

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
STATEMENT OF WORK  
FOR DR4781TX  
DOCUMENT SHREDDING / DESTRUCTION SERVICES**

**1. Background Information:** The Federal Emergency Management Agency (FEMA or Government) provides response and recovery operations to the State of Texas (TX) in reaction to or in anticipation of a significant environmental disaster or other significant emergencies. FEMA is currently supporting TX with a Disaster Declaration DR4781TX joint field office (JFO). Document Shredding or destruction services are needed at this location to sustain the operations. FEMA shall not exercise any supervision or control over the contract service providers performing the services herein.

**1.1 Description of Services/Introduction:** This Statement of Work (SOW) describes the requirement to provide Document Shredding or destruction services in support of TX.

**1.2 Location:** FEMA Dallas Branch Office (DBO) located at 4400 Alliance Gateway Ft. Worth, TX 76177.

**1.3 Objectives:** Establish a Firm Fixed-Price service contract with local contractor for Document Shredding or destruction services.

**1.4 Scope:** The contractor shall provide five (5) secured portable collection bins at the DBO for documents that will need to be shredded or destroyed. Collection of the containers should occur monthly and the Contractor shall submit a Certificate of Destruction following each collection. The Contractor will include a Contract Line Item (CLIN) for an additional disposal service beyond the bi-weekly schedule. The government will include a Contract Line Item (CLIN) for additional bins if needed. The Contractor will be required to secure all necessary permits required by local laws.

**1.5 General Information:**

**1.5.1 Hours of Operation:** The contractor is responsible for conducting business, during daylight hours, including Saturday, Sunday, and Federal/ Local holidays with the exception of a scheduled Government facility closure due to local emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW. The contractor shall keep in mind that the stability and continuity of the workforce are essential when hiring personnel.

**1.5.2 Type of Contract:** The Government intends to award a Firm Fixed-Price service contract to support this effort.

**1.5.3 Period of Performance:** This Period of Performance (POP) will be a base period of six (6) months, with two (3) 3-month option periods. FEMA will have the right to terminate the contract early by giving the vendor three (3) days' notice.

IAW FAR 52.217-8 Option to Extend Services at the discretion of the Contracting Officer.

**2. Definitions:**

**2.1 Contractor.** A supplier or vendor awarded a contract to provide specific supplies or service to FEMA.

**2.2 Contracting Officer (CO).** This is a person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. The CO is the only individual legally authorized to bind the government. The CO is the only authorized person to extend the contract.

**2.3 Contracting Officer Representative (COR).** This is an employee of FEMA appointed by the CO to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

**2.4 Subcontractor.** This is one that enters into a contract with a prime contractor. The Government does not have privacy of contract with the subcontractor.

**2.5 Preventive Maintenance Checks and Services (PMCS) of Equipment:** The contractor shall perform PMCS on all affiliated equipment associated with the collection of documents as often as necessary to ensure that such equipment is in functional operation. Mechanical and structural maintenance shall be performed on the contractor's vehicles and equipment at scheduled intervals and as required for maintaining in proper working condition. The Government may conduct inspections of the contractor's equipment at any time to ensure compliance with this requirement.

### **3. Contractor Furnished Items and Responsibilities:**

**3.1 General:** The contractor shall provide all equipment, supplies, tools, materials, repair parts, labor, transportation, and management oversight to perform the requirements under this contract.

**3.2 Vehicles:** Contractor vehicles shall be registered, in accordance with all current applicable Federal, State, and Local laws, ordinances and regulations. All vehicle operators shall possess valid state/territory driver licenses to be allowed on the site. Some FEMA sites such as military and other governmental facilities may require proof of U.S. citizenship to gain access.

**3.3 Contractor Equipment:** The Contractor must own its own equipment.

### **4. Specific Tasks:**

**4.1 Basic Services:** The servicing schedules will be coordinated with and set by the CO. Document collection and destruction services will be performed on a scheduled weekly basis and additional services will be performed on an "as needed basis. The FPM or COR will contact the Contractor's PM to established service dates and request additional service as needed.

### **5.0. Special Requirements**

**5.1 Safety Standards:** The contractor shall comply with Occupational Safety & Health Administration (OSHA) requirements. Each item of equipment or property furnished under this contract shall be in safe operational condition and shall comply with all Federal Safety Standards, the American National Standards, and all State Safety Regulations applicable to the equipment and or property.

