in order to minimize air emissions. Pertinent sections of the air permit that affect Contractor operations include but are not limited to:

5.9.2.A.1. Fuel consumption in external combustion sources (central heating plant, Building 614 Boiler, and portable boilers);

5.9.2.A.2. Analysis of and burning of used oil (central heating plant and LOWS facility);

5.9.2.A.3. Fuel combusted in internal combustion engines and generators (Contractor-maintained generators and equipment inventories as they change);

5.9.2.A.4. Limitation on the use of coatings, solvents, and thinners and reducers (Building N-1 paint booth and other paint booths operated by Contractor); and

5.9.2.A.5. Amount of gasoline dispensed (Contractor-operated equipment and vehicles).

5.9.2.B. OZONE DEPLETING SUBSTANCES (ODS). The Contractor shall comply with all regulations and policies pertaining to the use, handling, recycling, and disposal of ozone depleting substances (ODS), including 40 CFR 82 Protection of Stratospheric Ozone.

5.9.2.B.1. The Contractor shall ensure that all work performed on equipment containing or incorporating ODSs shall be performed by experienced mechanics who meet the certification requirements of 40 CFR 82.161. Recovery and recycling equipment utilized in the servicing of equipment containing or incorporating ODSs shall be certified in accordance with the requirements of 40 CFR 82.162. The Contractor shall ensure that maintenance and repair on equipment containing or incorporating ODSs shall be documented in accordance with the record keeping requirements of 40 CFR 82.166.

**5.9.3. DELIVERABLES.**

5.9.3.A. AIR EMISSIONS DATA. The Contractor shall ensure that air emissions data (in accordance with the permit) shall be provided to the COR on a monthly basis, no later than the close of business on the first day of the month. Before the first submittal, the Contractor must submit, for COR approval, a template for the data report format.

**5.9.4. IDIQ.** There is no IDIQ work associated with this task area.

## 5.10. ENVIRONMENTAL MANAGEMENT AND STEWARDSHIP.

**5.10.1. SCOPE.** This section describes the requirements of the Contractor to engage in environmental management systems; environmental sustainability policies; National Environmental Policy Act (NEPA) planning procedures; and proactive environmental compliance and stewardship. This section also defines the requirements relating to management, storage, and use of hazardous materials used by the Contractor to perform the work required by this contract. The work in this section is standing work, unless otherwise specified.

### 5.10.2. REQUIREMENTS.

5.10.2.A. ENVIRONMENTAL STEWARDSHIP. The Contractor must be cognizant of the environmental impacts and potential environmental impacts that any aspect of the Contractor's (and their subcontractors') operations may cause. The Contractor shall integrate environmental accountability into its day-to-day decision-making and short and long term planning processes. Environmental management considerations must be a fundamental and integral component of the Contractor's planning, management, and operations.

5.10.2.A.1. The Contractor is required to support the efforts of Base Kodiak to fulfill the intent and spirit of the Commandant's Sustainability, Environmental, and Energy Policy Statement (current edition). The policy can be found at:  
[https://media.defense.gov/2018/Jun/01/2001925991/-1/-1/0/SUSTAINABILITY-30MAY18\\_SIGNED.PDF](https://media.defense.gov/2018/Jun/01/2001925991/-1/-1/0/SUSTAINABILITY-30MAY18_SIGNED.PDF)

5.10.2.B. COMPLIANCE WITH ENVIRONMENTAL PERMITS AND PLANS. Base Kodiak is the permittee for all environmental permits required for the performance of this contract. The Government shall be responsible for all environmental permit negotiations with regulatory agencies and permit fees. The Contractor shall comply with the requirements and provisions of all current and future environmental permits and associated Base Kodiak environmental plans required in the performance of this contract.

5.10.2.B.1. The Contractor shall plan and execute its operations to ensure Base Kodiak operations are regulatory compliant and meet and adhere to all permit requirements and stay abreast of regulatory updates pertaining to media the Contractor is involved with. The Contractor shall notify the KO in writing of any permit violation within twenty-four (24) hours of occurrence. The Contractor shall also notify the Base Kodiak Environmental Division Chief. Typical environmental permits affecting this contract include permits for air quality, drinking water, storm water, waste water, sludge disposal, and hazardous waste management. The Contractor shall maintain current copies of all applicable environmental permits and plans at affected plant and facility locations and master copies with the environmental compliance manager.

5.10.2.C. ENVIRONMENTAL MANAGEMENT SYSTEM (EMS). International Organization for Standardization (ISO) 14001:2015 sets out the criteria for an environmental management system and can be certified. It does not state requirements for environmental performance, but maps out a framework that a company or organization can follow to set up an effective environmental management system. It can be used by any organization regardless of its activity or sector.

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5.10.2.C.1. The Contractor's environmental program manager shall participate in Quarterly Base Kodiak EMS steering committee meetings in a manner that supports the Base's environmental policy statement. The working groups should also include any Contractor employees, as identified by the COR, who are affected by the issue the group is trying to address.

5.10.2.C.2. Establish a Contractor EMS to conform to the ISO 14001 standard. The Contractor shall develop an EMS to demonstrate compliance with stated environmental programs and goals while proposing methods or procedures to reduce oversight and management requirements, increase reliability for compliance with environmental regulations, and reduce waste disposal costs. The Contractor shall ensure that targets and objects include a hazardous waste minimization effort.

5.10.2.D. OPERATIONAL SUSTAINABILITY PERFORMANCE PLAN (OSPP). The Contractor shall support the goals of the Coast Guard's OSPP, EO 13834. <https://www.federalregister.gov/documents/2018/05/22/2018-11101/efficient-federal-operations>. The Contractor shall be required to develop means and methods of executing this contract consistent with the goals associated with the OSPP.

5.10.2.D.1. GREENHOUSE GAS REDUCTION AND ENERGY. The Contractor shall embrace opportunities to reduce fuel and electricity consumption in line with the goals of EO 13834.. <https://www.federalregister.gov/documents/2018/05/22/2018-11101/efficient-federal-operations>. The Contractor shall seek to promote renewable energy usage where feasible.

5.10.2.D.2. WATER USE EFFICIENCY AND MANAGEMENT. The Contractor shall embrace water conservation opportunities to reduce potable water usage.

5.10.2.D.3. POLLUTION PREVENTION (P2) AND WASTE REDUCTION. The Contractor shall pursue and employ vigorous measures to minimize hazardous materials usage, reduce waste generation, reuse products, recycle, purchase "green" products, and reduce hazardous waste generation. As good stewards of the environment, the Government is committed to diverting its waste away from landfills to the greatest extent possible. Government), recycling, and donating construction and demolition debris materials.

5.10.2.D.4. The Contractor shall ensure recycling in accordance with Base Kodiak recycling program.

5.10.2.D.5. The Contractor shall ensure recycling, reusing, or sending used empty drums for reclamation.

5.10.2.D.6. The Contractor shall recycle all construction and demolition debris to the maximum extent possible. The Contractor shall make every effort to recycle materials such as, but not limited to, concrete (including concrete with rebar), brick, asphalt, all metals, including piping, building insulation, wood, wood paneling and wainscoting, roofing materials, wallboard, carpet, ceiling tiles, floor tiles, cardboard, and similar that do not constitute, in and of themselves, or in combination with other materials, hazardous materials.

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5.10.2.D.7. The Contractor shall increase diversion of compostable and organic material from solid waste landfills.

5.10.2.D.8. SUSTAINABLE ACQUISITION. The Contractor shall purchase goods and services through the use of sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products. <https://sftool.gov/GreenProcurement> and <https://www.fedcenter.gov/programs/buygreen/> provide guidance for buying green.

5.10.2.D.8.1 The Contractor shall acquire uncoated printing and writing paper of at least thirty (30) percent post-consumer fiber content.

5.10.2.D.8.2 The Contractor shall implement procurement preference for Electronic Product Environmental Assessment Tool (EPEAT) electronics, and Energy Star or Federal Energy Management Program (FEMP) designated electronic equipment. Computers, monitors, and televisions purchased for use by the contractor at Base Kodiak must be registered by the EPEAT.

5.10.2.D.8.3 Reduce acquisition of toxic chemicals and increase the use of acceptable alternatives.

5.10.2.E. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA). The Contractor is expected to support USCG compliance with the requirements of NEPA and other related laws as applicable and appropriate, in accordance with COMDTINST 5090.1(series) Environmental Planning Policy and the associated Implementing Procedures. Available for review at :<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Engineering-Logistics-CG-4-/Program-Offices/Environmental-Management/Environmental-Policy/Article/1926557/commandant-instruction-50901-us-coast-guard-environmental-planning-policy/>. Most of the work required by this contract is covered under a categorical exclusion that does not require additional documentation or consideration. However, there is certain work that requires additional NEPA planning and documentation due to the nature of the work or because it has potential to effect a protected resource.

5.10.2.E.1. Compliance with NEPA for most of the work required under this contract is covered under a Categorical Exclusion (CE). Work covered by some CEs requires no further NEPA documentation (or an optional MFR) (CEs with no asterisk in CI 5090.1), while other work covered by CEs requires limited NEPA documentation (REC) (CEs with asterisk in CI 5090.1). The contractor Environmental Management System significant risk activities shall include a NEPA applicability review and activities with potentially adverse impacts shall require NEPA consideration and checklist.

5.10.2.E.2. Work requiring additional NEPA planning and documentation due to the applicable CE, the nature of the work, or because it has potential to affect a protected resource, will require the Contractor to initiate and provide the NEPA review checklist, checklist is provided as T.E 10.2. The NEPA review process can take several weeks so it is imperative that this review is initiated in a timely manner."

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5.10.2.E.3. Base Kodiak maintains an Intergraded Cultural Resource Management Plan, as well as Programmatic Agreement with the State Historic Preservation Officer regarding the Operation, Maintenance, and Development of the Base, TE 10.3. In coordination with the Base, the Contractor shall consider potential impacts to historic properties and support USCG compliance with the requirements of Section 106 of the National Historic Preservation Act. That Contractor shall provide an annual summary of work outlined in Exhibit A of the PA at each historic property.

**5.10.2.F. ENVIRONMENTAL COMPLIANCE AND STEWARDSHIP INTERNAL AUDITS.** Perform the inspections at each Contractor-controlled facility, shop, building, plant, structure, system, and outdoor storage area using the audit record in TE 2.0. A minimum of one (1) record must be used for each location or inspection. Field work shall be randomly inspected on a continuous basis.

5.10.2.F.1. Perform at least one (1) inspection per month at each location.

5.10.2.F.2. The Contractor shall provide at least twenty-four (24) hour notice to the COR prior to performing the inspections. This will allow a USCG representative the opportunity to perform the inspection with the Contractor.

5.10.2.F.3. Increased audit frequency may be directed by the KO or COR as needed. Some examples of reasons this might be directed include history of unsatisfactory audit results or intermittent processes established at existing or new location.

5.10.2.F.4. Environmental compliance and other shortcomings or deficiencies in the Contractor's environmental management and stewardship program identified during the audits shall be rectified on the spot when possible or where practical. Procedural changes, SOPs, and BMPs shall be immediately developed otherwise. Where or when deficiencies cannot be immediately rectified by the Contractor, the Contractor shall provide verbal notification to the COR no later than the next business day.

**5.10.2.G. HAZARDOUS MATERIALS MANAGEMENT.**

5.10.2.G.1. **MINIMIZE AND AVOID HAZARDOUS MATERIAL USE.** The Contractor shall plan, schedule, and execute its operations to minimize and avoid the use and storage of hazardous materials and make substitutions to use less toxic and more environmentally friendly materials wherever possible. Whenever possible, the Contractor shall implement "green purchasing" options.

5.10.2.G.2. **HAZARDOUS MATERIALS INVENTORY.** The Contractor shall maintain a comprehensive inventory and electronic safety data sheet (SDS) library for all hazardous materials utilized and stored on base. The Contractor shall ensure that SDS shall be obtained directly from the manufacturer and be saved in a format with recognizable text in Adobe Acrobat. The Contractor shall provide the USCG with a copy of any listed SDS upon request.

5.10.2.G.3. **HAZARDOUS MATERIALS AUTHORIZED USE LIST (AUL).** The Contractor shall establish and implement an AUL and a process whereby hazardous material procurement actions require a statement of essential need prior to being purchased for use by the Contractor personnel in accordance with USCG

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COMDTINST M16455.10 (series). The Contractor shall ensure that on-hand supply management of hazardous materials shall also be in accordance with this publication.

5.10.2.G.4. Hazardous materials shall be managed properly at all times while on Base Kodiak. Containers must be in good condition and properly labeled with the contents and hazard class (flammable, corrosive, oxidizer, etc) at all times. Containers will be closed at all times when not in use; hazardous materials will be kept under cover to protect them from the elements and to prevent stormwater runoff contamination; and tanks and 55-gallon liquid drums will have secondary containment. Gas cylinders will be maintained in the upright position with caps on and will be secured with chains and locks to prevent tampering and to prevent them from falling over. Gas storage areas will have signs indicating what type gases are stored in the area (i.e., flammable, oxidizer, non-flammable, etc). NO SMOKING signs will be posted in all hazardous materials storage areas. In addition, all hazardous materials will be segregated in storage according to compatibility (i.e. flammables will not be stored with corrosives, corrosives will not be stored with oxidizers, flammable gases will not be stored with flammable liquids, etc). Base Kodiak is subject to inspections at any time from outside agencies (EPA, and OSHA) and any violations by the contractor will be the responsibility of the contractor and any fines associated with the violations will be resolved at the contractor's expense.

5.10.2.G.5. SPILLS. The Contractor shall notify the Base Kodiak Environmental Division immediately of all hazardous material releases regardless of quantity or locations. The Contractor shall notify the EOW outside of normal working hours or when the readiness officer is not available.

**5.10.3. DELIVERABLES.**

5.10.3.A. EMS. The Contractor shall provide semiannually an updated copy of the Contractor's EMS report by October 31<sup>st</sup> and by April 30<sup>th</sup> each year.

5.10.3.B. SUSTAINABILITY REPORT. By the 30<sup>th</sup> of April and 31<sup>st</sup> of October of each year, the Contractor shall report the practices implemented to support the goals of the Coast Guard's OSPP, EO 13834. Include quantifiable volumes associated with affirmative procurement.

5.10.3.C. MONTHLY ENVIRONMENTAL STEWARDSHIP INSPECTION REPORTS. By the 10<sup>th</sup> of each month, the Contractor shall provide a copy of each inspection record from the previous month and a summary report of findings that includes a brief finding description, reference number, location, date, correction, and correction date. For any repeat findings from a given location from the last six (6) months, provide a root cause. The Contractor shall be responsible for developing an approved Stewardship Inspection Report template.

5.10.3.D. NEPA CHECKLISTS. The Contractor shall provide prepared NEPA checklist if required by Section 5.10.2.E.

5.10.3.E. CULTURAL RESOURCE MANAGEMENT. The Contractor shall provide an annual report provided summarizing contractor's O&M activities outlined in Exhibit A of the Programmatic Agreement NLT than 31 January.

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5.10.3.F. HAZARDOUS MATERIALS MANAGEMENT MONTHLY REPORT. This is an electronic inventory of hazardous materials stored on the base to include a product name; manufacturer; manufacturer part number; SDS cross reference; quantity and volume; and usage data at each location. The Contractor shall ensure that the report is in a database or spreadsheet file format that can be read in Microsoft Excel. The report shall be provided by the 5<sup>th</sup> of each month.

5.10.3.F.1. The Contractor shall identify all newly acquired hazardous materials with a copy of the essential needs form, the SDS, and a short description of what and how it will be used.

5.10.3.F.2. The Contractor shall ensure that procedures implemented minimize quantity used and stored and use the least toxic and most environmentally friendly products.

5.10.3.G. HAZARDOUS MATERIALS MANAGEMENT ANNUAL REPORT. By 31 January of each year, the Contractor shall provide a report that supports the Government's submission of the Emergency Planning and Community Right-to-Know Act (EPCRA) Section 312 Tier II report. This report requires data from the Government and Contractor to be combined in one (1) report.

5.10.3.G.1. The Contractor shall provide data for all Contractor hazardous materials in accordance with 40 CFR 370 EPCRA Section 311 and 312 Hazardous Chemical Inventory Reporting, 40 CFR 355 Appendices A and B List of Extremely Hazardous Substances (EHS), and 29 CFR 1910.1200 OSHA Hazard Communication Standard.

5.10.3.G.2. The Contractor shall provide a list of all product component used (mixture approach must be approved by the government) in Microsoft Excel format, together with 'Average Amount on Hand' at any one time during the year and the 'Maximum Amount on Site' at any time during the year. The Contractor shall include the following data:

5.10.3.G.2.a. The chemical name;

5.10.3.G.2.b. Single Chemical Abstracts Service (CAS) number if applicable;

5.10.3.G.2.c. SDS number;

5.10.3.G.2.d. Whether a solid, liquid, or gas;

5.10.3.G.2.e. If the products is Extremely Hazardous Substances (EHS);

5.10.3.G.2.f. The applicable physical and health hazards associated with the product (fire, sudden release of pressure, reactive, immediate acute, or delayed chronic);

5.10.3.G.2.g. Location;

5.10.3.G.2.h. The maximum amount present on-site at any one time in pounds;

5.10.3.G.2.i. The average daily amount in pounds;

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5.10.3.G.2.j. The number of days on site;

5.10.3.G.2.k. What type of container it is stored in to include maximum amount per container;

5.10.3.G.2.l. The locations where it is stored; and

5.10.3.G.2.m. Total volume in pounds.

5.10.3.G.3. All EHS and products that exceed reporting threshold, exceeding TPQ or 500 lbs, will be highlighted. The Contractor shall ensure that the first contract year shall require October through December hazardous materials in the annual report data, and that the last contract year shall require January through September data.

5.10.3.H. WASTE REDUCTION REPORT. The Contractor shall report on a monthly basis the tonnage of items reused, recycled, land-filled, and disposed by regular or waste-to-energy incineration to the KO by the 15<sup>th</sup> day of each month during the period of performance. This report will be for the previous month. The report shall list the type of items (e.g., concrete, concrete with rebar, asphalt, brick, scrap metals, wood, and wallboard), and the tonnage of those items reused and recycled. For items that cannot be accurately measured, estimates will be sufficient.

**5.10.4. IDIQ.** There is no IDIQ work associated with this task area.

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**5.11. WATER PROGRAMS.**

**5.11.1. SCOPE.** The Base Kodiak water program consists of four different State of Alaska and federally permitted operations. These water program operations are the domestic water program, sanitary water program, storm water program, and secondary containment discharge program. The program-specific requirements are identified within the individual permits or on the ADEC water program web site (<https://dec.alaska.gov/water/>). The Contractor shall comply with sampling, record keeping, monitoring, and reporting requirements for water programs contained in the individual permits within this task area. The work in this section is standing work, unless otherwise specified. The contractor shall participate in an annual Best Management Practices Plan review as well as a quarterly Storm Water Corrective Action review committee.

**5.11.2. REQUIREMENTS.** The Contractor will perform all duties required to maintain compliance with all applicable permits as directed by the USCG.

5.11.2.A. DOMESTIC WATER PROGRAM. The Contractor shall comply with all requirements of the most current drinking water monitoring program for the Coast Guard Public Water system, ID No. AK2250126, AK2250605, and the Buskin Beach House.

5.11.2.B. SANITARY WATER PROGRAM. The Contractor shall comply and maintain the requirements to include sampling, recordkeeping, and monitoring outlined in the Wastewater Discharge permit, ID No. AK0020648, BMPs, and QAP. Contractor shall comply with the USCG Wastewater Treatment Plant Best Management Practices Plan. <https://dec.alaska.gov/Applications/Water/WaterPermitSearch/Detail.aspx?id=15956&v=1>

5.11.2.C. STORM WATER PROGRAM. The Contractor shall comply with all the requirements of most current storm water permit, ID No. AKR060000. The Contractor shall comply with all the requirements of the USCG Base Kodiak Storm Water Pollution Prevention Plan (SWPPP). The contract is responsible for the sampling, inspections, and monitoring requirements outlined in the Base SWPPP. Annual SWPP training of contract employees is to be conducted by the contractor. The Contractor shall maintain areas and practices that align with storm water management best management practices.

5.11.2.D. SECONDARY CONTAINMENT DISCHARGE PROGRAM. The Contractor shall comply and maintain the requirements identified in the most current Alaska Pollution Discharge Elimination System (APDES) permit, ID No. AK0031429 and BMPs. The Contractor shall comply and maintain the requirements of the USCG Base Kodiak Quality Assurance Plan and USCG Base Kodiak Best Management Practices Plan to include monitoring, recordkeeping, and sampling requirements outlined in the permit. <https://dec.alaska.gov/Applications/Water/WaterPermitSearch/Detail.aspx?id=19043&v=1>

**5.11.3. DELIVERABLES.** The Contractor shall provide the USCG with all deliverables and reports outlined in the applicable permits.

5.11.3.A The Contractor shall provide the Drinking Water Monthly Operator Report for No. AK2250126 and AK2250605 to the USCG NLT the 5<sup>th</sup> day of the month

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5.11.3.B The contractor shall provide the AK0020648 Wastewater APDES Discharge Monitoring Report and supporting documentation to the USCG NLT the 5<sup>th</sup> day of the month.

5.11.3.C The contractor shall provide Base Kodiak's Stormwater Prevention Plan and Multi-sector General Permit Discharge Monitoring Report and supporting documents to the government within twenty (20) days of receipt of the sample results.

5.11.3.D The contractor shall provide the AK0031429 Bulk Fuel Discharge Monitoring and supporting documentation to the government NLT 5<sup>th day</sup> of the month.

**5.11.4. IDIQ.** There is no IDIQ work associated with this task area.

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**5.12. REGULATED WASTE.**

**5.12.1. SCOPE.** The Contractor is responsible for the management of contractor generated hazardous waste. Base Kodiak is regulated as a Large Quantity Generator (LQG) by hazardous waste regulations and operates an EPA permitted Treatment, Storage, and Disposal Facility (TSDF) (commonly referred to as the Hazardous Waste Storage Building – HWSB). The work in this section is standing work, unless otherwise specified. RCRA Permit TE 10.6.

**5.12.2. REQUIREMENTS.**

5.12.2.A. AVOID AND MINIMIZE GENERATION OF REGULATED WASTE (RW). The Contractor shall plan, schedule, and execute its operations to minimize and avoid the generation of regulated waste in accordance with the USCG OSPP, 40 CFR 262.27 Waste Minimization Certification, and EO 13834 Efficient Federal Operations.

**5.12.3. CENTRAL ACCUMULATION AREAS (CAA) AND OTHER REGULATED WASTE (RW).** The Contractor shall establish and manage these areas to accommodate collection of RW as appropriate to facilitate Contractor operations. Base Kodiak historically hosts approximately fifteen (15) Contractor managed CAAs and RW accumulation areas. Any changes to Contractor CAA or other regulated accumulations areas locations must be pre-approved, in writing, by a COR from Base Kodiak Environmental Division.

5.12.3.A. CAA & other RW accumulation sites are located inside the buildings where waste is generated. The Contractor shall provide all necessary materials such as secondary containment, spill kits, and accumulation containers. The Contractor shall ensure that no new CAA or RW accumulation area shall be established or removed without the approval of the COR.

5.12.3.A.1. The Contractor shall manage their CAA's, SAA's and other RW accumulation sites in accordance with 40 CFR 262.34 Pre-Transportation Accumulation Time, Hazardous Waste Management Manual COMDTINST M16478.1 (series), U.S. Coast Guard Integrated Waste Management Job Guide, and Waste Accumulation Area Protocol. The Contractor shall maintain records of WAA inspections.

5.12.3.A.2. The Contractor shall designate in writing a CAA and RW accumulation areas manager and at least one (1) alternate. These managers shall maintain positive control of RW containers at all times and shall perform weekly inspections of their designated sites and be responsible for ensuring each area is operated and maintained in strict compliance with Federal regulations, State regulations, and USCG BMPs.

5.12.3.A.3. The Contractor shall maintain a container accumulation log sheet for CAA and Universal Waste containers. The Contractor shall use a standard format that is regulatory compliant for all locations. The Contractor shall ensure that the form shall be approved by the Government prior to use.

5.12.3.A.4. The Contractor shall be responsible for the transport of contractor generated waste to the hazardous waste storage building (HWSB) complying with 40 CFR 262.34 Pre-Transportation Accumulation Time and Unit Environmental

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Guide. The Contractor shall provide signed transportation documentation IAW the RCRA permit, DD Form 1149 and waste deliveries must be pre-approved prior to transport and delivery. Transport RW in compliance with 49 CFR Subchapter A, B, and C – DOT Hazardous Materials Shipping Regulations. The Contractor shall ensure that RW transported only within the main Base Kodiak complex (within the main gate and surrounding fence line or security perimeter) is not considered transportation in commerce, and is therefore not subject to the Department of Transportation's (DOT) hazardous materials documentation, and placarding requirements. The Contractor shall ensure that RW is handled and transported in a manner that prevents spillage.

5.12.3.A.5. The Contractor shall provide SDS, lab analysis, field analysis and other information such as knowledge of the waste generation process to help the HWSB operator perform a waste determination and create a waste disposal profile upon request of the USCG. The Contractor shall ensure that SDS shall be in the Global Harmonization System format (GHS) or most current format required under regulation and accurate to the materials turned in for disposal (match the manufacturer, product part number, and manufacture date or era).

5.12.3.B. MAINTAIN PETROLEUM CONTAMINATED SOIL STOCKPILES. The Contractor shall add contaminated soil to stockpiles when directed by a COR. This will require personnel and equipment to open and close liners, transport soil, dump soil, and consolidate into an orderly stockpile for storage, using machinery. The Contractor shall ensure that maintenance of the stockpiles be performed in accordance with Base Kodiak Petroleum Contaminated Soil SOPs.

5.12.3.B.1. The Contractor shall maintain liners and covers to meet 18 AAC 75.370 ADEC Petroleum Contaminated Soil Storage Regulation and Base Kodiak standards.

5.12.3.C. MAINTAIN AND MANAGE EXEMPT SOLID WASTE LANDFILL. SOPs for Exempt Solid Waste Landfill provides detail for managing the exempt waste landfill. The Contractor is responsible for the proper management—including controlling access—of the exempt waste landfill.

5.12.3.D. REGULATED WASTE MANAGEMENT RECORDS. The Contractor shall ensure that RW records be in a standard format, neat, legible, and organized. Handwritten records are not acceptable with the exception of the container logs maintained at the HWSB.

5.12.3.D.1. DD FORM 1149. The Contractor shall provide a copy of the DD Form 1149 used to transport scrap metal to the recycler and a copy of the receipt obtained from the recycler upon.

5.12.3.E. SERVICE WORK. The following tasks will be ordered through Level II Service WOs.

5.12.3.E.1. Sampling and analysis not otherwise specified in PWS. Includes instances where turnaround time requirements are expedited from the standard thirty (30) days identified. Expedited samples will normally have a seven (7) day turn-around.

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**5.12.4. DELIVERABLES.**

5.12.4 MONTHLY REGULATED WASTE REPORT. The Contractor shall provide this report by the 15<sup>th</sup> of each month. The report shall be in a unlocked, unprotected Microsoft Excel format. The Contractor shall ensure that the report includes the following elements:

5.12.4.A. Describe or otherwise summarize RW minimization efforts. List RW types, expected decrease in volume. The materials that replaced the RW, why the RW was discontinued, or what process change initiated its removal.

5.12.4.B. Summarize QC inspection findings and corrections. This section will list, specifically, what area of RW management or tasks involving RW were quality controlled and the results.

5.12.4.C. List designated CAA & RW accumulation area managers and alternates. Clearly identify newly assigned managers and alternates. Identify the date of the most recent training that meets 40 CFR 262.34 Pre-Transportation Accumulation Time standards.

5.12.4.D. List all Contractor waste transfer events to the HWSB. List shall provide the generator location, date of request, WO/WR number, and date of completion.

**5.12.5. IDIQ.** There is no IDIQ work associated with this task area.

**5.12.5.A. RCRA PART B CONTAMINATED SITES**

5.12.5.B. Subsurface work must take into consideration and incorporate BMPs and management practices to conduct utility work within contaminated sites areas of concern. The contractor must have the ability to work within a contaminated site in order to support utility and subsurface BOSS work.

**5.12.6. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in Section 5.12.3.E.

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**5.13. HEATING OIL TANK TESTING.**

**5.13.1. Scope.** The Contractor shall be responsible for the management, maintenance, testing, repairs, and inspection of seventy-five (75) above ground heating oil tanks and fifty-nine (59) underground heating oil tanks shown in TE 1.0. All tanks are spread across the 21,000 acre facility and some require up to a twenty (20) minute commute off the main Base Kodiak complex. The Contractor is required to support and adhere to the contents and regulations of the Integrated Emergency Response and Prevention Plan (IERPP): (<https://dec.alaska.gov/Applications/SPAR/PublicMVC/IPPP/ApprovedCPlans/>) and USCG Unit Environmental Guide. The work in this section is standing work, unless otherwise specified. Deviations from the IERPP must be approved by the COR

**5.13.2. REQUIREMENTS.**

5.13.2.A. HEATING OIL TANK TESTING. The Contractor shall test all petroleum tanks in accordance with Steel Tank Institute (STI) standards, IERPP, EPA requirements, and any other Federal, State, and local requirements.

5.13.2.A.1. COORDINATION. The Contractor shall schedule and coordinate underground storage tank (UST) and aboveground storage tank (AST) testing and accomplish repairs and corrections to any noted discrepancies during testing.

5.13.2.A.2. LEAKS AND SPILLS. The Contractor shall immediately report all leaks and spills to the Base Kodiak Environmental Division and initiate spill response upon discovery.

5.13.2.A.3. ALARMS. The Contractor shall install, maintain, and update monitoring systems and alarms.

5.13.2.A.4. UST and AST TESTING. The Contractor shall ensure that all USTs and ASTs will be tested in accordance with the requirements of this section.

5.13.2.A.4.a. Pressure or vacuum testing. The Contractor shall have the trained staff to complete pressure or vacuum testing, whichever is appropriate. The Contractor shall pressure or vacuum test each tank no less than once per year.

5.13.2.A.4.b. The Contractor shall ensure that anytime a failing test result is obtained, a second test shall be conducted to validate the first result. If the second testing sequence produces opposite results from the first testing event, the Contractor shall conduct a third (or subsequent testing cycles as necessary) to obtain an acceptable confidence level in the test results. If failing results are validated, the Contractor shall initiate tank and line repairs.

5.13.2.A.4.c. The Contractor shall dip for water using water detecting paste along with the monthly testing. All water over ½" deep shall be removed as standing work.

5.13.2.A.5. AST TESTING. The Contractor shall ensure that all ASTs, associated product, and pipelines shall be inspected for tightness a minimum of once monthly. Use TE 2.0 as minimum standard criteria for testing and reporting. Section 2.2.6 in the IERPP specifies the inspection and testing requirements for aboveground bulk

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storage containers at onshore facilities that store petroleum oils and non-petroleum oils.

5.13.2.A.5.a. The Contractor shall ensure that integrity testing is required on double-wall tanks if degradation is observed.

5.13.2.A.5.b. The Contractor shall maintain all tank markings in accordance with current STI. The Contractor shall ensure marking methods are standard throughout the facility using durable weather resistant methods.

5.13.2.A.6. TANK REPAIRS. AST and UST repairs and replacements shall be carried out under Level II WOs. The Contractor shall notify the Government if the scope of repair/replacement is estimated to exceed the Level II threshold. The Contractor shall denote the work request number on the inspection report.

**5.13.3. DELIVERABLES.**

5.13.3.A. TANK TESTING SCHEDULE. The Contractor shall submit a proposed testing schedule to the COR no later than 31 October of each new contract year.

5.13.3.B. UST TANK INTEGRITY TESTING REPORT. The Contractor shall provide annually sixty (60) days prior to the end of each contract year.

5.13.3.C. AST VISUAL TESTING REPORT. The Contractor shall provide report no later than the 5<sup>th</sup> day of each month.

5.13.3.D. MONTHLY REPORT OF TANK INVENTORY AND MAINTENANCE. The Contractor shall provide monthly/quarterly/semi-annually report with all changes to tank inventory and change in tank conditions NLT the 5<sup>th</sup> business day of the month. The COR may order that additional data fields be added or removed as deemed necessary.

**5.13.4. IDIQ.**

5.13.4.A. INTEGRITY TESTING. Unit price for UST and AST integrity testing. The Contractor shall ensure that testing shall be performed in accordance with the requirements of section 5.14.2. The Contractor shall provide the results of the integrity test to the COR within five (5) business days of completion of the test.

**5.13.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in this task area for Navy tanks listed in Appendix B.

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**5.14. DISASTER AND SPILL RESPONSE.**

**5.14.1. SCOPE.** Base Kodiak Emergency Response Organization (ERO) and the Integrated Emergency Response and Prevention Plan (IERPP) directs the Base's response to natural and manmade disasters. Contractor personnel shall be trained and integrated with USCG personnel as part of this organization for disaster response, as well as emergency drills and exercises. Contractor personnel shall be capable of responding to spills without USCG direction twenty-four (24) hours per day 365 days a year. The Base Kodiak IERPP can be found at the following link: <https://dec.alaska.gov/Applications/SPAR/PublicMVC/IPP/ApprovedCPlans/>. The work in this section is standing work, unless otherwise specified.

5.14.1.A. Examples of disaster response requirements include, but are not limited to, uncontrolled hazardous waste spills, tsunamis, earthquakes, high wind conditions, flooding, landslides, and providing non-firefighting assistance to the base fire department during major fire events.

5.14.1.B. Disaster repair work is the repair of Government property damaged by a natural disaster, such as an earthquake, tsunami, flood, or high winds. When such work is necessary to protect Government property and personal property the Contractor shall respond without direction from the KO, COR, or EOW. The Contractor shall be responsible for disaster response work and emergency service for disaster damage repair. In the event of an earthquake, the Contractor shall consult and take appropriate measures to secure equipment, supplies, and vehicles to prevent their damage or loss. The Contractor shall have supplies on hand to begin immediate recovery and repairs. The Contractor shall provide sufficient personnel for emergency plumbing, heating, air conditioning, or electrical work resulting from these unforeseen conditions. The Contractor shall respond to Disaster Response work according to the response requirements associated with Priority 1 Emergency service work as defined in Section 5.1. This work is Level I Standing Work. The Contractor shall submit a request for equitable adjustment once the situation has been stabilized and normal operations resume.

**5.14.2. REQUIREMENTS.** The Contractor shall be the first responder and will operate independent of any USCG direction until the USCG assumes responsibility for the incident. The Contractor will augment USCG personnel staffing a disaster response incident command system (ICS) organizational matrix. Experienced contract personnel will be inserted throughout various levels and positions of the ICS structure. Generally, USCG personnel will fill the command staff, section, and branch leader positions. The Contractor shall maintain sufficiently trained and qualified personnel to assume responsibilities within the ICS operations section that are consistent with the Contractor's regular duties of this contract and to operate a complete ICS by itself. The Contractor will stand up and operate a complete ICS by itself during response and drill events that are primarily controlled and conducted by Contractor personnel (such as a local spill response being conducted by the Contractor's spill response team). Whenever a response requires evacuation of USCG personnel or affects operations, the ICS will be elevated to a higher level that gives IC responsibility to an appropriate Government official. In addition to the IERPP, the contractor is responsible for conducting the BOSS requirements specifically outlined in Base Kodiak's 2017 Tsunami Response Plan, TE 10.4.

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5.14.2.A. READINESS EXERCISES. The Contractor shall participate in several disaster and emergency readiness drills and exercises throughout the year. Some drills and exercises are scheduled, some are unannounced.

5.14.2.A.1. NATIONAL PREPAREDNESS FOR RESPONSE EXERCISE PROGRAM (NPREP). As outlined in NPREP guidelines, the USCG shall organize and the Contractor shall participate in a minimum of two (2) annual tabletop planning exercise and two (2) annual oil spill mobilization exercises.

5.14.2.A.1.a. TABLETOP EXERCISE. The tabletop exercise scenario will be designed to test the Base Kodiak IERPP and ERO response planning, organization, and communication efforts. Tabletop exercises will involve Contractor operations section management personnel. Pre-exercise planning meetings and post-exercise "hot wash" meetings are considered part of the exercise.

5.14.2.A.1.b. MOBILIZATION DRILLS. Full-scale equipment deployment drills are typically conducted on a semiannual basis and may be conducted during inclement weather. As a minimum, drills will require the use of spill response boats, boom, skimmers, and various other oil pollution response equipment as dictated by the drill scenario. Mobilization drills will involve Contractor operations section management personnel as well as field technicians and similar personnel. The Contractor must perform the preventive maintenance and necessary repairs required to restore the equipment used during the drill back to a "ready response" status within forty-eight (48) hours of the exercise completion. This is to be considered part of the mobilization drill.

5.14.2.A.2. DISASTER EXERCISE. The Contractor shall participate in an annual, full-scale disaster response exercise that will involve all Contractor personnel and incorporate equipment and personnel evacuation efforts. Exercise scenarios usually focus around earthquake and tsunami preparation and response efforts, but may incorporate or involve other disaster situations. Disaster exercises are generally conducted during normal working hours, but may be conducted outside of normal working hours to exercise and test personnel emergency recall efforts and response capabilities during nights and weekends.

