

## PERFORMANCE WORK STATEMENT (PWS)

### PART 1. GENERAL:

**1.1 INTRODUCTION.** This is a performance work statement (PWS) for the Department of Homeland Security (DHS), Federal Law Enforcement Training Centers (FLETC). The FLETC Glynco campus is located approximately five (5) minutes north of Brunswick, Georgia in Glynn County and is equal distance between Savannah, Georgia and Jacksonville, Florida. The FLETC is situated on approximately 2,000 acres in southeast Georgia with modern conventional facilities such as classrooms, dormitories, administrative and logistical support structures.

**1.2 MISSION:** The FLETC mission statement is “We Train Those Who Protect our Homeland”. The FLETC is responsible for providing law enforcement officer training to over 95 Partner Organizations and is responsible for providing certain core instructional law enforcement programs as well as a variety of support services. The Center has lodging for approximately 2,093 occupants.

### 1.3 PERIOD OF PERFORMANCE

Base Period: January 1, 2025 – June 30, 2025

### 1.4 SCOPE

a. The Contractor shall provide all labor, supplies, materials, equipment, including safety and protective gear, repair parts, tools, equipment, planning, scheduling and coordination, training, licenses, permits, certificates, insurance, pre-employment screening, reports and files, management, and supervision necessary to perform dormitory custodial, desk clerk, locksmith, and maintenance services for nine (9) dormitories, five (5) student centers, one (1) laundry center, three (3) swimming pools (1 indoor/2 outdoors), three (3) cold tubs, and other facilities as described throughout the Performance Work Statement (PWS). Contractor shall maintain current and up to date training, licenses, permits, and certificates e.g., reports and files necessary to perform all maintenance, repair services, and technical oversight for three (3) swimming pools (1 indoor/2 outdoors) and all maintenance for three (3) cold tubs as described throughout the Performance Work Statement (PWS).

b. These services shall be performed during training days and non-training days in support of the training programs at the DHS, FLETC located in Glynco, GA as described herein:

- (1) This performance-based, firm-fixed price (FFP) contract describes the services to be performed as an end result and provides to the contract both a standard for acceptable performance and quantities, limits, or areas that the service covers. The Contractor shall be responsible for achieving the stated results.

- (2) The Contracting Officer's Representative (COR) for this contract will be appointed at time of award. During the terms of this contract any changes of the COR will be in writing to the Contractor.

### 1.5 NORMAL HOURS OF OPERATIONS

The normal hours of operation are stipulated for each required service in Part 5.

### 1.6 HOLIDAYS

- a. "Federal holidays" to be used to compute labor hours in the solicitation and contract, are:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

Any other day designated by Federal statute, Executive Order, or the President's proclamation.

- b. When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.
- c. Occasionally Federal holidays will be declared normal training days and full Contractor support will be required. Notice of this requirement will be given to the Contractor at least one week in advance by the Contracting Officer (CO).
- d. The Contractor shall NOT receive premium rates for any special declared holiday for Federal employees (e.g., National Day of Mourning for death of a former president).

### 1.7 CONTRACTOR PERSONNEL

- a. The Contractor shall manage the total work effort associated with the requirements of this PWS to assure adequate and timely completion of these services. All employees assigned by the Contractor to the performance of work under this contract shall be capable and experienced in the type of work they are assigned or be given on the job training by the Contractor. All Contractor employees must be physically and mentally capable to perform the essential functions and demands of their assigned work in a safe and effective manner. Contractor shall ensure that all Contractor's personnel have, as a minimum, a thorough knowledge of the contract specifications that pertain to their particular work skills. Prior to commencing work, the Contractor shall ensure employees are not under the influence of alcohol, drugs, or any other incapacitating agent(s). The Contractor shall ensure each

employee is alert and capable of exercising good judgment, implementing instructions, and assimilating necessary specialized training.

a. The Contractor shall not employ any person who is an employee of the United States Government without the consent of the CO. The CO will determine if the employment of that person would create a conflict of interest. The Contractor shall ensure employees conduct themselves in a courteous and businesslike manner at all times. The Contractor shall ensure that no Contractor personnel accept gratuities of any kind. The Contractor shall ensure employees practice acceptable personal hygiene at all times and shall present a neat appearance and wear appropriate clothing in accordance with Part 4. Paragraph 4.6.

b. The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to the employees as may be necessary. The Contractor shall advise the CO/COR of any civil or internal disciplinary actions taken to include but not limited to physical altercations, theft, accidents, and destruction of any property. The Contractor shall promptly investigate all complaints of poor performance, rude behavior, and other misconduct. The Contractor shall take any disciplinary action as may be necessary to maintain the highest standards of customer service. Fraternization to include out of role conversation, on or off Center, with occupants is prohibited (FLETC Directive 67-31 Fraternization between Center Staff and Students, Part 7).

c. Contractor shall establish a customer service training program for all employees and complete the training within thirty (30) business days of the contract start. After the initial training, the Contractor shall ensure any new personnel complete the training within fourteen (14) business days. The Contractor shall maintain accurate records of this training requirement to include: the trainee's name and signature, date of completion topic of training, and instructor's name. The Contractor shall maintain these records and provide them upon request by the CO/COR.

d. The Contractor shall remove from the site any individual whose continual employment is deemed to the Government to be contrary to the public interest or inconsistent with the best interest of the Government. All Contractor employees shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence or who presents other evidence from the DHS that employment is permitted.

#### **1.7.1 Other Personnel Qualifications – Certified Locksmith**

##### **1.7.4 Certified Locksmith**

a. The Locksmith shall be a Certified Locksmith, hold a current locksmith certificate, and be a member of the Certified Locksmiths of America (CLOA). The designee shall have a minimum of two (2) years full time verifiable experience dealing with the maintenance of lock systems during which he/she held the certificate. This person shall also have

knowledge to maintain the individual safes located within the occupant rooms of the dorms serviced by this contract.

b. The Locksmith shall be on-site from 7:30 a.m.-4:00 p.m. Monday-Friday, excluding Federal Holidays. The Locksmith shall be available twenty-four (24) hours per day/seven (7) days per week to sufficiently and effectively perform the work required by the contract. The Locksmith's primary duties shall be the maintenance and repair of lock and key systems.