**5.2 Program Manager (PM):** The contractor shall designate a PM for performance of all work under the contract. The PM shall be responsible for total contract management and coordination. The PM shall have full authority to act for the contractor during performance of work. The contractor shall provide, in writing, the name of the PM and telephone number to the CO, COR and FPM. The PM must be available by telephone contact at all times.

**5.3 Lost and Found Property:** It is the responsibility of the contractor to ensure all articles of possible personal or monetary value found by the contractor's personnel be turned in to the FPM or FEMA Security Office and notify the CO and COR immediately.

**5.4 FEMA location and impassable locations:** When an unforeseen Federal Emergency Management Agency (FEMA) location closure occurs on a contractor's regular scheduled day of work, the contractor will be notified by the CO or COR as to whether the contractor will be required to continue performance of service for that day. When previously closed areas are reopened services shall resume.

## **6.0 Deliverables:**

**6.1 Reports:** The contractor shall maintain detailed accurate records of the delivery of shredders and associated services and shall provide a Certificate of Destruction after each collection under this contract. These records shall be made available to FEMA at any time requested for the duration of this contract.

**6.2 Invoice Format:** The Contractor's monthly invoice shall contain monthly rental costs, the number of daily rental costs, if applicable, the number of Trash Collection Services performed, and the number of Re-Spots performed. Price quotes for this contract shall include at least the unit price for each of the Contract Line Item Number (CLIN) outlined in the table below. The Contractor will include a price quote for each of the services outlined in the below table utilizing the provided format or similar format.

## **6.3 PRICE SCHEDULE:**

	Description	Unit of Issue	Unit Price
0001	Monthly Service of Document Collection and Destruction	5 Each	
0002	Delivery of bins five (5) each	1 lot	
0003	Additional Collection and Disposal Service on an as needed basis	4 Each	
0004	Pickup of bins 5 (five)	1 lot	

**6.4 Invoices:** The contractor shall invoice the Government per month [INPUT CONTRACT POC]. The Contractor will also send copies of the invoice to the COR and FPM. The contractor shall submit invoices no later than the 5th day of the month following the end of the billing month.

## **7.0 CONTRACTOR/SUBCONTRACTOR PERSONNEL & SECURITY REQUIREMENTS**

**QUALIFIED PERSONNEL.** The Contractor shall provide qualified personnel to perform all requirements specified under this contract.



CONSUMPTION OF ALCOHOL AND DRUGS - Contractor personnel, while at a FEMA site or facility, are subject to standards of conduct prescribed for Government employees. The use of alcohol, drugs, or harmful substances will, at the discretion of the Government, result in barring of individual from Government facilities and of the above premises.

CITIZENSHIP - All employees working under this contract shall be the citizens of the United States of America. Contractor employees may be required to access U.S. Military Installations, airports, and seaports. Contractor may seek to obtain Transportation Worker Identification Cards (TWIC) which would facilitate employee access.


EMPLOYEE IDENTIFICATION - Contractor employees visiting or working on Government sites or facilities shall wear an identification badge that, at minimum, displays the Contractor name, the employee's photo, and badge expiration date. Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

EMPLOYEE CONDUCT - Contractor's employees shall comply with all applicable Government and Agency regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States, the Department of Homeland Security or FEMA.

REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS - The Government may, at its sole discretion, direct the Contractor to remove any Contractor employee from FEMA facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under any contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

## 8.0 COVID-19 GUIDELINES

[NAME OF CONTRACTOR] hereby attests that it has provided a copy of the Updated COVID-19 Guidelines to its employees, and subcontractors, who perform work on-site at FEMA facilities or operating locations. [NAME OF CONTRACTOR] attests that it has notified its employees and will notify future employees that they must comply with the Updated COVID-19 Guidelines in order to perform on-site work at FEMA facilities and operating locations, including either to be fully vaccinated or having a negative COVID-19 test that is not older than three (3) calendar days, prior to entering a facility or operating location. Additionally, all on-site contractor employees must maintain a copy of the OMB Certification of Vaccination Form (Certification of Vaccination [REDACTED]) on their person for possible inspection.



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