5.14.2.B. READINESS TRAINING. The Contractor shall ensure their personnel receive and maintain the training, qualifications, and proficiencies necessary to effectively respond to disasters. New Contractor personnel shall be trained within the first month of employment. The Contractor shall be responsible for maintaining employee training and qualification records and shall provide copies of said employee training and qualification records to the Base Kodiak Readiness Officer. At a minimum, Contractor personnel will be trained as described below.

5.14.2.B.1. INCIDENT COMMAND SYSTEM TRAINING.

5.14.2.B.1.a. ICS 100 level. Basic awareness and familiarization: two (2) hour training block. All Contractor personnel shall have a minimum of ICS 100 level training.

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5.14.2.B.1.b. ICS 200 level. ICS Orientation, Principles and Features, Organization Overview, Resource Status, and Common Responsibilities: eight (8) hour training block. All Contractor personnel in shop leadership, lead positions, and higher positions shall have a minimum of ICS 200 level training.

5.14.2.B.1.c. ICS 300 level. Level 200 content plus ICS Organization and Staffing, Incident Organization, Resource Management, Air Operations, and Incident Event Planning. All Contractor personnel in supervisory and similar key positions such as the project manager, assistant project manager, environmental compliance manager, safety and health representative, and the quality control representative shall have a minimum of ICS 300 training.

5.14.2.B.2. BASE KODIAK FACILITY EMERGENCY ACTION PLAN (FEAP) TRAINING. The Contractor shall provide annual familiarization training to all Contractor personnel on the Base Kodiak FEAP. The Contractor shall provide the Base Kodiak Readiness Officer with training completion documentation for recordkeeping.

5.14.2.B.3. BASE KODIAK IERPP. The Contractor shall provide annual familiarization training to all Contractor spill response personnel about the Base Kodiak IERPP. The Contractor shall ensure all spill response personnel understand their roles and responsibilities under the IERPP. The Contractor shall provide the Base Kodiak Readiness Officer with training rosters and supporting documentation in the Quarterly Training and Qualification Report per section 15.14.4.

5.14.2.B.4. SPILL RESPONSE TRAINING. The Contractor shall obtain the necessary personnel training and qualifications for the Contractor's organization to be able to effectively respond to and deal with a variety of petroleum product, hazardous material, and hazardous waste spill scenarios. Spill response personnel shall meet the requirements of 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response, 29 CFR 1910.1200 Hazard Communication, and 49 CFR 100 through 189 Subchapter A – Hazardous Materials and Oil Transportation and Subchapter C – Hazardous Materials Regulations. The IERPP describes the categories of response personnel. The Contractor shall provide the Base Kodiak Readiness Officer with supporting documentation in the Quarterly Training and Qualification Report per section 15.14.4.

5.14.2.B.4.a. FIRST RESPONDER AWARENESS (FRA) level. (29 CFR 1910.120(q)(6)(i)) – All Contractor personnel shall complete this training.

5.14.2.B.4.b. FIRST RESPONDER OPERATIONS (FRO) level. (29 CFR 1910.120(q)(6)(ii)) – All non-administrative Contractor personnel shall complete this training.

5.14.2.B.4.c. HAZARDOUS MATERIALS TECHNICIAN level. All Contractor designated spill response personnel shall complete this training. A minimum of twenty-four (24) Contractor personnel shall be designated as capable of fulfilling the duties and responsibilities of hazardous materials technicians. (29 CFR 1910.120(q)(6)(iii))

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5.14.2.B.4.d. HAZARDOUS MATERIALS SPECIALIST. The Contractor shall have at least one (1) trained and designated hazardous materials specialist involved with the planning and execution of spill responses at any hazardous substance discharge. (29 CFR 1910.120(q)(6)(iv)a))

5.14.2.B.4.e. ON-SCENE INCIDENT COMMANDER (IC). The Contractor shall have at least one (1) trained and designated on-scene commander involved with the planning and execution of spill responses at any hazardous substance discharge.

**5.14.3. SPILL RESPONSE.** The Contractor shall immediately respond to all reports of hazardous material spills from any reporting source twenty-four (24) hours a day, 365 days a year. The Contractor shall notify the Base Kodiak Readiness Officer when responding to an emergency situation. In the event the Readiness Officer cannot be reached, the Contractor shall notify the Environmental Division Chief, EOW, and MILPOL. Notification is not complete until the USCG acknowledges receipt. However, if immediate action is necessary, the Contractor shall perform action and then make notification. Response time shall be less than one (1) hour and responded to in accordance with 29CFR1910.120(q) and the IERPP. If response requires PPE level A or B, then the Base Kodiak fire department will respond and the Contractor's effort shall be in support of the fire department until the situation is de-escalated to a level C or D response, at which time the Contractor shall assume responsibility of cleanup efforts. The Contractor shall fill out the Spill Notification Form for all spills to land and navigable waterways and provide a copy to the Base Kodiak Readiness Officer for recordkeeping within twenty-four (24) hours of the spill occurring. The USCG assumes all reporting responsibilities. The Contractor shall have the ability to conduct field screening analysis with a Photo Ionization Detection reader as needed.

5.14.3.A. MINOR SPILLS TO LAND. The Contractor shall clean up spills of less than fifty-five (55) gallons and the leaking source shall be secured. Repair work to the fix the leaking source is considered standing work under this task area. Work that is Level II Work or above shall be submitted as a WO.

5.14.3.B. SPILLS OF ALL SIZES TO NAVIGABLE WATER. Spill response to water will be Level II Work and the leaking source shall be secured by the Contractor.

5.14.3.C. LARGER SPILLS. The Contractor shall ensure that spills over fifty-five (55) gallons or reaching the Level II Work threshold shall be submitted as a WO. The Contractor shall ensure that spills shall always be responded to immediately as an emergency with WO documentation to follow and the leaking source shall be secured.

5.14.3.C.1.a. The Contractor may be required to respond to spills beyond the requirements listed here up to the threshold of Level II Work. The Government may request a Level III task order for spills that exceed Level II thresholds.

5.14.3.D. REPLACEMENT OF CONSUMABLES. The Contractor shall ensure that consumables that have a minimum quantity as per IERPP shall be replaced immediately in order to maintain response capability. Replacement consumables may be obtained from a USCG managed centralized stockpile on Base Kodiak (Warehouse 93 currently).

**5.14.4. DELIVERABLES.**

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5.14.4.A. QUARTERLY TRAINING AND QUALIFICATION REPORT. The training and qualification report is a listing of all Contractor employees (with position titles) and which qualifications and trainings each employee is required to possess. The report shall include the last completion date of each employee's qualifications and trainings, and the date by which each training and qualification must be completed next. The format of the report shall make it clear which employees have qualifications and trainings that will be coming due within the upcoming quarter, and which employees have qualifications or trainings that have expired. The Contractor shall provide overall percentage of training and certification requirements met for FEAP and ICS training. The report will also include:

5.14.4.A.1. A Corrective Action Plan for all expired qualifications and trainings, the Contractor shall detail the plan to correct each delinquent training and qualification. The Contractor shall provide an updated Quarterly Report when all employee qualifications and trainings are current to the KO and Base Kodiak Readiness Officer.

5.14.4.A.2. The Contractor shall provide qualifications and training records for all necessary personnel in the first Quarterly Training and Qualification Report and maintain updated training records, at no less than a monthly interval, with Kodiak Readiness Officer.

5.14.4.A.3. The Contractor shall provide the IERPP training rosters and supporting documentation.

5.14.4.A.4. The Contractor shall provide the FEAP training rosters and supporting documentation.

5.14.4.A.5. The Contractor shall provide the Spill Response documentation.

5.14.4.B. EMERGENCY OPERATIONS PLAN. The Contractor shall develop an emergency operations plan to detail how the Contractor will respond to emergency situations, world health crises, disaster events, and unexpected contingencies as discussed in Section 3.18.3 the plan shall include Fire prevention procedures and equipment, Severe weather procedures, natural disaster procedures, tsunami response, and equipment staging.

5.14.4.B.1. The Contractor's plan shall be constructed around an ICS organizational structure, identifying which Contractor personnel (by position title) will assume which role and responsibility. The plan shall incorporate all the requirements detailed in the Base Kodiak FEAP and IERPP for all identified scenarios and shall detail how the Contractor's emergency response operations and personnel will augment Government emergency and contingency response efforts. The plan shall include:

5.14.4.B.1.a. ICS ORGANIZATION CHART. Document positional roles and responsibilities

5.14.4.B.1.b. STAFFING MATRIX. List by name which personnel are filling what positions

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5.14.4.B.1.c. EMERGENCY RECALL LISTING. Provide after-hours points of contact, responsibilities, and telephone numbers of the Contractor's key response personnel

5.14.4.B.1.d. EMERGENCY RESPONSE EQUIPMENT, MATERIALS, AND ASSETS LISTING. List emergency assets, equipment, and materials including locations, quantities, and operational status or condition codes

5.14.4.B.2. The Contractor's initial plan shall be submitted to the KO for approval with 90 days of contracts start date. Thereafter, the plan shall be reviewed and renewed on an annual basis (due five (5) days after start of a new contract performance period) and when substantial and significant changes are necessary. Once approved, the plan shall not be changed by the Contractor without approval of the KO.

5.14.4.B.3. The Contractor's staffing matrix, emergency recall list, and emergency response equipment, materials, and assets list portions of the plan shall be updated and submitted on a quarterly basis with submissions due on the fifth calendar day after the end of the quarter to the COR.

**5.14.4.C. OIL SPILL EQUIPMENT MAINTENANCE AND REPAIR RECORDS AND REPORT.** The Contractor shall submit results of all spill response equipment inspections and maintenance and repair efforts on a monthly basis, by the fifth business day of the following month, to include corrective actions and WOs.

**5.14.4.D. SPILL REPORTS** The Contractor shall fill out the Spill Notification Form for all spills to land and navigable waterways and provide a copy to the Base Kodiak Readiness Officer for recordkeeping within twenty-four (24) hours of the spill occurring.

**5.14.5. IDIQ.**

5.14.5.A. SPILLS BEYOND LEVEL II. Provide detailed Level III Work proposal for the below scenarios as defined in most current approved Base Kodiak Integrated Emergency Response and Prevention Plan for spills beyond the threshold of Level II Work. Proposals will be used as a base line for developing the price for a specific spill event:

5.14.5.A.1. Most probable discharge as outlined in the Integrated Emergency Prevent Pollution and Prevent Plan.

5.14.5.A.2. Worst case discharge as outlined in the Integrated Emergency Prevent Pollution and Prevent Plan.

5.14.5.A.3. In some instances spill response exceeds a Level II WO, once response exceeds a Level II WO, the USCG has the ability issue a Level III or exercise IDIQ for five (5) cubic yard increments of soil excavation, removal compaction, and backfill.

5.14.5.A.4. The Contractor shall perform field photo-ionization readings in support of five (5) field soil screenings

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5.14.5.A.5. In some instances spill response exceeds a Level II WO, once response exceeds a Level II WO, the USCG has the ability issue a Level III or exercise IDIQ for collection and transfer of 10,000K gallons of oily-water

5.14.5.A.6. Perform and collect five (5) confirmation samples per Alaska Department of Environmental Conservation's 2019, Field Sampling Guidance for Contaminated and Leaking Undergrounding Storage Tanks.

**5.14.6. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in Section 5.14.

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**5.15. VEHICLES AND MOTORIZED EQUIPMENT.**

**5.15.1. SCOPE.** The Contractor shall maintain, and operate vehicles and equipment identified in Appendix B. This includes scheduled maintenance; tire work; operation and maintenance of the Government vehicle wash facility; fleet management; General Service Administration (GSA) vehicle shuttle services; performing vehicle and equipment service work; and providing fuel for their operation. Work in this section that falls outside service work is standing work. Air station vehicles and ground support equipment are covered separately under Section 5.23. The work in this section is standing work, unless otherwise specified.

5.15.1.A. Vehicle Service Work (i.e., Level II Work) shall include work on the vehicles and equipment listed in Appendix B, in TE 15.1, as well as other vehicles and equipment not specifically listed on either of these attachments (e.g., equipment from remote stations, GSA-leased vehicles). Vehicle WOs are included in Level II Work identified in Section 5.1. Vehicle service WOs follow the same priority assignments as in Section 5.1. The USCG must approve all vehicle WOs.

**5.15.2. REQUIREMENTS.**

5.15.2.A. VEHICLE MAINTENANCE. The Contractor shall perform inspections, PMs identified during the course of inspections or PM to vehicles and equipment listed in Appendix B. In addition, fire apparatuses (i.e. fire trucks) must be maintained in accordance with NFPA 1911.

5.15.2.B. The Contractor shall ensure that PM scheduling shall be planned in a manner that optimizes efficiency and reduces unproductive labor hours. The Contractor is encouraged to propose alternative methods of determining job plan requirements if additional cost savings or efficiencies can be achieved.

5.15.2.B.1. CATEGORY 1 CRITICAL VEHICLE PREVENTIVE MAINTENANCE. PM work includes the maintenance of vehicles that are related to or support life, health, safety risk or mission critical. All Category 1 equipment is identified in Appendix B. Category 1 equipment shall be maintained or serviced in a manner where failures do not occur.

5.15.2.B.2. CATEGORY 2 ESSENTIAL VEHICLE PREVENTIVE MAINTENANCE. PM work includes the maintenance of vehicles that are critical to the continuous performance of Base Kodiak and tenant command operations. All Category 2 PM equipment is identified in Appendix B.

5.15.2.B.3. CATEGORY 3 PRIORITY VEHICLE PREVENTIVE MAINTENANCE. PM work includes the maintenance of systems and equipment that is a priority for mission support but falls beneath a higher priority. All Category 3 equipment is identified in Appendix B.

5.15.2.B.4. CATEGORY 4 AND 5 ROUTINE VEHICLE PREVENTIVE MAINTENANCE. PM work includes the maintenance of systems and equipment that is desired but not essential. All Category 4 equipment is identified in Appendix B.

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5.15.2.C. NEW EQUIPMENT. As new vehicles are installed or replaced, the Contractor shall enroll them in the USCG CMMS and maintain electronic records of all maintenance performed as part of the installation work. The Contractor shall ensure that removed and uninstalled equipment shall be decommissioned in the USCG CMMS.

5.15.2.D. EQUIPMENT IDENTIFICATION TAGS. The Contractor shall install and maintain an identification tag on each vehicle scheduled to receive PM. The tags shall be embossed with the equipment ID number generated by the USCG CMMS.

5.15.2.E. EQUIPMENT CONFIGURATION. The Contractor shall not change configuration of equipment without the KO or COR's written approval. The Contractor shall replace parts in kind unless otherwise approved by the KO or COR.

5.15.2.E.1. At a minimum, the Contractor shall perform the work items listed on USCG CMMS job plans or on the maintenance check sheet TE 2.0. The primary schedule and maintenance shall be in accordance with RS means and scheduling in the USCG CMMS. Equipment not identified with an RS means maintenance requirement or schedule shall be serviced as follows. The Contractor is required to validate all job plans in USCG CMMS and enroll any new job plans that are identified as missing or not defined. The COR shall be notified by the Contractor of all job plan discrepancies or recommended changes.

5.15.2.E.1.a. At a minimum, PM work shall be performed in accordance with the vehicle or equipment manufacturer's recommended procedures and standards, unless specified otherwise. When listed work items on the job plan or maintenance checklist are not applicable to a particular vehicle or piece of equipment, the Contractor shall indicate such on the check sheet.

5.15.2.E.1.b. Repairs identified by the Contractor shall be submitted in accordance with Section 5.1.2.L.1. The USCG will review the work requests, and issue a vehicle WO (Level II WO) in accordance with this PWS.

5.15.2.F. VEHICLE MAINTENANCE SCHEDULING. The Contractor shall ensure to schedule PM for all Government vehicles, equipment, stationary generators, and Government-furnished contingency equipment, including initial service for new vehicles and equipment. The Contractor shall maintain and update the schedule in the USCG CMMS, and all work will be scheduled to be completed prior to the due date of the service but no earlier than three (3) weeks prior to the scheduled PM date. Priority shall be given to fire trucks and emergency generators (mobile and stationary). The Contractor shall ensure that a log of shop time and current status of each of these vehicles or equipment down for maintenance or repair shall be kept at the Vehicle Repair Facility (Building N-1).

5.15.2.F.1. The Contractor shall ensure that PM on vehicles and equipment shall be conducted in accordance with the job plan generated from the USCG CMMS. In the event there is not a job plan assigned, the Contractor shall create a job plan in accordance with the manufacturers recommendation.

5.15.2.F.1.a. At a minimum, the Contractor shall ensure that PM on vehicles shall be scheduled at intervals scheduled and identified on Appendix B and reflected in the USCG CMMS. For equipment not identified in the USCG

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CMMS, the Contractor shall ensure scheduling shall be in accordance with manufacturer's recommendations for severe driving conditions.

5.15.2.F.1.b. The Contractor shall ensure emergency generators (mobile and stationary) shall have PM scheduled in accordance with the TE that it is listed on using the job plan generated from the USCG CMMS.

5.15.2.F.2. The Contractor shall coordinate the maintenance schedule with the vehicle and equipment custodians so that all required work is performed with minimal interference to end users. The Contractor shall provide the custodians with an estimated date of completion when the vehicles and equipment are brought in.

5.15.2.G. RECORDS. The Contractor shall maintain current and accurate maintenance and operating logs on all USCG vehicles and equipment listed in Appendix B. The Contractor shall create and maintain a permanent folder for each vehicle or piece of equipment in Appendix B. Form NAVFAC 9-11200/3A (latest revision) shall be used to record maintenance and repairs, and filed in the vehicle or equipment folder to be kept on-site at the Vehicle Repair Facility (Building N-1).

5.15.2.G.1. The Contractor shall use the maintenance checklists (USCG CMMS job plan, TE 2.0 for generators, and for all other vehicles and equipment not entered into the USCG CMMS) to document all maintenance performed. The Contractor shall attach a completed check sheet to the NAVFAC 9-11200/3A and filed in the vehicle or equipment's permanent folder. The Contractor shall ensure that no records in the permanent folder shall be removed or destroyed without written permission from the COR.

5.15.2.G.2. The Contractor shall install a windshield sticker, logbook, or other COR-approved means of work documentation on each vehicle or piece of equipment at the conclusion of PM work. The Contractor shall ensure that the sticker or logbook shall document the date, mileage or operating hours of PM just completed and the date, mileage or operating hours of the next regularly scheduled PM work.

5.15.2.G.3. The Contractor shall update the USCG CMMS for all work performed and complete PM in the system so that the PM status stays current.

5.15.2.H. FLEET MANAGEMENT.

5.15.2.H.1. NEW VEHICLES AND EQUIPMENT.

5.15.2.H.1.a. The Contractor shall pickup from shipper and transport to Base Kodiak.

5.15.2.H.1.b. The Contractor shall perform new vehicle check-in, to include: initial inspection for condition; initial service to place into service; start records; register warranties; mark as government property; and apply decals and Department of Homeland Security (DHS) license plates as directed by the COR.

5.15.2.H.2. PREPARE VEHICLES AND EQUIPMENT FOR TRANSPORTATION OR DISPOSAL.

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5.15.2.H.2.a. For vehicles or equipment (Coast Guard and GSA-leased) being shipped via logistics (LOG) flight (USCG C-130), the Contractor shall deliver the vehicles to Air Station Kodiak within four (4) hours of notification. Typically transportation needs are known much farther in advance than this. Notification from the Air Station or COR occurs during normal working hours.

5.15.2.H.2.b. The Contractor shall ensure that USCG vehicles and equipment on contract being shipped shall be fully serviced.

5.15.2.H.2.c. GSA-leased and Coast Guard vehicles and equipment being shipped shall be IAW AFMAN 24-204 vehicle prep (have less than ¼ tank of fuel unless a lesser amount is specified in the notification to prepare the equipment).

**5.15.2.H.3. PREPARE VEHICLES SELECTED FOR DISPOSAL.**

5.15.2.H.3.a. The Contractor shall remove all identifying marks, DHS license plates, and decals;

5.15.2.H.3.b. The Contractor shall prepare the vehicles and equipment for disposal in accordance with the requirements and procedures listed on the Defense Reutilization and Marketing Office (DRMO) web site;

5.15.2.H.3.c. The Contractor shall Stage the vehicles or equipment as directed by the COR; and

5.15.2.H.3.d. The Contractor shall deliver the excessed vehicles and equipment from the staging area to a pickup point designated by the COR.

5.15.2.I. TIRE SERVICE. The Contractor shall remove flat tires; repair or replace tires; and reinstall tires for USCG vehicles and equipment listed in Appendix B. Tire repair services are performed during normal working hours.

5.15.2.I.1. The Contractor shall ensure that all tires shall be balanced prior to mounting on vehicles.

5.15.2.I.2. The Contractor shall replace tires as needed (damaged or worn beyond safety or applicable regulatory requirements). Contractor must provide replacements for the same classification of tire with a model that is of equal or better quality. Different tire or tread types shall not be installed on the same axle. Four-wheel-drive vehicles shall have the same type of tires (radial or bias) and tread installed on all axles. Tire specifications (size, load range, ply rating, load index, type, series, etc.) on all vehicles will be within the original parameters as recommended by the manufacturer of the vehicle. NFPA 1911 also applies for fire apparatuses.

5.15.2.J. VEHICLE SERVICE WORK. The Contractor shall perform Level II Work on all vehicles and equipment identified in Appendix B, and other Government-owned vehicles not specifically listed on a technical exhibit. This section excludes service work on GSA-leased vehicles except where specifically cited.

5.15.2.J.1. The Government will use Mitchell International Mechanical Parts & Labor Estimating Guide or Collision Estimating Guide, as appropriate, as the criteria used

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to monitor and determine the reasonableness and applicability of labor hours required to perform individual WOs.

5.15.2.J.2. The Contractor shall repair USCG vehicles and equipment assigned to off-island units. Specific instructions will be prepared by the USCG and attached to the WO at the time of issuance. The USCG will deliver vehicles and equipment to the Contractor's repair facility.

5.15.2.K. VEHICLE RECOVERY SERVICE. The Contractor shall provide air station vehicle recovery (wrecker) service for broken down or abandoned vehicles and equipment. The Contractor shall dispatch a wrecker or other towing equipment with a qualified operator to site of the disabled vehicle or equipment (on or off Government property). The Contractor shall ensure that the vehicle or equipment shall be prepared for tow or transport, and then be towed or transported to a location on Government property specified by the COR.

5.15.2.K.1. The Contractor shall provide vehicle recovery service as needed, during working hours as standing work in this section and as a Level II WO after hours, 365 days of the year. The Contractor shall respond to requests for vehicle recovery service and jump-starts within thirty (30) minutes during the normal working hours and within one (1) hour during all other times. The historical annual work load is typically seventy-five (75) recovery events during normal work hours per year and two (2) recovery events after normal business hours per year.

5.15.2.K.2. The Contractor shall ensure that vehicle recovery service also includes the jump-starting of USCG vehicles and equipment listed in Appendix B.

5.15.2.L. VEHICLE WASHING FACILITY. The Contractor shall operate and maintain the USCG vehicle washing facility at Building N-1. Hours of operation shall be a minimum of two (2) days per week, Tuesday and Friday from 0800 to 1600. Those days may be substituted if closures of the facility due to weather or maintenance are required. The facility is "drive-through, self-serve" designated for use by operators of USCG vehicles only. The Contractor shall close the facility and ensure doors are secured during below freezing temperatures or high winds to protect the facility from damages.

5.15.2.L.1. Soap (in accordance with wash equipment manufacturer's instructions) shall be supplied by the Contractor.

5.15.2.L.2. Repairs to the facility or additional openings will be performed as Level II Work in accordance with Section 5.1.

**5.15.3. DELIVERABLES.**

5.15.3.A. AN ANNUAL VEHICLE PREVENTIVE MAINTENANCE PLAN. This plan shall be prepared and submitted for KO's review and approval five (5) days after contract start date and shall cover the period from contract start to the end of the award period. This plan shall be updated annually with updates being submitted for review and approval fifteen (15) days after the performance period begins.

5.15.3.A.1. The Contractor shall ensure that the plan shall indicate, by month, the maintenance cycles for all vehicles and equipment contained in Appendix B and the preventive maintenance cycles for all emergency generators (mobile and stationary)

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contained in Appendix B. The Contractor shall ensure scheduling for the annual plan shall reflect the timing of the vehicle or equipment's latest PM work (as documented in the USCG CMMS or the vehicle or equipment history folder).

**5.15.3.B. FOUR-WEEK PLANS.** The Contractor shall develop and submit weekly four-(4) week preventive maintenance plans. The Contractor shall submit the four (4) week plans no later than 1000 on the second business day of the performance week. The Contractor shall ensure that the plans shall document PM work completed the previous week, list the current week's work, and project the work for the upcoming two (2) weeks. The Contractor shall ensure that the four (4) week schedules shall reflect the projections for future scheduled maintenance dates by assessing the mileage and operating hour rates. The four (4) week preventive maintenance plans shall be based on, and coincide with the schedules submitted in the annual preventive maintenance plan.

**5.15.3.C. FIRE APPARATUS & RESPONSE EQUIPMENT AVAILABILITY REPORT.** The Contractor shall develop the Fire Apparatus & Response Equipment Availability Report and submit weekly. The Contractor shall submit the report no later than 1000 on the second working day of the performance week. The report shall include the hours that the fire apparatus & response equipment were not available per month. Report shall identify the affected asset, the required repairs with estimate cost, estimated return to service date.

**5.15.3.D. COAST GUARD EXCHANGE SERVICE (CGES) SUPPORT REPORTS.** By the second business day following 31 December, 31 March, 30 June, and 30 September, the Contractor shall submit a report to the COR with an itemized listing of maintenance and repair work performed on each CGES vehicle and equipment. The Contractor shall ensure that the itemized list shall include date work completed, labor hours, labor costs, and material costs.

**5.15.4. IDIQ.**

**5.15.4.A. SEASONAL TIRE CHANGES.** Provide pricing for season tire changes, (studded tire, four-wheel vehicle). The Contractor shall install tires in accordance with manufacturer recommendations and balanced prior to final installation on the vehicle.

**5.15.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in this task area that specifically pertain to the Navy vehicle inventory included TE 5.1.

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**5.16. CENTRAL HEATING PLANT, WASTE WATER TREATMENT PLANT, AND WATER TREATMENT PLANT.**

**5.16.1. SCOPE.** This section covers the operation and maintenance of Base Kodiak's central heating plant, water treatment plant (WTP), waste water treatment plant (WWTP), and the software and hardware associated with the Supervisory Control and Data Acquisition (SCADA) system, PLC (Programmable Logic Control) system, and HMI (Human Machine Interface) system. The requirements in Sections 5.16.2 and 5.16.3 apply to all three (3) plants. The contractor is to maintain operations of these plants twenty-four (24) hours a day, 365 days a year. Specific requirements for each plant are in Sections 5.16.5, 5.16.6, and 5.16.7. The work in this section is standing work, unless otherwise specified.

**5.16.2. REQUIREMENTS.**

5.16.2.A. OPERATIONAL EMERGENCIES. In all cases, the Contractor shall take immediate action and employ appropriate efforts and steps to ensure that the affected plant operations are brought back up to required operational standards in an appropriate timeframe. The Contractor shall ensure that operational emergencies (e.g., ruptured distribution system mains, boiler pressure below eighty (80) percent of normal operating pressure for a period in excess of thirty (30) minutes, or other issues resulting in a change in the plant's reliability or capacity), shall be reported immediately to the COR during normal working hours and at the beginning of the next working day at all other times. Regardless, when problems occur during other than normal working hours, the Contractor shall notify the EOW concerning the nature of the problem, the actions taking place to resolve it, and as major changes occur. The Contractor shall identify the probable cause of the problem and the estimated time required to restore the system to its normal status. When malfunctions, breakdowns, or operational impacts cause an environmental permit violation, the Contractor shall ensure such instances and circumstances shall be immediately reported to the OOD. See Section 5.10 for additional requirements regarding environmental permits.

5.16.2.B. ROUTINE PLANT OPERATIONS. The Contractor shall perform routine predictable and recurring plant operations, such as: inspecting, monitoring, and adjusting equipment and systems to achieve optimal and economic performance; the start-up, operation, and shutdown of equipment and systems; record keeping and reports; operations maintenance; and reviewing and evaluating plant records to determine trends and to detect problems and opportunities for improvements.

5.16.2.B.1. The Contractor shall operate; test per a regular and recurring schedule; perform operations maintenance (including small repairs); and develop and maintain operational records, reports, and measurement data.

5.16.2.C. NON-ROUTINE PLANT OPERATIONS. Occasional non-routine efforts are included in the standing work for Base Kodiak plants, including but not limited to:

5.16.2.C.1. The Contractor shall ensure to provide operational support for third party contractors working in the plants (e.g., performing non-standard operations such as securing and starting systems and equipment);

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5.16.2.C.2. The Contractor shall ensure to attend on-island plant-related training (such as that provided by regulators, USCG personnel, industry experts, and manufacturer's representatives);

5.16.2.C.3. The Contractor shall ensure to coordinate work with other contractors whenever they are performing work in the plants, and performing alternative operations and maintenance when necessary. This includes operating valves and systems, and rescheduling, accelerating, or deferring operations, maintenance, and repairs to prevent or minimize third party contractor charges for Government delays;

5.16.2.C.4. The Contractor shall attend and participate in plant related meetings and discussions (such as working groups). The Contractor shall review and comment on proposed plant modifications, scopes of work, and designs, and other efforts that are directly related to the management, operation, maintenance, and repair of the plants; and

5.16.2.C.5. The Contractor shall support other efforts that are directly related to the management, operation, and maintenance of the plant facilities.

5.16.2.D. INSPECTING PLANT OPERATIONS. The Contractor shall inspect all plant operational components a minimum of once per day, 365 days a year. The inspections shall take place each morning prior to 1130. Deviations must be pre-approved by the COR. The Contractor shall ensure that all pumps, motors, chemical feed units, etc., shall be inspected for such conditions as excessive noise, vibration, overheating, and general overall proper operations. The Contractor shall ensure inspection results shall be permanently documented in logbooks or files maintained locally at the plants. Inspection records shall be available for USCG review at all times.

5.16.2.D.1. The Contractor shall immediately initiate appropriate corrective action (e.g., institute corrections and repairs, initiate work requests in accordance with the PWS) for any deficiencies discovered.

5.16.2.E. STAFFING. The Contractor shall sufficiently staff the plants to ensure compliance with current operational and environmental permits, applicable State of Alaska (18 AAC 80) regulations, and other applicable regulations. Additional personnel requirements are listed in Section 7 of the PWS.

5.16.2.F. CALIBRATION. The Contractor shall calibrate all recorders, meters, controls, pressure, and temperature gauges, and test equipment and instruments once per year or as required due to usage, damage, industry standards, manufacturer recommendations, or whenever suspected of being in error.

5.16.2.F.1. The Contractor shall attach a self-adhesive seal or metal tag on each instrument and gauge certifying that it has been calibrated. The date of the calibration and the initials of the person performing the calibration shall be noted on the sticker (if the sticker is missing, the calibration shall be considered suspect and the instrument shall be re-calibrated).

5.16.2.F.2. The Contractor shall tag new components with the month and year of installation. The gauges and instruments shall be calibrated by the Contractor using standard dead weight testers, calibrated master gauges, provers, or other

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instruments of proven accuracy or as recommended by gauge or instrument manufacturer.

5.16.2.F.3. The plants have various complex components, such as computer controls and meters, requiring the Contractor to provide specialized technical support for calibration and servicing.

5.16.2.G. HOUSEKEEPING AND GROUNDS MAINTENANCE. The Contractor shall ensure that the utility plant facilities and their associated grounds areas are neat, organized, and professionally appearing at all times. Reference Section 5.10 for additional requirements regarding the management of hazardous materials. The Contractor shall be responsible for performing grounds maintenance and janitorial services at Government-furnished facilities to ensure trash and debris (pallets, lumber, excess materials, paper, etc.) do not accumulate.

5.16.2.G.1. The Contractor shall ensure that the inside of all facilities provided and exterior and adjacent grounds shall be kept clean and neat at all times. The Contractor shall ensure that the areas adjacent to Buildings N-24, N-24A, N-23 and inside the fence lines, N-15, Building 559 and inside its fence line, N-2 and inside its fence line, all lift stations and pump house, shall be kept neat, organized, and free of refuse, hazardous waste, and excess hazardous materials.

5.16.2.G.2. The Contractor shall ensure that storage containers and fuel tanks shall be kept free of corrosion and touch-up painting performed as necessary to preserve their condition. Grass and weeds shall be cut and maintained at two (2) inches to nine (9) inches and trimmed or pulled to the standard outlined in Section 5.5. The Contractor shall ensure that containments shall be free of vegetation growth in the effective areas. The Contractor shall maintain access roads to be free of any overhang or encroachment. The Contractor shall ensure that maintenance and upkeep requirements apply to both sides of fence lines (ten (10) feet on each side) surrounding Government-furnished facilities.

5.16.2.H. ALARMS. The Contractor shall continuously monitor (twenty-four (24) hours a day, 365 days a year) all plants and plant system alarms. The Contractor shall immediately contact the appropriate response personnel (thirty (30) minute response time during normal working hours; one (1) hour during other hours) to investigate and resolve the condition causing the alarms. The Contractor shall notify the OOD of the nature of all the utility alarms and the response taking place.

5.16.2.I. RECORDS. All records, reports, logs, and data including the historical records turned over to the Contractor at the beginning of the contract, shall be maintained for the entire contract period and submitted to the KO at the end of the contract. The Contractor shall develop and maintain all necessary reports, logs, and similar records to document plant operations in accordance with permit and regulatory requirements, industry standards, BMPs, and operations and maintenance manual requirements.

5.16.2.I.1. RECORD STORAGE. The Contractor shall maintain access to all documentation on site at the respective plants. Records and documents shall be typically filed chronologically and grouped by type of data and facility location or system type. All records shall be readily available to COR and regulatory or other inspection personnel.

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5.16.2.1.2. RECORD FORMAT. The Contractor shall ensure that copies of records and or data from the records, shall be furnished to the COR upon request. Data shall be provided in hard copy or electronic Microsoft Excel-compatible spreadsheet format, as requested.

5.16.2.1.3. ALARM RECORDS. The Contractor shall log the occurrence (date and time), nature, names of responding personnel, and actions taken to rectify the alarm condition for all alarms. The Contractor may incorporate the alarm record as a part of the maintenance record required below. However, if this method of record keeping is employed, the Contractor shall ensure that all alarm responses shall be conspicuously marked, by using red ink for the entry.

5.16.2.1.4. OPERATIONS LOG. The Contractor shall maintain an operations logbook for each shift to provide the following information: general condition of the plant; operator on duty; deficiencies or malfunctions discovered; major components on line, on standby, out of service, all adjustments made to equipment, controls, or components; visitors (names, times, purpose of visit); work accomplished; and any emergency condition or failure (denoted in red ink).

5.16.2.1.5. MAINTENANCE RECORDS. The Contractor shall record all maintenance and repair work performed in a single logbook for each plant, provided exclusively for this purpose. The Contractor shall ensure that all maintenance and repair work shall be recorded chronologically and shall be recorded within one (1) week after completion. The Contractor shall ensure that records shall show all maintenance and repair work performed, regardless of the party performing it (e.g., carpentry shop, electricians, operators, third party contractors). The record shall include the following information:

5.16.2.1.5.a. A detailed description of the work performed, the date of completion, total labor hours per job, materials used, job number assigned, and the names of the workers performing the work (name of company for third party contractors).

5.16.2.1.5.b. When work requests were submitted, include the Contractor's work request control number. The Contractor shall obtain the required information from other shops, or Base Kodiak facilities engineering personnel as necessary, to keep the log current at all times.

5.16.2.1.6. SCHEDULES. The Contractor shall ensure the maintenance schedules shall be clearly posted in the respective plant office. The schedule shall display task, task number, date completed, and legible initials of person completing the task.

5.16.2.1.7. CHANGES TO MANUALS. The Contractor shall notify the Government of any changes to Government-owned manuals required due to changes in maintenance, operational tasks, checklists, additions, removals, or alterations of equipment. Proposed changes shall be submitted as Contractor-identified service work in accordance with Section 5.1. Actual updates to the written documents will be directed via Level II WOs.

5.16.2.1.8. UPDATES TO MANUALS. The Contractor shall submit updates or changes to the COR for approval. Upon acceptance of the change the Contractor

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shall ensure that a current copy of each manual is available to operators at the respective plants. The Contractor shall provide an updated version of the O&M Manual for Central Heating Plant, Water Treatment Plant, Waste Water Treatment Plant, and the Liquid Oily Waste System Plant ninety (90) days prior to the end of each performance period. Each update shall incorporate all approved changes and shall be provided in both a Microsoft Word format to allow for future editing and in single fully hyperlinked Adobe PDF document. If no changes have been approved than no submission is required.