## **1.8 VEHICLE LICENSED EMPLOYEES**

The Contractor shall ensure that Contractor personnel operating vehicles shall possess a valid State Driver's License with the correct endorsement for the vehicle size and type to be driven. The Contractor shall ensure annually that each employee has a relevant and current driver's license.

## **1.9 EMPLOYEE ROSTER**

Ten (10) business days after the start of the contract, at execution of option periods, and/or when changes occur, the Contractor shall provide the CO/COR a written roster of all contract employees. The roster shall include the following: full name, position or duty assigned, anniversary date of employment, rate of pay, shift assignment, and identify if full-time or part-time employee.

## **1.10 KEY PERSONNEL**

### **1.10.1 Project Manager (PM) and Alternate Project Manager (APM)**

The Contractor shall provide to the CO/COR, in writing, the names and associated resumes of on-site Project Manager (PM) and Alternate Project Manager (APM) who possess the necessary experience and qualifications to supervise the work required under this contract effectively. If the PM or APM at the time of award are not the same individuals identified in the proposal, the new candidates shall have equal or greater experience and qualifications than those identified in the proposal. These positions are subject to the CO's approval; therefore, any desired change to management personnel must be provided to the CO/COR in writing prior to making each change. The Government will provide an on-site main office to be staffed by either the PM or the APM and daily staff required to support the requirements of this acquisition. PM or APM shall be on-site during the core duty hours of each training day and all other days and times as deemed necessary to fulfill the requirements of the contract. The PM or APM shall be on call twenty-four (24) hours a day to handle emergencies and shall ensure the CO is provided with specific contact numbers. The full-time on-site PM shall be dedicated solely to this operation and may not perform duties associated with other contracts. This individual shall be responsible for the overall management and coordination for the work under this contract and shall act as a central point of contact with the Government.



- a. The PM shall possess a minimum of five (5) years of consecutive employment in a position with comparable responsibilities within the past seven (7) years.
- b. The APM shall have previously had a minimum of three (3) years of consecutive employment in a position with comparable responsibilities within the past five (5) years. Both the PM and the APM shall be proficient in oral and written communications in English.
- c. The PM and APM shall be able to use a computer to communicate via email, retrieve reports and provide reports to the CO/COR. The PM and APM shall be able to use Microsoft Word and Excel.

#### **1.10.2 Quality Control Manager (QCM)**

The Quality Control Manager (QCM) shall coordinate and adjust the work schedule to fulfill the requirement of the contract. If the QCM at the time of award is not the same individual identified in the proposal, the new candidate shall have equal or greater experience and qualification than the QCM identified in the proposal. This position is subject to the CO's approval; therefore, any desired change to the QCM must be provided to the CO/COR in writing prior to making each change. The QCM shall possess a minimum of three (3) years of consecutive employment in a position with comparable responsibilities in quality control management within the last five (5) years. The QCM may not share other key management duties. The QCM shall have the authority to act in all QCM related matters, and report to the Contractor's corporate office, not the on-site PM and/or the APM. The QCM shall be able to use a computer to communicate via email, retrieve reports and provide reports to the CO/COR. The QCM shall be able to read, write, speak and understand English and to use Microsoft Word and Excel.

#### **1.10.3 Maintenance Manager (MM)**

The Contractor shall designate in writing, the name of the Maintenance Manager (MM), telephone number(s) at which contact may be made at all times, and the normal assigned area of responsibility. If the MM at the time of award is not the same individual identified in the proposal, the new candidate shall have equal or greater experience and qualifications than the one identified in the proposal. This position is subject to the CO's approval; therefore, any desired change to the MM must be provided to the CO/COR in writing prior to making each change. The MM may not be the same individual as the approved PM, APM, QCM, or Locksmith. The MM shall possess a minimum of three (3) years of full-time consecutive employment in a position with comparable responsibilities and experience in all areas of maintenance to include systems maintenance, trouble shooting, lock/safe maintenance, and dormitory maintenance within the past five (5) years. The systems shall include plumbing, washing machines, dryers, electrical, pumping systems, freezers, refrigerators, electronic control systems, digital control systems, Heating, and Ventilation and Air Conditioning (HVAC) systems, steam system, safes, and locks. The MM shall be

able to read, write, speak and understand English and to use Microsoft Word and Excel.

#### **1.10.4 Certified Pool/Spa Operator**

- a. The Contractor shall designate, in writing to the CO, a competent and responsible Certified Pool/Spa Operator who possesses the necessary experience, qualifications and certifications to perform work required under this contract effectively. This individual shall possess and maintain a current "Certification of a Certified Pool/Spa Operator in accordance with rules of the National Swimming Pool Foundation, Department of Human Resources, Georgia Department of Public Health Chapter 511-3-5, Rules and Regulations Public Swimming Pools, Spas, and Recreational Water Parks. All contractor personnel performing the pool maintenance services shall be certified.
- b. The Contractor personnel/certified pool operator shall have the ability to use a computer to communicate via email, retrieve reports, and provide reports to the CO/COR.
- c. This position is subject to the CO's approval; therefore, the name and contact information for the Certified Pool/Spa Operator shall be submitted within five (5) working days after contract award and also in the case of any change of the Certified Pool/Spa Operator.

#### **1.11 INSPECTION BY REGULATORY AGENCIES**

Work described in the PWS is subject to inspection by other Government agencies. The Contractor shall provide personnel to accompany the regulatory agency inspection or review teams. The Contractor personnel shall be knowledgeable concerning the work being inspected. The Contractor shall participate in responding to all requests for information, inspection or review findings by regulatory agencies, or other inspections scheduled through the CO/COR. This assistance may include testing, operating or disassembling equipment or systems.