**5.16.3. DELIVERABLES.**

5.16.3.A. INITIAL AND ANNUAL PLANT PLANS. Following contract award, the Contractor shall have sixty (60) days to submit the detailed plans listed below to the COR and KO for review and acceptance. The Contractor shall ensure that the plans are considered dynamic documents and shall be reviewed and updated annually. They shall also be updated by the Contractor when component or procedural changes occur throughout the contract period. The plans shall use the technical exhibits and publications provided. The Contractor may provide one (1) of each type of plan that covers all plants, or separate versions of each type of plan for each plant.

5.16.3.A.1. MAINTENANCE PLAN. The Contractor shall provide a detailed maintenance plan for the plants and associated facilities; equipment; and system components. The plan shall address all levels of maintenance and identify the frequencies, methods, and procedures for accomplishing maintenance objectives.

5.16.3.A.2. PLANT OPERATIONS PLAN. The Contractor shall ensure that the plan shall provide comprehensive and detailed step-by-step procedures covering all requirements specified in referenced publications and technical exhibits. The detailed plans shall include the number of proposed employees and their position classification.

5.16.3.A.3. PRODUCT INVENTORY CONTROL AND ACCOUNTABILITY PLAN. The Contractor shall ensure that the plan shall provide comprehensive and detailed procedures to ensure compliance with EPA, USCG, and ADEC regulations.

5.16.3.B. CALIBRATION REPORT. The Contractor shall develop and provide a single annual calibration report, documenting each meter and instrument calibrated. The report shall provide information and results for each instrument and meter calibrated, detailing repairs accomplished, and the results of tests performed and adjustments made. The annual report shall be submitted by the Contractor to the COR each year, within thirty (30) days after all annual calibrations have been completed but not later than the last day of the September.

5.16.3.C. PM REPORTS. All PM activities shall be captured in the USCG CMMS. The Contractor shall be responsible for capturing all equipment and PM changes in the USCG CMMS within fifteen (15) days of accepted installation of equipment. The Contractor shall provide labor hours and material costs for each maintenance activity completed. The Contractor shall provide monthly report that relays the number of planned PM activities and the actual number completed NLT the 5<sup>th</sup> working day of the month.

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5.16.3.D. PLANT OPERATIONS AD-HOC REPORTS. Provide ad-hoc plant (CHP, WTP, and WWTP) operations reports no later than five (5) working days after request by the KO. Not more than four (4) reports per month shall be requested from the government.

**5.16.4. IDIQ.**

5.16.4.A. INSTALL ADDITIONAL COUPON STATIONS. The Contractor shall install additional corrosion monitoring stations. The monitoring stations shall be of similar configuration and components as existing coupon stations. Provide price per installation.

5.16.4.B. WATER SYSTEM AST INSPECTION AND CLEANING. Provide a price per AST to clean and internally and externally inspect. The Contractor shall notify the USCG a minimum of ten (10) business days prior to taking a tank off line and immediately when the tank becomes operational. The Contractor shall ensure that a condition report for the AST inspected shall be submitted no later than ten (10) business days after completion. The Contractor shall ensure that all work shall be performed in accordance with the Water treatment Plant operations and maintenance manual and with State of Alaska Drinking water regulations.

**5.16.5. CENTRAL HEATING PLANT OPERATIONS.** The Contractor shall furnish all labor, supervision, tools, materials, equipment, incidental engineering, transportation, and management necessary to operate, maintain, and repair the central heating plant, facilities, steam utility, and equipment. Work includes the performance of level II Work, PM of equipment, and other services as described herein. TE 16.1 is the system description of the central heating plant. See also, energy management requirements in section 3.13.2 and 3.13.3.

5.16.5.A. GENERAL CENTRAL HEATING PLANT REQUIREMENTS. The Contractor shall be responsible for the effective and efficient operation and operations maintenance including repairs of the central heating plant, steam utility, and the Building 614 boilers, twenty-four (24) hours a day, 365 days a year.

5.16.5.A.1. The Contractor shall ensure that the operation of the CHP includes the start-up and shutdown of equipment, operator inspection, operations maintenance, air quality monitoring in accordance with the current air quality control permit to operate, and the efficient, economical production of steam to assure its availability to the USCG as specified.

5.16.5.A.2. This work also includes: record keeping of operations and conditions; operations maintenance; analysis of records to correct non-optimal practices; water treatment; enforcing warranties; testing operations and capabilities of the central heating plant; periodic operation and inspection of idle equipment; purchasing of supplies other than fuel; and cleaning, preservation, lubrication, adjustment, and operations maintenance of the plant equipment.

5.16.5.A.3. Except for approved outages, the Contractor shall supply all facilities with fifty (50) psi steam, twenty-four (24) hours per day, 365 days a year.

5.16.5.A.4. The Contractor shall operate the CHP and the satellite boilers:

5.16.5.A.4.a. In precise compliance with pertinent regulatory requirements;

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5.16.5.A.4.b. In accordance with relevant national codes;

5.16.5.A.4.c. In accordance with industry standards and BMPs;

5.16.5.A.4.d. In accordance with adherence to manufacturer's literature; and

5.16.5.A.4.e. In accordance with the CHP Operations and Maintenance Manual.

**5.16.5.B. WATCH STANDER REQUIREMENTS.** The Contractor shall provide a live watch at the central heating plant twenty-four (24) hours a day, 365 days a year. Outside normal working hours (after hours, Federal holidays, and weekends), the CHP's duty watch stander shall serve as the Contractor's designated point of contact. The watch standers shall be fully familiar with the Contractor's organization, recall procedures, and terms of the contract. The watch stander shall receive requests for Priority 1 Emergency Work, dispatch the appropriate response personnel, and maintain a log of all calls received and actions taken.

**5.16.5.C. ROUTINE PLANT OPERATIONS.** The Contractor shall perform routine predictable and recurring plant operations, as outlined in the Operations & Maintenance (O&M) Manuals for the CHP, Kewanee Boiler, and Portable Boilers. This includes record keeping and reports, and reviewing and evaluating plant records to determine trends and to detect problems and opportunities for improvements.

**5.16.5.D. PLANT AND EQUIPMENT MALFUNCTIONS.** The Contractor shall take immediate action and employ appropriate efforts and steps to ensure that the affected plant operations are brought back up to required operational standards in an appropriate timeframe. Operational emergencies (e.g., ruptured distribution system mains, boiler pressure below 80 percent of normal operating pressure for a period in excess of thirty (30) minutes, or other issues resulting in a change in the plant's reliability or capacity), shall be reported immediately to the COR during normal working hours and at the beginning of the next business day at all other times. Regardless, when problems occur during other than normal working hours, the Contractor shall notify the OOD concerning the nature of the problem, the actions taking place to resolve it, and as major changes occur. The Contractor shall identify the probable cause of the problem and the estimated time required to restore the system to its normal status. When malfunctions, breakdowns or operational impacts cause an environmental permit violation, such instances and circumstances shall be immediately reported by the Contractor to the OOD.

**5.16.5.E. ALARMS.** The Contractor shall continuously monitor (twenty-four (24) hours a day, 365 days a year) all telemetry and utility alarm systems located in the CHP control booth. The Contractor shall immediately contact the appropriate Contractor response personnel (thirty (30) minute response time during normal working hours; one (1) hour during other hours) to investigate and resolve the condition causing the alarms. The Contractor shall also notify the Base Kodiak OOD of the nature of all the utility alarms and the response taking place. The Contractor shall maintain a log and record nature of alarms, notifications provided, and response actions accomplished.

**5.16.5.F. OPERATION EFFICIENCY STANDARDS.** The Contractor shall be responsible for meeting the present operating standard of the central heating plant. This shall be based on present efficiency of the boilers. Boiler combustion efficiency shall be

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calculated by the American Society of Mechanical Engineers (ASME) input and output method. The Contractor shall ensure that the procedure for determining the efficiency used in the calculation shall be consistent throughout the term of the contract. The minimum acceptable boiler efficiency shall be no lower than two (2) percent of the most recent commissioned efficiency standard. The maximum exit gas temperature shall be four hundred fifty (450) degrees F.

5.16.5.F.1. These baseline standards are subject to revision based on improvements in the CHP and may require an increase in minimum acceptable efficiencies. The USCG will issue new standards upon completion and testing of system improvements.

5.16.5.F.2. At least once per shift, the Contractor shall inspect all operating system components for proper operation, excessive heat, excessive vibrations, unusual noise, and other problems. Inspection results shall be recorded in a permanent file located in the CHP and shall be immediately available for USCG review at any time.

5.16.5.G. BOILER WATER TESTING. Once each day, the Contractor shall test boiler water from all operating boilers. There shall be a minimum of twelve (12) hours between tests. The Contractor shall test boiler water for pH, "P" alkalinity, sulfite, conductivity, and sulfides. Maintain pH, "P" alkalinity, sulfite, conductivity, and sulfides at the levels established by the boiler water treatment plan.

5.16.5.G.1. The Contractor shall ensure testing of water from out-of-service boilers shall be performed in accordance with the submitted plan. Once each day, the Contractor shall test base distribution system condensate return for pH, conductivity, and iron. There shall be a minimum of twelve (12) hours between tests.

5.16.5.H. AIR STACK ANALYSIS. The Contractor shall maintain, operate, and calibrate the automatic combustion controls and monitors to ensure combustion efficiency is in excess of operating efficiency standards. The Contractor shall ensure that all test results and adjustments shall be recorded in the daily operation log.

5.16.5.I. EQUIPMENT READINGS. The Contractor shall take hourly readings on all operating equipment in the CHP. Readings shall include at a minimum those found on the boiler log form provided in the CHP O & M Manual.

5.16.5.J. USED OIL FUEL SOURCE. When available, the Contractor shall constantly blend and burn used oil (in accordance with Base Kodiak Owner Requested Limit Air Permit stipulations and Base Kodiak SOP/BMP). Used oil shall be utilized as a fuel source at the CHP to the maximum extent possible. Unless approved otherwise by the COR, the Contractor shall maintain the primary fuel day tank at a minimum of fifty (50) percent capacity at all times.

5.16.5.K. BUILDING 614 BOILER. The Contractor shall perform the following tasks on the Building 614 boiler Monday through Friday.

5.16.5.K.1. No more than two (2) days shall pass without the Contractor performing the following tasks:

5.16.5.K.1.a. Observe system for obvious discrepancies;

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5.16.5.K.1.b. Perform bottom blow as required by chemical analysis;

5.16.5.K.1.c. Perform surface blow or have a constant surface flow as required by chemical analysis;

5.16.5.K.1.d. Inspect and blow down site glass water level controls;

5.16.5.K.1.e. Check feed water temperature and pumps;

5.16.5.K.1.f. Check chemical analysis;

5.16.5.K.1.g. Enter in logbook all actions and who performed the tasks. Logbook shall be maintained on site; and

5.16.5.K.1.h. Add chemicals to mixing tank as per chemical analysis and as necessary. Contractor is responsible for providing treatment chemicals.

5.16.5.K.2. Monthly on the Building 614 boiler:

5.16.5.K.2.a. Check boiler safeties;

5.16.5.K.2.b. Test water level controls by shutting off feed water pump and observe exact point on sight glass that low water shuts boiler down;

5.16.5.K.2.c. Lift vessel safety valve; and

5.16.5.K.2.d. Clean boiler room and sweep floor.

5.16.5.L. **PERFORM BUILDING 12 BASEMENT SUMP CHECK.** The Contractor shall ensure that this is performed using a remote monitoring and surveillance system. Water levels in the sump will be recorded during normal operational plant rounds. Should the remote camera not be operable, the Contractor shall perform physical rounds once daily.

5.16.5.M. **OUTAGES.** The Contractor shall be permitted up to forty-eight (48) hours of outages annually, between 1 July and 30 August, to perform scheduled operations maintenance, repairs, and any service WOs requiring plant shutdown. The Contractor shall ensure that no regularly scheduled maintenance outage shall exceed eight (8) hours unless approved by the USCG. The Contractor shall receive COR approval prior to securing steam to any portion of the distribution system. See Section 5.26 for utility outage procedures.

5.16.5.M.1. The USCG may require outages outside normal hours in support of other projects. When this occurs, the Contractor will charge overtime labor hours as service work.

5.16.5.M.2. The COR will notify the Contractor at least forty-eight (48) hours prior to planned plant outages required by other contractors.

5.16.5.N. **CENTRAL HEATING PLANT SERVICE WORK.**

5.16.5.N.1. The Contractor shall accomplish repairs to equipment and components in accordance with Section 5.1.

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5.16.5.N.2. The USCG will issue service WOs to incorporate both the Contractor's proposed and Government-identified changes for all USCG-owned manuals. No more than two (2) service WOs for this task will be issued each year. The USCG may choose to complete some portion of the changes identified each quarter using their own resources without the issuance of a WO. This WO may include written changes to operational procedures, checklists, forms, maintenance procedures, etc.

**5.16.5.O. CENTRAL HEATING PLANT RECORDS.**

5.16.5.O.1. HOURLY EQUIPMENT READINGS. The Contractor shall maintain a log shall to show hourly equipment readings. A sample of the hourly equipment readings log is provided in the CHP O & M Manual.

5.16.5.O.2. WEEKLY BOILER PERFORMANCE REPORT. The Contractor shall prepare a boiler performance report in a Microsoft Excel-compatible format, for each operating boiler on a weekly basis. The report shall show boiler combustion efficiency versus boiler load, and combustion efficiency and temperature difference versus load for the full range of operating loads. The report shall be maintained in electronic Microsoft Excel-compatible spreadsheet format. The report shall also show all fuel usage including used oil and fuels transferred from the plant to the portable boilers. The Contractor shall submit this report to the USCG no later than close of business on Wednesday of each week.

5.16.5.O.2.a. Combustion efficiency may be obtained by direct readings with a combustion analyzer. Combustion efficiency may also be obtained by measuring boiler intake air temperature, exhaust gas temperature, carbon monoxide or oxygen, and finding the combustion efficiency on charts for the particular fuel being fired. If measured combustion efficiencies are more than three (3) percent below the optimum combustion efficiencies, the Contractor shall take corrective action.

5.16.5.O.3. DAILY BOILER WATER TREATMENT RECORDS. The Contractor shall record daily: all boiler water and condensate test results, boiler blow downs (times, blow down locations—i.e., top or bottom—and durations), chemicals added, and all other boiler water treatment operations performed.

5.16.5.O.4. AIR STACK ANALYSIS RECORD. The Contractor shall record the results of all air stack analyses and boiler control adjustments.

5.16.5.O.5. FUEL RECORD. The Contractor shall maintain an accurate record of the amount of fuel received in each delivery, including day tank soundings taken and recorded before and after each fuel delivery. A record of all fuel transferred to portable units shall be noted in the daily operations log and also on the weekly fuel usage report.

**5.16.6. WASTE WATER TREATMENT PLANT.** The waste water system includes the waste water treatment plant, various process and storage tanks, lift stations, process basins, parts of the distribution piping system that are located within plant grounds or immediately adjacent to plant facilities, the associated telemetry and utility alarm system, several independent septic systems, and various appurtenances. TE 16.2 provides a more detailed description of the waste water system. The Contractor shall furnish all labor, supervision, tools, materials, equipment, incidental engineering, and transportation

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necessary for the operation, maintenance, and repair of the waste water collection systems, pumping stations, and treatment facilities.

5.16.6.A. WASTE WATER TREATMENT PLANT OPERATION. The Contractor shall manage and control the waste water collection, pumping, and treatment operations to ensure continuous and efficient conveyance of waste water to the WWTP, and to ensure the WWTP effluent meets required regulatory discharge standards. Specifically, the Contractor shall:

5.16.6.A.1. Maintain sufficient flow to prevent the occurrence of nuisance odors and prevent interruptions of service;

5.16.6.A.2. Maintain system components to prevent and minimize unsatisfactory service conditions such as flooding, pump station failures, pipe blockages, and excessive infiltration and inflow;

5.16.6.A.3. Routinely collect and properly dispose of grit, debris, sludge, and other waste materials to maintain system components and facilities in a clean and sanitary condition; and

5.16.6.A.4. Operate the waste water system in accordance with the following, in order of precedence:

5.16.6.A.4.a. Most current regulatory requirements, to include a quality assurance plan (QAP) for all monitoring required by EPA permit AK-002064-8 and the EPA-approved quality assurance (QA)/QC and chain of custody procedures as described in (EPA/QA/R-5). The Contractor must amend the QAP whenever there is a modification of methods for sample collection, sample analysis, or other procedures addressed by the QAP. The USCG will notify the Contractor via PRD of any required modifications directed by the permitting agency;

5.16.6.A.4.b. Industry standards and BMPs;

5.16.6.A.4.c. Manufacturer's literature; and

5.16.6.A.4.d. Waste Water Treatment Plant OMSI Manual and O & M manuals. The Contractor shall ensure that all plant operation and distribution procedures are kept current and accurate at all times.

5.16.6.B. TREATED WASTE WATER QUALITY. The Contractor shall operate the waste water system to ensure effluent discharges and sludge disposal are accomplished in an environmentally responsible manner, the requirements of the CWA are adhered to, and the requirements and spirit and intent of the NPDES are continuously achieved.

5.16.6.B.1. The Contractor shall perform waste water treatment, sampling, and testing of sufficient quantities and types to ensure regulatory compliance is constantly maintained.

5.16.6.B.2. The Contractor shall develop, institute, and maintain an effective waste water treatment program to safely and environmentally responsibly manage and control the physical, chemical, and bacteriological deleterious effects of waste water discharges.

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5.16.6.B.3. The WWTP OMSI Manual and relevant sections of Section 5.11 have details and descriptions of waste water quality sampling, testing, and reporting requirements.

5.16.6.C. TREATMENT CHEMICALS. The Contractor shall utilize sufficient types and quantities of treatment chemicals to provide and maintain effective odor and pathogen control from waste water and associated sludge and waste materials. Treatment chemicals shall be utilized in strict accordance with manufacturer's directions and SDS requirements and stipulations.

5.16.6.D. SLUDGE AND WASTE DISPOSAL. The Contractor shall provide sludge and waste disposal services at frequencies sufficient to ensure collection areas are free of odors, nuisance pests, and are aesthetically acceptable. Treatment process sludge and wastes (dirt, grit, screening solids, etc.) shall be transported in accordance with DHS regulations and delivered to a State of Alaska approved disposal site, typically the City of Kodiak Waste Water Treatment Plant and the Kodiak Island Borough Landfill.

5.16.6.D.1. The USCG will be responsible for paying for all sludge disposal fees at the City of Kodiak's Wastewater Treatment Plant associated with the performance of this contract.

5.16.6.E. WASTE WATER TREATMENT PLANT MAINTENANCE. The Contractor shall develop, implement, and maintain an ongoing comprehensive operations maintenance and repair program to ensure the waste water system is maintained. Operation of the waste water system shall be performed in accordance with the same order of precedence in Section 5.16.6.A.4. The Contractor shall ensure that all plant operation and distribution procedures are kept current and accurate at all times. The operations maintenance and repair program shall:

5.16.6.E.1. The Contractor shall incorporate all waste water system mechanical components such as pumps, motors, and valves; all electrical and electronic system components such as panels, controls, computers and alarms; all WWTP instrumentation; treatment units, and all other appurtenances and components necessary to intake, treat, store, and process waste water.

5.16.6.E.2. Specific maintenance and repair efforts required as standing work by the Contractor include:

5.16.6.E.2.a. Daily cleaning and servicing of all WWTP components such as bar screens, removing grease, scum buildup, and floating solids, removing algae growth and washing down walls of clarifiers, removing line blockage, and conducting similar recurring maintenance efforts.

5.16.6.E.2.b. Annual draining and cleaning of wet wells. Cleaning includes, but is not limited to, washing down all walls, removing grease, scum buildup, floating solids, algae growth, and all foreign matter. The Contractor shall notify the COR a minimum of ten (10) days prior to scheduling wet well cleaning.

5.16.6.E.2.c. Annual draining and cleaning of one clarifier and one aeration basin. This shall be performed on a rotating basis.

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5.16.6.E.2.d. Every third year, draining and cleaning the digester tank.

**5.16.6.F. WASTE WATER TREATMENT PLANT RECORDS.**

5.16.6.F.1. WASTE WATER GENERATION. The Contractor shall record results of daily readings for all domestic and non-domestic waste water flow and similar data.

5.16.6.F.2. WASTE WATER QUALITY PARAMETERS. The Contractor shall record results of periodic waste water quality and parameter testing, analysis, and readings (e.g., biological oxygen demand-BOD, total suspended solids-TSS, fecal coliform counts, pH, aromatic and petroleum hydrocarbon), and similar waste water quality and treatment data.

5.16.6.F.3. WASTE WATER TREATMENT CHEMICAL USAGE. The Contractor shall document all applications and use of waste water treatment chemicals.

5.16.6.F.4. OPERATIONAL DATA. The Contractor shall record pump operating hours, benzene, toluene, ethylbenzene, and xylenes (BTEX) monitor readings, and similar operational data.

**5.16.6.G. WASTE WATER TREATMENT PLANT SERVICE WORK.**

5.16.6.G.1. Draining, cleaning, and inspection of additional spaces outside of those described in standing work. The Contractor shall submit any condition report no later than ten (10) working days after completion but not later than the end of each contract year.

5.16.6.G.2. The Contractor shall conduct additional waste water sampling and analysis not previously specified.

5.16.6.G.3. The Contractor shall conduct additional sampling or maintenance of independent septic systems.

5.16.6.G.4. The Contractor shall accomplish repairs to equipment and components in accordance with Section 5.1.

5.16.6.G.5. The USCG will issue WOs to incorporate both the Contractor's proposed and Government-identified changes for all USCG-owned manuals. No more than two (2) WOs for this task will be issued each year. The Government may choose to complete some portion of the changes identified each quarter using their own resources without the issuance of a WO. This WO may include written changes to operational procedures, checklists, forms, maintenance procedures, etc.

**5.16.6.H. WASTE WATER TREATMENT PLANT DELIVERABLES.**

5.16.6.H.1. BASIN AND WET WELL INSPECTION REPORTS. The Contractor shall develop and provide a report to the COR each time a basin or wet well is drained and cleaned. This report shall include photographs showing the condition of components and surfaces, and provide a description of the overall condition and any damage or deterioration found. Each report shall be submitted within fifteen (15) calendar days after the cleaning and inspection is completed but no later than the close of the fiscal year.

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**5.16.7. WATER TREATMENT PLANT.** The domestic water system includes the water treatment plant, various storage tanks and pump houses, water corrosion control coupons, water meters, and parts of the distribution piping system that are located within plant grounds or immediately adjacent to plant facilities, the associated telemetry and utility alarm system, several independent groundwater well systems, and various appurtenances. TE 16.3 provides a more detailed description of the domestic water system.

5.16.7.A. PLANT OPERATION. Operation of the domestic water system shall be:

5.16.7.A.1. With precise compliance with pertinent regulatory requirements, specifically Drinking Water Permit - AK2250126;

5.16.7.A.2. In accordance with relevant national codes;

5.16.7.A.3. In accordance with industry standards and BMPs;

5.16.7.A.4. In accordance to manufacturer's literature; and

5.16.7.A.5. In accordance with the WTP Operations and Maintenance Manual. The Contractor shall ensure that all plant operation and distribution procedures are kept current and accurate at all times.

5.16.7.B. WATER PRODUCTION. Unless approved otherwise by the COR, the Contractor shall manage and control the water appropriation, treatment, storage, and distribution processes to provide, maintain, and deliver sufficient volumes of water to meet all operational demands throughout Base Kodiak, particularly those associated with fire suppression requirements. Specifically, the Contractor shall:

5.16.7.B.1. Maintain domestic water storage tanks at no less than seventy-five (75) percent aggregate storage capacity;

5.16.7.B.2. Maintain deluge water storage tanks at full capacity at all times; and

5.16.7.B.3. Maintain the water plant distribution system pressure between a minimum of fifty (50) pounds per square inch and a maximum of one hundred twenty-five (125) pounds per square inch.

5.16.7.C. TREATED WATER QUALITY. The Contractor is responsible for the domestic water system. The Contractor shall develop, institute, and maintain an effective water treatment program to safely and efficiently manage and control water color, turbidity, taste and odor, and provide disinfection, fluoridation, and corrosion control. The Contractor shall perform water treatment, sampling and testing of sufficient quantities and types to ensure compliance is constantly maintained. See the WTP O & M Manual and Section 5.11 for details and descriptions of water quality sampling, testing, and reporting requirements. The domestic water system shall be operated to ensure adequate quantities of both potable and palatable water are produced and delivered. The Contractor shall ensure to comply with the requirements of the State of Alaska Drinking Water Regulations (18 AAC 80) and the SDWA .

5.16.7.D. WATER TREATMENT CHEMICALS. The Contractor shall utilize sufficient types and quantities of treatment chemicals to ensure water is constantly potable and palatable and corrosion control is achieved and maintained in accordance with American

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Water Works Association (AWWA) industry standards. The Contractor shall use treatment chemicals in strict accordance with manufacturer's directions and SDS requirements and stipulations. The Contractor shall ensure that the proper and environmentally responsible storage of treatment chemicals is paramount. Provided in Table 6 is historical data on treatment chemicals utilized at the water treatment plant. The types and estimated daily quantities are furnished to provide a representative picture of the treatment chemicals needed to operate the Base Kodiak Water Treatment Plant. Types and/or quantities of required treatment chemicals could change over time.

**Table 6. Historical Data on WWTP Chemicals**

Chemical	Estimated Quantity
Salt	20 lbs./day
Fluoride	0.66 lbs./day
Cationic Polymer	2 gal/day
Soda Ash	System pending installation, quantity TBD, estimated at approximately 30 lbs./day

5.16.7.E. DISTRIBUTION SYSTEM CORROSION CONTROL. The Contractor shall maintain the current corrosion control program to effectively maintain and protect the entire water distribution system piping. TE 1.0 provides a listing of current locations.

5.16.7.E.1. Each coupon station incorporates a copper and mild steel coupon. Additional coupon stations (up to four (4) additional) may be installed at future dates. Locations may be changed at future dates as directed by the USCG environmental or engineering department.

5.16.7.E.2. The Contractor shall maintain the existing coupon stations, which shall be analyzed, and reviewed by a corrosion control engineer, and replaced on a quarterly basis to provide data and documentation on the effectiveness of the Contractor's corrosion control efforts.

5.16.7.E.3. A corrosion control engineer shall review coupon analysis results. The corrosion control engineer's recommendations shall include any water quality treatment adjustments to water chemistry, based on the results of the coupon analysis that will reduce or eliminate water corrosivity to the distribution system.

5.16.7.E.4. Coupon analysis results and corrosion control engineer's recommendations shall be forwarded to the KO within sixty (60) days after coupons have been removed.

5.16.7.F. WATER METER READINGS. The Contractor shall maintain the remote metering system read the water meters on the last working day of each month, to include annual subscription costs with three (3) Government user accounts. Meter reading data and reports shall be submitted to the KO no later than the fifth day of the succeeding month. See GIS TE 1.0 for the locations of meters. A report example will be provided upon request. Up to ten (10) additional meters/readings may be added at any time without additional contract costs. The Contractor shall provide the USCG with unlimited access to the remote reading system.

5.16.7.G. WATER TREATMENT PLANT MAINTENANCE AND REPAIR. The Contractor shall develop, implement, and maintain an ongoing comprehensive

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operations maintenance and repair program to ensure the domestic water system is maintained. Operations Maintenance and Repairs shall be performed by the Contractor in accordance with directives in the order described in Section 5.16.6.A.4. The operations maintenance and repair program shall:

5.16.7.G.1. Incorporate all domestic water system mechanical components such as pumps, motors, and valves; all electrical and electronic system components such as panels, controls, computers and alarms; all WTP instrumentation; chemical treatment units, and all other appurtenances and components necessary to intake, treat, store, and deliver water.

5.16.7.G.2. Specific maintenance and repair efforts required including:

5.16.7.G.2.a. Annual draining, cleaning, and inspection of the Buskin Lake Pump house wet well. An annual condition report shall be submitted no later than ten (10) business days after completion but not later than the end of each contract year.

5.16.7.G.3. Keep the following additional records:

5.16.7.G.3.a. WATER PRODUCTION. On a daily basis, record daily lake level readings, storage tank levels, meter readings, and similar production data.

5.16.7.G.3.b. WATER QUALITY PARAMETERS. The Contractor shall record results of daily water quality and parameter testing, readings (e.g., pH, turbidity, disinfection residuals), and similar water quality and treatment data.

5.16.7.G.3.c. WATER TREATMENT CHEMICAL USAGE. The Contractor shall document all applications and use of water treatment and disinfection chemicals.

5.16.7.G.3.d. OPERATIONAL DATA. The Contractor shall record filter differential pressure readings, all filter backwash events, and similar operational data.

5.16.7.G.3.e. TANK INSPECTION REPORTS. Develop and provide a report to the COR each time a tank is opened and cleaned. This report shall include photographs showing the condition of components and surfaces. An example report will be provided upon request. Each report shall be submitted within fifteen (15) calendar days after the tank has been closed but NLT the close of the contract year.

5.16.7.H. LABELS AND SAFETY DATA SHEETS. Labels and safety data sheets shall be submitted by the Contractor for KO review and approval for all treatment chemicals intended to be used within fifteen (15) days after contract start date. Proposed changes in approved treatment chemicals shall be submitted a minimum of five (5) business days in advance of the anticipated use.

5.16.7.I. WATER TREATMENT PLANT SERVICE WORK.

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5.16.7.I.1. The Contractor shall drain and clean the chlorine contact tank. Any tank condition report shall be submitted by the Contractor no later than ten (10) business days after completion and not later than the end of each contract year.

5.16.7.I.2. The Contractor shall accomplish additional water sampling and analysis not previously specified.

5.16.7.I.3. The Contractor shall accomplish repairs to equipment and components in accordance with section 5.1.

5.16.7.I.4. The USCG will issue WOs to incorporate both the Contractor's proposed and Government-identified changes for all USCG-owned manuals. No more than two (2) WOs for this task will be issued each year. The USCG may choose to complete some portion of the changes identified each quarter using their own resources without the issuance of a WO. This WO may include written changes to operational procedures, checklists, forms, maintenance procedures, etc.

**5.16.7.J. WATER TREATMENT PLANT DELIVERABLES.**

**5.16.8. WATER PRODUCTION REPORTS.** The Contractor shall submit water production records to the KO no later than the fifth (15) day of the following month. A report example with the required format and information will be provided by the USCG upon request..

**5.17. LIQUID OILY WASTE SYSTEM (LOWS) FACILITIES AND EQUIPMENT.**

**5.17.1. SCOPE.** This includes the LOWS, six (6) 10,000-gallon bulk storage tanks, several oil water separators (OWS), and several pieces of mobile equipment to receive and transport used oil. TE 17.1 provides a more detailed description of the used oil system. Associated operational and environmental permits and reporting requirements are detailed in Section 5.10 and Section 5.11. The work in this section is standing work, unless otherwise specified.

5.17.1.A. LOWS OVERVIEW. The Contractor shall operate; test on a regular and recurring schedule; maintain and repair in accordance with Section 5.10 and Section 5.11; and develop and maintain operational records, reports, and measurement data on the used oil system including but not limited to receiving, treatment, transfer, and discharge data.

5.17.1.B. LOWS STAFFING. The Contractor is required to meet the staffing requirements for operating the LOWS facility of One Operator and One Helper Trainee to ensure compliance with current operational and environmental permits, the LOWS Pollution Prevention and Best Management Practices Plan, EPA Used Oil Processing Facility regulations and other applicable Federal and State regulations. Key Personnel are located in Section 7.2.

**5.17.2. REQUIREMENTS.**

5.17.2.A. OPERATIONS. The Contractor shall provide all input and effort necessary to ensure effective, efficient, safe, reliable, and environmentally responsible plant operations. Operational requirements and general guidelines are provided in the Government-furnished operational manuals for each facility.

5.17.2.A.1. The Contractor shall operate the used oil system in accordance with the following, in order of precedence:

5.17.2.A.1.a. Pertinent regulatory requirements;

5.17.2.A.1.b. Relevant national codes;

5.17.2.A.1.c. Industry standards and BMPs;

5.17.2.A.1.d. Manufacturer's literature; and

5.17.2.A.1.e. The LOWS O & M Manual and the Mobile Transfer Facility (MTF) Operations Manual.

5.17.2.A.1.f. The Contractor shall ensure that all plant operation and distribution procedures are kept current and accurate at all times.

5.17.2.A.2. The Contractor shall adhere to the LOWS Pollution Prevention and Best Management Practices (P2 and BMP) Plan, EPA Used Oil Processing Facility regulations, and other applicable Federal and State regulations.

5.17.2.A.3. The Contractor shall operate; test per a regular and recurring schedule; perform operations maintenance including repairs; and develop and maintain

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operational records, reports and measurement data for the LOWS including but not limited to pumping, treatment, storage, and distribution data.

5.17.2.B. OPERATIONAL EMERGENCIES. The Contractor shall immediately report operational emergencies (e.g., ruptured distribution system components, loss of production capability, low storage quantity, or other issues resulting in a change in a plant's reliability or capacity), to the COR during normal working hours or at the beginning of the next working day at all other times. The Contractor shall identify the probable cause of the problem and the estimated time required to restore the system to its normal status. When problems occur outside of normal working hours, the Contractor shall immediately notify the OOD concerning the nature of the problem, the actions taking place to resolve it, and if major changes occur. When a malfunction, system breakdown, or operations cause an environmental permit violation, such instances and circumstances shall be immediately reported by the Contractor to the OOD. The Contractor shall ensure that the COR shall also be notified during normal working hours and no later than the start of the next business day otherwise. In all cases, the Contractor shall take immediate action and employ appropriate efforts and steps to ensure that the affected plant operations are brought back up to required operational standards in an appropriate timeframe.

5.17.2.C. ROUTINE OPERATIONS. The Contractor shall perform routine predictable and recurring plant operations, such as: inspecting, monitoring, and adjusting equipment and systems to achieve optimal and economic performance; the start-up, operation, and shut down of equipment and systems; record keeping and reports; operations maintenance and repairs; and reviewing and evaluating plant records to determine trends and to detect problems and opportunities for improvements.

5.17.2.D. NON-ROUTINE OPERATIONS. The Contractor shall perform occasional non-routine efforts, such as: performing repairs, alarm, and equipment troubleshooting; after-hours responses to alarms and call-outs to investigate, troubleshoot, and perform repairs; providing operational support for third party contractors working in the facilities (e.g., performing non-standard operations such as securing and starting systems and equipment, etc.); and attending on-island facility related training (such as that provided by regulators, USCG personnel, industry experts, and manufacturer representatives).

5.17.2.D.1. The Contractor shall coordinate work with other contractors whenever they are performing work in the plants or at other Base Kodiak locations. This may include, but not be limited to, performing alternative operations, maintenance when necessary, and product pickup or processing. This includes operating valves and systems, and rescheduling, accelerating, or deferring operations, maintenance, and repairs to prevent or minimize third party contractor charges for Government delays.

5.17.2.D.2. The Contractor shall provide all consumable materials, tools and equipment (other than GFE), facilities (other than Government-furnished facilities), and repair parts, required to operate and maintain the LOWS plant and its associated facilities.

5.17.2.D.3. The Contractor shall attend and participate in plant-related meetings and discussions.

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5.17.2.D.4. The Contractor shall review and comment on proposed plant modifications, scopes of work and designs, and other efforts that directly relate to the management, operation, maintenance, and repair of the plant.

5.17.2.E. OPERATIONS AND INSPECTION. The Contractor shall inspect all system operational components a minimum of once per day, every day of the year. During normal working hours, the LOWS operations shall be inspected by the Contractor a minimum of once each morning (prior to 1130). All pumps, motors, chemical feed units, etc., shall be inspected for such conditions as excessive noise, vibration, overheating, and general overall proper operations. The Contractor shall ensure that inspection results shall be permanently documented in logbooks or files maintained at the LOWS. Inspection records shall be available for USCG review at all times. The Contractor shall immediately initiate appropriate corrective action (e.g., institute corrections and repairs) and initiate work requests in accordance with this PWS for any deficiencies discovered.

5.17.2.F. OILY WASTE STREAM MANAGEMENT. The Contractor shall manage and operate the collection, receipt, processing, and storage of used oil and liquid oily waste streams to provide effective and efficient used oil processing and recovery and ensure operations comply with permit and regulatory requirements. Specifically, the Contractor shall:

5.17.2.F.1. Maintain sufficient storage capacity in the LOWS facility process and storage tanks and the 10,000-gallon auxiliary storage tanks to provide storage capacity to accommodate fuel oil or petroleum product spills, peak demands, and similar contingencies. Storage capacity may not exceed fifty (50) percent of capacity without notification to the USCG and approval by the COR.

5.17.2.F.2. Ensure recovered and processed used oil transferred to the CHP for blending and burning complies with the ORL Air Permit stipulations and the specification levels described in 40 CFR 279.11 (Used Oil Fuel Specifications, Table 1). Recovered and processed used oil shall be transferred to the CHP day tank whenever it is available, and sufficient capacity in the day tanks is available.

5.17.2.F.3. Ensure treated water discharges to the WWTP to comply with the flow and quality parameter requirements of the WWTP and in accordance with Waste Water Permit - AK002064.8.

5.17.2.G. RECEIVE PUMP AND TRANSPORT USED OIL AND OILY WATER. The Contractor shall receive, pump, and transport used oils and oily water in bulk form or drum from Base Kodiak activities (including tanks) in accordance with all Federal, State, and local requirements and as directed by the COR. The Contractor shall contact the requesting POC to coordinate the receipt and meet requestor's requirements.

5.17.2.G.1. The Contractor shall monitor and pump accumulated oil from all oil water separators (see TE 17.2). The Contractor shall inspect all oil water separators at least once per week for accumulations of oil and unusual conditions. The Contractor shall report unusual conditions or the presence of petroleum products in an OWS to the COR immediately, or the OOD if a COR is not available.

5.17.2.H. PROCESSED USED OIL AND WATER QUALITY. The Contractor is responsible for used oil system operations compliance with all applicable Federal, State, and local regulations. The Contractor shall treat and process liquid oily waste, sample,

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and test in sufficient quantities and types to maintain continuous compliance. See the LOWS Facility Operations Manual, Section 5.10, and Section 5.11 for details and descriptions of used oil sampling, testing, and reporting requirements. The Contractor shall operate the used oil system to continuously accomplish and achieve effluent discharges and sludge disposal in accordance with the requirements of the CWA and NPDES.

5.17.2.H.1. QUALITY PARAMETERS. The Contractor shall develop, institute, and maintain an effective liquid oily waste treatment program to manage and control the physical and chemical properties of used oil and treated water discharges. Specific procedural recommendations and requirements are in the LOWS P2 & BMP Plan, the LOWS Facility Operations and Maintenance Manual, and stipulated in the current Base Kodiak air and wastewater disposal permits.

5.17.2.H.2. TREATMENT CHEMICALS. The Contractor is responsible for the safe and effective separation and treatment of used oil and treated water from liquid oily waste streams. Contractor shall utilize treatment chemicals in strict accordance with the manufacturer's directions and SDS requirements and stipulations.

5.17.2.I. SLUDGE AND UNTREATABLE LIQUID OILY WASTE DISPOSAL. The Contractor shall handle and process LOWS facility sludge, screenings, similar wastes, and untreatable liquid oily waste streams as follows:

5.17.2.I.1. The Contractor shall sample and analyze recovered sludge and similar debris for hazardous waste characteristics. Sampling parameters and test methods shall be coordinated with the HWSB operator. Any recovered sludge material shall be properly containerized and delivered to the HWSB (N-48) for storage and disposal.

5.17.2.I.2. Untreatable liquid oily waste streams (i.e., those not acceptable at the LOWS facility) shall be initially stored by the Contractor in the auxiliary 10,000-gallon storage tanks. The Contractor shall process these waste streams to recover used oil, extract water, and otherwise consolidate these wastes to minimize the volume of material that must transport off-island for treatment or disposal. As appropriate, the Contractor shall ensure bulk disposal of the treated or consolidated residual waste streams in the 10,000-gallon auxiliary tanks shall be coordinated with the COR.

5.17.2.J. MAINTENANCE. The Contractor shall be responsible for the routine cleaning of all used oil system components and external equipment such as strainers, transportation containers, vehicles, tanks, and pumps, as required to maintain plant operation and production in accordance with this PWS, the O & M manual, and the plant BMP.

5.17.2.J.1. The Contractor shall notify the COR a minimum of ten (10) days prior to a scheduled cleaning of any tank or component that will prevent the processing of used oil, or OWS. The Contractor shall test and calibrate all level sensors, controls, and alarms, and perform service and/or construction work as necessary, including touch-up painting of internal surfaces. The Contractor shall provide a report, detailing the condition of the tank and any repairs performed or recommended within ten (10) days of completion but no later than 30 days before the end of the contract year.

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5.17.2.J.1.a. At a minimum, the Contractor shall drain, clean, and inspect each process and heated storage tank once every three (3) years and replace the Zinc Protection.

5.17.2.J.1.b. The Contractor shall ensure annual draining, cleaning, and inspection of all oil water separators.

5.17.2.J.1.c. The Contractor shall ensure annual draining, cleaning, and internal inspection of Tank T-1 (N-56A).

**5.17.2.K. HOUSEKEEPING AND GROUNDS MAINTENANCE.** The Contractor shall maintain the plant facilities and their associated grounds areas as neat, organized, and with a professional appearance at all times. The Contractor shall perform grounds maintenance and janitorial services at Government-furnished facilities to remove trash and debris (pallets, lumber, excess materials, paper, etc.) so that they do not accumulate.

5.17.2.K.1. The Contractor shall keep the inside of all facilities, the facilities exterior, and adjacent grounds clean and neat at all times. The Contractor shall keep the areas adjacent to Building N-56, its surrounding tanks and OWS, all associated fenced areas, fence lines, and structures neat, organized, and free of refuse, hazardous waste, and hazardous materials.

5.17.2.K.2. Storage containers and fuel tanks shall be free of corrosion and The Contractor shall perform touch-up painting as necessary to preserve their condition. The Contractor shall cut and maintain grass and weeds at two (2) inches to nine (9) inches and trimmed or pulled to the standard outlined in Section 5.5. The Contractor shall ensure containments shall be free of vegetation growth in the effective areas. The Contractor shall ensure access roads shall be free of any overhang or encroachment. The Contractor shall ensure maintenance and upkeep requirements apply to both sides of fence lines (ten (10) feet each side) surrounding Government-furnished facilities.

**5.17.2.L. CALIBRATION.** The Contractor shall calibrate all recorders; meters; controls; pressure and temperature gauges; and test equipment and instruments once per year or as required due to usage, damage, industry standards, manufacturer recommendations, or whenever suspected of being in error. The Contractor shall attach a self-adhesive seal or metal tag on each instrument and gauge certifying that it has been calibrated. The date of the calibration and the initials of the person performing the calibration shall be noted on the sticker (if the sticker is missing, the calibration shall be considered suspect and the instrument shall be re-calibrated). New components shall be tagged with the month and year of installation. The gauges and instruments shall be calibrated using standard dead weight testers, calibrated master gauges, provers, or other instruments of proven accuracy or as recommended by gauge or instrument manufacturer. The LOWS has various complex components, such as computer controls and meters requiring the Contractor to provide specialized technical support for calibration and servicing.

**5.17.2.M. ALARM MONITORING.** The Contractor shall continuously monitor (twenty-four (24) hours a day, 365 days a year) all LOWS and OWS system alarms. The Contractor shall immediately contact the appropriate response personnel (thirty (30) minute response time during normal working hours, one (1) hour during other hours) to

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investigate and resolve the condition causing the alarms. The Contractor shall notify the OOD of the nature of all the utility alarms and the response taking place. This live watch has historically been done by the CHP staff.

5.17.2.N. LOWS P2 AND BMP PLAN AND RECORD KEEPING. The Contractor shall review the LOWS P2 & BMP Plan. All records, reports, logs, and data, including the historical records turned over to the Contractor at the beginning of the contract, shall be maintained for the entire contract period, and submitted to the KO at the end of the contract. The Contractor shall develop and maintain all necessary reports, logs, and similar records to document used oil system operations in accordance with permit and regulatory requirements; industry standards and BMPs; and LOWS O & M Manual requirements. The Contractor shall maintain all documentation on site at the LOWS facility. The Contractor shall ensure to file records and documents chronologically and grouped by type of data and facility location or system type. The Contractor shall ensure that all records shall be readily available to COR, regulatory, or other inspection personnel. The Contractor shall furnish copies of records and or data from the records, to the COR upon request. The Contractor shall provide data in hard copy, or electronic Microsoft Excel-compatible spreadsheet format, as requested. The following are the minimum types of records and data to be developed and maintained:

5.17.2.N.1. LIQUID OILY WASTE RECEIPTS. The Contractor shall record receipts of all products and waste streams (date, generator, type, and quantity, receiver's name, and point of contact name).

5.17.2.N.2. QUALITY PARAMETERS. The Contractor shall record results of periodic used oil and treated water quality and parameter sampling, testing, and analysis (volume sampled, product origin, sample type, sample number, test results, sample location, date sampled, and disposition of product sampled or tested).

5.17.2.N.3. TREATMENT CHEMICAL USAGE. The Contractor shall document all applications and use of liquid oily waste treatment chemicals (volume treated, quantity and type of chemicals used, results, dates, etc.).

5.17.2.N.4. OPERATIONAL DATA. The Contractor shall maintain an electronic Microsoft Excel-compatible database for LOWS operational data for tracking the information required in the monthly operational report. The Contractor shall also record operating hours, tank levels before and after all transfers, transfer operations and quantities, and similar operational data.

5.17.2.N.5. ALARM LOG. The Contractor shall log the occurrence (date and time), nature, names of responding personnel, and actions taken to rectify the alarm condition for all LOWS alarms. The alarm record may be incorporated by the Contractor as a part of the maintenance record required below. However, if this method of record keeping is employed, all alarm responses shall be conspicuously marked by the Contractor by using red ink for the entry.

5.17.2.N.6. OPERATIONS LOG. The Contractor shall maintain an operations logbook each shift, to provide the following information:

5.17.2.N.6.a. General condition of the plant;

5.17.2.N.6.b. Operator on duty;

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5.17.2.N.6.c. Deficiencies or malfunctions discovered;

5.17.2.N.6.d. Major components on line, on standby, or out of service (e.g., filters, pumps, ASTs, OWSs);

5.17.2.N.6.e. All adjustments made to equipment, controls, or components;

5.17.2.N.6.f. Visitors (names, times, purpose of visit);

5.17.2.N.6.g. Work accomplished; and

5.17.2.N.6.h. Any emergency condition or failures. These shall be denoted in red ink.

5.17.2.N.7. MAINTENANCE RECORDS. The Contractor shall record all maintenance and repair work performed in USCG CMMS and in a single logbook provided exclusively for this purpose. The Contractor shall chronologically record all maintenance and repair work. The record shall show all maintenance and repair work, regardless of the party performing it (e.g., carpentry shop, electricians, operators, third party contractors). The record shall include a detailed description of the work, the date of completion, total labor hours per job, materials used and the total materials costs per job, job number assigned, WO number (when applicable) and the names of the workers performing the work (name of company for third party contractors). This record shall also show when work requests were submitted and include the Contractor's work request control number. The Contractor shall obtain the required information from other shops, or Base Kodiak Facilities Engineering personnel as necessary, to keep the log current at all times. The Contractor shall record all maintenance and repair work within one (1) week after completion.

5.17.2.N.7.a. The Contractor shall clearly post the maintenance schedule(s) in the LOWS office. The schedule shall display task, task number, completion date, and legible initials of person completing the task.

5.17.2.N.8. TANK INSPECTION REPORTS. The Contractor shall develop and provide the COR a report each time any party opens and cleans a tank (e.g. Contractor employee, USCG, or third party contractor). The Contractor shall ensure that this report shall include photographs showing the condition of components and surfaces. An example report will be provided by the USCG upon request. The Contractor shall submit each report within fifteen (15) calendar days after the tank has been open, and before the Contractor closes the tank. The Contractor shall get approval from the COR before putting the tank back into service.

5.17.2.O. LABELS AND SAFETY DATA SHEETS. The Contractor shall submit labels and safety data sheets for KO review and approval for all treatment chemicals within fifteen (15) days after contract start date. Proposed changes with the approved treatment chemicals shall be submitted a minimum of five (5) working days in advance of the anticipated use.

**5.17.2.P. SERVICE WORK.**

5.17.2.P.1. The Contractor shall accomplish additional water, wastewater, and used oil sampling and analysis not previously specified.

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5.17.2.P.2. The Contractor shall accomplish non-routine handling, receipts, and treatment of liquid oily wastes to be determined on a case-by-case basis. Examples of this are oil spills, support of projects on Base Kodiak, and responses to emergency repairs of other Base Kodiak systems or facilities outside of normal working hours.

5.17.2.P.3. The Contractor shall charge overtime work outside normal working hours to operate LOWS components.

5.17.2.P.4. The Contractor shall accomplish repairs to equipment and components in accordance with section 5.1.

5.17.2.P.5. The USCG will issue service WOs to incorporate both the Contractor's proposed and Government-identified changes for all Government-owned manuals (i.e., operations and maintenance manuals). This WO may include written changes to permits, operational procedures, checklists, forms, maintenance procedures, etc. The USCG shall issue no more than two (2) WOs for this task for each year. The USCG may choose to complete some portion of the changes identified each quarter using their own resources without the issuance of a WO.

5.17.2.P.6. The Contractor shall ensure any additional draining, cleaning, and internal inspection of tanks or OWSs that occurs outside of the scheduled basis as directed by the USCG. The Contractor shall follow the procedures in Section 5.17.2.J.1 for this work.

**5.17.3. DELIVERABLES.**

5.17.3.A. CONTRACTOR DETAILED PLANS. Following contract award, the Contractor shall have sixty (60) days, unless otherwise indicated, to submit the detailed plans listed below to the COR and KO for review and acceptance. The plans are dynamic documents and shall be reviewed and updated annually. The Contractor shall update the plans when a component(s) or procedural change(s) occur throughout the contract period. The plans shall use the TEs and publications provided.

5.17.3.A.1. MAINTENANCE PLAN. The Contractor shall provide a detailed maintenance plan for the LOWS plant and associated facilities, equipment, and system components. The plan shall address all levels of maintenance and identify the frequencies, methods, and procedures for accomplishing the maintenance objectives set forth within.

5.17.3.A.1.a. The Contractor shall develop, implement, and maintain an ongoing comprehensive operations maintenance and repair program to ensure excellent maintenance at the LOWS facility.

5.17.3.A.1.b. The Contractor shall perform operations maintenance and repairs in accordance with the following, in order of precedence: (1) regulatory requirements, (2) National codes, (3) industry standards and BMPs, (4) manufacturer's instructions and other literature, and (5) LOWS O & M Manual.

5.17.3.A.1.c. The Contractor shall ensure that the operations maintenance and repair program shall incorporate all LOWS mechanical components such

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as pumps, motors, and valves; all electrical and electronic system components such as panels, controls, computers, and alarms; all LOWS instrumentation; chemical treatment units; and all other appurtenances and components necessary to intake, treat, and store used petroleum products and oily water. The program shall also incorporate the same systems and equipment to deliver and disperse of any finished products from the plant in accordance with regulatory requirements and BMPs.

5.17.3.A.1.d. The Contractor shall capture all PM activities in the USCG CMMS. The Contractor is responsible for capturing all equipment and PM changes in the USCG CMMS within fifteen (15) days of accepted installation of equipment. Provide labor hours and material costs for each completed maintenance activity.

5.17.3.A.1.e. The Contractor shall provide monthly report that relays the number of planned PM activities and the actual completed number.

5.17.3.A.2. OPERATIONS PLAN. The Contractor shall provide the plan with the proposal comprehensive and detailed step-by-step procedures covering all requirements specified in supplied publications and technical exhibits. The detailed plans shall include the number of proposed employees and their position classification.

5.17.3.A.3. PRODUCT INVENTORY CONTROL AND ACCOUNTABILITY PLAN. The Contractor shall provide the plan with the proposal comprehensive and detailed procedures to ensure compliance with EPA, USCG, and ADEC regulations.

5.17.3.B. CALIBRATION REPORT. The Contractor shall develop and provide a single annual calibration report, documenting each meter and/or calibrated instrument. The report shall provide information and results for each calibrated instrument and meter, detailing repairs accomplished, and the results of performed tests and adjustments. The annual report shall be submitted by the Contractor to the COR each year, within thirty (30) days after all annual calibrations have been completed but not later than the last day of the fiscal year.

5.17.3.C. MONTHLY OPERATING REPORT. The Contractor shall prepare and submit a monthly LOWS operations report. The Contractor shall provide the report in a Microsoft Excel compatible spreadsheet format, and submit an electronic copy. The report shall be prepared and submitted by the Contractor to the KO, to arrive by the fifth day of the month following the reporting period. A completed sample report is in the LOWS O & M Manual. The Contractor shall ensure that the monthly report shall provide the following information:

5.17.3.C.1. Amount of LOW received by customer, and total, for the month;

5.17.3.C.2. Amount of used oil transferred to the CHP during the month;

5.17.3.C.3. Amount of oily water treated and disposed of for the month;

5.17.3.C.4. Total LOW in all LOWS tanks;

5.17.3.C.5. Total reserve capacity at LOWS; and

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5.17.3.C.6. Total amount of LOW by tank, at the end of the month, with a description of the product, for example: Tank T-1 (GST): 12,800 gallons of oily water, 11,220 gallons of oil, and approximately 500 gallons of emulsion.

5.17.3.D. LOWS OPERATIONS AD-HOC REPORTS. The Contractor shall provide ad-hoc LOWS operations reports no later than five (5) business days after request by the KO. Not more than four (4) reports per month shall be required by the USCG.

**5.17.4. IDIQ.**

5.17.4.A. RECEIVE, PUMP, AND TRANSPORT TENANT UNIT USED OIL AND OILY WATER. The Contractor shall provide pricing per gallon to pump, and transport used oils and oily water in bulk form or drum from vessels and other on shore activities (including tanks) in accordance with all Federal, State, and local requirements. Price should include transport and transfer to the LOWS facility, anticipate no more than 2500 gallons or one truck load and no less than 100 gallons per instance.

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**5.18. MAIL, SHIPPING, AND RECEIVING.**

**5.18.1. SCOPE.** The Contractor shall perform all shipping and receiving and mail services to include but not limited to United States Postal Service (USPS), Fedex, and UPS for Base Kodiak; visiting command authorized groups or entities and vessels; and other local-based Federal government agencies. Personal mail delivery and pickup to base housing residents is not included in this contract. The Contractor shall work with COR to develop method of meeting BPR CBL creation and administration IAW CG BPR rules. The work in this section is standing work, unless otherwise specified.

**5.18.2. REQUIREMENTS.** The Contractor shall maintain all mail and shipping and receiving records for six (6) years and three (3) months.

5.18.2.A. PROVIDE MAIL SERVICES. The Contractor shall perform mail services in accordance with the Domestic Mail Manual (DMM), and the Coast Guard Postal Manual, COMDTINST M5110.1 (series). Mail must be delivered or made available for pickup within twenty-four (24) hours of receipt from carrier. Mail service customer hours shall be from 1130 to 1630 Monday through Friday. Mail received at Base Kodiak falls into two (2) broad categories: Government mail and USCG barracks personal mail. The Contractor shall seek direction from the COR as needed for all mail received which is not addressed to one of the USCG units or other Government agency's mail bins, or if the recipient is unidentifiable.

5.18.2.A.1. GOVERNMENT OFFICIAL MAIL. This is all mail addressed to or originating from the 99619 zip code, which is not USCG barracks personal mail. The Contractor is not responsible for guard mail. The Contractor shall sort Government mail by box number and unit or branch common name. Sorted Government mail shall be held by the Contractor for pickup by designated personnel.

5.18.2.A.1.a. The Contractor shall hold all mail received for visiting vessels and for tenant vessels whenever the vessels are underway.

5.18.2.A.2. MAIL COLLECTION. The Contractor shall collect all outgoing Government mail once each day, Monday through Friday, not to include Federal holidays, from Contractor-provided secure receptacles at designated drop off locations at Buildings N-38, 20, 4, and N-27.

5.18.2.A.2.a. The Contractor shall meter all outgoing official mail that does not already contain sufficient postage. The Contractor shall provide all outgoing mail to the USPS within twenty-four (24) working hours of receipt.

5.18.2.B. PROVIDE SHIPPING AND RECEIVING SERVICES. The Contractor shall ensure that operating hours for shipping and receiving are 0800 to 1630. All after-hours work shall be handled with a Level II WO.

5.18.2.B.1. RECEIVING SERVICES. The Contractor shall receive all incoming parcels and freight from carriers including material handling logistics, USPS, FEDEX, UPS, barracks personal packages, etc. The Contractor shall provide special handling on an as-needed basis for items that require special handling, such as refrigeration, freezing, or hazardous materials provisions.

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5.18.2.B.1.a. The Contractor shall pick up items at the local airport and Air Station Kodiak within four (4) hours of notification of arrival.

5.18.2.B.1.b. The Contractor shall contact the COR (OOD after normal working hours) when materials are received with obvious damage. The Contractor shall not accept Government-ordered items from the shipper that are damaged without COR (OOD) approval.

5.18.2.B.1.c. The Contractor shall ensure that in-process and log all incoming parcels and freight within twenty-four (24) hours and notify customer for pickup or deliver within three (3) business days of receipt, or sooner for high priority parcels and asset casualty reporting (CASREP).

5.18.2.B.1.d. All packages less than seventy (70) pounds, or with a combined length and girth of 108 inches, will be picked up by a representative from the recipient's Government office. The contractor shall contact the recipient and arrange a delivery time for packages that exceed the weight or dimensions. If the Contractor is unable to identify the recipient, the Contractor shall notify the COR.

5.18.2.B.1.e. The Contractor shall hold parcels for deployed assets until the return of the asset. The Contractor is responsible for protecting the parcels from damage, theft, and loss while being held.

5.18.2.B.1.f. The Contractor shall maintain a system of accountability for all packages received and delivered (including USPS shipped packages). Absent any USCG required system, should the USCG implement a new standard S&R system during the duration of this contact, the Contractor shall be required to utilize the system in accordance with any new policies or procedures.

5.18.2.B.1.g. The Contractor shall handle discrepancies in accordance with instruction from the Supply Policies and Procedures Manual (SPPM) COMDTINST M4400.19 (series), and the Transportation of Freight Manual, COMDTINST M4610.5 (series). For further guidance regarding shipment discrepancies shall be directed to the COR .

5.18.2.B.1.h. SHIPPING SERVICES. The Contractor shall crate and prepare all material to be shipped in accordance with methods and procedures stated in Inspection, Packaging, Handling, Storage and Transportation Handbook, COMDTINST M4450 (series), and specific requirements of each commercial carrier used. The Contractor shall process and certify that all hazardous material shipments are in accordance with the most recent revision of the CFR 49 and the Transportation of Freight Manual COMDTINST M4610.5 (series). The Contractor shall deliver material to designated carriers only if carrier cannot come pick up the items. Crating (anything requiring wood packaging) shall be by WO per section 5.1.

5.18.2.B.1.i. The Contractor shall prepare and execute CBLs in accordance with COMDTINST M4610.5 (series) and any supplementary guidance and instructions from the District 17 Logistics Regional Support Team Coast Guard Common Core (D17 RST CGCC) page via the COR. S&R COR will

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provide instructions on how to access. Defense Transportation Regulations DTR 4500.9 (series) also applies. The Contractor shall provide copies of all CBLs to the COR, and one (1) copy of the CBL showing shipping information to requesting unit. The Contractor is responsible for all documentation required to complete the shipment. The Contractor shall not be responsible for making the financial obligation in the USCG financial system. The requesting unit will be responsible to verify funds availability and obligate funds.

5.18.2.B.1.j. The Contractor shall provide a Transportation Control Movement Document (TCMD), DD Form 1384 in accordance with the Transportation of Freight Manual COMDTINST M4610.5 (series) along with a Special Handling Data/Certification Label DD-1387-2 in accordance with the Defense Transportation Regulations (DTR 4500.9-R (series) if required, and all other required paperwork, prepared by the Contractor indicating materials to be shipped via the Air Mobility Command (AMC) system.

5.18.2.B.1.k. The Contractor shall deliver material to Air Station Kodiak for logistics or air shipment flights the day prior to the flight. If a flight is changed or cancelled, the Contractor shall pick up materials delivered and return them to the point of origination. The Contractor shall prepare and reschedule materials for future shipment as directed by the COR.

5.18.2.B.1.l. Prepare DD Form 1149 in accordance with SPPM COMDTINST M4400.19 (series) for mail delivered to Air Station Kodiak for logistics flights or to commercial carrier for Gold Streak. Use of Gold Streak is only when directed by the COR. The Contractor shall prepare required Gold Streak documentation to accompany request for shipment of material.

5.18.2.B.1.m. The Contractor shall work with COR to coordinate CBLs (Base Ketchikan is new BPR owner for CBLs) for shipping charges of material coming to Base Kodiak freight collect. The CBL shall be completed within forty-eight (48) hours of receipt of materials with a copy provided to the COR. The Contractor shall ensure that any after-hours requirements will be addressed with a WO.

**5.18.3. DELIVERABLES.**

5.18.3.A. MAIL BUSINESS INTELLIGENCE TOOL (MBIT) REPORT. The Contractor shall provide daily entries into electronic MBIT report provided by COR. This report shall be completed and provided to COR prior to the third business day of every month. TE 18.1 is an example MBIT.

5.18.3.B. OTHER REPORTS AND DATA REQUESTS. The Contractor shall generate reports detailing the volume of inbound and outbound first class, accountable, non-accountable, parcel post and commercial express mail items, postage expenditures, and any other data requested by the COR. The Contractor shall provide on a monthly basis the following metrics:

5.18.3.B.1. Mail Services:

5.18.3.B.1.a. Delivery rate for accountable mail;

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5.18.3.B.1.b. Mail processed in one (1) business day;

5.18.3.B.1.c. Returns by USPS for incorrect postage amount of improper processing; and

5.18.3.B.1.d. Return rate of Undeliverable As Addressed (UAA) mail.

5.18.3.B.2. Shipping and Receiving:

5.18.3.B.2.a. Percentage of packages and freight processed within twenty-four (24) hours of receipt; and

5.18.3.B.2.b. Average time to process CBL.

**5.18.4. IDIQ.**

5.18.4.A. ON-BASE MAIL DELIVERY SERVICES. The Contractor shall provide pricing for one-time, daily service, once per week, and once per month delivery of personal mail to a shore unit, or vessel on Base Kodiak.

5.18.4.B. OFF-BASE MAIL DELIVERY SERVICES. The Contractor shall provide pricing for one-time, one-time, daily service, once per week, and once per month delivery of personal mail to a shore unit, other vessel delivery may be to any of the following locations: Cargo Pier, Fuel Pier, City Dock in downtown Kodiak, or to any location accessible by road from Base Kodiak within the limits of the Kodiak Island Borough.

5.18.4.C. AFTER-HOURS SHIPPING AND RECEIVING. The Contractor shall provide pricing per instance for one-time after hours shipping and receiving services within four (4) hours of notification.

**5.18.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide work described in this section to the Navy on a WO basis.

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**5.19. HOUSING MAINTENANCE.**

**5.19.1. SCOPE.** Base Kodiak provides Government-owned housing to USCG families stationed in Kodiak, Alaska. Currently there are 426 housing units available for assignment; these units are spread out over four (4) separate housing areas (Lake Louise, Aviation Hill, Lower Government, and Upper Government). Because most active duty USCG families transfer during the summer months, most Change of Occupancy Maintenance (COM) work occurs between the months of May through August. However, Basic COM Package and Additional Housing Maintenance Line Items IDIQ work may be ordered year round by the COR. The work in this section is standing work, unless otherwise specified. Roughly 150 COMs per year have been ordered historically. IDIQ estimated quantities are listed in the CLIN schedule.

5.19.1.A. The Base Kodiak Housing Office manages the schedule of move-outs and move-ins. Once a unit is vacant, the Contractor and COR will perform a joint walk-through to identify work requirements. All COM and IDIQ work shall be accomplished within one (1) of the three (3) timelines while the unit is vacant: a ten (10) business day (most typical), a forty-five (45) calendar day working period (typically used when there is no current demand for the house, typically winter time), and a five (5) business day period. The five (5) business day period is expected to be used infrequently, never more than one (1) five (5) day COM at a time, and shall not include anything other than the basic COM package (i.e. will not include WO in conjunction or additional IDIQ housing maintenance line items). The Contractor shall subsequently perform Basic COM Package work and Additional Housing Maintenance Line Item work, as ordered by the Government. The COR shall not issue more than two (2) COMS per weekday. Due to these short timeframes, the Contractor and COR must work closely together to ensure the needs of the USCG are met. The COR may approve any extended deadlines based on demand (e.g. the COR may give three (3) months for a winter COM or twelve (12) days if the house tenants aren't due to the island in the standard ten (10) days.)

5.19.1.A.1. BASIC COM PACKAGE. This is CLIN x019AA, which is a package of standard maintenance items as described in TE 19.3, which includes providing utility system checks and accomplishing various maintenance, repair, and cleaning tasks requiring various trades and materials. CLIN x019AX is the same work, but in a five (5) day period.

5.19.1.A.2. ADDITIONAL HOUSING MAINTENANCE LINE ITEMS. These are CLINS x019AB through x019CM, which are various repair items not covered the Basic COM Package. The line items are described in TE 19.3 (carpet, paint, appliances, etc.) The total price for a given housing unit will vary based on the items ordered after the joint inspection.

5.19.1.A.3. WORK IN CONJUNCTION WITH COMS. The Government may issue Work that does not fit within the scope of a basic COM or IDIQ additional housing maintenance items (e.g. rebuild porch stairs, repair drywall damage greater than the basic COM package allows, replace shed roof, rebuild a fireplace, etc.) in conjunction with the COM. The Contractor shall complete the work within the timeline of the COM instead of the WO timeline. When the house is in demand from tenants, the USCG will be responsible to issue the WO as soon as is practical, typically the day after the tenants move out. In some cases, the house will not be in immediate demand, as defined by the COR, and the Contractor will have the full Priority 3 or 4 timelines to complete the WO and the COM will be issued in the last

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ten (10) days of the WO timeline. In some other cases, like exterior work, the COR may allow the Contractor to finish some work after the COM is closed and tenants have moved in.

5.19.1.B. Typically a change of occupancy occurs every 3-4 years per housing unit. The actual number of units that will experience a change of occupancy is dependent on the number of military personnel relocating that year.

5.19.1.B.1. Additional Housing Maintenance Line Items and Basic COM Package apply year round and do not require that the unit be in a vacant status.

5.19.1.C. General housing unit specifications are provided in TE 19.5. Current housing materials including siding, gutter & downspout, and mini & vertical blinds are provided in Appendix B.

**5.19.2. REQUIREMENTS.** The following procedures will govern the performance of the Basic COM Package and Additional Housing Maintenance Line Items:

5.19.2.A. ADVANCE NOTICE. The USCG will provide the Contractor with advance notice (typically five (5) to ten (10) days) of anticipated unit vacancy for each unit. The actual date of vacancy for each unit will typically fluctuate +/- two (2) to three (3) days; the COR will provide verbal notification of the exact date of the initial inspection for each housing unit to the Contractor.

5.19.2.B. JOINT INSPECTION SCHEDULING. The Contractor shall schedule a joint unit inspection with the COR. The purpose of joint inspection is to alert the Contractor of the level of effort that will be required in the unit and allow the USCG to identify Additional Housing Maintenance Line Items that may be required in the unit.

5.19.2.C. POSSESSION OF UNIT. At the joint inspection, the Contractor shall replace an existing lock core (to be removed by the COR) with a construction core. From that time forward, the unit is available to the Contractor. The COR shall have access to the unit at any time to monitor work in progress.

5.19.2.D. JOINT INSPECTION FORM. During the joint inspection, the Contractor and COR shall inspect the interior and exterior of the housing unit, checking the operation of all utility systems. Joint inspection forms (TE 2.0) shall be completed by the Contractor and COR. The results of the inspection shall form the basis for the USCG ordering the Basic COM Package, Additional Housing Maintenance Line Items, and WO.

5.19.2.D.1. The COR will provide the Contractor with copies of the completed inspection form (TE 2.0) as part of the Basic COM Package, Additional Housing Maintenance Line Items WO, and WO.

5.19.2.E. WORK DEADLINE. COM timelines are described in 5.19.1.A. The first day of the working period is the first business day after the day the WO is issued. The COR will conduct the final joint inspection on the final day (i.e., due date) of the COM period at a time determined by the COR during normal working hours, or, at the COR's discretion, the morning of the following day.

5.19.2.F. WORKING HOURS. Unless prior approval is requested and approved by the COR, all Basic COM Package and Additional Housing Maintenance Line Item work shall

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be performed by the Contractor between 0800 and 1800, Monday-Friday (except Federal holidays). During the months of May through August, without prior approval from the COR, housing maintenance work for the Contractor may be scheduled on weekends.

5.19.2.G. ASBESTOS/LEAD/RADON QUALIFIED WORKERS. Many of the houses in inventory may contain lead, asbestos and radon. The Contractor shall staff enough qualified workers, as defined by OSHA requirements, to sample these materials and abate/repair/replace/encapsulate a house's worth of flooring, paint, or small areas of wallboard. The Contractor shall be allowed a delay of two (2) days to complete testing, when sampling is conducted. Many units have had some, but not all, of the construction materials tested for lead/asbestos/radon. All required testing will be at the expense of the Contractor.

5.19.2.H. GOVERNMENT RE-OCCUPATION. The USCG may elect to re-occupy a unit without conducting a Basic COM Package. In that event, the USCG may still order Additional Housing Maintenance Line Items to be completed within the selected working period. When this occurs, the Contractor shall make scheduling arrangements with the occupants for the performance of work.

5.19.2.I. FINAL INSPECTION. When the Contractor has completed all Basic COM Package, Additional Housing Maintenance Line Item WO, and possible WO, a final joint inspection with the Contractor and the COR will be conducted. This inspection is for the COR to verify that the Contractor satisfactorily repaired all items identified on the initial inspection.

5.19.2.I.1. During the final inspection, any damage caused by the Contractor's various trades during the housing maintenance shall be identified and subsequently repaired by the Contractor, at no additional cost to the USCG (if unit is late due to damage by the Contractor, payment will be withheld until the unit is accepted by the USCG).

5.19.2.I.2. During the final inspection, any previously unidentified items (except Contractor damage) will be added to the housing maintenance WO. The Contractor shall make every effort to correct these deficiencies that same day and shall have it completed within three (3) business days. Extra working days will not be given for previously identified work that was not completed on time.

5.19.2.I.3. Any delay in returning the house after noon on morning after the deadline that the Contractor is at fault (not enough parts on hand, delay in shipping, not enough manpower, required rework, work not acceptable quality, etc.) shall mean that the Contractor shall be assessed the normal PRS deduction in addition to the TLA and per diem (housing costs for families without homes) costs that the USCG expends during the delay. If the Contractor does not complete work and joint inspection by noon then the USCG will deduct TLA and per diem for that day.

5.19.2.J. SIGN-OFF. After all work is completed and accepted, the Contractor and COR will sign off the Basic COM Package Checklist (TE 2.0) and Additional Housing Maintenance Line Items Completion Sheet (TE 2.0). Then the original housing unit key core will be replaced in the door by the COR.

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5.19.2.K. MASTER SCHEDULE. The Contractor shall maintain a master schedule for all units currently undergoing COM. This schedule will clearly identify actual start and estimated finish dates of units.

5.19.2.L. PARTS ON ORDER. If the Contractor has parts on order to finish the work in the unit, the unit may be able to be occupied as determined by the COR, but the USCG will not sign the completion sheet until all work is completed. The Contractor shall maintain a minimum inventory of long lead time parts. (Carpet, shower surrounds, travertine vinyl tile) to complete work in a timely manner. In the event of adding a new CLIN, the Contractor shall use all stock in inventory prior to using the new CLIN.

5.19.2.M. UNIT VACANCY. The Contractor shall complete COM work while units are vacant. The USCG may choose to issue WOs for Additional Housing Maintenance Line Items for repairs to unoccupied units when the full scope of a COM is not needed. In these instances, the USCG will not order a Basic COM Package from the Contractor.

5.19.2.N. NON-VACANT UNITS. The following procedures will govern the performance of Additional Housing Maintenance Line Items performed outside of a vacancy period:

5.19.2.N.1. The COR will assess the problem and determine the need for a Contractor joint walkthrough. If the Additional Housing Maintenance Line Item does not need a price determination, an IDIQ WO will be submitted defining the requirements.

5.19.2.N.2. Additional Housing Maintenance Line Item work may be ordered along with other Level II WOs to make necessary repairs. When this occurs, the USCG will determine the level of priority for the WO. Most of these types of WOs will fall within maintenance (appliances, caulking, lighting, sink stops, etc.).

5.19.2.O. Any Additional Housing Maintenance Line Item work requiring a measurement will be jointly determined between the Contractor and COR prior to submitting the WO. The Contractor then has ten (10) business days to make arrangements with the occupants and complete the work. Upon completion, the Contractor will provide an IDIQ Completion Sign-Off Sheet (TE 19.2) to the COR. If accepted, the COR will sign and retain a copy of this sheet. When a fireplace inspection IDIQ is ordered, the Fireplace Inspection Report (TE 2.0) the Contractor shall complete and return to the COR.

**5.19.3. DELIVERABLES.**

5.19.3.A. MONTHLY MAINTENANCE REPORT. The Contractor shall maintain labor and materials cost data for all housing-related work. The purpose of this report, due on the fifth working day of each month, is for the Contractor to give the COR a clear picture of all work that is occurring in Base Kodiak housing areas, across WOs, this section of the PWS, and other sections of the PWS (such as PM and Maintenance, Repair and Improvement-MRI).

5.19.3.B. MONTHLY APPLIANCE REPORT. The Contractor shall maintain and submit monthly to the COR, all housing unit appliance data and installation dates. Appliance data includes make and model number, serial number, and installation date. This Contractor-generated report is due to the COR by the fifth working day of each month

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**5.19.4. IDIQ.** All CLINs in this section of the PWS are detailed in TEs 19.2 and 19.3, along with frequency information from previous years' work.