#### **1.12 PERFORMANCE EVALUATION MEETINGS**

The Contractor's representatives shall meet with the CO/COR weekly during the first month of the contract. For the pool management services, the Contractor's representatives shall meet with the CO/COR weekly during the first month of the performance of this contract. Thereafter, meetings will be as often as determined by the CO/COR. A mutual effort will be made to resolve all problems identified. Written minutes of these meetings, prepared by the Contractor, shall be provided to the Government within seven (7) business days of the meeting with Government input for the Contractor's PM and the CO's signature. The original copy of the signed minutes will become part of the contract file in the CO's office with copies being distributed to the Contractor and COR.

#### **1.13 ACCIDENT REPORTING**

a. In those instances, where Contractor owned or privately owned vehicles on-Center are damaged, the Contractor shall contact FLETC Security at (912) 267-2461 to report accidents without injuries. The Contractor shall notify the CO/COR within one (1) hour following the accident. In those instances, where injuries or death occur, the Contractor shall notify FLETC Security at (912) 267-2911, and the CO/COR immediately. The Contractor shall provide a signed written FLETC Statement/SEM-34 (06/06) (Part 9, Attachment 1), concerning circumstances of the accident, incident, injuries or death.

b. FLETC Security will provide the completed forms to Office of Security and Professional Responsibility (OSPR) for investigation. Upon completion of the investigation, OSPR will provide copies of the completed will provide copies of the completed forms to the Contractor, CO/COR and the FLETC ALM Fleet Manager. The signed written statement provided by the Contractor shall include signed statements by individuals and/or witnesses involved in the accident. Written statements shall include all pertinent information relating to the incident including names of persons involved, time of the incident, individual versions of the events, etc.

## **1.14 PROJECTED WORKLOAD**

a. The projected workload for this contract is delineated in the form of historical data (Part 9, Technical Exhibit 1). The workload volume is subject to the fluctuation in the number of occupants attending the various number and types of training programs.

b. The Contractor will be given access to the Student Administration & Scheduling System (SASS) in order to download reports, rosters and input room assignments under this contract. Computer access will also be given to view Direct Digital Controls (DDC) in order to assess and respond to changes, fluctuations and outages of the HVAC system that affect the dorms. The Contractor shall be responsible for supporting any Government changes to the schedule.

## **PART 2: DEFINITIONS AND ACRONYMS**

### **2.1 DEFINITIONS:**

**Acceptable Quality Level (AQL):** The allowable leeway from a standard that can occur before the Government will reject the specific service. The number of defects in a lot (or the maximum percent defective in a lot) that, for the purposes of sampling, may occur before the Government will affect the price computation system in accordance with the Performance Requirements Summary (PRS) and the Inspection of Services Clause. An AQL does not allow the Contractor to knowingly offer defective service but implies that the Government recognizes that defective performance sometimes happens unintentionally. As long as the percent of defective performance does not exceed the AQL, the service will not be rejected by the Government. The Contractor, however, must re-perform the defective service when possible. The AQL limits reduced payment to circumstances in which defective performance results in a measurable reduction in the value of services rendered.

**Accountability:** The basic obligation imposed by law, lawful order, or regulation, of a person to keep an accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents or funds. Accountability is primarily concerned with maintaining records. As a minimum, these records should show debits, credits, and available balances on hand or in use. Records showing quantities due out and/or due-in are part of the accountability records. Contractor accountability shall insure an accurate audit trail for each item of Government Furnished Property/General Services Administration (GSA) Vehicle Listing for which the Contractor is responsible.

**Accountable Property:** Any Government furnished property that is valued more than \$1,500.00.

**Buy American Act (BAA):** The Buy American Act restricts the purchase of supplies that are not domestic end products. The BAA uses a two (2) part test to define domestic end products: 1) the article must be manufactured in the United States, and 2) the cost of domestic components must exceed 50 percent of the cost of all the components.

**Contract:** A written mutually binding legal agreement between two or more parties that is enforceable by law.

**Contract Discrepancy Report (CDR):** A form initiated by the COR when any service is judged unsatisfactory. The CDR is a formal, written document used to notify the Contractor of non-conformance or lack of performance of contract work.

**Contract Line Item Number (CLIN):** A specific unit of work to be performed by the Contractor as a pay item listed within the contract.

**Contracting Officer (CO):** An agent of the Government with the authority to enter into, administer, and terminate contracts and make related determinations and findings. Only the CO may enter into a contract and modification agreement binding on the Government.

**Contracting Officer Representative (COR):** An employee of the U.S. Government appointed by the CO to provide technical guidance. 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, conditions or direction of the contract.

**Contractor:** An entity, public or private, providing the services specified by the Government and described in this solicitation or in the subsequent award document administered by the Government.



**Contractor Furnished Property:** Contractor provided equipment, tools, supplies, materials, and services (except those items identified as GFP in Part 3) necessary to perform all the required services.

**Customer Complaints:** One of the criteria used to monitor the Contractor's performance.

**Cure Notice:** The CO shall send a "cure notice" prior to terminating a contract for any reason, such as the Contractor's failure to perform some provision of the contract or failure to make progress so as to endanger performance of the contract. The Contractor shall have a period of ten (10) calendar days by which to "cure" the failure.

**Defective Service:** A service output that does not meet the standard of performance associated with the PWS.

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

**Downtime:** Downtime is the time that a vehicle or other equipment is out of service for repairs, maintenance, or awaiting parts. The workweek used to compute downtime is based on a 24-hour day and a 365-day year (no exceptions for Holidays). Vehicles and equipment that are out of service due to safety recalls are included in the downtime computations. Downtime begins when the vehicle/equipment is removed from service and ends when the user is notified that the vehicle/equipment is ready to return to service.

**Energy Conservation Measures (ECM):** The reduction of energy cost that meets regulatory requirements for the decrease of greenhouse gases.

**Energy Savings Performance Contract (ESPC):** FLETC has been mandated to reduce its energy and water consumption significantly with additional mandates in future years. In order to accomplish the mandated energy savings requirements, an ESPC has been implemented throughout the FLETC Centers. With the ESPC contract, FLETC is able to reduce energy cost and meet regulatory requirements for reduction of greenhouse gases.

**Fair Wear and Tear:** The amount of damage, depreciation or loss that is expected to occur even when an item is used competently and with care and proper maintenance.

**Government Furnished Property (GFP):** Facilities, equipment, and services in the possession of the Government or acquired by the Government and subsequently made available to the Contractor for the performance of work under this contract.

**Government Furnished Space:** Government provided space as necessary to perform all the required service.

**Inventory:** A detailed list of all the items in open and unopened stock at all locations that

includes nomenclature, sizes, quantities, unit of issue, building, location, and minimum reorder points.

**Key Personnel:** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

**Langelier Index:** The Contractor shall review and check the water balance of the pools/cold tubs using the Langelier Index. The Contractor shall ensure that readings using the Langelier Index are within -0.3 and +0.3 to be considered in balance.

**Lot Size:** The total number of product or service outputs in a surveillance period from which a sample is to be drawn and inspected to determine performance in accordance with the standard, as defined in the AQL column of the PRS.

**Major Repair or Replacement:** Major repair or replacement is defined as roof replacement, replacement of exterior walls, ceiling structures, stairs, bearing walls, storage sheds or major structure elements; rewiring of a facility; replacement of heating and air conditioning duct work or hot and chilled water piping system of a facility.

**Minor Repair or Replacement:** Minor repair is a maintenance function which restores individual parts, components, or assemblies of an equipment unit to a safe, serviceable condition by adjustment, replacement of component parts or materials.

**Monthly Report:** Monthly reporting shall reflect activity through the last day of the month. Reports must be submitted in a manner to reach the CO by midnight, Eastern Standard Time on the fifth calendar day after the end of the month or as specified within the contract.

**Non-Training Days:** Days in front of or behind Christmas and Thanksgiving that occupants are given breaks in training to celebrate the holiday.

**Occupants:** Students and other guests assigned to the Glynco dormitory rooms.

**Option:** A unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract or may elect to extend the term of the contract.

**Performance Requirements Summary (PRS):** A condensed listing of tasks, standards, AQL's, surveillance methods, and the relative value of the services or products required by the PWS. The PRS identifies the key service outputs of the contract that will be evaluated by the Government to assure contract performance standards are met by the Contractor.

**Performance Standards:** The results-oriented measure that describes the level of the

performance expected for a particular job element. It prescribes what the Contractor is expected to produce in such dimensions as quality and timeliness.

**Performance Work Statement (PWS):** The document that describes the work to be performed, including results or outputs and required performance standards. The PWS is the basis for the resulting solicitation and the Government's proposal for performing the standard work.

**Phase-In Period (PiP):** The period between Contract award and the beginning of the period of full performance.

**Phase-Out Period (PoP):** The last month of final performance period for current contract and the month prior to the beginning of the new contract period of performance.

**Physical Inventory Count:** A manual count performed to determine and document the on-hand sizes and quantities of an item or group of items.

**Project Manager (PM):** The Contractor Representative who acts as the Point of Contact (POC) with the Government and coordinates contract management with the authority and responsibility to commit and make decisions on behalf of the Contractor.

**Physical Security:** Actions that prevent the loss or damage of Government property, Government employees, Contractors etc.

**Preventive Maintenance Program (PMP):** Preventive Maintenance Program consists of the caring, servicing, and maintaining of equipment and facilities in a satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failure either before they occur or before they develop into major defects.

**Property Control Plan (PCP):** A plan that the Contractor is required to submit to the Government describing the management of Government Furnished Property (GFP) in their possession, as stated in Government Property Clause 52.245-1.

**Quality Assurance (QA):** Functions, including inspection, performed to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity. QA is performed by the Government.

**Quality Control (QC):** The process used by the Contractor to ensure that its performance meets the requirements specified in the PWS, to include meeting all performance standards.

**Quality Control Plan (QCP):** A written narrative outlining the process by which the Contractor shall conduct its quality control to ensure that its performance meets the requirements specified in the PWS.

**Random Sampling:** A sampling method in which each service output in a lot has an equal

chance of being selected for inspection. By this method of surveillance, a few individual items, selected at random, are examined and a conclusion drawn about the entire lot.

**Real Property:** All building, equipment, systems, environmental controls and components attached to the structure and the structure itself are considered real property. Real property includes, but is not limited to, HVAC systems (including Air Handling Units and ducting), exhaust fans (including roof and window units), electrical systems and panels (including lighting fixtures, conduits, wiring and breakers), steam system components (including piping and condensate return pumps), hot and chilled water systems, restroom fixtures (including commodes, urinals, and lavatories), fire suppression system, and environmental management control.

**Recurring Services:** A service identified in this contract as being performed on a recurring, periodic or standing basis.

**Rework:** A work process which, in the judgment of the CO/COR, is not of an acceptable quality level, and must be corrected or re-performed at no additional cost to the Government and specified within the timeframe(s) herein in the PWS.

**Safety Data Sheets (SDS):** Formerly known as Material Safety Data Sheets (MSDS). A document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products. It is an essential starting point for the development of a complete health and safety program. It contains hazard evaluations on the use, storage, handling and emergency procedures related to that material. The SDS contains much more information about the material than the label and it is prepared by the supplier. It is intended to tell what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, what to do if accidents occur, how to recognize symptoms of overexposure, and what to do if such incidents occur.

**Sample:** One or more service outputs drawn from a lot. The number of outputs to be inspected under a QA system.

**Service Contract Work Request (SCWR):** The official obligating document approved by the CO to obligate low-cost supplies or services under each CLIN.