5.19.4.A. BASIC COM PACKAGE – CLIN X019AA

5.19.4.B. ADDITIONAL MAINTENANCE ITEMS. CLIN x019AB THROUGH CLIN x019CL

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**5.20. SUPPORT SERVICES.**

**5.20.1. SCOPE.** The Contractor shall provide support services for material handling. The work in this section is standing work, unless otherwise specified.

**5.20.2. REQUIREMENTS.**

5.20.2.A. MATERIAL HANDLING. The Contractor shall ensure that material handling shall occur both during and outside of normal working hours and Federal holidays at no additional cost to the USCG. The Contractor will normally be given a minimum of two (2) hours advance notice by the COR (or the OOD during periods outside of normal working hours) of a task to be performed. Based on historical data, Material Handling services will be required by the Contractor approximately 200 times annually with an average of eight (8) hours for each occurrence and approximately 800 times annually with an average of four (4) hours per occurrence. Approximately twelve (12) of these operations will occur outside of normal working hours. Actual requirements, in either the number of occurrences or length of individual operations, may vary.

5.20.2.A.1. The Contractor shall provide crane services for facilities and vessels located at Base Kodiak. Crane lifts shall be up to thirty (30) tons.

5.20.2.A.2. The Contractor shall provide cargo handling services for Base Kodiak and tenant commands.

5.20.2.A.3. The Contractor shall transport various loads including but not limited to hazardous waste; hazardous materials; used oil and other drummed products; non-drivable equipment and vehicles; buoys; sinkers; navigational batteries; chains; heavy loads; oversized loads; awkward loads; furniture; safes; motors; compressors; refrigeration units; pumps; transformers; and ANT Kodiak (a 17,500-pound, 38-foot utility boat).

5.20.2.A.4. The Contractor shall produce an itemized statement for each materials handling activity including overhead, profit, labor, and materials as applicable. The statement shall be made available to the COR upon request. This document may be used by the USCG for reimbursement from other supported shore and afloat units.

**5.20.2.B. UNSCHEDULED SUPPORT TASKS.**

5.20.2.B.1. The Contractor shall provide utility locate services in support of Contractor or USCG operations.

5.20.2.B.2. The Contractor shall provide lift services for two (2) people, plus operator, to working heights of up to forty-two (42) feet.

5.20.2.B.3. The Contractor shall provide compressed air to ships.

5.20.2.B.4. The Contractor shall set up, maintain, and remove Contractor and Government-furnished barricades, traffic cones, and other traffic control devices for base and tenant command functions, emergency situations, and to support changes in heightened security threat conditions.

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5.20.2.B.5. The Contractor shall ensure securing and reactivating various utilities and utility systems (e.g., water, steam, electrical, alarm, fire suppression, intrusion) in support of Contractor or Government (including third party contractor) operations.

5.20.2.B.6. The Contractor shall install, transport, operate, and maintain portable steam boilers, generators, or air compressors at various locations and for vessels.

5.20.2.B.7. The Contractor shall provide support for power outages, including poor power quality issues, twenty-four (24) hours a day, 365 days a year, without USCG direction within Priority 1 response times (see section 5.1.2.W.1.) The Contractor shall perform checks during and after outages, as detailed in TE 20.1. After outages, the Contractor shall perform tasks listed in TE 20.2. The Contractor shall complete all necessary repairs resulting from outage within five business days.

5.20.2.B.7.a. During poor power quality conditions, the Contractor shall check and secure highly vulnerable three (3) phase electrical systems (e.g., refrigeration equipment in Buildings 26, 27, and N-27; elevators in Buildings 2, 26, N-27, N-28, and N-38; pump houses and lift stations A-223, 559, N-5, N-4, N-6, N-15, and N-8; and others when requested). After commercial electrical power is fully restored, the Contractor shall recheck and reactivate equipment.

**5.20.2.C. RECURRING SUPPORT TASKS.**

5.20.2.C.1. SMALL BOAT DOCKS. The Contractor shall install and remove Morale Welfare Recreation (MWR) small boat docks at the beginning and end of the summer season. The COR will direct the install and removal dates. The Contractor shall perform repairs on dock prior to installation each year.

5.20.2.C.2. SPORTS FIELDS ACCESSORIES. The Contractor shall install and remove softball diamond outfield fences, batting cages, dugout shelters, and temporary fences around the sports fields behind the Nemetz Gazebo at the beginning and end of summer season. The COR will direct the install and removal dates.

**5.20.3. DELIVERABLES.**

5.20.3.A. MATERIALS HANDLING COST SCHEDULE. The Contractor shall provide a detailed materials handling cost schedule sufficient for the USCG to predict the cost of each activity to within ten (10) percent of actual cost. The Contractor shall submit the schedule within sixty (60) days of contract award and updated annually within the first fifteen (15) days of each ordering period.

5.20.3.B. STATUS LOGS. The Contractor shall complete and submit accurate status logs for power outages and brown outs to the COR during the work day or the OOD after hours or weekends.

5.20.3.B.1. The Contractor shall fill out TE 2.0 both before and after outage.

5.20.3.B.2. The Contractor shall fill out TE 2.0 after outage.

**5.20.4. IDIQ.**

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5.20.4.A. CRANE SERVICES. The Contractor shall provide an hourly rate for crane services to include Labor and materials. Minimum order will be no less than four (4) hours.

5.20.4.A.1. The Contractor shall provide a fee for mobilization and demobilization at Base Kodiak

5.20.4.A.2. The Contractor shall provide a fee for mobilization and demobilization in Women's Bay, City of Kodiak facilities, or Spruce Cape facilities

5.20.4.B. HEAVY LIFT CRANE SERVICES. The Contractor shall provide an hourly rate for crane services above thirty (30) tons using on island crane resources to include labor and materials. Minimum order will be no less than four (4) hours. For heavy lift operations the USCG will be provide a minimum prior notification of fifteen (15) business days.

5.20.4.B.1. The Contractor shall provide a fee for heavy lift mobilization and demobilization at Base Kodiak

5.20.4.B.2. The Contractor shall provide a fee for heavy lift mobilization and demobilization in Women's Bay, City of Kodiak facilities, or Spruce Cape facilities

**5.20.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide the work described in Section 5.20 when ordered by WO.

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**5.21. PEST CONTROL SERVICES.**

**5.21.1. SCOPE.** The Contractor shall provide pest control services to include surveillance, inspection and prevention, and chemical and non-chemical control. The Contractor shall provide detection and treatment services to control: structural pests; pests found in and around buildings; public health pests; turf and ornamental pests; and vertebrate pests. The Contractor shall provide and maintain control over pests in the most efficient and environmentally sensitive manner. Examples of the types of pests listed can be found in the Base Kodiak Integrated Pest Management Plan (IPMP), TE 10.5. All pest control services shall follow the guidelines established in the IPMP.

**5.21.2. REQUIREMENTS.** The Contractor shall perform all pest control measures for all locations identified below in Table 7 as standing work. Pest control for all other locations with the exception of residential housing will be performed by the Contractor as Level II Work in accordance with the requirements of Section 5.1.

**Table 7. Pest Control Periodicity**

Building	Description	Frequency
26	Warehouse	Quarterly
3	Family Pizza Parlor/Galley	Monthly
3	Attic and Basement Areas	Quarterly
9	Billiken Theater	Quarterly
N64	Firehouse	Quarterly
27	Commissary Cold Storage	Quarterly
N27	Commissary	Quarterly
614	Cutterman's Hobby Shop	Quarterly
N28	Golden Anchor	Quarterly
4	Barracks #1	Quarterly
5	Barracks #2	Quarterly
6	Barracks #3	Quarterly
7	Barracks #4 and offices	Quarterly
30	BOQ/Guest House	Quarterly
56	Civilian Barracks #7	Quarterly
553	Barracks #8	Quarterly
597	Tsunami Center	Quarterly
N38	Administration Building	Quarterly
N41	Child Development Center	Quarterly
N45	AirSta Ready Crew	Quarterly

**5.21.2.A. LICENSING AND SUPERVISION.** The Contractor shall be licensed by the State of Alaska to provide pest control in the categories specified below. All work shall be performed under the supervision of a certified, responsible individual, and in accordance with Federal, State, local, and installation laws and regulations. All pesticide applicators shall be state certified and trained.

**5.21.2.B. SCHEDULED PEST CONTROL.** The Contractor shall perform scheduled pest control services, which includes inspections and treatment, in the most efficient and

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environmentally sensitive manner possible. The Contractor is required to develop an efficient and comprehensive inspection schedule. A list of monthly tasks accomplished to include locations and type of work shall be submitted by the Contractor to the COR by the fifth business day of the subsequent month. The Contractor shall ensure that all inspections and procedures shall be documented on the PM documentation and a DD Form 1532-1.

5.21.2.B.1. The Contractor shall ensure that infestations will be treated in accordance with the Base Kodiak IPMP.

5.21.2.B.2. The Contractor shall perform inspections and repeat pest management measures until the required level of control is achieved. The Contractor shall recommend changes in service frequencies to the COR when necessary to achieve a balance between the specified control limits and utilization of a minimum amount of pesticides.

5.21.2.B.3. The Contractor shall perform, monthly and quarterly inspections for pest presence and damage and inspection results shall be documented on TE 2.0. The Contractor shall ensure that observed pest management issues other than rodents shall be included as an addendum to this form. The Contractor shall ensure that action shall be taken to eliminate or lessen damage and may include: live trapping, habitat modification, and chemical or mechanical control. At a minimum, inspections by the Contractor shall include: visual inspection of food preparation and storage areas, food preparation employee interviews, surveys of traps, and inspection of the building interior and all occupied spaces and the exterior perimeter of the building.

5.21.2.B.4. Following each inspection, the Contractor shall schedule required pest control service and complete PM documentation.

5.21.2.C. PEST CONTROL WORK COORDINATION. The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and missions. This may require pest control work by the Contractor to be performed outside of normal working hours. In the cases where some interference is unavoidable, the Contractor shall make every effort to minimize the impact of the interference and inconvenience. The Contractor shall provide a minimum of forty-eight (48) hours advance notice to the COR and facility coordinators before conducting pest control operations.

5.21.2.D. NOTIFICATION OF ACTUAL OR POTENTIAL PEST PROBLEMS. The Contractor shall report to the COR evidence of pests or conditions conducive to pest infestation which are not covered in the contract, at the time such condition is first noticed.

5.21.2.E. PEST CONTROL PERFORMANCE STANDARDS. The Contractor shall establish pest control within thirty (30) calendar days after the start date of the contract and remain free of infestation for the duration of the contract. If an infestation is located by the Contractor during the scheduled inspection and treatment, and a follow-up treatment is required, the follow-up treatment shall be scheduled and the schedule provided to the COR.

**5.21.3. Pesticides.**

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5.21.3.A. SELECTION OF PESTICIDES. Consistent with price, performance, and availability considerations, in order to comply with the requirements and spirit and intent of EO 13834, to the greatest extent possible all the Contractor shall ensure pesticides shall be environmentally preferable. All pesticides used by the Contractor shall be registered with the EPA and ADEC for the use intended. The Contractor shall maintain a label book of pesticides used, and have it readily available for the COR's inspection at all times.

5.21.3.A.1. APPLICATION OF PESTICIDES.

5.21.3.A.1.a. The Contractor shall ensure that all pesticide usage shall be in strict conformance with pesticide label directions.

5.21.3.A.1.b. The Contractor shall ensure that all pesticides, rinse water, and containers shall be disposed of in accordance with label directions. The Contractor shall ensure that pesticides, rinse water, and containers shall not be disposed of on the installation unless specifically allowed and at the site designated by the COR.

5.21.3.A.1.c. The Contractor shall ensure that pesticide spills shall be cleaned, decontaminated, and reported as specified in the Base Kodiak IERPP. The Contractor shall provide a copy of the report to Base Kodiak Safety Office.

5.21.3.A.1.d. The Contractor shall ensure that all personnel engaged in pest control operations utilize PPE consistent with all Federal, State, and local laws and regulations in accordance with the pesticide label requirements.

5.21.3.A.1.e. On each day chemical pest control work will be schedule to be performed, the Contractor shall check in with the COR prior to the commencement of work and at the completion of each day's work. At the check-in and check-out, the Contractor shall indicate: the services planned to be provided during the day; the location of the planned services; planned services which were not completed during the day; and the schedule of proposed follow-up treatments identified during the day.

5.21.3.B. PESTICIDE SECURITY. Only vehicles belonging to the Contractor are allowed to carry pesticides on the installation. If the Contractor subcontracts pest control services from another company, then the Contractor shall contact the CGPD office and identify the name of the company and the date that services have been scheduled

5.21.3.B.1. The Contractor will not store pesticides on Base Kodiak overnight and, for this reason, as needed, the Contractor shall bring pesticides onto the installation on a daily basis.

5.21.3.C. SENSITIVE AREAS. Certain areas on Base Kodiak are regarded as sensitive, and are approached with extra caution and consideration in regards to pesticide application. Sensitive areas include any wetlands or water bodies; lands that drain directly into water bodies; schools and playgrounds; the child development center; and the Buskin River. The Contractor shall ensure that sensitive areas listed on pesticide labels must be considered before pest control operations are conducted. The Contractor shall ensure that no pesticides are applied directly to any sensitive area unless use in

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such sites is specifically approved on the label and the proposed application are approved by the COR. Areas are specifically located in the IPMP.

5.21.3.D. CARCASS DISPOSAL. The Contractor shall remove all dead or dying rodents and other animals from the installation and dispose of in accordance with local ordinances. When noxious odors indicate the presence of dead rodents or other animals, the Contractor shall locate and remove the carcass. If a carcass is located in an inaccessible area, the Contractor shall apply an effective deodorizer.

**5.21.4. DELIVERABLES.**

5.21.4.A. PEST CONTROL SURVEILLANCE PLAN. The Contractor shall provide a schedule of inspection services in accordance with Section 5.21.2.B for approval by the COR. The plan shall be submitted by the Contractor to the KO within thirty (30) days after contract award. The plan shall be reviewed annually and resubmitted only if changes are proposed. Resubmission is due to the COR fifteen (15) days prior to the start of the ordering period.

5.21.4.B. PEST CONTROL OPERATIONS RECORDS. The Contractor shall maintain records of all pest control operations, either chemical and nonchemical utilizing DD Form 1532-1 or an approved equivalent form that provides the same information as contained on the form. The Contractor shall ensure that these records shall be filled out daily as operations are performed, and completed records shall be forwarded to the COR during check-in and check-out procedures or within twenty-four (24) hours of performance as practical.

5.21.4.C. PESTICIDE LIST. The Contractor shall ensure that labels and safety data sheets shall be submitted for the KO's review and approval for each pesticide intended to be used. The Contractor shall provide written certification that environmentally preferable materials were appropriately considered. The Contractor shall provide submittals on initially proposed pesticides a minimum of fifteen (15) days prior to the start of the contract. The Contractor shall submit proposed changes in approved pesticide for the KO's approval at least five (5) business days in advance of the anticipated use.

5.21.4.D. PEST TREATMENT SUBCONTRACTS. The Contractor shall forward a copy of each contract dealing with pest control to the USCG pest management coordinator.

**5.21.5. IDIQ.**

5.21.5.A. ANIMAL CONTROL. The Contractor shall provide pest control services for the removal of feral animals that are endangering human life, safety, or health, including feral cats and dogs. The Contractor shall utilize cage-type live traps or other techniques that do not harm the captured animal. Leg-hold steel traps shall not be used by the Contractor. The Contractor shall ensure that captured domestic cats and dogs shall be taken to the Kodiak Island Animal Shelter. The Contractor shall ensure that other trapped nuisance indigenous animals other than bears shall be relocated following consultation with Alaska State Fish and Wildlife Office at the direction of the COR. The Contractor shall report nuisance bears to MilPol.

5.21.5.B. PEST SERVICES IN ADDITIONAL LOCATIONS. The Contractor shall provide a unit cost to perform pest control services as defined in the Base Kodiak Integrated

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Pest Management Plan (IPMP) and identified on CLINs x021AM through x021AH in and around the interior and exterior of buildings (per 100 square feet) within Base Kodiak Housing. For areas not specifically associated with a building the Contractor shall provide the services defined in the Base Kodiak IPMP and identified on CLINs x021AI through x021AO. Provide a unit cost per acre of area for services provided. Services are to be provided for a period of one (1) month per instance.

**5.21.6. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide the work listed in this section on an IDIQ basis as described in section 5.21 to the Navy.

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**5.22. MAINTENANCE, REPAIR, AND IMPROVEMENT UNIT PRICED WORK.**

**5.22.1. SCOPE.** The Contractor shall provide maintenance, repair, and improvement (MRI) unit priced work for facility painting, and installing carpet, vinyl, linoleum, wood laminate flooring, and base molding on an as needed (IDIQ) basis. The Contractor shall perform this work in facilities, housing units (other than during COM), utility systems, and other real property, including fixtures and equipment, at Base Kodiak. In order to be considered as MRI, areas to be painted shall exceed 200 SF and areas to be re-floored shall exceed forty (40) SF. The measurement for painting is based on the footprint of the area to be painted, rather than the total square footage of painting required based on the number of coats applied (three (3) coats of paint on an area 100 SF will not be considered MRI). Specifics for preparation, materials, and application by the Contractor are contained in the TEs for this section.

**5.22.2. REQUIREMENTS.**

5.22.2.A. **JOINT INSPECTION.** The Contractor's representative and the COR shall perform a joint work area inspection of each MRI request in order to estimate and agree on the scope of each task. This meeting shall be categorized as a PRD. The measurement for cost estimating is the total square footage of painting required based on the number of coats applied. The required completion date for the MRI will be established by the COR.

5.22.2.A.1. **MRI UNIT PRICED WORK ORDERS AND SCHEDULING.** The USCG will provide the information required for each MRI unit priced task ordered on a MRI Work Sheet (TE 22.1) and IDIQ Ordering Form. Upon receipt of the MRI work sheet, the Contractor shall develop a work schedule for each task. The schedule will include the projected work start and completion date for each task.

5.22.2.A.2. **SCHEDULING WITH BUILDING OCCUPANTS.** The Contractor shall schedule all work so that there is a minimum of interference and inconvenience to occupants. The Contractor shall provide written notification to occupants at least five business days in advance of scheduled work. The Contractor shall provide notification for schedule changes. Unless prior written approval is provided by the COR, the Contractor shall allow occupants to maintain functional use of the facility throughout the project.

5.22.2.A.3. **SCHEDULE CHANGES.** The Contractor shall not change the approved work schedule without the COR's approval.

5.22.2.A.4. **WORK COMPLETION.** Within two (2) business days of completing an MRI WO, the Contractor shall route the completed IDIQ Order Form to the Government for COR inspection and acceptance.

**5.22.3. DELIVERABLES.** None

**5.22.4. IDIQ.** All Contractor work performed in this section shall be done in accordance with manufacturer's instructions and meet industry standards. See TE 22.2 for product specifications.

5.22.4.A. **INTERIOR AND EXTERIOR PAINTING.** The Contractor shall provide interior or exterior painting when ordered by the COR.

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5.22.4.A.1. Interior and exterior painting work includes, but is not limited to:

5.22.4.A.1.a. Building or structure interior and exterior surfaces such as walls, window trim, doors, and miscellaneous trim. Buildings or structures may be single story or multiple stories;

5.22.4.A.1.b. Various concrete and asphalt surfaces;

5.22.4.A.1.c. Metal roofing;

5.22.4.A.1.d. Storage tanks; and

5.22.4.A.1.e. Various metal structures such as railings, flag poles, fences, piping, equipment, and storage containers.

5.22.4.A.1.f. Paint work under this section does not include pavement line striping, painting that is part of a Level III Task Order, or painting done in housing under COM.

5.22.4.A.2. The Contractor shall provide standard surface preparation, apply paint, and provide cleanup. Surface preparation shall be provided by the Contractor as part of the MRI unit price work

5.22.4.A.3. Moving and replacing furniture and excessive surface prep work may be ordered through a Level II WO with the COR's approval.

5.22.4.A.4. The Contractor shall be responsible for protecting all areas not being painted. The Contractor shall ensure that all removed items shall be reinstalled and furnishings and other occupant property returned to their original positions unless otherwise directed by the COR or building occupant.

5.22.4.A.5. All existing painted surfaces (prior to 1978) shall be assumed to contain lead unless testing or other documentation shows the surfaces are lead-free. The Contractor shall follow the regulations listed in Section 3.15.7 and Kodiak Standard Specifications for these surfaces.

5.22.4.A.6. The Contractor shall ensure compliance with industrial standards and manufacturer's instructions for the selection and application of paint, including surface preparation, the coating process, atmospheric conditions, and time between surface preparation and painting. The Contractor shall ensure that color pigments shall be pure, non-fading, finely ground, and shall be compatible with the paint to which the pigments are added. The Contractor shall ensure that the application of another coat of paint shall not cause lifting or loss of adhesion of the undercoat.

5.22.4.A.7. The Contractor is responsible for damage caused by painting, including overspray.

5.22.4.B. CARPETING. (Carpet squares) The Contractor shall remove and dispose of the old flooring and construction debris off base and install new glue-down carpet squares as ordered by the COR.

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5.22.4.C. VINYL OR SHEET LINOLEUM. The Contractor shall remove and dispose of old floor covering and construction debris off base and install new vinyl or linoleum flooring as ordered by the COR.

5.22.4.D. LAMINATE FLOORING. The Contractor shall remove and dispose of old floor covering and construction debris off base and install new wood laminate flooring as ordered by the COR.

5.22.4.E. COVE BASE MOLDING. The Contractor shall remove and dispose of old cove base molding and construction debris off base and install new molding as ordered by the COR.

5.22.4.E.1. The Contractor shall ensure that cove base molding shall be rubber or wood with a standard toe, as ordered by the COR. The Contractor shall ensure that the cove base molding shall be secure with no gaps in seams and shall be a height of four (4) inches and the Contractor shall use 100 foot or 120 foot coils only. Pre-molded corners are required for each cove base installation by the Contractor. The Contractor shall ensure that rubber cove base shall either match existing color or be a color indicated by the COR. The Contractor shall ensure that wood base molding shall match existing molding in wood type and color.

5.22.4.F. ROPPE RUBBER FLOOR TILE. The Contractor shall remove and dispose of old floor covering and construction debris off base and install new rubber floor tile as ordered by the COR.

5.22.4.G. ROPPE STAIR TREAD AND RISER. The Contractor shall remove and dispose of old stair covering and construction debris off base and install new rubber stair treads and risers as ordered by the COR.

5.22.4.H. STAIR CARPETING. The Contractor shall remove and dispose of old stair carpeting and construction debris off base and install new carpeting as ordered by the COR. The Contractor shall ensure that carpeting shall cover treads, risers, and landings as directed by the COR.

5.22.4.I. VINYL FLOOR TILE. The Contractor shall remove and dispose of old floor covering and construction debris off base and install new vinyl tile flooring as ordered by the COR.

5.22.4.J. METALIZING. The Contractor shall prep metal and apply a protective thermal metal spray to the base metal. Price is per square (sq) feet (ft), four (4) sq. ft. minimum. All metalizing is on IDIQ price, and no minimum WO limits apply (i.e. 400 sq. ft. limit does not apply).

5.22.4.K. WORK SPECIFICATIONS FOR U.S. NAVY. The Navy anticipates approximately three (3) MRI projects per year. This will be done on an IDIQ basis.

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**5.23. AIR STATION VEHICLES AND EQUIPMENT.**

**5.23.1. SCOPE.** The Contractor shall maintain, repair, and operate air station vehicles and equipment. This includes scheduled maintenance, tire service, fleet management, vehicle recovery services, and performing vehicle and equipment service work. Some examples of air station vehicles and equipment are aircraft tow trailers, scissor lifts, towable heaters, jacks, and mobile hydraulic supply carts. TE 23.1 contains the full inventory of vehicles and equipment to be maintained and repaired. The work in this section is standing work, unless otherwise specified.

5.23.1.A. Required and referenced forms and reports are included, but not limited to those required by PG-85-00-150(series), and example forms provided in TE 2.0: Vehicle Acquisition and Disposition Report (CG4327), shop repair order, Motor Vehicle Accident Report (SF 91), TO 36-1-191 Technical and Managerial Reference for Motor Vehicle Maintenance. PG-150 required Job Plans, Forms and MDL resources are available at the government web sites for: U.S. Coast Guard Aviation Computerized Maintenance System (ACMS), , CG-LIMS Aviation Technical Information Portal (ATIP) Maintenance Procedures Card (MPC) repository and Aviation Logistics Maintenance Information System (ALMIS) Maintenance Due List (MDL) reports.

5.23.1.B. Specific vehicles and equipment maintenance requirements, and the total number of vehicles and equipment listed in TE 23.1 may vary by +/- 10 percent during the performance period without change to the contract price.

**5.23.2. REQUIREMENTS.** The Contractor shall maintain and support air station equipment and operations.

5.23.2.A. MAINTENANCE. The Contractor shall perform regularly scheduled PM on the air station vehicles and equipment listed in Appendix B. Frequency of the PM servicing by the Contractor shall be in accordance with the guidance provided in Appendix B. PM work shall be in accordance with the procedures and tasks provided by Contractor shall ensure that the USCG CMMS job plans for the equipment in this section align with Aviation Logistics Center (ALC) requirements. The Contractor is also required to maintain access to the aviation programs data system repository (currently Aviation Logistics Management Information System-ALMIS and Technical Manual Application System-TMAPS) for job plans. In the absence of ALC requirements, The Contractor shall defer to OEM or manufacturer maintenance recommendations listed in Appendix B for each air station vehicle or equipment.

5.23.2.A.1. The Contractor shall perform repairs identified during the course of inspections or preventive maintenance for vehicles and equipment listed in TE 23.1. The Contractor work shall be performed in accordance with the vehicle or equipment manufacturer's recommended procedures and standards, unless specified otherwise from the ALC/ATIP web site.

5.23.2.A.2. Defects identified during inspection or PM shall be submitted by the Contractor in accordance with Section 5.1. Any GSE that is inoperable until repairs are completed shall be reported to AIRSTA on a NRFI MPC. All repairs shall be reported to AIRSTA on a REPAIR MPC. The WO number shall be annotated on the NRFI or REPAIR MPC (all repairs require a REPAIR MPC).

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5.23.2.A.3. Certain maintenance procedure task checklists from the aviation programs data system repository for job plans require special diagnostic and load test equipment for completion of the maintenance task. The Contractor shall be responsible for providing the equipment required to properly conduct this maintenance. All load testing equipment shall be calibrated by the Contractor on the frequency recommended by the manufacturer, not to exceed one (1) year between calibrations. As determined by the KO, the Contractor may be held responsible for damage to aircraft that results from negligent load testing procedures.

5.23.2.B. SCHEDULING AND RECORDS. The Contractor shall coordinate the maintenance schedule with the vehicle and equipment ground support equipment (GSE) representative so that all required work is performed with minimal interference to end users. The Contractor shall maintain and update the schedule in the USCG CMMS and all work will be scheduled to be completed prior to the due date of the service but no earlier than three (3) weeks prior to the scheduled PM date. The Contractor shall provide the GSE representative with an estimated date of completion when the vehicles and equipment are brought in, notify the representative when equipment completion is delayed, and notify the representative when equipment is completed and ready. The GSE representative will normally be designated in writing by the Air Station.

5.23.2.B.1. The Air Station may request Pre-deploy PM for vehicles and GSE to conduct PM work in advance of its scheduled date as required to maintain readiness of the equipment as best possible during its deployment. The request will be submitted via work request no earlier than seven (7) days before the equipment is required for deployment. The COR will manage pre-deployment requests with the Contractor on a case by case basis.

5.23.2.B.2. When the Air Station deploys vehicles or equipment, or is unable to provide equipment or vehicles to be maintained by the Contractor, then the AIRSTA GSE Manager will be responsible for having maintenance performed or will have AIRSTA remove from service until the next scheduled PM. The Contractor shall notify the COR when equipment or vehicles are unavailable or removed from service. Five (5) business days after COR notification, the Contractor shall close pending PMs for the unavailable vehicles. A work request shall be submitted by the AIRSTA GSE representative to have the contractor complete the PM when the equipment returns or becomes available.

5.23.2.B.3. At the conclusion of any PM work, the Contractor shall install a windshield sticker, logbook, or other COR-approved means of work documentation on each vehicle or piece of equipment. The logbook should indicate the date of PM completion. The sticker shall indicate the date of the next PM due, based on the USCG established schedule and not based on the mileage or hours of use.

5.23.2.B.4. The Contractor shall maintain current and accurate maintenance and operating logs on all air station vehicles and equipment listed in Appendix B. The Contractor shall create and maintain a permanent folder for each air station vehicle or piece of equipment in Appendix B. The Contractor shall maintain the electronic records and files for each air station vehicle or piece of equipment in TE 23.1 in the USCG CMMS.

5.23.2.B.4.a. For MSR GSE, the ACMS forms indicated on TE 23.1 shall be printed from the ALC ATIP web site and used to record all maintenance and

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repairs. The CMS Code will identify the correct MPC item to be performed for PM. Scheduled PMs, unscheduled pre-deploy requests and repairs shall all be recorded on the ACMS forms.

5.23.2.B.4.b. For SR GSE, the SR-1 Job Plans, PMAS-15 inspections and additional forms referenced in TE 23.1 and Section 5.23.1.A, to document all maintenance performed. SR-1 CMS codes required to sign off inspections for SR-1 equipment are found in TE 23.1.

5.23.2.B.4.c. When finished, all completed forms will be signed, required QA blocks initialed, and filed in the vehicle or equipment folders at the Vehicle Repair Facility (Building N-1) and are the property of the USCG. Copies of the completed procedures and checklists shall be forwarded to the COR for distribution to the air station as part of the four (4) week plan described in this section

5.23.2.B.4.d. When finished, all completed forms will be signed, required QA blocks initialed, and filed in the vehicle or equipment folders at the Vehicle Repair Facility (Building N-1) and are the property of the USCG. Copies of the completed procedures and checklists shall be forwarded to the COR for distribution to the air station as part of the four-week plan described in this section.

5.23.2.B.4.e. No records in the permanent folder shall be removed or destroyed without written permission from the COR.

5.23.2.B.5. The Contractor shall install a windshield sticker, logbook, or other COR-approved means of work documentation on each vehicle or piece of equipment at the conclusion of PM work. The Contractor shall ensure that the sticker or logbook shall document the next due date.

5.23.2.C. FLEET MANAGEMENT. The Contractor shall perform the function of fleet management. The Contractor is responsible for the repair of damage to vehicles and equipment in the Contractor's control. This includes periods during loading and off-loading; preparation and staging; pickup and delivery; maintenance; and repair.

5.23.2.D. NEW VEHICLES AND EQUIPMENT DOCUMENTATION. The Contractor shall pick up new air station vehicles and equipment delivered to Kodiak Island and transport vehicles to Building N-1 during normal working hours when notified by the COR as part of the standing work of this contract. Typically fifteen (15) Vehicles are processed under this requirement annually.

5.23.2.D.1. Prior to accepting them from the shipper, the Contractor shall inspect new vehicles and equipment for shipping damage. The COR shall be immediately notified of any identified damage; the Contractor shall not accept Government ordered items from the shipper that are damaged without COR approval.

5.23.2.D.2. The Contractor shall perform new vehicle check-in, to include: initial inspection for condition; initial service to place into service; start records; register warranties; mark as government property; apply decals and DHS license plates as directed by the COR. Air Station Government personnel enter the vehicles and

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equipment records into the ACMS. The Contractor shall maintain an equipment history file on each of the items listed in Appendix B.

5.23.2.D.3. The Contractor shall create files for new vehicles and equipment and file the certificate of ownership and all associated paperwork in each individual air station vehicle or equipment folder.

5.23.2.D.4. Government-furnished decals and DHS license plates shall be applied by the Contractor as directed by the COR to each new vehicle or piece of equipment.

5.23.2.D.5. For vehicles or equipment (USCG and GSA leased) being shipped via LOG flight (USCG C-130), the Contractor shall deliver the vehicles to Air Station Kodiak within six (6) hours of notification. GSA leased and USCG vehicles and equipment being shipped shall normally have less than 1/4 tank of fuel.

5.23.2.E. AIR STATION VEHICLE RECOVERY SERVICE. The Contractor shall provide air station vehicle recovery (wrecker). See section 5.15.2.K for details.

5.23.2.F. VEHICLE SERVICE WORK. The Contractor shall perform Level II Work on all vehicles and equipment identified in TE 23.1 within the limits of Section 5.1 Service Work.

**5.23.3. DELIVERABLES.**

5.23.3.A. ANNUAL PM PLAN. An annual PM plan shall be prepared and submitted by the Contractor for KO's review and approval five (5) days after contract start date. The Contractor shall coordinate the plan with the maintenance schedule required by the air station's PM records. The plan shall cover the period from contract start to the end of the award period. Due to the deployable nature of air station equipment, the Contractor shall space the PM schedule for equipment type evenly across the calendar year. This schedule shall be updated annually only if changes are proposed by the Contractor. The Contractor shall ensure that scheduling changes for the Annual Plan should reflect the timing of the vehicle/equipment's latest PM work (as coordinated with the Air Station's records).

5.23.3.B. FOUR (4) WEEK PM PLANS. The Contractor shall develop and submit weekly four (4) week (past week, current week, and the future two (2) weeks) PM plans for air station vehicles and equipment. The four (4) week plans shall be submitted to the COR no later than 1000 on the second working day of the performance week. The plans shall document PM work and repairs completed the previous week, list the current week's scheduled work, and project scheduling of work for the upcoming two (2) weeks. The four (4) week PM plans shall reflect the projections for future scheduled maintenance dates by assessing when the maintenance was last performed and by coordinating with the air station facilities engineering GSE representative. The four (4) week preventive maintenance plans shall indicate a list of unavailable vehicles and equipment for COR notification and include a signed copy of all MPC, SR-1, PMAS-15, Repair and NRFI reports completed during the previous week (e.g., ACMS sheets provided at the NATEC web site).

5.23.3.C. ACMS REPORTING REQUIREMENTS. The Contractor shall provide completed ACMS sheets to the Air Station GSE representative for review prior to logging

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into the USCG ACMS database. The Contractor shall ensure that the ACMS sheet background, numbers and text shall be readily visible and entries shall be legible. GSE Technician Signature block can be printed for legibility, employee ID is used when signature is difficult to decipher. ACMS revision dates must be current, CMS codes and Serial Numbers must be accepted by ACMS. The COR shall be notified by the GSE representative of any reports that cannot be entered into ACMS, and the Contractor shall make any requested corrections.

5.23.3.D. GSE TECHNICIAN ROSTER. ALC requires an up to date roster of the technicians completing ACMS PMs or GSE service work. The roster should include the first initial, complete last name and a technician ID (usually 4-6 digits) of all employees performing work on TE 23.1 equipment. The Contractor shall maintain an accurate and up to date list and provide all updates to the COR.

5.23.3.E. GSE QA ROSTER. Contractor is required to provide a list of employees who are approved by the Project Manager to perform QA verification on all GSE job plans that require a QA check. The roster should include First Initial, complete last name and an Technician ID (usually 4-6 digits) of all employees performing QA checks on TE 23.1 equipment. A QA cannot sign off on any inspection they participated in. Contractor shall document these employee QA Designations in writing and provide copies of the QA designation letters for USCG review and approval. The USCG reserves the right to refuse any Contractor employee QA Designation.

**5.23.4. IDIQ.** All work performed in this section by the Contractor shall be done in accordance with manufacturer instructions and meet industrial standards. See Appendix B for PM schedule.

5.23.4.A. AIR STATION UTV PM PLAN. Request the Contractor provide pricing for PM of Air Station UTV equipment IAW manufacturer Heavy or Severe use instructions including tire replacement and recovery support.

5.23.4.A.1. The air station anticipates maintaining approximately fifteen (15) UTVs of various manufacture and reserves the option to have engine or drivetrain repairs completed at the local factory dealer due to specialized diagnostic equipment and training required.

## 5.24. ALARM AND FIRE SUPPRESSION SYSTEMS.

**5.24.1. SCOPE.** The Contractor shall maintain fire alarm and fire suppression systems. All work performed shall be in accordance with National Fire Protection Association (NFPA) Publications 1, 12, 12A, 13, 13D, 14, 15, 17, 720, 750, 16, 17A, 25, 70, 72, and 101. The Contractor shall provide all labor, materials, and equipment to perform scheduled inspection, maintenance, and testing of fire alarm and suppression systems, including initiation, notification, and computer components. These services are required for all buildings and housing units throughout the base. A list of all fire suppression and alarm systems is included in Appendix B. The work in this section is standing work, unless otherwise specified.

### 5.24.2. REQUIREMENTS.

5.24.2.A. INSPECTION, TESTING, AND MAINTENANCE SERVICES. The Contractor shall inspect, test, certify, and maintain all fire alarm and suppression systems in accordance with applicable NFPA publications. All record requirements listed below shall be followed.