**Show Cause Notice:** The "show cause" notice is issued when the Contractor has failed to act on a cure notice already sent. The show cause notice advises the Contractor of the consequences of a termination and asks the Contractor to "show cause" why the contract should not be terminated.

**Sick-in-Quarters (SIQ):** Custodial service provided to occupants who have been deemed too sick/injured to attend classes. The Health Unit provides the CO/COR with an email notification stating the occupants name, class name and number and length of time the occupants will be confined to quarters. Upon the request of the occupant, the Contractor



shall provide normal services.

**Special Events:** Tours, facility dedications, vendor demonstrations, headquarters visits, media visits, procurement site visits, and other similar events.

**Subcontractor:** One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

**Student Administration and Scheduling System (SASS):** The registration and scheduling software used by FLETC to register occupants, schedule classes and programs, maintain transcripts, other occupant’s records, etc.

**Surveillance:** The process of monitoring Contractor performance, either by direct evaluation, observation, or other information sources.

**Termination for Convenience (T4C):** Termination for convenience is the Government's unilateral contractual right to partially or completely terminate a contract without being required to pay damages, despite full Contractor compliance with contractual obligations.

**Termination for Default (T4D):** Termination for default cause closely resembles a common law breach of contract in which one party fails to live up to its obligations. The Government has a contractual right to partially or completely terminate a contract because of a Contractor’s lack of performance or improper performance.

**Technical Exhibit:** A part of the PWS that provides supplementary information. Technical exhibits can be in the form of text, tables, graphs, or maps.

2.2 **ACRONYMS:**

ALM	Asset and Logistics Management
APM	Alternate Project Manager
AQL	Acceptable Quality Level
BAA	Buy American Act
BLDG (Bldg).	Building
CAA	Clean Air Act
CBT	Computer based training
CDR	Contract Discrepancy Report
CFP	Contractor Furnished Property
CFR	Code of Federal Regulations
CISO	Chief Information Security Officer
CLIN	Contract Line Item Number
CLOA	Certified Locksmiths of America
CLS	Certified Locksmith
CO	Contracting Officer
COR	Contracting Officer Representative

CSO	Chief Security Officer
CUI	Controlled Unclassified Information
DDC	Direct Digital Controls
DHS	Department of Homeland Security
DISCO	Defense Industrial Security Clearance Office
DOB	Date of Birth
ECM	Energy Conservation Measure
EEO	Equal Opportunity Office
EMCS	Energy Management Control System
EO	Executive Order
e-QIP	Electronic Questionnaires for Investigation Processing
ESD	Environmental and Safety Division
ESPC	Energy Savings Performance Contract
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FD	FLETC Directive
FFP	Firm Fixed Price
FLETC	Federal Law Enforcement Training Centers
FLETCnet	Federal Law Enforcement Training Centers Network
FMD	Facilities Management Division
FN	Foreign National
FOUO	For Official Use Only
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GFS	Government Furnished Space
GSA	General Services Administration
HSPD	Homeland Security Presidential Directive
HVAC	Heating, and Ventilation and Air Conditioning
ISSM	Information System Security Manager
IT	Information Technology
LEO	Law Enforcement Officers
LPRs	Lawful Permanent Residents
MBI	Minimum Background Investigation
MM	Maintenance Manager
NAC	National Agency Check
NACI	National Agency Check with Written Inquiries
NFPA	National Fire Protection Association
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Act
OSPR	Office of Security and Professional Responsibility
PAL	Proposed Action Letter
PAO	Public Affairs Office
PCP	Property Control Plan
PCII	Protected Critical Infrastructure Information
PiP	Phase-In Period

PIV	Personal Identity Verification
PoP	Phase-Out Period
PO	Partner Organization
POC	Point of Contact
PPM	Parts Per Million
PRS	Performance Requirements Summary
PWS	Performance Work Statement
PM	Project Manager
PMP	Preventive Maintenance Program
PRO	Procurement Division
PII	Personnel Identity Information
QA	Quality Assurance
QC	Quality Control
QCM	Quality Control Manager
QCP	Quality Control Program
SASS	Student Administration & Scheduling System
Sensitive PII	Sensitive Personally Identifiable Information
SBU	Sensitive But Unclassified
SCWR	Service Contract Work Request
SDS	Safety Data Sheets
OSPR/PHY	OSPR Physical Security Program
SIQ	Sick-in-Quarters
SSD	Student Services Division
SSI	Sensitive Security Information
SSN	Social Security Number
TMD	Training Management Division
T4C	Termination for Convenience
T4D	Termination for Default
WebCTRL	Web Control

### **PART 3: GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SPACE, INFORMATION, OR SERVICES (GFP/E/S/S)**

**The Government retains the right to utilize any and all government furnished property whenever necessary, with the understanding its usage shall not adversely impact the Contractor's mission.**

#### **3.1 GOVERNMENT FURNISHED SPACE (GFS)**

a. The Government will provide space for the operations under the contract as indicated and described herein. It will provide adequate ingress and egress including a reasonable use of corridors, passageways, and driveways. It will provide heating, air conditioning, lighting, ventilation and utilities. All other facilities, services, equipment and supplies are the responsibility of the Contractor.

b. In addition, the Government will make such improvements and alterations as it may deem necessary or desirable to prepare or recondition assigned space for its intended purpose including improvements and alterations necessary to conform to applicable health and sanitary requirements. The Government will also maintain and repair the building structure provided that the Contractor shall bear the expense of repairs necessary because of its own or its employee's negligence.

c. The GFS will be furnished by the Government for use in the performance of this contract. Any additional facilities required by the Contractor shall be provided by the Contractor. Land, facilities, and utilities provided by the Government shall be used only for the performance of work related to this contract. The Contractor shall not construct any new buildings, facilities or structures on Government property nor make any structural changes or alterations on the provided buildings without the express written approval of the CO/COR. If approved, Contractor requested alterations shall be provided at no additional expense to the Government. The individual square footage of GFS is stated herein.

d. The Government will provide environmentally safe cabinets for storage of hazardous chemicals. These cabinets have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-around have been established. Should a hazard be subsequently identified within the occupied-contractor space, the Government shall correct the hazards. The identification of any hazardous conditions does not warrant or guarantee that no possible hazards exist, that the work-around procedures shall not be necessary or that the facilities as furnished shall be adequate to meet the responsibilities of the Contractor. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the Contractor.

e. The Contractor shall assume responsibility for safekeeping those portions of the facility provided for their use and shall take necessary precautions to prevent fire hazards, odors, accumulation of toxic fumes, and vermin. Upon completion of the contract, these facilities shall be returned to the Government in the same condition except for reasonable fair wear and tear. The Contractor and the COR shall conduct a joint inventory at start of the contract and at exercise option periods.

f. During normal business hours, the Contractor shall coordinate with the COR for issues such as water leaks, power failures, etc. that may affect the safety of personnel or Government property. All after hour emergencies shall be referred to the FLETC Security, 912-267-2461. The Contractor shall notify the CO/COR immediately after notification to FLETC Security.

### **3.2 BUILDINGS 185, 186, AND 187 (LEASED DORMS) DORMITORY ROOMS**

a. The buildings covered by this section are leased to the Government for a specific period of time. A listing of the GFS for these facilities is provided herein.



b. The Leased buildings consist of a total of 894 suite type rooms with private baths contained on five (5) floors. There are handicapped rooms, two (2) per floor per building and thirty (30) corner rooms per building, six (6) per floor as following:

- (1) Building 185 is designated for single and double occupancy use in 288 rooms, with ten (10) handicapped rooms for single occupancy use only. Double occupancy may be utilized upon request by the Government at any time throughout the life of this contract. All rooms contain two (2) sleeping areas and kitchenette complete with under counter refrigerator, microwave, and coffee pot for single occupancy use only. See also paragraph h.
- (2) Building 186 is designated for single and double occupancy use in 288 rooms, with ten (10) handicapped rooms for single occupancy use only. Double occupancy may be utilized upon request by the Government at any time throughout the life of this contract. All rooms contain two (2) sleeping areas and kitchenette complete with under counter refrigerator, microwave, and coffee pot for single occupancy use only. See also paragraph h.
- (3) Building 187 is designated for single and double occupancy use in 288 rooms, with ten (10) handicapped rooms for single occupancy use only. Double occupancy may be utilized upon request by the Government at any time throughout the life of this contract. All rooms contain two (2) sleeping areas and kitchenette complete with under counter refrigerator, microwave, and coffee pot for single occupancy use only. See also paragraph h.

c. Square Footage. The Government will provide square footage for each building as following:

Bldg. Number	Room Type	Sleeping & Sitting Area	Kitchenette/ desk area	Bath/ Vanity Area	Closet – Handicap Room	Total Square Feet	Lock Mfg.
<b>Bldgs 185, 186, and 187</b>	Handicap (10 per Bldg.)	213.75	35	42.5	18	309.25	Electronic Tessa & Onity
	Corner (30 per Bldg.)	228	38.5	71.5	N/A	338	Electronic Tessa & Onity
	Regular (258 per Bldg.)	180	44.8	60	N/A	284.8	Electronic Tessa & Onity

<b>Storage Areas</b>						<b>Lock Mfg.</b>
Main Supply Store Room	3 <sup>rd</sup> floor-each Bldg.	185-14x11	185-154	1	185-154	Hard Lock Best
		186-12x15	186-180	1	186-180	
		187-13x15	187-195	1	187-195	
Other Storage Closets	3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> floors-each Bldg.	185-8x11	185-88	6	185-528	Hard Lock Best
		186-8x11	186-88	6	186-528	
		187-8x11	187-88	6	187-528	

d. Buildings 185, 186, and 187 Public Areas. The Government will provide conference rooms, exercise rooms, study rooms, laundry rooms (for occupants use only), and a pavilion, inclusive of lobbies, restrooms, stairs, and elevators. The following square footage is provided for these areas:

<b>Room Type</b>	<b>Total Quantity</b>	<b>Square Feet</b>	<b>Total Square Feet</b>	<b>Lock Mfg.</b>
Conference Room	3	518	1,554	Hard Lock Best
Exercise Room	3	518	1,554	
Lobby Areas	3	100	300	
Study Room	6	262	1,572	Electronic Lock Tessa & Onity
Laundry Room	12	225	2,700	
Restroom	30	52.5	1,575	
Elevators	6	30	180	
Pavilion	1	750	750	

e. Buildings 185, 186, and 187 Offices and Storage Spaces. The Government will provide office and storage space for the Contractor's use. Details on office and storage space in each building are depicted in the following table:

<b>Type Space</b>	<b>Bldg. Location</b>	<b>Size</b>	<b>Square Feet</b>	<b>Total Rooms</b>	<b>Total Square Feet</b>	<b>Lock Mfg.</b>
APM Office	186-1 <sup>st</sup> floor	20x12	240	1	240	Hard Lock Best
PM Office	187-1 <sup>st</sup> floor	20x12	240	1	240	Hard Lock Best
QCM Office	185-1 <sup>st</sup> floor	10x14	140	1	140	Hard Lock Best
Housekeeping Office	5 <sup>th</sup> floor – each Bldg.	185-14x11	185-154	1	185-154	Hard Lock Best
		186-12x15	186-180	1	186-180	
		187-13x15	187-195	1	187-195	
Maintenance Shop	2 <sup>nd</sup> floor -each Bldg.	185-14x11	185-154	1	185-154	Hard Lock Best
		186-12x15	186-180	1	186-180	
		187-13x15	187-195	1	187-195	
Break Room	4 <sup>th</sup> floor-each Bldg.	185-11x15	185-165	1	185-165	Hard Lock Best
		186-11x15	186-165	1	186-165	
		187-12x14	187-168	1	187-168	