5.24.2.A.1. The Contractor shall coordinate with COR to allow for alarm and suppression system testing observation at COR's discretion. An annual system testing calendar shall be provided by the Contractor no later than the 1 January. A monthly system testing calendar shall be provided by the Contractor no later than the 1<sup>st</sup> of each month. Specific day and time notification to COR shall happen at least one (1) week prior to scheduled testing.

5.24.2.A.2. Suppression system work includes the following types: wet pipe, dry pipe, deluge, pre-action, foam and water, spray mist, halongenation agents, carbon dioxide (CO<sub>2</sub>) systems, and special hazards.

5.24.2.A.3. The Contractor shall ensure that all testing shall be performed in accordance with Alaska State Statute 13 AAC 50.035 and in accordance with the National Institute of Certification for Engineering Technologies (NICET) for conventional and addressable systems.

5.24.2.A.4. The Contractor shall provide a system certification tag for systems inspected in accordance with the authority having jurisdiction (AHJ).

5.24.2.A.5. The Contractor shall notify COR and the AHJ of all out of service systems within one (1) hour of discovery, if not able to repair immediately.

5.24.2.A.6. The Contractor shall report any discrepancies found during inspections to the COR and AHJ within twenty-four (24) hours.

5.24.2.A.7. The Contractor shall conduct required repairs in accordance with the response priorities established in Section 5.1 for Work.

5.24.2.A.8. The Contractor shall summarize work completed, date, technician name, status of equipment, and reference WO, or other applicable information in the system logbooks that are located at sprinkler risers and alarm panels. This information must also be documented by the Contractor in the USCG CMMS.

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5.24.2.A.9. The Contractor shall coordinate with the USCG, including, but not limited to Base Facilities Engineering and Air Station Kodiak to meet SILC-CSTO-36-11 55 13 25-02. Hangar fire suppression may require a certain level of evacuation from the Air Station and may also require overtime. When required, a separate work order to mask items may be requested by the Contractor.

5.24.2.A.10. Base Kodiak's current firefighting foams contain chemicals with fluoride (PFAS and/or PFOA). In the event of a spill or release, the Contractor shall respond to contain the spill and clean up.

**5.24.2.B. ALARM AND FIRE SUPPRESSION SERVICE WORK.** Code-required maintenance repairs are performed by the Contractor within the Level II Work limits identified in Section 5.1.

5.24.2.B.1. The Contractor shall ensure that alarm and fire suppression system WOs follow the same priority assignments as in Section 5.1.

5.24.2.B.2. The Contractor shall ensure that alarm and fire suppression work labor shall be executed within the limits established in section 5.1.

5.24.2.B.3. All other work requirements identified in Section 5.1 apply.

5.24.2.B.4. The Contractor shall ensure that fire alarm and suppression work may need to be completed outside normal working hours at no extra cost to the Government. Typically, only work in the hangars, T1, and the child development center are required outside normal working hours.

**5.24.2.C. SCHEDULED MAINTENANCE.** The Contractor shall replace the following elements in accordance with NFPA: smoke detectors, sprinkler heads, agent activation devices, hydrostatic testing, as-required alarm panel battery replacement, and door holder adjustment.

5.24.2.C.1. The Contractor shall summarize work completed, date, technician name, status of equipment, and referenced WO, or other applicable information in the system logbooks that are located at sprinkler risers and alarm panels. This information must also be documented by the Contractor in the USCG CMMS.

5.24.2.C.2. The COR shall be notified by the Contractor of Priority 1 and 2 deficiencies immediately when discovered during inspections or at any other time.

**5.24.2.D. KINGFISHER AND FIRE ALARM SERVICES.** The Contractor shall perform checks on all Kingfisher and associated pull boxes daily during normal working hours.

5.24.2.D.1. When the Kingfisher printout tapes or system logs indicate the need for code-required maintenance, replacement of batteries, or replacement of fuses, the Contractor shall make the replacements.

5.24.2.D.2. The Contractor shall respond to all requests for assistance from the fire department or CGPD to investigate and repair system malfunction false alarms for fire, security, and utility alarms. The Contractor may be notified directly from the fire department or CGPD that an alarm has gone off and the system needs to be investigated and repaired.

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5.24.2.D.3. The Contractor shall print out Kingfisher tapes at stations N-24, N-38, and N-64. The Contractor shall cohesively archive by date print-outs for seven (7) years.

5.24.2.D.4. The Contractor shall erase memory after obtaining all information from tape.

5.24.2.D.5. The Contractor shall replace batteries in the pull boxes as noted on tapes or logs (when necessary) with a LB-low battery. The Contractor shall replace fuses in pull boxes as noted on tapes or logs (when necessary) with a MB-missing box. The Contractor shall perform all other repairs required to repair the pull box.

5.24.2.D.6. The Contractor shall inspect, clean, and tighten pull box connections when replacing batteries or fuses. The Contractor shall perform housekeeping on all pull boxes visited for repairs. After maintenance, the Contractor shall test the system to ensure the correct address is sent to N-24, N-38, and N-64 alarm receiving locations and correct any address discrepancies.

5.24.2.D.7. The Contractor shall submit work request for repairs required as identified in 5.24.2.B.

5.24.2.D.8. The Contractor shall be responsible for maintaining all Kingfisher computer data and pre-fire plans to ensure accurate emergency dispatch information is available at all times. Delays in updates by the Contractor are subject to the AHJ's approval. Required dispatch information will be provided by the AHJ.

**5.24.3. DELIVERABLES.** The format for both reports shall be compatible with Microsoft Excel or Word.

5.24.3.A. COMPLETED INSPECTION REPORTS. The Contractor shall develop and provide the KO completed inspection reports monthly by the third business day of the month following the completion of the inspection.

5.24.3.B. SYSTEM INSPECTION REPORTS. The Contractor shall develop and provide the KO system inspection reports in accordance with NFPA 25 by the third business day the month following the completion of the inspection.

5.24.3.C. KINGFISHER SUMMARY REPORTS. The Contractor shall provide a summary report weekly no later than close of business each Wednesday on all Kingfisher system maintenance activities and unresolved system faults.

5.24.3.D. ANNUAL SYSTEM TETING CALENDAR. The Contractor shall provide annual and monthly calendars with scheduled system testing in accordance with 5.24.2.A.1.

**5.24.4. IDIQ.** There is no IDIQ work associated with this task area.

**5.24.5. WORK SPECIFICATIONS FOR U.S. NAVY.** Provide all work described in this task area.

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**5.25. LOCKSMITH SERVICES.**

**5.25.1. SCOPE.** The Contractor shall perform locksmith duties at BASE Kodiak, BASE Kodiak tenant Commands and on BASE Kodiak home ported and visiting vessels and aircraft. The work in this section is standing work, unless otherwise specified.

**5.25.2. REQUIREMENTS.** The Contractor shall provide locksmith services for lock and key systems and safe systems to include but not limited to cylindrical locks, interchangeable cores, padlocks (combination or key), dead bolts, built-in display case and cabinet locks, door locks, safe locks, and manual cipher locks as service work. The Contractor shall provide lock out services for occupants that are locked out of installation facilities as service work. All locksmith services shall be entered and managed by the Contractor in the USCG CMMS.

**5.25.2.A. SERVICES PROVIDED.** Unless otherwise noted, the Contractor shall provide all necessary labor, personal tools and equipment, consumables and materials to perform the following locksmith duties:

5.25.2.A.1. The Contractor shall ensure key and key core combining, records maintenance, maintenance and repair of GFE (government furnished equipment). Initiate ordering of parts and material.

5.25.2.A.2. The Contractor shall ensure maintaining assigned inventory; calculating pinning and key code management; pinning cores; cutting and machining keys; performing lock maintenance; installing ( lock cores, locksets, padlocks, security hardware and security devises); lock picking; surreptitious lock entry; keyed lock out response; and safe lock PM.

5.25.2.A.3. Setting safe lock combinations; surreptitious safe entry; safe lock manipulation; safe lock servicing; GSA (red and black label) container entry; combination setting training; GSA container repairs; and maintenance and movement.

5.25.2.A.4. Install, repair, or replace cipher locks.

**5.25.2.B. WORKING HOURS.** Normal working hours for locksmith services shall be between the hours of 7:45 AM and 4:30 pm on business days. Emergency after hours response shall be made within the limits set in Section 5.1. Contractor work outside of normal working hours may be necessary to support other contract work or Government evolutions. Locksmith services by the Contractor shall be available twenty-four (24) hours a day, 365 days a year.

5.25.2.B.1. The USCG will not have locksmith on staff; therefore, the locksmith needs to identify a certified replacement for any absence and provide written verification of this substitution to the COR at least ten (10) days in advance of all planned absences.

5.25.2.B.2. The USCG has twelve (12) each official holidays each year that would be considered afterhours callout.

**5.25.2.C. CUSTOMER SERVICE.** The Contractor shall conduct business with Government personnel, employees and customers in a courteous, positive and helpful

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manner at all times. The Contractor is expected to handle the day-to-day customer issues, responding to their needs and explaining policy where it might be different from what the customer desires. Government key control policy may require different coordination than other service work. The Contractor shall forward all customer issues that are not resolved at the locksmith level to the COR in a timely manner, providing details of all issues.

5.25.2.D. LOCKSMITH SERVICE WORK. Locksmith services are performed within the Level II Work limits identified in Section 5.1.

5.25.2.D.1. Locksmith services follow the same work control and priority assignments as in Section 5.1.

5.25.2.D.2. All locksmith work generated by the Contractor requires COR approval.

5.25.2.E. MATERIALS. The Contractor shall provide all padlocks, cores, and repair parts. Within thirty (30) days after the start of each performance period, provide a list of key components and parts that the Contractor will keep on hand. The Contractor shall keep a minimum of three (3) month's supply of materials on hand based on previous use records and projected use including replacement locksets. Typically fifteen (15) locksets are required per month, one thousand (1000) keys are cut each year, and two hundred (200) padlocks are replaced each year.

5.25.2.F. KEYING SYSTEM. The Contractor shall provide a computer with program to manage keying, submittals, and materials/supplies. The current program utilized for this purpose is "KEYSTONE 600". All existing information from present program will be provided by the USCG to the Contractor to use. All records and keying data shall remain the property of the USCG and shall be provided by the Contractor to the government if requested by the COR. The Contractor shall maintain a daily backup routine to prevent data loss. The complete database shall be turned into the USCG at the end of the final performance period in a manner that makes it ready for immediate use by others.

5.25.2.G. LOCKSMITH SPECIFIC REGULATIONS.

5.25.2.G.1. The Contractor shall conduct themselves and their locksmith duties in accordance with the Commandant Instruction: M5530.1 (series) (Physical Security Program), The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard Appendix B: Countermeasures, and all other laws and regulations in effect at BASE Kodiak.

5.25.2.G.2. The Contractor shall schedule all work and entry with occupants prior to entering any facility unless directed to do so by the COR.

5.25.2.G.3. The Contractor shall conduct a full service employee background check on all of Contractor's locksmith personnel. Though a "secret" security clearance is not required, it is recommended as the Contractor is liable for all security violations. A DD254 is not required at the time of award, and isn't currently planned for the contract.

5.25.2.G.4. The Contractor shall identify their vehicle with their company name and the designation "LOCKSMITH" by the company name. Mandatory vehicle

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insurance and registration for operating a vehicle on Government property is covered elsewhere in this contract.

5.25.2.G.5. The Contractor shall display photo identification on his/her outer garment at all times. The identification shall have the Contractor's name, company name, and title of "LOCKSMITH" and contract implementation and expiration dates.

5.25.2.G.6. When any key is reported lost or stolen the Contractor will provide the quantity of impacted locksets and count of issued keys to the COR. Keys lost by the Contractor shall be reported to the COR or Command Security Officer (CSO) immediately and KO within twenty-four (24). The Contractor shall be responsible for the cost of all labor and/or materials involved in establishing and installing a new key system for all facilities impacted.

5.25.2.G.7. All cut keys shall be kept by the Contractor in the designated lock shop space and inside a locked safe. The Contractor shall ensure that all cut keys and key blanks shall be accounted for with signed key issue forms.

5.25.2.G.8. All keys designated as "Control Keys", "Master Keys", "Grand Master Keys", and/or higher designations shall be kept by the Contractor in a locked GSA container in the Lock Shop when not in use, and shall not leave USCG property during non-work hours.

5.25.2.H. LOCKSETS & HARDWARE. The Contractor shall perform replacement, repair, installation and service work on various types and manufactures of locksets and hardware, this will include but not limited to:

5.25.2.H.1. Mortise, cylindrical, pushbutton, electric, tubular, cabinet, padlocks, keyed electric switches, mailbox, electric, display and magnetic card swipe electronic locks and locksets.

5.25.2.H.2. Hardware such as; door closers, push bars, panic hardware, fire door closers, fusible link door closers, slide bolts, Electro-magnetic strikes, locks and bolts, ADA controlled hardware, localized intrusion alarms and vertical rod exit devices.

5.25.2.H.3. Key machine duplicating, key grinding, computer code data retrieval, and key blank impressions and filing, code cutting, and manual grinding.

5.25.2.H.4. Lock Picking of various styles of cabinet, vehicle, entry and padlocks.

5.25.2.I. SAFES & CONTAINERS. The Contractor shall perform work on various safes and GSA containers, this work will include but not limited to the following:

5.25.2.I.1. Installation, repair, servicing, rebuilding, combination changing of various manufacturers of Group-1, Group- I R and Group-2 safe locks.

5.25.2.I.2. Certified installation and repair of the X0-7 safe locks and a working knowledge of X0-8, X0-9, X-10 safe locks.

5.25.2.I.3. Surreptitious, selective and forced entry of various types of safes and GSA containers.

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5.25.2.I.4. Installation and repair of refractory fire proofing material in safes and GSA containers.

5.25.2.I.5. Repairing safes and GSA containers while maintaining the classification integrity of the safe or GSA container.

5.25.2.I.6. Performing repairs on various safe types, manufactures and models by cannibalizing parts between safes, modifying and replacing locks.

5.25.2.I.7. Use knowledge of safe types, models and the interchangeability of parts for repairs of safes and GSA containers.

5.25.2.J. **KEY CONTROL SYSTEM.** The Contractor shall perform work on the BASE Kodiak key control system; this work will include but is not limited to:

5.25.2.J.1. Maintain the physical security of key control files and key schemes. Maintain key control files, schemes, and all key related information for the life of the key scheme. Maintain notes in the system of who the key was issued to and the intended end user, when available. Make records available for quarterly review by the COR.

5.25.2.J.2. Calculate new key codes using numerical formulas, cross-referencing other key code files, establishing new key scheme and documentation of key control codes and files.

5.25.2.J.3. Work with customers in accordance with the regulations set forth in this contract as well as Commandant Policy, Department of Homeland Security Policies, as well as other laws and regulations in effect at BASE Kodiak in developing supervisor and subordinate key control schemes to maintain the integrity of the key control system.

5.25.2.K. **TOOLS & EQUIPMENT.** The Contractor shall be working with the BEST VC lock core and key systems. The Contractor shall be knowledgeable and proficient with the locksmith tools and equipment Identified in Appendix B. The USCG will provide this equipment to the Contractor and shall be managed as Government Furnished Equipment under the requirements of section 10.1.4.

5.25.2.K.1. The USCG and Contractor shall perform a joint inventory and sign for all equipment, tools and material at the beginning and end of this contract or at other times as directed by the USCG. The Contractor shall maintain a Government Furnished Equipment and consumables inventory. The Contractor shall ensure all equipment is in an operational manner at all times. The Contractor is responsible for reporting any non-functional tools or equipment immediately and shall provide the location and cost of replacement parts to the USCG, before repairing. Minor wear and tear of Government tools and equipment is expected and the Contractor is not responsible for normal wear. Any tools or equipment that the USCG determines to have been damaged by improper use or neglect by the Contractor shall be repaired or replaced at the Contractor's expense.

**5.25.3. DELIVERABLES.** None.

**5.25.4. IDIQ.**

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5.25.4.A. BULK REKEYING/RECOREING. Provide pricing for rekeying a group of lock sets. Provide pricing per lot of ten (10). This will include one (1) key for each new or repined core. In the event that the cores need to move from an older/simpler core to a type of core used in the current key structure, the Contractor shall be responsible to provide a new core. The ten (10) cores may all be keyed differently and in multiple buildings.

**5.25.5. WORK SPECIFICATIONS FOR U.S. NAVY.** The Contractor shall provide all work described in this task area.

## 5.26. DIG PERMITS AND OUTAGES

**5.26.1. WORK TYPE.** The Contractor shall complete work in this section as standing work.

**5.26.2. DIG PERMITS.** The Contractor shall coordinate all required administrative and field investigation efforts to prepare a dig permit (TE 2.0) for COR approval prior to work start. This includes Contractor-initiated requests. A dig permit is required for all work on Federal government property that may impact subsurface utilities or structures. This includes but is not limited to excavation, drilling, or pile and post driving. The Contractor shall provide routine permit requests to the COR within two (2) business days of initial notification. The Contractor shall provide urgent permit requests to the COR within twenty-four (24) hours of initial notification.

5.26.2.A.1. Each permit request submitted by the Contractor to the COR will include a unique permit number and a drawing or sketch that shows the location of all known utilities and obstructions in the area of the proposed excavation. The drawing shall highlight all utilities and obstructions in the path of the proposed work. Drawing size shall not be less than eight (8) ½ inches by eleven (11) inches. Submitted reference drawing shall be clear enough in detail such that all pertinent features and lettering is legible.

5.26.2.A.2. The permit will summarize all investigation efforts. For each: water, sewer, steam, fuel, storm, electrical, or other as applicable the Contractor shall confirm 1) found on drawings, 2) found in field, and 3) drawing attached along with any appropriate comments needed for final approval. Ground penetrating radar technology will be used during the investigation effort.

5.26.2.A.3. Upon permit approval, the Contractor shall coordinate with the requester and install field markings. Obstructions shall be marked in accordance with American Public Works Association Color Code. Upon completion of field marking, Contractor shall sign off that field marking is complete and provide a complete copy of the permit to the COR.

5.26.2.A.4. The Contractor may initiate a dig permit. The permit must receive approval by the COR before breaking ground.

**5.26.3. UTILITY OUTAGES.** Except in response to emergencies, the Contractor shall not secure utilities to any structure or facility without prior written approval from the COR. Contractor shall submit a utility outage request form for each request (TE 2.0). The Contractor shall notify all affected occupants prior to any interruption, at least twenty-four (24) hours prior, unless approved by the COR. When directed by the COR, the Contractor shall secure utilities in support of USCG requirements, other contractors, or other third parties on Government property.

5.26.3.A.1. Scheduled electrical power outages to occupied quarters shall not exceed four (4) hours. When utility service is restored, the Contractor shall check the utility and equipment for proper operation. Contractor shall submit outage requests to the COR at least seventy-two (72) hours prior to an actual outage and shall make notification to customers at least forty-eight (48) hours prior to outage unless otherwise approved by the COR.

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**SECTION 6.0 DELIVERABLES.**

**6.1 DELIVERABLE FORMAT AND SUBMISSION.** Appendix C is a summary table of each of the deliverables sections in the SECTION 5.0 task areas in this PWS. This is provided for the Contractor's convenience. Unless a different format is specified, the deliverable format shall be electronic (Microsoft Office 2007 compatible). All Deliverables shall be maintained by the Contractor on an encrypted/password protected web based portal accessible to the USCG with suitable contractor managed back-up protocols to prevent loss of data. The portal shall be organized by the Contractor by performance period and contract section the means by which the COR can accept or reject a deliverable. It will allow viewing of documents without download, on demand down loading will provide the native editable file to the USCG. Notification of upload or update shall be submitted by the Contractor via e-mail. The Contractor shall maintain all deliverables for the duration of the contract and provide the entire body of documentation to the USCG stored on a mutually acceptable storage medium. Deliverable format and submission changes by the Contractor shall be considered administrative changes and no additional cost to the USCG.

**6.2 REIMBURSIBLE SUPPORT SERVICES REPORT.** On a quarterly basis no later than 1000 on the 2<sup>nd</sup> working day following 31 December, 31 March, 30 June, and 30 September. The Contractor shall provide an itemized breakdown by CLIN for the cost of all services provided to the follow entities; Air Station Kodiak, Defense Commissary agency (DeCA), Coast Guard Exchange System (CGES), U.S. Navy, National Oceanic & Atmospheric Administration (NOAA), all home ported and visiting vessels, National Pacific Region Fisheries School (NPRFS), and any other entity as directed by the COR.

**6.3 FACILITY ENGINEERING MANAGEMENT REPORT.** The Contractor shall submit to the KO within fifteen (15) days of the start of an new ordering period or ten (10) days prior to the end of the final performance period, a report that provides data for the year just ended on preventive maintenance (PM), family housing maintenance, and WOs completed (sorted by priority). The Contractor shall ensure that PM shall include the total hours of PMs completed and the total hours of PMs required in an annual PM cycle. This number shall be the same if all PMs that were scheduled are completed during the fiscal year. The Contractor shall ensure that family housing maintenance shall include a list of all WOs issued for family housing units with hours and material costs for each. WO data shall include the total number of WOs completed, and completed on time, within each category of priority. Any additional data required in a particular fiscal year will be issued via a performance directive. The Contractor shall also include percent completion of all service work (actual vs. scheduled).

**6.4 ANNUAL REPORT ON GOVERNMENT PROPERTY.** Pursuant to FAR 52.245-1 The Contractor shall two (2) weeks prior to the end of the performance period provide a completed DHS form 700-5, Contractor Report of Government Property, to the KO. The total values with adjustments made during the year shall be reported for all Government furnished equipment (including contingency, other and spill response equipment) and all consumables. This report shall include a summary of all changes resulting from Government transfer/survey of property to/from the Contractor.

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**SECTION 7.0 PERSONNEL REQUIREMENTS AND QUALIFICATIONS.**

**GENERAL.** The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance standards.

**7.0. STAFFING.** The Contractor shall provide personnel necessary to accomplish all work, including Level I Standing Work, Level II Work, and Level III Work within specified time frames. The Contractor may elect to utilize subcontractors and consultants for the accomplishment of work, provided these personnel are able to meet the requirements of this specification. The issuance of Level III WOs shall not relieve the Contractor of their obligations to complete all Level I and II work in the required time period. Should any work fall behind schedule, the USCG shall reserve the right to direct the Contractor to employ additional personnel in lieu of contract deductions. This provision shall apply notwithstanding past historical records, estimates of personnel needed, or any minimum levels established elsewhere herein. All personnel shall be legal resident aliens or citizens of the United States.

**7.0.1. CONDUCT OF CONTRACTOR EMPLOYEES.** The Contractor's employees shall observe and comply with all applicable local and higher headquarters regulations, policies, and procedures (e.g., fire, safety, sanitation, environmental protection, security, gratuities, flag courtesy, off limits areas, wearing of parts of military uniforms, possession of firearms or other lethal weapons). The Contractor shall ensure that personnel present a professional appearance at all times and that their conduct shall not reflect discredit upon the United States of America, the Department of Homeland Security, or the Coast Guard. The USCG may direct the Contractor to remove from the job site any employee for reasons of misconduct or security, at no cost to the USCG. The removal from the job site of such a person shall not relieve the Contractor of the requirement or any associated costs to provide sufficient personnel to perform this contract.

7.0.1.A. Contractor personnel shall not smoke while performing work on this contract. Smoking is allowed only in Base Kodiak designated smoking areas.

**7.0.2. CONFLICT OF INTEREST.** The Contractor shall not employ any person who is an employee of the United States government if the employment of that person would, or would appear to, result in a conflict of interest, as determined by the KO. The Contractor shall not employ any person, who is an employee of the USCG, either military or civilian, unless such person seeks and receives approval in accordance with Paragraph 16-E-1 of the Personnel Manual (COMDTINST M1000.6-series) for military, or Federal Personnel Manual, Chapter 735, for civilians.

**7.0.3. EMPLOYEE HEALTH STANDARDS.** The Contractor shall, when directed by the KO, require any Contractor employee occupying a position that has physical or medical standards for selection or retention to undergo a medical examination whenever there is a question about the employee's capacity to meet the physical or medical standards of the position. A licensed medical practitioner shall conduct such a fitness-for-duty examination. Medical documentation and records of examinations shall be maintained by the Contractor and made available to the KO upon request.

**7.0.4. ABILITY TO COMMUNICATE.** All Contractor personnel shall read, write, speak, and understand English sufficiently well in order to carry out all duties assigned to them.

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**7.0.5. CONTRACTOR EMPLOYEE IDENTIFICATION.** The Contractor shall ensure that each Contractor employee obtains an identification card with the Contractor's logo and information on it within two (2) business days of when that employee commences work. This card shall be carried by the employee at all times and shall be required to obtain access to the base. Each employee shall be easily recognized as a Contractor employee by wearing a uniform shirt, sewed-on patch, or other distinguishing markings visible above the frontal waist. For safety, clip-on badges and badges on chains are not acceptable as distinguishing markings.

**7.1. KEY PERSONNEL.** The personnel specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel as appropriate. Before removing or replacing any of the specified key personnel, the Contractor shall notify the KO in writing before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the KO to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the KO approves the change. Certain other individuals may be designated to act for key personnel when work is being performed at hours other than as listed above, or during absences. Written advance notice of such designation shall be provided by the Contractor to and reviewed by the KO. Key personnel shall have a minimum number of years of experience on similar contracts, as detailed below. Similar contracts are defined as comprehensive maintenance of facilities, similar to the scope described herein and of a comparable size. All key personnel and designated positions in 7.3 can only occupy one position at a time (i.e. "dedicated") and are expected to be full time and on staff unless specifically requested by the Contractor and approved by the KO. One exception is the WTP lead can also be the WWTP lead.

**7.1.1. PROJECT MANAGER (PM).** The Contractor shall provide a project manager who has the authority to act on behalf of the Contractor on all matters related to the performance of this contract. The project manager shall conduct overall management coordination and shall be the central point of contact with the USCG for performance of all work under this contract. The Contractor shall ensure that a specified person or an individual designated to act on his or her behalf is physically present on site during normal working hours. The Contractor's specified person shall be available to meet with USCG personnel designated by the KO at the base within thirty (30) minutes during normal working hours and within one (1) hour at all other times.

7.1.1.A. The Contractor shall provide after-hours contact information for the project manager, or an individual designated to act on his or her behalf. The project manager, and any individuals so designated, shall have full authority to act on the behalf of the Contractor for prompt action on matters pertaining to the contract. This specified person shall have the authority to negotiate and sign for the Contractor on modifications and Level III WOs up to \$150,000 and to delegate this authority to Contractor personnel responsible for preparation of Level III job cost proposals and Level II to III Work proposals. The project manager shall possess at least six years managerial experience on similar contracts and Bachelor's degree from an accredited university. Recent experience (performed within the last three years) is preferable.

**7.1.2. CONTRACTOR QUALITY CONTROL (CQC) REPRESENTATIVE.** The Contractor shall provide a qualified individual responsible for quality control. The CQC representative

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shall have at least four years of experience as a quality assurance or project manager on similar projects. Recent experience (performed within the last three years) is preferable.

**7.1.3. UTILITY SYSTEMS MANAGER.** The Contractor shall employ a utility systems manager to supervise, evaluate, plan, and participate in the day-to-day operations and mechanical maintenance and repairs of all the Base Kodiak plants, POL facilities, and their respective base-wide distribution systems. This position shall be responsible for supervising subordinates in separate plant locations. Ensure all plants, including POL and fuel services, operate, maintain, and stay in accordance with regulatory requirements, industry standards, and industry best management practices. The utility systems manager shall create operating standards and best practices for managing day-to-day operations of internal and external workforces executing facility and utility systems. The utility systems manager shall possess the following qualifications.

7.1.3.A. This manager must currently hold at least one State of Alaska license or certification as defined in Section 5.17 or the FFOM. If not currently held, this manager must obtain the license or certification within thirty (30) days prior to contract start.

7.1.3.B. The manager must currently hold a TWIC identification card or State of Alaska airport access pass.

7.1.3.C. A minimum of ten (10) years of experience as a licensed industrial plant or fuel facilities operator. This experience should include the use, maintenance, troubleshooting, and repair of computers, system monitoring equipment and automated plant equipment.

7.1.3.D. A minimum of three (3) years of experience supervising other workers who monitor, operate, maintain, and repair industrial plants or fuel facilities, as well as their systems and equipment.

7.1.3.E. Proficiency in the use of standard software programs to keep accurate and detailed electronic and hard copy records, generate reports, and maintain plant and POL O & M Manuals.

7.1.3.F. Familiarity with and knowledge of the regulations governing the plants and fuel facilities and their distribution systems.

7.1.3.G. Knowledge of the repair, maintenance practices, and needs for fuel facilities or plants and distribution systems.

7.1.3.H. Knowledge of the safety hazards and necessary safety precautions connected with plant operation.

7.1.3.I. The ability to establish standard plant operating and safety procedures.

7.1.3.J. Must possess strong knowledge of engineering operations (e.g., facilities, utilities, maintenance, and design).

**7.1.4. OSH PROGRAM MANAGER.** The Contractor shall employ a dedicated occupational safety and health manager. The minimum qualification for this position is a current certification of Certified Safety Professional (CSP) or the National Association of Safety Professionals (NASP), hold a current TWIC identification card, and have a minimum of three (3) years of experience as a OSH Program Manager.

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**7.1.5. ENVIRONMENTAL PROGRAM MANAGER.** The Contractor shall provide a dedicated environmental program manager responsible for implementing and sustaining a comprehensive EMS of sufficient scope and capability and capacity to ensure that the Contractor's operations remain fully environmentally regulatory compliant at all times and foster proactive environmental stewardship. The environmental program manager shall have no other assigned duties or responsibilities. The environmental program manager shall have a minimum of four (4) years of experience in managing environmental programs similar to that required by this PWS. This position requires the manager to obtain and maintain certification as an Alaska Certified Erosion and Sediment Control Lead (AK-CESCL), and holds a current TWIC identification card. The Contractor shall employ an environmental program manager. The minimum requirements for this position are:

7.1.5.A. Completion of a four (4) year undergraduate or a graduate degree from a nationally or internationally accredited postsecondary institution in any field or a two (2) year degree from a nationally or internationally accredited postsecondary institution in environmental science or another related scientific field.

7.1.5.B. Possession of a current Certified Hazardous Material Managers (CHMM) qualification or a National Registry of Environmental Professionals Registered Environmental Manager (REM). Alternately, the environmental program manager can have five (5) years of environmental protection experience to include: knowledge of the established principles, concepts, and methods of environmental protection program work and skill in applying this knowledge in performing a variety of duties involving the management, coordination, monitoring, oversight, or evaluation of routine programs, projects, or activities.

7.1.5.C. Knowledge and understanding of recognized reference standards, regulatory requirements, and pertinent statutes sufficient to assure environmental compliance and provide routine technical assistance to operating personnel and managers.

7.1.5.D. Practical knowledge and understanding of one or more environmental sciences or related fields (e.g., biology, ecology, chemistry, hydrology, radiation physics, environmental law, real property functions, statistics) sufficient to assess and correlate environmental data, verify results, and discuss technical aspects of work with engineers and other environmental experts.

7.1.5.E. Skill in using standard data gathering and analysis techniques to collect and review technical information on environmental activities or quality and to identify and solve problems of a procedural or factual nature.

7.1.5.F. The ability to communicate effectively orally and in writing to prepare and conduct briefings or training programs, lead group conferences, and write reports and letters.

7.1.5.G. Knowledge of statutes, regulations, licensing and permitting requirements, and precedent decisions governing environmental operations sufficient to use in planning, implementing, or monitoring environmental programs and services (e.g., determining needs, evaluating program effectiveness, assuring compliance with regulations).

7.1.5.H. Experience of management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and training, negotiating, or problem-solving services (as a "troubleshooter," specialist, or coordinator) on specific

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problems, project programs, or functions (e.g., developing, coordinating, reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans).

7.1.5.I. Must illustrate at least three (3) years of contaminated site experience and demonstrated experience to meet ADEC qualified sampler and Qualified Environmental Professional.

**7.1.6. AVIATION FUEL STATION PRIMARY OPERATOR (AFO).** The Contractor shall identify and assign a primary AFO. The AFO shall be a qualified operator, who has successfully performed the duties as a primary operator and quality control person at a comparable facility for at least two (2) years, and holds a current TWIC identification card. The AFO shall be able to demonstrate a thorough knowledge and ability to precisely perform the types of operations and operator maintenance, and fuel sampling and testing, required by this contract. Additionally, the AFO shall be able to demonstrate a thorough knowledge of, and be able to precisely perform the operations for, routine recurring maintenance and adjustment of aviation refueler trucks and carts, the fuel dispensing systems, the aviation fueling, and de-fueling hydrant systems and their components. Additionally, the AFO shall have the minimum training and experience required for fuel service operators as defined by the FFOM.

**7.1.7. LEAD OPERATORS FOR FUEL SERVICES, WWTP, WTP, CHP, AND USED OIL PLANT.** Lead operators are expected to serve as Plant Supervisor and the facility coordinators for their respective facilities and areas of operation (AOR). Specifically, they shall ensure that all required maintenance and repair efforts, including those that the plant operators and mechanics cannot take care of themselves, are identified, required documentation is initiated (i.e., work requests and notifications in accordance with the PWS or Government work control center calls). All necessary maintenance or repairs needed (either as operations maintenance, repairs, service work, or work requests) shall be accomplished in an appropriate and timely fashion. In all cases, maintenance and repairs shall be performed as necessary to prevent undue wear and tear, prolong the useful life of equipment and systems, and promote the most efficient and economical performance. Any personnel performing routine work assignments at these facilities for more than twenty (20) hours per week or any two (2) days in a work week are also considered key personnel.

7.1.7.A. The fuel services lead operator shall be a USCG Licensed Tankerman Person in Charge (PIC), and hold a current TWIC identification card with an endorsement for dangerous liquids. The Contractor shall be responsible for record keeping and the use of Microsoft Excel-compatible spreadsheet for fuel inventory tracking and management. The lead operator shall have the minimum training and experience required for fuel service operators.

7.1.7.B. The lead boiler plant operator (LBPO) shall possess a current State of Alaska 1st Class Power Boiler Operator License with a minimum of two (2) years of work experience at the Base Kodiak CHP or a similar facility as an Alaskan licensed 1st Class Operator or other state equivalent.

7.1.7.C. The Lead Water/Waste Water Plants Operator is the Supervisor for both Water Plants shall possess, at a minimum, a current Level III Water Treatment License and Level II Waste Water Treatment license from the State of Alaska Department of Environmental Conservation. The lead operator shall also have a minimum of two years of experience working in the Base Kodiak facility or a plant of similar capacity and

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configuration. This includes working with supervisory control and data acquisition (SCADA) systems and PLC (Programmable Logic Systems)/HMI (Human Interface Software Integration) knowledge. Any operator in an “acting lead” role shall meet the requirements of 18 AAC 74 for that position and also possess SCADA, PLC/HMI experience.

7.1.7.D. The LOWS operator shall have successfully passed the University of California at Sacramento correspondence course for Level 1 Industrial Waste Water Treatment. At the discretion of the USCG, successful completion of a training program similar to the University of California course is acceptable. In addition to the education requirement the LOWS operator shall also have completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) course, plus annual eight-hour refresher courses, as needed; have a valid State of Alaska driver’s license with tanker and hazardous materials endorsements, and current TWIC I.D., one year experience at POL or LOWS facilities of similar size and complexity including working knowledge of marine transfers; and designated as a PIC for marine transfers in accordance with Federal and State regulations.

**7.1.8. LEAD JOURNEYMAN STEAMFITTER.** The Contractor shall employ a lead journeyman steamfitter to supervise, evaluate, plan, and participate in the mechanical day-to-day operation, maintenance, repair and construction of the base steam utility system, building/facility distribution system(s) and equipment. Lead journeyman steamfitter shall serve as the primary supervisor, technician, and technical resource for the steam utilities and building systems. Steamfitter shall ensure that all required maintenance and repair efforts, including those that CHP operators and mechanics cannot take care of themselves, are identified, initiate documentation (i.e., work requests and notifications in accordance with the PWS or Government work control center calls), and provide repairs, modifications. All necessary maintenance or repairs (as either operations maintenance, repairs, service work, or work requests) shall be accomplished in an appropriate and timely fashion. In all cases, maintenance and repairs shall be performed as necessary to prevent undue wear and tear, prolong the useful life of equipment and systems, and promote the most efficient and economical performance.

7.1.8.A. The steamfitter must currently hold a State of Alaska Steamfitter Journeyman certification of fitness per 8 AAC 90.130.

7.1.8.B. The Steamfitter shall have a minimum ten (10) years of documented experience as a steamfitter where working on steam systems.

7.1.8.C. A minimum of three (3) years of experience supervising other workers who monitor, operate, maintain, and repair steam systems as well as associated equipment.

7.1.8.D. Familiarity with and knowledge of the mechanical codes and best practices with regard to steam systems.

7.1.8.E. Knowledge of the safety hazards and necessary safety precautions connected with steam systems.