HVAC Room- Central Hall	All floors- each Bldg.	185-8x9 186-8x9 187-8x8.8	185-72 186-72 187-70.4	10 10 10	185-720 186-720 187-704	Hard Lock Best
HVAC Room – East Wing	All floors - each Bldg.	185-6x10 186-6x10 187-6x10	185-60 186-60 187-60	8 8 8	185-480 186-480 187-480	Hard Lock Best
HVAC Room – West Wing	All floors - each Bldg.	185-6x10 186-6x10 187-6x10	185-60 186-60 187-60	8 8 8	185-480 186-480 187-480	Hard Lock Best
End Closet	2 <sup>nd</sup> floor - each Bldg.	185-2x13 186-2x13 187-2x9	185-26 186-26 187-18	2 2 2	185-52 186-52 187-36	Hard Lock Best
End Closet	3 <sup>rd</sup> thru 5 <sup>th</sup> floor -each Bldg.	185-2x9 186-2x9 187-2x9	185-18 186-18 187-18	6 6 6	185-108 186-108 187-108	Hard Lock Best
Janitor Closet	All floors - each Bldg.	185-5x6 186-5x6 187-5x5	185-30 186-30 187-25	5 5 5	185-150 186-150 187-125	Hard Lock Best
Mechanical Room	All floors - each Bldg.	5x6	30	15	450	Hard Lock Best
Water Tank Closet	1st floor - each Bldg.	185-N/A 186-N/A 187-N/A	185-284.8 186-284.8 187-284.8	2 2 2	185-569.6 186-569.6 187-569.6	Electronic Tessa & Onity
Water Tank Closet	2 <sup>nd</sup> floor - each Bldg.	185-7x8 186-7x8 187-8x11	185-56 186-56 187-88	2 2 2	185-112 186-112 187-176	Hard Lock Best
Conference Room closet	5 <sup>th</sup> floor - each Bldg.	5x8	40	3	120	Hard Lock Best
Exercise Room closet	4 <sup>th</sup> floor - each Bldg	5x8	40	3	120	Hard Lock Best

**f.1. Buildings 185 and 187 Pool Locations.** There are two (2) Junior Olympic size swimming pools at this location; one is located between building 185 and 186 and the other pool is behind building 187. The interior of the pump houses, fencing (includes cleaning & repair), pressure washing and cleaning surrounding deck, and pool furniture will be maintained under this contract with the square feet indicated in the table below. Both pools will be serviced under this contract in accordance with the requirements of this PWS.

Type	Quantity	Total Square Feet
Pool Deck	2	7,504 Each
Pool Fencing	2	7,504 Each
Pump House	2	406 Each

**f.2. Building 252 Indoor Pool.** There is one (1) indoor Olympic size pool located in building 252. This pool will be serviced under this contract in accordance with the

requirements of this PWS, with the square footage indicated in the table below.

Type	Quantity	Total Square Feet
Pump Room/B252	1	49
B252 Pool	1	4,675
B185/B186 Pool	1	3,375
B187 Pool	1	3,375

f.3 Storage space for pool supplies is provided and indicated in the table below.

Storage Space	Location	Total	Square Feet
Pump Room	Building 252	1	49 (7'x7')

g. Pool Specifications:

Each pool specification is provided to identify specificity for 1 indoor pool and 2 outdoor pools as follows:

**(1) Pool #1 Building 252 Pool:**

BASIC INFORMATION	FILTRATION	DISINFECTION
262,000 gallons Approximately 4675 square foot (sq. ft.) User capacity of 90	Two (2) each 15.0 horsepower pumps One (1) each High rate sand filter	Saline Autopilot saline cells Pool Pilot Professional – Mod PP6 – Auto Pilot Saline Controller System Cat 2000 Acid Controller – Cat Pro 15 – PH Sensor, Cat Pro 25 - Orp Sensor



**(2) Pool #2 Building 185/186 Outdoor Pool:**

BASIC INFORMATION	FILTRATION	DISINFECTION
115,000 gallons Approximately 3375 square foot (sq. ft.) User capacity of 25	One (1) each 15.0 horsepower pumps One (1) each high rate sand filter	Chlorine Calcium Hypochlorite Muriatic acid This is a freshwater pool with a sanitation type of chlorine

**(3) Pool #3 Building 187 Outdoor Pool:**

BASIC INFORMATION	FILTRATION	DISINFECTION
115,000 gallons Approximately 3375 square foot (sq. ft.) User capacity of 25	One (1) each 15.0 horsepower pumps One (1) each high rate sand filter	Chlorine Calcium Hypochlorite Muriatic acid This is a freshwater pool with a sanitation type of chlorine

h. Cold Tubs Building 252

Each cold tub specification is provided to identify specificity as follows:

BASIC INFORMATION	FILTRATION	DISINFECTION
160 gallons Approximately 42 square foot (sq. ft.) User capacity of 3-5	One (1) each filter PWW10-M	Cold Water jump, cold water oxidizer, cold water sanitizer, cold water run down, perfect balance, cold water bubble remover, and vinegar.

i. Services at buildings 185, 186, and 187. Services include custodial, desk clerk, locksmith, and maintenance services.