**7.1.9. MECHANICAL ADMINISTRATOR.** The Contractor shall employ a mechanical administrator. Mechanical Administrator is expected to serve as the primary supervisor for all mechanical repairs, maintenance, and construction for the base. Mechanical Administrator shall be competent and proficient in mechanical and plumbing codes, and

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assist with the creation of project proposals for Level II and Level III WOs. Mechanical Administrator shall also assist in the technical and safety training program of mechanical, HVAC, and plumbing trades.

7.1.9.A. Mechanical Administrator shall hold a license in the State of Alaska per 12 AAC 39.202 and AAC 39.212 (Qualifications & Scope for a mechanical administrator license in the unlimited commercial and industrial plumbing category) or per 12 AAC 39.242 and AAC 39.252 (Qualifications & Scope for mechanical administrator license in the unlimited HVAC/Sheet Metal Category).

7.1.9.B. Mechanical Administrator shall have a minimum of ten (10) years of documented experience as a mechanical administrator, licensed journeyman plumber, NATE certified HVAC efficiency analyst, professional mechanical engineer or a combination of these trades.

**7.1.10. LEAD JOURNEYMAN ELECTRICIAN.** The Contractor shall employ a lead electrician to supervise, evaluate, plan, and participate in the electrical day-to-day operation, maintenance, repair and construction of the base owned electrical utility system (KEA owns most of the electrical utility for Base Kodiak), building/facility distribution system(s) and equipment. Lead journeyman electrician shall serve as the primary supervisor, technician, and technical resource for the electrical distribution systems inside building/facilities, and base owned electrical utility system. Electrician shall ensure that all required maintenance and repair efforts receive identification, initiate documentation, and provide repairs/modifications to existing systems. All necessary maintenance or repairs (as either operations maintenance, repairs, service, or work requests) shall be accomplished in an appropriate and timely fashion. Electrician will also provide support of construction projects to help facilitate the base's needs, such as providing additional outlets, running new homeruns, replacing/modernizing load banks/electrical panels, replacing VFDs, process controls, etc. In all cases, maintenance and repairs shall be performed as necessary to prevent undue wear and tear, prolong the useful life of equipment and systems, and promote the most efficient and economical performance.

7.1.10.A. The electrician must currently hold a State of Alaska Electrician Journeyman certification of fitness per Alaska State Statute 8 AAC 90.160.

7.1.10.B. The electrician shall have a minimum ten (10) years of documented experience as an electrician where working with electrical distribution and power systems. The electrician shall have a minimum of two (2) years of working with utility systems such as building feed wire systems, transformers, electrical connection boxes/meters.

7.1.10.C. The electrician shall have a thorough knowledge and understanding with VFDs, SCADA, process controls, Industrial equipment including Generators, Boilers, Treatment Plant Processes, etc.

7.1.10.D. A minimum of three (3) years of experience supervising other workers who monitor, operate, maintain, and repair electrical systems as well as associated equipment.

7.1.10.E. Familiarity with and knowledge of electrical codes and best practices with regard to electrical distribution and power systems.

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7.1.10.F. Knowledge of the safety hazards and necessary safety precautions connected with electrical systems.

**7.2. PERSONNEL QUALIFICATIONS AND CERTIFICATIONS.** The Contractor shall employ personnel who possess the appropriate certificate or license as required in the locality or, as an alternative, with the skills and qualifications specified in the latest edition of the DOL Service Contract Act Directory of Occupations unless otherwise indicated in 29 CFR 4, where specific certifications or license is not required. A list of licenses and certifications required by the previous BOSS contract has been provided for reference only in TE 26.1. Note that TE 26.1 is being provided for assistance with proposals but is up to the Contractor to make sure they have what they need during the course of the contract to comply with all local, State, and Federal licenses, permits, and certifications.

**7.3. ADDITIONAL REQUIREMENTS FOR DESIGNATED POSITIONS.** The following additional requirements apply to the Contractor's employees performing work in the skill areas listed below. The Contractor shall provide the qualifications of the personnel.

**7.3.1. INTRUSION DETECTION SYSTEMS (IDS), FIRE ALARM, AND ELECTRONICS MECHANICS.**

The Contractor will have personnel on staff qualified to perform any maintenance or repair on IDS, fire alarm, and other electronic systems. Personnel shall possess a two (2) year technical degree or accredited apprenticeship program or equivalent in a technical field, or possess 3-5 years of proven experience in electrical/electronics, mechanical, hydraulic and pneumatic fields. All personnel filling this requirement shall also have a minimum of three (3) years computer experience/operation and PLC programming. Additionally they shall be trained, qualified electronics technicians in the equipment on which they are working. It is the responsibility of the Contractor to ensure that the assigned personnel have been appropriately trained.

**7.3.2. ENERGY MANAGEMENT CONTROL SYSTEM (EMCS) TECHNICIAN.**

The EMCS is as system valued at approximately five (5) million dollars. This system monitors seventy-seven (77) million dollars worth of equipment. The use of improperly educated and uncertified technicians will lead to the degradation and possible failure of this multi-million dollar system. This system supports critical infrastructure in numerous facilities base wide and the degradation of this system will have a negative impact on activities and operational readiness. The Contractor shall have personnel on staff qualified to utilize and maintain the EMCS. EMCS technicians shall hold an associate's degree in HVAC/R technology, or similar as approved by the government, from an accredited institution. They shall be trained and certified on the equipment and software on which they are working from an industry recognized trainer. It is the responsibility of the Contractor to ensure that the assigned personnel meet these requirements as described and certifications are maintained in accordance with industry and manufacturer requirements.

**7.3.3. SCADA, PLC, HMI TECHNICIAN.**

The Plant control systems provide supervisory control of critical infrastructure components including the WTP, WWTP, and CHP. Failure of these systems could cause a significant public health crisis or result in significant negative impacts to the environment. The Contractor shall have personnel on staff that are qualified to utilize, maintain, and adjust the SCADA, PLC, and HMI systems. SCADA, PLC, and HMI technicians shall hold an associate's degree in Engineering, Mathematics, Communications technology, or a computer based field from an accredited institution. They shall be trained and certified on the equipment and software on which they are working from an industry

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recognized trainer. This shall include SCADA security, programming, and data recovery. It is the responsibility of the Contractor to ensure that the assigned personnel meet these requirements as described and certifications are maintained in accordance with industry and manufacturer requirements.

**7.3.4. DRIVERS.** Any Contractor employee operating any privately owned vehicle on the base shall possess a valid state driver's license and proof of insurance.

**7.3.5. EQUIPMENT OPERATORS.** Contractor employees operating any Government-furnished or Contractor-furnished equipment or vehicles shall have the requisite valid operator licenses for the applicable class of vehicle. The Contractor shall maintain records of these licenses.

**7.3.6. GROUNDS MAINTENANCE SUPERVISOR.** The Contractor shall have personnel on staff qualified to oversee the grounds maintenance functions. This person shall have a minimum of two (2) years of formal experience in horticulture, landscape design, or landscape maintenance, with a certified pesticide applicator in accordance with 18 AAC.90.300. This person does not need to be a full-time employee, but rather serve as a consultant to the Contractor on grounds maintenance issues. These issues include the specific tasks included in Section 5.5 to ensure that all grounds maintenance is completed in accordance with BMPs.

**7.3.7. FUEL SERVICE OPERATORS.** All Contractor personnel involved in fuel transfer operations and inspection and maintenance of POL facilities shall be trained in State and Federal laws, regulations, and industry standards pertaining to the operation, maintenance and repair of marine and shore side fuel facilities, facility operations, oil spills, discharge prevention, emergency response procedures, and hazard communications. All fuel services operators shall have the minimum training and experience as required in accordance with the FFOM and Federal, State, and local regulations. Personnel shall hold a current TWIC identification card.

**7.3.8. FUEL DISTRIBUTION SYSTEM MECHANIC.** The Contractor shall provide a full time qualified mechanic in accordance with in the FFOM liquid fuels system maintenance mechanic to perform periodic preventive type inspections and maintenance as specified in the contract provisions. The liquid fuels system maintenance mechanic's primary responsibility will be fuel system maintenance and Government-furnished equipment. Personnel shall hold a current TWIC identification card.

**7.3.9. REGULATED WASTE ACCUMULATION AREA MANAGERS.** The Contractor shall designate a manager for each RWAA. RWAA managers shall maintain positive control of RWAA's at all times and be responsible for inspecting and ensuring each RWAA is operated and maintained in compliance with all Federal, State, and local laws, regulations and standard operating procedures. RWAA managers and their alternates must be trained in the applicable regulations and procedures IAW Federal, State, local regulations and all Base Kodiak SOP's and BMP's.

7.3.9.A. CONTRACTOR LEAD WASTE ACCUMULATION AREA MANAGER. The Contractor shall designate one person in writing who will act as the Contractor's lead WAA manager to manage and coordinate the overall operations of the Contractor's waste accumulation areas. The designated person will attend subject training once a year as required by Federal law. The Contractor maintains the responsibility to provide the necessary WAA training.

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**7.3.10. HEATING OIL TANK INSPECTORS.** Tank inspector must be trained in accordance with API 653. As outlined in the Annex D of the API 653 Standards, the qualification requirements for API 653 applicants are based on the combination of education and experience related to above ground storage tanks. This experience must have been acquired within the last ten (10) years while employed by, or under contract with, an authorized inspection agency as defined in API 653.

7.3.10.A. Tank inspector must be qualified to inspect and maintain alarm and monitoring systems in accordance with 18AAC78 (alarm systems).

**7.3.11. VEHICLE TECHNICIANS.** Technicians must be certified in accordance with NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications.

**7.3.12. BOILER PLANT OPERATORS (BPO).** The Contractor shall staff the CHP with personnel who have at minimum possess a current State of Alaska 2<sup>nd</sup> class Power Boiler Operator License. CHP shall be staffed at all times twenty-four (24) hours a day, 365 days a year. The Contractor shall additionally staff the CHP with one full-time qualified mechanic that will be dedicated to the CHP, steam utility and base boilers. The Contractor shall staff the CHP with one full-time trainee dedicated to the CHP and base boilers. The Contractor shall provide one (1) full-time backup operator with a State of Alaska 1<sup>st</sup> Class Power Boiler.

**7.3.13. BOILER PLANT DUTY STANDER.** Any personnel performing rounds on Building 614 or operating the portable steam plants shall have, at a minimum, a State of Alaska 3<sup>rd</sup> Class Power Boiler Operator License and perform under the supervision of the Lead BPO. Supervision is defined as immediately available and able to respond to the location within thirty (30) minutes.

**7.3.14. WATER TREATMENT PLANT OPERATORS.** The Contractor shall staff the WTP with two (2) Level II Operators and one (1) Level One trainee to ensure compliance with current operational and environmental permits and applicable State of Alaska water regulations (18 AAC 80) and ADEC water sampling requirements. Sampling, testing, analysis, and reporting requirements for the water system are detailed in Section 5.11. Plant operators shall be certified in accordance with 18 AAC 74 and CIM 6240.5. The Contractor shall have an employee work at least one (1) shift per day on the WTP and WWTP (one (1) per both), seven (7) days per week, except holidays.

**7.3.15. WASTE WATER TREATMENT PLANT OPERATORS.** The Contractor shall staff the WWTP with two (2) Level II Operators and one (1) Level One trainee and two (2) full-time qualified Mechanics that will be dedicated to two (2) Water Treatment Plants to ensure compliance with current operational and environmental permits and applicable State of Alaska waste water regulations (18 AAC 80) and annual ADEC waste water sampling requirements. Sampling, testing, analysis, and reporting requirements for the waste water system are detailed in Section 5.11. Plant operators shall be certified in accordance with 18 AAC 74 and CIM 6240.5. The Contractor shall have an employee work at least one (1) shift per day on the WTP and WWTP (one (1) per both), seven (7) days per week, except holidays.

**7.3.16. CERTIFIED HAZARDOUS MATERIALS SHIPPER.** All personnel involved with the preparation and shipment of hazardous materials must receive training in accordance with 49 CFR 172.704. Personnel responsible for signing shipping papers may obtain hazardous material training from commercial or other sources to satisfy training requirements. Personnel who prepare hazardous material shipments entering into the Defense

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Transportation System (DTS) using Department of Defense (DOD) assets and systems must obtain hazardous materials certifications through designated DOD schools as referenced in DTR 4500.9R Part II Cargo Movements, chapter 204, D.1.

**7.3.17. MAIL, SHIPPING, AND RECEIVING STAFF.** The Contractor shall have a mail, shipping, and receiving employee who is eligible to obtain Coast Guard Data Network (CGDN) access in accordance with COMDTINST M5500.19(series). This involves a successful National Agency Check with Clearances (NACI), and a CGOne Standard User Access request.

**7.3.18. UNDERGROUND STORAGE TANK TESTERS.** The Contractor shall ensure that a minimum of two (2) personnel are qualified and certified in accordance with testing equipment manufacturer's standards and requirements at all times.

**7.3.19. CATHODIC INSPECTION WORKERS.** Personnel performing cathodic inspection work shall be certified by NACE as a Corrosion Protection Specialist, or at minimum, Corrosion Technician. A minimum of five (5) years of experience is required.

**7.3.20. FIRE SUPPRESSION SYSTEM WORKERS.** For buildings with installed systems that are special hazard classified in accordance with NFPA, a NICET Class III is required. For all others buildings, a NICET Class II is required.

**7.3.21. LOCKSMITH.** Locksmith shall have a totally clean background investigation, as executed and presented to the USCG by the Contractor. Locksmith personnel must have experience in working on GSA containers, including manipulation and surreptitious entry, forced entry, X0-7, X0-8 and X0-9 certification, electronic lock repair and GSA Black and Red Label container repair. For each individual designated to provide lock smith services the following documents shall be submitted to the COR for approval.

7.3.21.A. Locksmith Training Certifications, School Diplomas and Licenses.

7.3.21.B. Certifications of Secret Security Clearance (If the Contractor Possess One).

7.3.21.C. Certifications of Organizational and/or Trade Affiliations.

7.3.21.D. Complete work history, detailing the following information: current job title and detailed description of your current duties including; name, address and phone number of employer.

7.3.21.E. Complete Employment History including names, addresses and phone numbers of past employers. Also start and stopping dates of employment and reason for leaving and a brief description of the work you performed for each employer listed.

7.3.21.F. Types of locksmith tools and equipment you are experienced with and which you can work proficiently with.

7.3.21.G. Complete Felony and Misdemeanor Criminal Conviction Record, a background and NCIC check will be conducted to verify if any records exist. List any alias names you have used.

**7.3.22. HVAC TECHNICIANS.** HVAC technicians performing work on HVAC equipment shall possess a NATE (North American Technician Excellence) Core certification. All HVAC technicians shall have at minimum a Read-to-Start Cert from NATE, but must be supervised

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by a NATE Core certified technician when performing work. This is a new requirement and the Contractor shall submit a plan in the first 30 days of the contract, for USCG approval, on how the existing workforce the Contractor decided to keep on staff will become certified.

7.3.22.A. HVAC Technicians who perform work on trade specific equipment, such as oil-fire boilers, air handling units, heat pumps, light commercial refrigeration, etc., shall additionally possess service specialty certification from NATE. As an example, a technician who performs repairs on oil-fired boilers shall possess in addition to a NATE Core certification, a NATE Oil Hydronic service certification.

**7.4. TRAINING PROGRAM AND PLAN.** Base Kodiak is a technically diverse work environment, which requires technically competent work force to maintain, repair, and perform construction on base utilities, assets, and equipment. The Contractor shall be responsible for ensuring and must maintain a competent and technical workforce to accomplish this work. Any performed work that does not meet the minimum acceptable code requirements is unacceptable. Any work that is accomplished in an unsafe manner is unacceptable. Contractor's employees shall accomplish all work using best safety and methodology practices. In order to accomplish this task, the Contractor shall develop a training program with a training plan and report.

**7.4.1. Training Program Requirements –** Contractor shall develop and execute a technical and safety training program for their work force to meet the requirement as a competent work force. The Contractor shall provide safety and technical training for all employees such that they can maintain their necessary certifications, certificate of fitness, or licensure for their various types of work assignments, in addition to improving the technician's ability to do their job. The Contractor shall be responsible for ensuring that their employees are competent and knowledgeable in their respective field of trade. The Contractor shall obtain approval for any training program and plan from the COR or KO before implementation. The program shall contain, but not limited to, the following requirements.

7.4.1.A. One (1) percent of the total contract value shall be dedicated to training. Include the training price in CLIN 1028.

7.4.1.B. Training applies to trade related curriculum that will directly improve the technician's ability to do their job, and does not include conferences, corporate training (welcome aboard, prevention of sexual harassment, basic/general/predictive safety), or managerial training. Examples of acceptable training include: System 2000 boiler training, RS Means estimating training, steam trap training, steam fitting safety, etc.

7.4.1.C. Expenses can include tuition, training books, participant labor, and travel expenses. Training does not include overhead for coordination.

7.4.1.D. A report of total training funds used, associated training, and professional licenses gained shall be submitted NLT fifteen (15) days before the end of the performance period. Report shall be supported by verifiable documentation such as receipts, or other expense documents.

7.4.1.E. Up to 1/3 of expenses can be expended as on-the-job training, as long as there is a specific focus to the training (e.g. Weil McLain boiler work), the training is documented, and the Contractor/trainee does not charge the training to the service/PM work.

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7.4.1.F. The Contractor shall ensure and provide training so that all HVAC technician trainee(s) are actively working toward their NATE Core certification.

7.4.1.G. A minimum of eight (8) hours of code review education shall be provided every two (2) years for HVAC technicians, plumbers, steamfitters, pipefitters, electricians, and any associated apprentices.

7.4.1.H. Each course size shall not exceed thirty (30) students.

7.4.1.I. The Contractor shall develop a training plan. The training plan shall include, but is not limited to the following information.

7.4.1.I.1. A list of all Contractor employees (with position titles) and which qualifications, licenses, certificates, and trainings each employee is required to possess for their work expertise and area.

7.4.1.I.2. The plan shall include the last completion date of each employee's qualifications and trainings, and the date by which each training and qualification must complete next.

7.4.1.I.3. The number of continuing education credits per year that are required to maintain the applicable licensures.

7.4.1.I.4. A list of required safety training such as OSHA training sessions that cover subjects such as "Confined Space Entry", "Fall Restraint", etc.

7.4.1.I.5. A list of the technical training classes required for all personnel.

7.4.1.I.6. The format of the plan shall make it clear which employees have qualifications and trainings that will be coming due with the upcoming quarter, and which employees have qualifications or trainings that have expired.

7.4.1.I.7. For all expired qualifications and trainings, the Contractor shall detail the plan to correct each delinquent training and qualification. The Contractor shall provide an updated quarterly plan when all employee qualifications and trainings are current.

7.4.1.I.8. Provide overall percentage of training and certification requirements met for both safety and technical training.

7.4.1.I.9. Provide a twelve (12) month schedule showing when employees will potentially attend training sessions, the type and name of the training sessions. The schedule shall be continually updated and indicate when employees actually attend training.

7.4.1.J. The Contractor shall include in their program a method for tracking attendance of contractor's employees. Records shall possess physical signatures either on participation certificates or on rosters sheets that clearly illustrate employee's attendance and successful completion of each training session. The Contractor shall maintain all required records, documents, forms and files in a prepared-for-inspection state at all times.

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7.4.1.K. The Contractor shall once a quarter, discuss the progress of employees training with the COR, Facilities Engineer, and Publics Works Division Chief. The Contractor shall submit an updated training plan five (5) days before each quarterly meeting.

7.4.1.L. The Contractor shall submit their initial program and plan for approval no later than two (2) months after the start of the contract award. Every year, the Contractor shall update their program and plan and submit them no later than the 15<sup>th</sup> day of the new ordering period. The USCG reserves the right to disapprove any training the contractor requests, at any time, if they don't find the training productive, effective, focused, or its associated costs appropriate.

**7.4.2.** The Contractor may have deductions waived to cover the cost of training expenses. The training expenses should relate to the deduction (e.g. an Air Station equipment quality deduction should be offset with training for the technicians who work on that equipment). The Contractor must request their proposed training plan before the task order modification described in section 9.1. The Contractor must expend their training budget described in section 7.4.1.A in addition to deduction offsets to utilize this benefit.

**7.5. EVIDENCE OF CERTIFICATION, QUALIFICATION, AND TRAINING.** Within fifteen (15) days of when a new Contractor employee is hired to perform work in a functional area requiring certification or qualification, the Contractor shall provide the KO with evidence of the requisite certification or qualification. Within fifteen (15) days or when a new Contractor employee is hired to perform work in a functional area requiring training, the Contractor shall provide the KO evidence that the requisite training has been received. The Contractor shall ensure that semiannual, annual, and other periodic re-certifications are kept current. The USCG reserves the right to audit all or part of any training session for employees hired for work under this contract.

**7.6. REMOVAL OR DISMISSAL OF EMPLOYEES.** Removal or dismissal of an employee who is not fully able to perform the normally assigned duties or violate any security or health requirement, does not relieve the Contractor of the requirement to provide sufficient personnel to adequately perform services required. All employees assigned by the Contractor to the performance of work under this contract shall be physically able to do their assigned work and shall be free of communicable diseases.

**7.7. CONTINGENCIES.** The USCG must plan how it will meet mission requirements in event of contingencies such as national emergencies or natural disasters. Sudden or unusual events may result in a great impact upon Contractor's performance and contract requirements. In the event contingencies such as those specified below develop, the Contractor shall continue to perform contract work and expand performance, as necessary. In the event that a contingency occurs and results in a change of work directed by the USCG, the USCG will assume responsibility for such changes. They will be subject to the General Provision of the contract entitled "Changes."

**7.7.1.** Some examples of contingencies are as follows:

7.7.1.A. A national emergency entailing sudden build-up of military forces that increases contract requirements.

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7.7.1.B. A natural disaster that impacts upon the Contractor’s ability to perform this contract and the USCG’s ability to perform its missions.

7.7.1.C. A labor strike that impacts upon Contractor’s ability to perform.

7.7.1.D. A local or widespread health issue such as a pandemic.

**7.7.2.** In any case, the Contractor shall assume that the USCG cannot provide any supplemental forces and will continue to need the same or additional performance under this contract.

**7.8. STRIKE CONTINGENCY PLAN.** A Strike Contingency Plan (SCP) is required to assure the USCG that there will be no significant interruption of contract services due to labor disruptions. The Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes.

**7.9. SECURITY REQUIREMENTS.** The Contractor shall comply with all Department of Homeland Security, USCG, and Base Kodiak requirements and ensure projects will meet the baseline security levels & requirements. Submit a security plan to the KO in accordance with Section 3.18.1. Five (5) days prior to contract start date, the Contractor shall submit to the KO the name and address of each employee hired to work on this contract. This employee list shall be kept up-to-date, but not less than quarterly (or as requested by the COR.)

**7.9.1. SECURE AREAS.** Portions of the work under this contract are performed in the secure areas listed below. All Contractor employees accessing secure areas shall be United States citizens. All persons requiring access to secure areas must be escorted and monitored by appropriate USCG personnel while working in those areas. The Contractor shall gain access to these areas in accordance with Section 3.10.5. Contractor personnel may be required to sign in and out and state the nature of business in secure areas. Current secure areas include the following but are not limited to:

**Table 8. Secure Areas**

Building	Secure Areas
Building N-38	Admin, ground floor offices, 2 <sup>nd</sup> deck drafting room, 3 <sup>rd</sup> deck command offices
Building T-1	Operations deck, command offices
Building 576	Server rooms
Building N-46	Pharmacy, medical records area
Building 20	Command offices on 2 <sup>nd</sup> deck
Building 14	Command center

**7.9.2. SECURITY CLEARANCES.** The Contractor shall perform a local background check prior to hiring any employee. A copy of the local background check shall be provided by the Contractor to the COR if requested.

**7.9.3. LOITERING.** The Contractor’s employees shall not loiter in any working, patron, or other unauthorized areas. While waiting for transportation or while on work breaks, they shall not block or impede customer movement on ramps, doorways, store aisles, or walkways. Unless otherwise authorized, upon completion of their assigned shifts, Contractor employees shall promptly depart Base Kodiak. Employees who are MWR eligible may utilize MWR facilities as intended.

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**7.9.4. VEHICLE REGISTRATION AND IDENTIFICATION.**

7.9.4.A. All Contractor-owned vehicles used to perform work under this contract shall be legally registered with the State of Alaska and be properly insured. Operators require a valid driver's license and proper endorsement for specific equipment being operated.

7.9.4.B. Any privately owned employee vehicle that is operated on Base Kodiak shall be legally registered with the State of Alaska and be properly insured.

7.9.4.C. Any vehicle used to perform work under this contract shall be identified with the Contractor's name or logo clearly visible from both sides of the vehicle. Operators require proper endorsement for specific equipment being operated.

**7.9.5. RapidGate.** Both the Contractor as a whole and each individual must be enrolled into the current identification authentication program at the Contractor's expense. Currently SureID, Inc has been selected to implement RAPIDGate® and RAPIDRCx® to validate and screen personnel requiring access to Base Kodiak. Visit <https://fortiorsolutions.com> for enrollment information.

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**SECTION 8.0 QUALITY**

**8.0. QUALITY SCOPE.** The Contractor shall be responsible for establishing and maintaining quality control throughout the life of the contract. The Contractor shall establish an ISO 9001 plan (most current rev at contract award) and undergo an audit at the end of their first contract year by the Government. Additional audits may be requested annually with sixty (60) days notice from the USCG at no additional cost to the USCG.

**8.1. QUALITY MANUAL.** The Contractor shall develop, maintain and submit a quality manual in accordance with the PWS and ISO 9001. This manual will delineate the Contractor's Quality Management System (QMS) and inspection system to monitor and control their performance of work required in order to meet all requirements of the PWS. The quality manual shall explain in detail how the Contractor shall sustain the quality of providing base operation support services. As the quality manual defines the product the Contractor is offering, the product shall include at a minimum: quality technician's work, timely work, quality and timely data deliverables, quality work control, good communication to all the CORs/KO, and proper documentation of work. Task frequencies shall be addressed in the quality control plan and are subject to the USCG's approval. The Contractor's plan shall include, but is not limited to, the following elements.

**8.1.1. GAP ANALYSIS.** The quality manual shall include a method of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable as defined in the PRS. This shall contain processes for corrective action without dependence upon Government direction.

**8.1.2. PLAN-DO-CHECK-ACT CYCLE.** The program shall contain process control and process performance measurement procedures that shall also include how the Contractor shall effect preventive corrective actions. The Contractor shall demonstrate that it has designed quality into the delivery of services thereby mitigating the risk associated with delivery of deficient or nonconforming services.

**8.1.3. DOCUMENTATION AND ENFORCEMENT.** The Quality Control Plan (QCP) shall include a method of documenting and enforcing quality control operations of both prime Contractor and subcontractor work, including inspection and testing.

**8.1.4. TREND ANALYSIS.** The QCP shall include a method of performing trend analyses and assessments through the use of metrics. At a minimum numeric metrics that relate to the inspection program, defect identification and defect correction shall be developed and provided in the performance briefing report.

**8.1.5. INSPECTION PROGRAM.** The quality manual shall include a quality control inspection program covering all general and specific tasks included in the contract scope of work. It shall specify tasks or areas to be inspected on both a scheduled or unscheduled basis, the manner in which inspections are to be conducted, the titles of the individuals who will perform the inspections, and the percentage of the work that will be inspected on a recurring basis. Inspections must either be performed by a designated quality control representative or by the individual responsible for supervising overall execution of the work. Inspections shall not only be performed by the individual performing the work. In developing this inspection program, the Contractor shall identify the key activities and associated characteristics in each process that have a significant influence on specific services and provide for methods for evaluation of the selected characteristics. The Contractor shall sample at least fifty (50) percent of the total number of corrective maintenance, PM, IDIQs, and standing work per month. The Contractor may propose another, more advanced,

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sampling frequency to the KO as long as they present evidence that their new plan will be statistically significant as determined by the KO.

**8.1.6. SURVEILLANCE METHODS.** The QCP shall contain specific surveillance techniques for all Contract services. The surveillance methods shall be comprehensive and adaptable to the reporting system of the plan.

**8.1.7.** Quality control process for the various tasks:

8.1.7.A. Steps and flow diagram (including a checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections and testing and, a method of documenting and enforcing quality control operations of any subcontractor work, including inspection and testing);

8.1.7.B. Inspection procedure to include checklists used by the Contractor, including the items, frequency, conformance indicators and actions taken if nonconformance found covering all the service requirements of this contract;

8.1.7.C. Means of identifying and resolving problems;

8.1.7.D. Roles and responsibilities.

**8.1.8.** The following specific functions that shall be addressed in addition to the requirements of the PWS:

8.1.8.A. Supervision of services requiring schedule planning to include schedules for all necessary assignments by dates and areas for each building;

8.1.8.B. Labor practices (training, hiring, retention, and rewards and substitutions) to include staffing assignments to accomplish the services required;

8.1.8.C. Accounting and billing practices;

8.1.8.D. Ordering of supplies, materials, and equipment;

8.1.8.E. Receipt, storage, and retrieval of supplies materials and equipment;

8.1.8.F. Operation, maintenance, repair and sanitation of facilities, equipment, and systems (including employee areas):

8.1.8.F.1. Contractor-identified service work procedures.

8.1.8.F.2. Contractor recommendations for replacement of installed building equipment.

8.1.8.F.3. Waste management (including recycling).

8.1.8.F.4. Security compliance to include key control procedures.

**8.1.9.** Contingencies:

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8.1.9.A. Special event or emergency situations;

8.1.9.A.1. Procedures to be used.

8.1.9.A.2. Obtaining additional employees.

**8.2. QUALITY CONTROL FILES.** The Contractor, commencing on the contract start date, shall maintain a file of all the efforts within their ISO 9001 process in a shared government folder. That is, the Gap analysis conducted, items in the plan-do-check-act cycle, and items closed as a success. In addition, Contractor inspections or tests including a statement of any corrective actions taken shall be in the same folder. This file shall be subject to USCG review at KO discretion during the period of contract performance. The file shall be the property of the USCG and shall be delivered by the Contractor to the USCG upon completion or termination of the contract.

**8.2.1.** The Contractor shall document all rework in the USCG CMMS as detailed in TE 1.1.

**8.3. DOCUMENTATION & ENFORCEMENT.** The Contractor shall provide a rigorous and scheduled method for documenting and enforcing quality control operations of both prime and subcontractor work, including inspection and testing. The Contractor shall maintain a database of all inspections conducted, the results of each inspection, and the corrective actions taken. This Contractor record and database shall contain the requisite data elements such that Contractor Quality Control inspections can be reconciled with USCG Quality Assurance results. This data shall be maintained on-site and available to the KO and COR. The Contractor shall ensure that the information shall be also available electronically in a format that can be statistically analyzed by the USCG.

**8.4. SUBCONTRACTOR QUALITY CONTROL.** The Contractor shall ensure that the USCG's performance standards are reflected in subcontracts within the scope of this Contract and that the Contractor's Quality Control Plan includes surveillance of subcontract performance to the same extent as that required for Contractor performance.

**8.5. CUSTOMER COMMENTS.** The Contractor shall encourage customer comments through the use of a group email that sends text or email to both Contractor and government emails (or provides access for both parties). The Contractor shall not delete this feedback from the combined system. The Contractor shall offer each WO requestor a chance to complete comments and send it to the Contractor with a calling card, flyer, text, and/or email to encourage feedback. The Contractor shall submit a form or questionnaire to the KO for approval 10 days before contract award. The Contractor shall offer this form or questionnaire at the completion of the WO, but it is not required to for the customer to provide feedback. A copy of all complaints shall be provided to the USCG within five (5) days, after the Contractor reviews for validity and, if required, proposes a corrective action.

**8.6. PERFORMANCE BRIEFINGS.** During the first year of the contract period, on a monthly basis, or as deemed necessary by the COR, and at an agreed-upon time and place, the Contractor and the USCG shall conduct a joint performance review meeting. At a minimum, the Contractor's PM or alternate program manager (APM) shall meet with the KO or COR and other USCG personnel as deemed necessary. During the subsequent contract years, the frequency of these monthly meetings may be changed to quarterly by mutual agreement and by approval of the KO. The PM or APM, shall provide a written report and briefing at the monthly meetings.

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**8.6.1.** This report and briefing shall address the following:

- 8.6.1.A. Trend analysis and metrics;
- 8.6.1.B. Status of work performed in the previous time period;
- 8.6.1.C. Problems or constraints encountered while performing this work;
- 8.6.1.D. Suggested solutions to problems or constraints encountered;
- 8.6.1.E. Proposed initiatives or waivers requiring Government action;
- 8.6.1.F. Status of open items from the previous meetings; and
- 8.6.1.G. Title and date of reports delivered in the previous time period.

**8.6.2.** The Contractor may also request a meeting with the KO whenever such a meeting is necessary. If the Contractor does not concur with any portion of the outcome of such meetings, such non-concurrence shall be provided in writing to the KO no more than 10 calendar days following receipt of the minutes.

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**SECTION 9.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP), PERFORMANCE REQUIREMENTS SUMAMRY (PRS), AND AWARD FEE.**

**9.0.** To facilitate the surveillance of the Contractor's quality control program, the USCG shall verify Contractor compliance with designated performance requirements by establishing a QASP/PRS. The CORs are the main quality assurance representatives at this site. The CORs will be responsible for the inspection functions, the handling of nonconformance and the ultimate point of acceptance.

**9.0.1.** The USCG will evaluate the Contractor's performance under this contract using the quality assurance procedures specified in the performance requirements summary. The USCG will record surveillance observations. When an observed defect is other than minor in nature, or when on-the-spot corrective action as to the cause cannot be taken, the Contractor will be notified of the deficiency in writing with a contract discrepancy report (CDR)

**9.0.2.** The Contractor shall perform or re-perform any work which was not performed in a satisfactory manner at the Contractor's expense. In the event the Contractor fails to provide the manpower necessary to accomplish the work requested, the USCG reserves the right to have the work contracted out. The cost of such work shall be charged against the Contractor and the amount of all costs the USCG incurred as a result of such action shall be deducted from any payment due the Contractor. All rework shall be documented in USCG CMMS.

**9.1. Deductions.** The USCG may, at their discretion, deduct from contract payments in accordance with the PRS. In the event of a deduction IAW the PRS, the Contractor shall have until the end of the following month to contest any deductions or present a training plan (e.g. The Contractor shall have until the end of the November to contest an October deduction.) In the unlikely event of late payment (i.e. when deductions are announced), the Contractor shall have no less than ten (10) calendar days to contest the deduction. Contests are to be objective, specific, and substantiated with data. The USCG will respond to any contests within fifteen (15) days. The Contractor shall have seven (7) more days to contest the USCG's response, but must notify the KO they plan to do so within two (2) days. The KO will provide a final ruling after the contractor's final response. After the final response, both parties shall sign the modified task order to reflect the reduced contract amount after deductions. If the contractor still objects, the KO may modify the task order unilaterally. Though the KO may make the decision unilaterally, trust between both parties that the work is measured objectively and consistently benefits both parties.

**9.2. Award Fee.** The contractor may receive an award fee for performance above and beyond the contractual requirements. The award fee is a formal process evaluating qualitative and quantitative data. The award pool plan is available in Appendix J.

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**SECTION 10.0 GOVERNMENT-FURNISHED AND CONTRACTOR-FURNISHED EQUIPMENT, FACILITIES, AND SERVICES.**

**10.0. GOVERNMENT-FURNISHED PROPERTY.** The USCG will provide, without cost to the Contractor, the facilities, designated areas, equipment, materials and services listed in Appendix B and in this contract in an “as-is” condition. The Contractor shall use the Government-furnished property and services in the performance of this contract only.

**10.1. GOVERNMENT-FURNISHED FACILITIES.** The USCG will furnish the facilities and designated areas thereof described in this contract, Appendix B, and those listed below:

**10.1.1. PRIMARY FACILITIES.** The Contractor has primary responsibility for occupancy, security, use and maintenance of the facilities (full or partial occupancy). The Contractor shall provide for outfitting, equipping and facility modifications to support their specific use of the space or facility, however, the USCG retains the right to execute projects at Government owned facilities. The Contractor shall cooperate and coordinate with construction/disruption when it occurs, no different than if the USCG performed the occupying operating and maintenance functions, which implies no additional cost to the USCG. The Contractor shall ensure OSHA and full code compliance for all modifications to buildings and other facilities that the Contractor makes.

10.1.1.A. Building 20: Partial Occupancy: East side lean-to area, a portion of the High Bay, and East Parking lot. The High Bay is shared with USCG functions. The Contractor is expected, though it isn't required, to use this for shops, painting, storage, offices, and vehicle/equipment parking.

10.1.1.B. Building 26: Partial Occupancy: First Floor - Shipping and Receiving, Third Floor - offices and BOSS warehouse.

10.1.1.C. Building 25: Pad and fabric structure: Full Occupancy: equipment laydown area. Contractor should be aware that the USCG is planning to remove and dispose of the current 'tent' installed at Pad 25 within the first year of the contract (if not sooner) due to the consolidation of BOSS operations in building.

10.1.1.D. Building 10: Partial Occupancy: Heated/dry vehicle storage area. Contractor shall be aware that a renovation project is currently intended for Building 10 to be completed within the first two (2) years of the BOSS contract. Temporary facilities for the Contractor will NOT be provided by the USCG during the planned construction project during the performance period of this contract. Upon completion, the USCG will retain occupancy of all built out storage and work shop areas on the south side of the building. The BOSS Contractor will retain occupancy of the garage areas of the building (4,800 SF, 4 bays).

10.1.1.E. Building 96: Full Occupancy: BOSS storage.

10.1.1.F. Building 93: Partial Occupancy: spill response storage and shared space with USCG.

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10.1.1.G. N1 w/ Annexes: Full Occupancy: vehicle and equipment maintenance facility. Limited temporary office, storage and toilet facilities will be provided by the USCG during the construction. Temporary vehicle and equipment maintenance facilities will NOT be provided.

10.1.1.H. N94: Full Occupancy: storage and maintenance facility.

10.1.1.I. N90: Full Occupancy: sand and storage facility.

10.1.1.J. Nymans' Laydown Areas: (Includes Pad S-3, and the unpaved Roads and Grounds

10.1.1.K. laydown/staging areas East of Steam Plant): Full Occupancy.

10.1.1.L. SH01: Lake Louise lawn maintenance shed: Full Occupancy.

10.1.1.M. PLANTS AND OPERATIONAL FACILITIES: Full Occupancy. The Contractor may occupy these facilities, and has primary/predominant responsibility for occupancy, security, use, cleanliness and maintenance of the facilities for contract performance. The BOSS Contractor shall provide outfitting, equipping and facility modifications to support their specific use and performance of plant management and operations at the space or facility.

10.1.1.N. N24/N24A: Central Heating Plant

10.1.1.O. N56: LOWS

10.1.1.P. N23, N40: Water Treatment Plant and Storage Buildings

10.1.1.Q. N2: Waste Water Treatment Plant and Storage Buildings

10.1.1.R. 621, 623: Fuel Pier Office and Equipment Buildings

10.1.1.S. N21: Aviation Fuel Office and Equipment Buildings

10.1.1.T. N11: Fuel Office and Equipment Buildings

10.1.1.U. Bldg 20: Fuel Office and Fuel Lab

**10.1.2.** The USCG will furnish the Contractor with a lighted, heated space for the Lock Shop. The space location may change at the discretion and needs of the USCG. The

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USCG will provide a limited number of parking spaces for the Contractor's work vehicles and employees vehicles in the vicinity of Building 26.

**10.1.3. FACILITIES INVENTORY.** The Contractor shall inspect the Government-furnished facilities listed in Appendix B and Section 10.1 to ensure the accuracy of the description of the facilities, including condition, not later than ten (10) days prior to the start of the basic contract period. Failure of the Contractor to agree with the description of the facilities will be treated as a dispute pursuant to the "Disputes" clause of this contract. If an item of equipment is disputed, the Contractor will provide the necessary equipment to perform the work until the dispute is resolved.

**10.1.4. MODIFICATIONS.** The USCG may authorize modifications or alterations to the Government-furnished facilities for the convenience of the Contractor and at the Contractor's expense; however, no modifications shall be made without specific written permission from the KO. Prior to any proposed modification, the Contractor shall notify the COR and provide documentation describing in detail the changes proposed.

**10.1.5. RESPONSIBILITY AND ACCOUNTABILITY.** The Contractor shall assume responsibility and accountability for the Government-furnished facilities and take adequate precautions to prevent fire hazards, odors, chemical spills, and vermin. At the completion of the contract, all facilities shall be returned to the USCG in the same condition as received, except for reasonable wear and tear or approved modifications. The USCG shall take pictures of the facilities when the Contractor assumes responsibility. The Contractor shall receive approval from the KO for any modifications to the facilities. The Contractor shall be responsible for the cost of any repairs caused by negligence or abuse on the Contractor's part, or on the part of Contractor's employees, including subcontractor employees.

**10.1.6. CONTRACTOR CARE OF CONTRACTOR-MANAGED SPACES.** The Contractor shall keep all the work areas, break areas, and restrooms neat, organized, and clean and in good condition and repair. This includes the spaces being free of refuse, accumulations of excess materials. The Contractor shall keep grass cut to four (4) inches inside fence lines, and for a ten (10) foot perimeter around buildings and the outside of fence lines. Grass shall be four (4) inches or shorter. Hazardous materials must be kept in accordance with Section 5.10.

**10.1.7. GOVERNMENT USE OF FACILITIES.** The USCG retains the right to use any government-furnished facilities, equipment, or materials under the Contractor control.

**10.2. GOVERNMENT-FURNISHED EQUIPMENT.** The USCG will furnish the equipment listed in Appendix B and this contract. All equipment will be furnished in an "as-is" condition. The Contractor is responsible for all service, maintenance, and repair, to include parts and labor, for the Government-furnished equipment. Adequate protection of Government-furnished equipment is the responsibility of the Contractor. In instances where inadequate permanent storage facilities are available the Contractor may provide temporary storage alternatives with COR approval at no extra expense to the USCG. The Contractor shall at a minimum perform PM in accordance with the manufacturer's recommendations on the equipment listed in Appendix B and this contract. The Contractor shall replace all worn out equipment, as necessary, at the Contractor's expense during all periods of contract performance. Equipment replaced at the contractor's expense shall remain the property of the Contractor. The USCG is required to maintain a minimum inventory of critical Government owned equipment. Replacement of equipment originally provided as GFE must be approved by the KO. At the completion or termination of the contract, all Government-furnished equipment remaining on the

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GFE inventory shall be returned to the USCG in the same condition as received, except for reasonable wear and tear. The Contractor is required to provide fuel for all Government-furnished equipment and vehicles and contractor owned equipment and vehicles at no additional cost to the USCG.

**10.2.1. EQUIPMENT INVENTORY.** The incoming Contractor and the COR shall jointly conduct an inventory of all Government-furnished equipment listed in Appendix B and this contract not later than ten (10) days prior to the start of the contract. The incoming Contractor shall sign a receipt for all equipment provided by the USCG. The incoming Contractor and the COR shall jointly determine and record working order and condition of all equipment.

10.2.1.A. If the incoming Contractor does not agree with the USCG’s description of the equipment and its working order and condition, this failure of the Contractor to agree will be treated as a dispute pursuant to the “Disputes” clause of this contract.

10.2.1.B. If the incoming Contractor shall note equipment missing or not in working order before they start the first option year. The USCG may replace missing items and repair all items not in working order; however, the KO may direct the incoming Contractor to replace the missing items or accomplish repairs for which the Contractor will be reimbursed.

**10.2.2. ANNUAL PHYSICAL INVENTORY.** A physical inventory of all Government-furnished equipment shall be performed by the Contractor annually to be completed no later than thirty (30) days after the start of each performance year. The inventory report shall itemize all property validated, including a listing of property lost, damaged, destroyed, or stolen, the circumstances surrounding each incident, and the resolution of the incident. The report shall also note any discrepancies between the physical inventory and the contractor’s record of Government property. During this inventory the condition codes for all Government-furnished equipment shall be updated.

Table 9. Government Furnished Equipment Condition Codes

1.	Unused-good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply source.
2.	Unused-fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is reduced.
3.	Unused-poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4.	Used-good	Used property that is usable without repairs and most of its useful life remains.
5.	Used-fair	Used property that is usable without repairs, but worn or deteriorated and may soon require repairs.
6.	Used-poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7.	Repairs Required- good	Required repairs are minor and should not exceed 15% of original acquisition cost.

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8.	Repairs Required-fair	Required repairs are considerable and are estimated to range from 16% to 40% of the original acquisition cost.
9.	Repairs Required-poor	Required repairs are major because the property is badly damaged, worn or deteriorated and are estimated to range from 41% to 65% of original acquisition cost.

10.2.2.A. Government-furnished equipment that meets Mandatory Accountable Personal Property requirements of CIM 4500.5(series) will have a Property Custodian (PC) assigned by the Contractor. This Contractor PC will be responsible for:

10.2.2.A.1. Maintaining current records for accountable property within the assigned custodial area and retaining documentation to support the audit trail for all acquisitions, transfers, and disposition activity;

10.2.2.A.2. Initiating or processing documents affecting the ownership, accountability, or custody of equipment to the Property Administrator (PA);

10.2.2.A.3. Ensuring authorized use and proper care and protection of the property;

10.2.2.A.4. Reporting lost or stolen property or property damaged beyond normal wear and tear to the Government Accountable Property Officer (APO);

10.2.2.A.5. Preparing Reports of Survey to document incidents regarding loss, theft, or damage of personal property;

10.2.2.A.6. Serving as a technical advisor to the APO and Board of Survey, providing assistance to the Government as required;

10.2.2.A.7. Leader during physical inventories, acting solely as a guide to counts team in order to assist in the location of assets; and

10.2.2.A.8. Reporting directly to the APO for all additions, deletions, edits, transfer of assets, and Reports of Survey.

10.2.2.A.9. PCs must also gain access to CGOne to complete the required PC training. CGOne is available through CGPortal. Instructions on how to complete the training will be issued by the Base Kodiak APO.

**10.2.3. RESPONSIBILITY AND ACCOUNTABILITY.** The Contractor shall keep the Government-furnished equipment inventory listing current. Not later than thirty (30) days prior to the completion, termination, or option year of the contract, an inventory of equipment shall be conducted by the Contractor and verified, at the Government's option, by the COR. The Contractor shall be liable for loss or damage to Government-furnished property beyond fair wear and tear.

10.2.3.A.1. The Contractor shall repair all equipment in need of repairs or maintenance before the inventory commences. All repairs not made by the Contractor shall be made at the USCG's option and at the Contractor's expense.

10.2.3.A.2. In the case of damaged property, the amount of compensation due the USCG by the Contractor shall be the actual cost of repair, provided such amount

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does not exceed the depreciated replacement value of the item. In the case of items lost or damaged beyond economical repair, the amount of the Contractor's liability shall be the depreciated replacement value of the item; the KO will determine this value. Any failure of the Contractor to agree with such determination shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes."

**10.2.4. GOVERNMENT USE OF EQUIPMENT.** Upon forty-eight (48) hours notice to the Contractor, the USCG is authorized to use any Government-furnished equipment under the Contractor's control.

**10.2.5. COMPUTER EQUIPMENT.** The USCG will provide any computer workstations, including a monitor, workstation, and printer, and access to the Coast Guard Data Network (Intranet) or system control networks (SCADA, DDC, etc.) at contract start. Further additions, repairs, or replacement of system control computer components (non-USCG Intranet) may be directed via WO in accordance with Section 5.1. Access to these workstations will be granted to Contractor personnel as deemed necessary by the COR, but at a minimum, will be required of the project manager and work control employees. All personnel with USCG Intranet network access will be required to obtain a government-issued Common Access Card (CAC) and will be responsible for abiding by Federal and USCG-specific computer usage regulations. All personnel with access to system control networks outside the USCG Intranet will be required to abide by Federal and USCG-specific computer usage regulations. Any individual failing to comply with these regulations will have their network access privileges revoked. The Contractor will be responsible for replacing consumables (i.e., paper, toner, etc.) and damaged equipment.

10.2.5.A. The Government will provide an energy management control station.

10.2.5.B. The monthly roster shall denote any personnel in possession of a CAC. Upon employment termination for any Contractor personnel or subcontracted personnel holding a CAC, the Contractor shall:

10.2.5.B.1. Turn in the CAC to the Government issuing office no later than the last day of the person's active employment.

10.2.5.B.2. Notify the KO via letter of termination (LOT) of card turn-in the same day it occurs.

10.2.5.C. During normal working hours, loss of a CAC shall be reported to the issuing office and the KO immediately. Otherwise the OOD shall be notified. The KO shall also be notified via LOT the same day.

**10.2.6. USCG CMMS.** The USCG will provide, via the USCG computer network, access to USCG CMMS. The Contractor shall be responsible for utilizing this program to, at a minimum, track WO and PM completion, and personnel man-hour expenditures. The Contractor shall be responsible for maintaining the accurate equipment inventory and PM records in the system. In addition, the Contractor is responsible for providing accurate status of WOs and PMs within the Coast Guard's CMMS. The USCG's current CMMS is IBM SAM (a modified, older, version of Maximo). The USCG reserves the right to update or change software.

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10.2.6.A. Primary training for use of the USCG CMMS shall be conducted by the incumbent Contractor as a part of Section 3.17 of this PWS (i.e. the Contractor will receive training when incoming and will provide it on the outgoing). The USCG will provide additional training by request of the Contractor.

**10.2.7. GOVERNMENT-FURNISHED MATERIALS (GFM).** (Also referred to as operating materials and supplies (OM&S)) (Excludes spill response consumable materials. Includes Critical Spares). The USCG will furnish this OM&S as an initial supply of materials and supplies (small tools, appliances, critical spare parts, and other parts and materials) to the Contractor for use under this contract. This supply of consumables shall be the supply in place in Government-furnished facilities agreed to in a joint inventory. The value of the consumables that will be provided has historically been estimated at \$1.7 to \$2.5 million. The contractor will sign to accept the current estimated value at contract startup and the value may vary by +/- 10% without change to this contract. The Contractor shall maintain the supply of consumables at all times. The Contractor shall replenish supplies as they are consumed in the performance of this contract at Contractor expense. The current inventory of OM&S is provided as Appendix B. Any items needed to supplement this inventory will be furnished under PWS Section 10.3.

10.2.7.A. CRITICAL SPARES. The USCG shall provide a critical spares list at contract start the current critical spares list has been provided as TE 26.3, and shall be responsible for the initial stock of critical spares if the critical spare part is not already included in the consumable inventory. Throughout the course of the contract, the KO may add or delete items from the critical spare list. When the KO adds a new item to the critical spare list that is not already in the consumable inventory, the USCG will purchase and provide the part to the Contractor. The Contractor shall order and replace critical spare parts, regardless of unit price cost, that are maintained in the inventory on a one for one basis within fifteen (15) working days of when a critical spare was issued from stock. When the item cannot be restocked within fifteen (15) working days, the Contractor shall request an extension from the KO in writing. The extension request shall explain the circumstances why the part cannot be restocked in accordance with the requirements of this section.

10.2.7.A.1. CRITICAL SPARE LIST. The Contractor shall separately identify items defined by the KO as critical spare parts from other consumables within their inventory control reporting system. Additionally, the Contractor shall solicit input from the workforce and supply managers throughout the life of the contract to determine which parts should be included. The Contractor shall obtain written approval from the KO prior to actually changing the inventory levels and inventory types for critical spare parts.

10.2.7.A.2. INVENTORY AND ACKNOWLEDGE RECEIPT. The Contractor and CORs shall work as a team to conduct an inventory of all Government-furnished critical spares ten (10) days prior to the contract start date. The Contractor and KO shall certify their agreement on inventory based on the joint inventory. The Contractor shall separately identify all items the incumbent Contractor has on order, and include in that inventory. The Contractor shall prepare and submit a copy of the consumable inventory agreed upon between the parties to the KO within ten (10) days after contract start date.

10.2.7.B. GFM ON SPECIFIC JOBS. The USCG reserves the right to provide Government-furnished materials for installation or use on specific WOs or job orders.

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These Government-furnished materials are not consumables, shall not be included in the inventory control system, and shall not be restocked once installed or used as directed by the KO. The Contractor may be required to store Government-furnished materials until used on a WO or job order. The cost of GFM shall not be included in the determination of any Level III work. Any excess materials reimbursed by the USCG resulting from a Level II or III WO which cannot be returned to the vendor due to partial use of a particular unit of measure (i.e., only a portion of a roll of material was used, but the entire roll was reimbursed) shall be considered Government-furnished materials, and shall be added to the consumable inventory by DD Form 1149. The value of the excess materials shall be determined by the KO as the USCG's investment in the unused material to be added to the consumable inventory.

**10.2.7.C. INVENTORY & ACKNOWLEDGE RECEIPT.** The Contractor and COR(s) shall work as a team to conduct an inventory of all Government-furnished consumables ten (10) days prior to the contract start date. The Contractor and KO shall certify their agreement on inventory of consumables based on the joint inventory. The Contractor shall separately identify all items the incumbent Contractor has on order, and include in the consumable inventory. The Contractor shall prepare and submit a copy of the consumable inventory agreed upon between the parties to the KO within ten (10) days after contract start date.

**10.2.7.D. INVENTORY CONTROL.** On contract start date, the Contractor shall institute and maintain a consumable inventory control and material management system that meets the requirements of Chapter 3, in COMDTINST M4400.19B, Supply Policy and Procedures Manual to changes introduced in COMDTCHANGE NOTE 4400, issued on November 20, 2014. Update and reflect changes to the inventory, including increases/decreases, additions/deletions, on a daily basis. The Contractor shall continually monitor usage of stocked items and systematically re-evaluate reorder points, identify obsolete materials, and order materials for stock that have longer lead times, and materials with large populations on Base Kodiak and a low mean time between failure (MTBF). The inventory control system shall, as a minimum, be able to generate current inventory lists that provide item description including stock number, location, acquisition document number (e.g., purchase order), quantity, unit price and total value. The Contractor shall provide inventory printouts, including lists of critical spare parts or items with unit prices of \$1,000 or more, sorted as requested, within one (1) business day of KO or COR request via a performance directive. The inventory shall specifically identify Government-furnished consumables.

**10.2.7.E. PHYSICAL INVENTORIES.** The Contractor shall perform as a minimum the inventories listed in COMDTINST M4400.19B, chapter 3 as updated in COMDTCHANGE NOTE 4400, issued on November 20, 2014. The Contractor shall perform semi-annual random sample inventory self-audits. Submit report by 5 April for the previous six (6) month period. During the last two (2) weeks of August each year, perform an inventory of all materials with a unit price of \$1,000.00 or greater (approximately fifty (50) stock numbers meet this category). The semi-annual random sample self-audit can be included in this same count and report submitted on 31 August. The Contractor shall perform unscheduled spot check inventories as directed by the KO for USCG compliance teams.

**10.2.7.F. TURN-IN PROCEDURES FOR CONSUMABLES.** Upon completion or termination of the contract, the Contractor shall return to the USCG a stock of consumables of like quality and similar content (updated as renovations or upgrades

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occur during contract performance) including critical spares and of the same value as that originally provided, adjusted for values of consumables added and deleted throughout contract performance by the USCG, and inflation (3% per year). The inflation factor, compounded annually for the total cumulative performance period of the contract, shall be applied only to the value of the originally supplied consumable inventory LESS the value of all deletions approved by the USCG, and documented by DD Form 1149. Consumable inventory used in the performance of this contract are not considered deletions approved by the USCG, and shall be replenished at Contractor expense.

**Table 10. Sample calculation for establishing consumable inventory value:**

ORIGINAL CONSUMABLE INVENTORY VALUE:	\$2,200,000
GOVERNMENT APPROVED DELETIONS TO CONSUMABLE INVENTORY:	\$100,000
GOVERNMENT APPROVED ADDITIONS TO CONSUMABLE INVENTORY:	\$200,000
CONTRACT PERFORMANCE PERIOD: (BASE PERIOD PLUS 2 OPTION YRS)	3 YEARS
COMPOUNDED INFLATION FACTOR (3 yrs): $1.03*(1.03)*(1.03)$	1.093
CALCULATION:	\$2,200,000 \$100,000 \$2,100,000 X 1.093
REQUIRED VALUE OF ENDING CONSUMABLE INVENTORY:	\$2,295,300
ADJUSTED CONSUMABLE INVENTORY VALUE:	\$2,200,000 + \$200,000 \$100,000 \$2,300,000
In this example the Contractor has \$4,700 in excess consumable inventory at the end of the contract.	

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10.2.7.F.1. The Contractor shall conduct an inventory of all consumables not later than ten (10) days prior to the end of the contract. The Contractor shall give the KO at least thirty (30) days notice of the date(s) of this inventory, method of accomplishment and the number of people involved. The USCG may participate in the inventory. On the last day of the contract, provide an updated consumables inventory list including a separate list of any items on order.

10.2.7.F.2. The Contractor shall return consumables to the KO in place within the normal consumable storage areas. If the quantity or value of returned consumables is less than the quantity or value agreed to in section 10.2.7, an adjustment may be due to the USCG. The KO shall determine which consumables on hand the Contractor shall retain and remove from the USCG property, if the consumables are in excess of the quantity or value originally provided, at the completion or termination of the contract. The USCG will not purchase excess consumables.

10.2.7.G. **GOVERNMENT RIGHT TO PROVIDE ADDITIONAL CONSUMABLES.** The USCG may provide consumables at any time. The USCG reserves the right to add new critical spare part line items and additional parts for established line items to ensure critical spare parts are in the inventory when needed. The Contractor shall accept responsibility for such consumables and shall add all such consumables to its inventory control system within 5 days of receipt. The Contractor shall prepare and submit a DD Form 1149 to transfer property from the Government to the Contractor. The value of these consumables shall be added to the initial supply of consumables provided to the Contractor and returned at contract completion.

10.2.7.H. **GOVERNMENT USE OF CONSUMABLES.** The Contractor shall provide consumables from the consumable inventory whenever directed by the Contracting Officer. The Contractor shall prepare and submit a DD Form 1149 to transfer property from the Contractor to the Government. The value of these consumables shall be subtracted from the initial supply of consumables provided to the Contractor.

**10.2.8. OTHER GOVERNMENT FURNISHED ITEMS.**

10.2.8.A. **FORMS AND REFERENCED PUBLICATIONS.** The USCG will furnish electronic copies of all publications, regulations, and directives specifically marked in Appendix D List of References and Publications, at the start of the contract. The USCG will provide new copies of these references as changes occur or updated versions become available.

10.2.8.B. **EQUIPMENT OPERATING MANUALS.** Those equipment operating manuals presently maintained by the incumbent Contractor will be turned over to the incoming Contractor prior to start of work under this contract. The incoming Contractor and the COR shall take a joint inventory of the equipment operating manuals not later than five (5) days prior to the contract start date. These manuals shall be maintained by the Contractor and turned over to the USCG within five (5) days prior to the completion or termination of this contract.

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10.2.8.C. SUPPLIERS' CATALOGS. Those supplier's catalogs presently maintained by the incumbent Contractor will be provided to the incoming Contractor five (5) days prior to the contract start date. The Contractor shall update catalogs as suppliers publish new issues. The Contractor shall maintain an up-to-date supplier catalog file of pertinent supplies and components for Government-furnished equipment maintained under this contract. These files shall be turned over to the USCG within ten (10) days of the completion or termination of this contract.

10.2.8.D. DRAWINGS. The USCG will make available to the Contractor all available engineering drawings in an "as is" condition. Drawings, where available, include, but are not limited to, detailed and current floor plans of affected facilities; equipment installation layouts; and applicable mechanical, plumbing and electrical drawings and functional schematic diagrams. Should any of those facilities be modified by the Contractor, in the course of Level II or Level III Work, the Contractor shall be responsible for appropriate pen and ink changes to plans and drawings. The Contractor shall provide a copy of changes to the USCG base engineer.

**10.2.9. GOVERNMENT-FURNISHED SERVICES.** The USCG will provide the following services to the Contractor.

10.2.9.A. UTILITIES. The USCG will furnish heat, air conditioning, water, electricity, base telephone service, sewer, and other utility services currently available in the Government-furnished facilities.

10.2.9.B. ORIENTATION BRIEFING. The USCG will provide, upon Contractor request, a one-time orientation briefing prior to the contract start date. This orientation, for key Contractor management and supervisory personnel, will familiarize the Contractor with the installation, facilities, and pertinent regulations.

10.2.9.C. GOVERNMENT-FURNISHED PROPERTY CONTROL SYSTEM. The Contractor shall establish and maintain a written property control system in accordance with Federal Acquisition Regulation clause 52.245-1 entitled Government Property (June 2007) and Federal Acquisition Regulation clause 52.245-2 entitled Government Property Installation Operation Services (April 2012).

10.2.9.C.1. The system shall provide for Contractor control, protection, preservation, and maintenance of all Government-furnished property. Submit a copy of the written control system to the COR within forty-five (45) days after contract award.

10.2.9.D. GAS STATION. The Contractor may purchase fuel, for vehicles and equipment used in the execution of work under this contract, from the CGES gas station located on the installation during its normal operating hours and at the current prevailing prices. The CGES gas station currently carries unleaded regular gasoline, unleaded premium gasoline, and diesel fuel. Failure of the gas station to be open for business shall not excuse the Contractor for nonperformance of work or services under this contract. The Contractor may contact CGES and establish an account for purchase of fuel. Reimbursement shall be made directly to CGES in accordance with agreement reached between the Contractor and CGES. Credit cards may be available and issued by CGES to provide the Contractor with access to the gas station twenty-four (24) hours a day, 365 days a year. The Contractor shall not be permitted to set up or utilize fuel storage tanks on USCG property other than at the CGES facility.

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**10.3. CONTRACTOR-FURNISHED ITEMS.**

**10.3.1. GENERAL.** Except for those items or services specifically stated as Government-furnished in Section 10.1 and 10.2, the Contractor shall furnish everything required to perform this contract. The Contractor is responsible for safeguarding all of their material and equipment. The USCG will not be responsible for loss or damage to the Contractor's stored supplies, materials, or equipment, or to the Contractor's employees' personal property brought onto the base.

10.3.1.A. Total Materials Bid Component (TMBC). The amounts listed on the "Evaluation Only Amounts-Rates" tab on the CLIN Schedule of Services spreadsheet, for the base and each individual ordering period, as the Total Materials Bid Component (TMBC), represents the cumulative total materials cost the Contractor has included in the standing work and IDIQ CLINs. Equipment and subcontractor costs may not be included in this figure. The Contractor shall complete this section in its entirety on the CLIN Schedule of Services spreadsheet. This amount is any amount over and above value of the GFM (OM&S) that will be provided IAW PWS 10.1.4. This amount will be used for evaluation purposes only and will not be included in the awarded contract's Schedule of Services.

**10.3.2. CONTRACTOR-FURNISHED VEHICLES AND EQUIPMENT.** The Contractor-furnished vehicles and equipment shall be identified as Contractor property. All vehicles and equipment shall be in an operable condition and meet all Federal, State, and local safety requirements. Vehicles and equipment identified as not meeting the above safety requirements by inspection of the COR shall be removed from service within one (1) hour of notification. The Contractor shall move to the Contractor's maintenance area within two (2) hours any vehicle or equipment which becomes inoperative or which breaks down during operation. The Contractor shall perform only minor repairs to vehicles or equipment away from this maintenance area. Inoperative or unserviceable equipment or vehicles shall not be cause for Contractor to reduce any service or performance. The Contractor shall be required to supply fuel for all contractor furnished vehicles and equipment at no additional cost to the USCG.

**10.3.3. CONTRACTOR-FURNISHED PARTS AND COMPONENTS.** The Contractor shall provide approved new or factory reconditioned parts and components for the repair of USCG systems and equipment. All materials, supplies and parts shall be equal to or better than the manufacturer's original and shall comply with applicable Government, Commercial or Industrial Standards such as the National Board of Fire Underwriter's, Underwriters Laboratories Incorporated or ASME codes. Government vehicles and equipment furnished for Contractor use shall not be considered part of the Contractor's inventory, however, the standard of quality for parts and components used to repair these items shall meet the above stated standards.

10.3.3.A. In addition, for motor vehicle and equipment repairs only, the Contractor may use commercially purchased or Contractor-rebuilt parts, if they equal or exceed the quality of the original parts. Used parts may be used only on an exception basis when sources of new and rebuilt parts have been exhausted and with specific written approval of the KO.

**10.3.4. CONTRACTOR-FURNISHED TEST EQUIPMENT.** Test equipment provided by the Contractor for checking and testing items including, but not limited to, switch gear, outdoor substation equipment, transformers, circuit breakers, protective relays, cables, meters, and

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associated electrical equipment, shall be that which is recognized as standard in the trade. The Contractor shall furnish to the KO five (5) days prior to contract start date a list of all test equipment and a written statement that all equipment has been calibrated. The Contractor shall ensure that recalibration is accomplished as required and shall maintain written documentation of recalibrations.

**10.3.5. CONTRACTOR-FURNISHED COMMUNICATION EQUIPMENT.** The Contractor shall provide adequate communication equipment, including long distance telephone facilities, to perform the services of this contract. Included in this equipment are two-way radios, or other paging system required for communication with Contractor employees. Two-way communication devices shall be capable of interoperability with Government VHF communications systems. The Contractor is not required to conduct day to day support operations using VHF systems. However, the Contractor shall maintain at all times the capability to establish and maintain immediate communications with the Government using VHF systems especially in times of surge operations or incident response. This capability is required for all contractor provided services. The Contractor shall have applicable licenses and conform to all Federal Communications Commission and base regulations pertaining to radio communication.

10.3.5.A. The Contractor shall ensure that all contractor radios are able to receive and transmit on these channels using narrow band compliant equipment. The frequencies for these channels will be provided to the Contractor by the USCG prior to contract start. The Contractor shall ensure that all of the Contractor's radios are programmed with these frequencies.

10.3.5.B. Specialized Operations: VHF Frequency 121.9 shall be utilized for operations in and around the Coast Guard Air Station runway and TARMAC areas (e.g. snow removal operations).

**10.3.6. CONTRACTOR-FURNISHED MANUFACTURERS' MANUALS.** The Contractor shall obtain and maintain manufacturers' operating instructions and maintenance manuals on all installed equipment or replacement equipment purchased by the Contractor. These manuals and operating instructions shall become the property of the USCG upon completion or termination of the contract.

**10.3.7. BIOBASED PRODUCTS.** The Contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," and the Federal Acquisition Regulation to provide biobased products. The Contractor shall utilize products and material made from biobased materials (e.g., hydraulic fluids, penetrating lubricants, and diesel fuel additives) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. Biobased products that are designated for preferred procurement under USDA's BioPreferred program must meet the required minimum biobased content as stated in the USDA Final Rule available at [www.biopreferred.gov](http://www.biopreferred.gov).

**10.3.8. CONTRACTOR RECORDS.** All records kept by the Contractor pertaining to or required by this PWS are the property of the USCG and can be accessed or inspected by the USCG at any time. The USCG may occasionally require the Contractor to provide select, one-time data sets to the USCG based on the records kept by the Contractor.

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**10.3.9. SPECIFIC REQUIREMENTS BY TASK AREA.**

10.3.9.A. JANITORIAL.

10.3.9.A.1. The Contractor shall purchase and replenish the following items in their respective dispensers: paper towels, toilet seat covers, antibacterial hand soap, toilet paper, liner bags for sanitary napkin receptacles, and toilet deodorizing cakes. Where possible products shall be Green Seal certified.

10.3.9.A.2. Contractor shall also repair or provide replacements for dispensers that are not working properly and shall re-hang any dispensers that become detached from a wall or partition.

10.3.9.A.3. The satellite recycling bins are provided by the Contractor.

10.3.9.B. REFUSE COLLECTION AND DISPOSAL.

10.3.9.B.1. The Contractor shall provide containers specifically designed to collect, transport, and off-load recyclable materials. The exact models to be used for each purpose shall be approved by the COR before Contractor purchase or use. The containers shall be labeled with stencils or signs on their longitudinal sides, with black lettering that is at least six (6) inches tall. The current container utilized is Rubbermaid almond colored fiberglass recycling stations with rigid plastic liner (item # 690FGFGR36AL, MFR# FGFGFR3418TCPLAL). Any equivalent container is acceptable.

10.3.9.B.1.a. RECYCLABLE CARDBOARD. These containers shall be painted red. The label shall read "RECYCLABLE CARDBOARD".

10.3.9.B.1.b. MISCELLANEOUS RECYCLABLE MATERIAL. These compartmentalized containers shall hold newspapers, magazines, junk mail, paperboard, and number 1, 2, and 4 plastics. The compartments shall be labeled with: "NEWSPAPER", "MAGAZINES/JUNK MAIL/PAPERBOARD", and "PLASTICS (1, 2 & 4)".

10.3.9.B.1.c. CONSTRUCTION DEBRIS AND BUILDING MATERIAL. (e.g., dimensional lumber, shingles, bulk carpet) These containers shall be painted red or blue and designated and the label shall read: "CONSTRUCTION DEBRIS".

10.3.9.B.1.d. SCRAP METAL. (e.g., car parts, chains, metal scraps, ship parts) Scrap metal containers shall be painted green and the label shall read: "SCRAP METAL".

10.3.9.C. SNOW REMOVAL, ICE CONTROL, AND TRACTION.

10.3.9.C.1. The Contractor shall furnish equipment for measuring road maintenance and repair standards for the COR.

10.3.9.C.2. Pavement repair equipment, infrared asphalt repair equipment, and asphalt roller.

10.3.9.D. AIR PROGRAMS.

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10.3.9.D.1. Fuel combusted in internal combustion engines and generators (Contractor maintained generators; provide equipment inventories as they change)

**10.3.9.E. ENVIRONMENTAL MANAGEMENT AND STEWARDSHIP.**

10.3.9.E.1. Containers associated with the collection of materials for the P2 Program (e.g., recycling bins in office spaces and shops).

10.3.9.E.2. Appropriate conforming hazardous materials storage equipment such as flammable material lockers and secondary containment units.

**10.3.9.F. REGULATED WASTE (RW).**

10.3.9.F.1. Vehicle to transport wastes and containers to and from the HWSB complex on public highway.

10.3.9.F.2. PROVIDE RW CONTAINERS. Provide containers for accumulating, storing, and transporting regulated wastes in accordance with minimum stocking requirements of TE 12.4, RCRA Permit Attachment 5, and 49 CFR Part 178 DOT Specifications for Packaging. Appendix I provides estimated historical waste management costs. Containers must be in sound condition, DOT-shippable, and compatible with each waste type stored therein. The physical and chemical properties of the waste to be stored determine the container used.

**10.3.9.G. MAIL, SHIPPING, AND RECEIVING.**

10.3.9.G.1. Four (4) lockable mail collection receptacles.

10.3.9.G.2. All shipping and packing materials.

**10.3.9.H. SUPPORT SERVICES.**

10.3.9.H.1. DOT permitting for off-base operations of oversized equipment.

10.3.9.H.2. Rigging equipment.

10.3.9.H.3. Traffic barricades and cones.

10.3.9.H.4. All fuel and lubricants to compressor when providing compressed air to ships.

**10.3.9.I. ALARM AND FIRE SUPPRESSION SYSTEMS.**

10.3.9.I.1. All substitution and modification materials must be approved in accordance with NFPA.

10.3.9.I.2. Contractor shall provide the materials and labor required to replace the batteries and fuses for Kingfisher communication system.

**10.3.9.J. AIR STATION VEHICLES AND EQUIPMENT.**

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10.3.9.J.1. The Contractor shall be responsible for providing the aviation ground support equipment required to properly conduct maintenance, including special diagnostic and load test equipment to inspect and test.

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**Section 11.0 LIST OF PWS APPENDIXES AND TECHNICAL EXHIBITS**

**10.4. LIST OF APPENDICES.**

Appendix A Definitions and Acronyms  
Appendix B Government Property, Equipment and Materials  
Appendix C Summary of Task Area Deliverables  
Appendix D List of References and Publications  
Appendix E Performance Requirements Statement  
Appendix F USCG CMMS Enrolled Kodiak Equipment – DATE  
Appendix G Example Job Plans  
Appendix H Shore Facilities Inventory - DATE  
Appendix I Historical Data  
Appendix J BOSS Award Fee Plan

**10.5. LIST OF TECHNICAL EXHIBITS (TES).**

TE 1.0 GIS Layer Package  
TE 1.1 CMMS Data Entry Requirements  
TE 1.2 Contaminated Sites Mapbook  
TE 2.0 Forms  
TE 2.1 Equipment Enrollment Business Rules  
TE 3.1 Level of Service Cleaning Frequency  
TE 4.1 Refuse Container Locations and Frequency  
TE 5.1 Sports Fields  
TE 5.2 Grounds Maintenance and RCRA Sites Map  
TE 8.1 Aviation Fuel Farm Equipment Records and Forms  
TE 10.1 Enviromanager Data Requirements for Annual Report  
TE 10.2 Natural Resource and NEPA Checklist Considerations  
TE 10.3 Integrated Cultural Resource Management Plan  
TE 10.4 2017 Tsunami Readiness Plan  
TE 10.5 Integrated Pest Management Plan  
TE 10.6 RCRA Permit  
TE 11.1 Drinking Water Monitoring Program  
TE 16.1 CHP System Description  
TE 16.2 WWTP System Description  
TE 16.3 Water System Description  
TE 16.4 Coupon Stations  
TE 17.1 Used Oil System Description  
TE 17.2 Oil Water Separators  
TE 18.1 MBIT Report  
TE 19.1 COM Worksheet  
TE 19.2 Basic COM Package Checklist, Sign-Off Sheet  
TE 19.3 Unit Priced Work Description  
TE 19.4 Additional Housing Maintenance Line Items Sign-Offs Sheet  
TE 19.5 Basic Specifications for Housing Unit Types  
TE 20.1 Power Outage Checklist  
TE 22.1 MRI Worksheet Template  
TE 22.2 MRI Tech Specs  
TE 23.1 AIRSTA GSE  
TE 26.1 Reference list of Certifications and Licenses  
TE 26.2 Critical Systems and Equipment

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- TE 26.3 Critical Spares List
- TE 26.4 Contract Phase-In Transition Plan
- TE 26.5 Contract Phase-Out Transition Plan