**3.3 BUILDINGS 71, 95, 96, 270, 275, AND 277 (MAIN CAMPUS) DORMITORY ROOMS**

a. The buildings covered by this section are Government owned. A listing of the GFS for these facilities is provided herein.

b. The Main Campus Dormitory Rooms consist of a total of 1,199 rooms (896 shared baths and 303 private baths) contained on three (3) floors in each building as per the following:

Bldg. 71	233 rooms	5 private baths
Bldg. 95	144 rooms	144 private baths (2 handicapped rooms)
Bldg. 96	144 rooms	144 private baths (2 handicapped rooms)
Bldg. 270	224 rooms	0 private baths
Bldg. 275	221 rooms	5 private baths
Bldg. 277	233 rooms	5 private baths

c. Square Footage. The Government will provide square footage for each building as following:

Bldg.	Room Type	Sleeping and Sitting Area	Kitchenette/ desk area	Bath/Vanity Area	Closet – Handicap Room	Total Square Feet	Lock Mfg.
Bldg. 71	Regular	133	N/A	8	N/A	141	Electronic Tessa
Bldg. 95	Regular/ Handicap	243	N/A	6	10 (2 rooms)	249 Reg. 259 Handicap	Electronic Tessa & Onity
Bldg. 96	Regular/ Handicap	243	N/A	6	10 (2 rooms)	249 Reg. 259 Handicap	Electronic Tessa & Onity
Bldg. 270	Regular	133	N/A	8	N/A	141	Hard Lock Arrow
Bldg. 275	Regular	133	N/A	8	N/A	141	Hard Lock Falcon
Bldg. 277	Regular	133	N/A	8	N/A	141	Hard Lock Best

d. Buildings 72, 98, 271, 276 and 278 Public Areas. Government owned buildings contain study rooms, laundry rooms (for occupants use only), game rooms, TV lounges, restrooms, stairs, and lobbies. The following square footage are provided for these areas:

Student Center	Quantity	Square Feet	Total Square Feet
Lobby	1	518	518
TV Lounge Bldg 72, 98, 276, 278	1	638	638
TV Lounge Bldg 271	1	216	216
Study Room	1	262	262
Game Room	5	262	1310
Laundry Room	5	225	1125
Restroom – Bldg. 72	1	132	132
Restroom – Bldg. 72	1	137.5	137.5
Restroom – Bldg. 98	1	132	132
Restroom – Bldg. 98	1	126.5	126.5
Restroom – Bldg. 271	2	115.5	231
Restroom – Bldg. 276	2	115.5	231
Restroom – Bldg. 278	1	132	132
Restroom – Bldg. 278	1	137.5	137.5

Stairs Bldg. 95, 96	4	104	416
Stairs Bldg. 95, 96	4	96	384
Stairs Bldg. 71, 270, 275, 277	8	240	1,920
Stairs Bldg. 71, 270, 275, 277	8	248	1,984

e. Buildings 71, 72, 95, 96, 97, 98, 270, 271, 275, 276, 277, and 278 Offices and Storage Spaces. The Government provides office and storage space for the Contractor's use. Details on office and storage space in each building are depicted in the following table:

Type Space	Bldg. Location	Size	Square Feet	Total Rooms	Total Square Feet	Lock Mfg.
QCM Office	Bldg. 276	10x8	80	2	160	Hard Lock Quickset
Housekeeping Supervisors	Bldg. 72 Bldg. 98 Bldg. 271 Bldg. 276 Bldg. 278	10 x 30 10 x 30 10 x 30 10 x 30 10 x 30	300	5	1,500	Hard Lock Best Falcon Arrow
Main Supply Storeroom	Bldg. 97	90x35	3,150	1	3,150	Hard Lock Quickset, Falcon
Other Storage	Bldg. 72, 98, 271, 276, and 278	8 x11	88	5	440	Hard Lock Best Falcon Arrow
Other Storage	Bldg. 72, 98, 276, and 278	22 x29	638	4	2,552	Hard Lock Best Falcon Arrow
Other Storage	Bldg. 271	12 x18	216	1	216	Hard Lock Arrow
Supply Closet	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> floor each Bldg	11x15	165	18	2,970	Hard Lock Best Falcon Arrow
Chase	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> floor each Bldg.	800x8	6,400	6 (Per Bldg.)	38,400	Hard Lock Falcon
Mechanical	1 <sup>st</sup> , floor each Bldg. 71, 270, 275 & 277	10x12	120	5	600	Hard Lock Falcon

f. Services at buildings 71, 72, 95, 96, 97, 98, 270, 271, 275, 276, 277, and 278. Services include dormitory custodial, desk clerk, locksmith, and maintenance services.

### 3.4 CONEX BOXES/ TRAILER 738/CARPORT

The Government will furnish Conex boxes and trailer 738 for storage of equipment and

other excess items, and carport. The Government will furnish all locks for these Conex boxes and carport:

Type Space	Location	Total	Square Feet	Total Square Feet
Conex Boxes	E Street	6	160 each	960
Conex Boxes	E Street	6	160 each	960
Conex Box	E Street	1	320 each	320
Trailer	738	1	1,334 each	1,334
Carport	PTAC Wash station	1	677 each	677

### 3.5 GOVERNMENT FURNISHED PROPERTY AND EQUIPMENT

a. The Government will provide, without cost, GFP, accountable & non-accountable, which includes specialty equipment, and associated systems listed within the GFP Inventory, Part 9, Attachment 4. Government furnished property shall be managed as set forth in FAR part 45, HSAR supplements, and FLETC Property Management Directives. The GFP Inventory will not be construed as sufficient or adequate to meet the requirements of the contract; the Contractor shall provide any additional equipment, as well as consumable and general office supplies needed to perform the requirements of this contract. A joint inventory will be conducted by the incumbent Contractor, the Contractor, and the COR during phase-in. The Contractor is required to submit a Joint Inventory Report to the CO/COR no later than ten (10) business days after the completion of the joint inventory. Unless otherwise stated in this contract, the Contractor assumes all risk of loss and shall be responsible for any loss of or damage to GFP provided under this contract. At the completion of this contract, all GFP (Attachment 4) shall promptly be returned to the Government in good condition, fair wear and tear accepted. The Contractor shall inventory all property (accountable and non-accountable) annually at the end of each fiscal year or at any time specified by the Government in accordance with FLETC Directive 70-03.A, Personal Property Asset Management Program (Part 7).

b. The Contractor shall replace maintenance GFP, Part 9, Attachment 4 (4a, 4b, and 4c), when necessary because of wear, breakage or obsolescence. Exception to this requirement are computer and printers. All replacement Government furnished items shall be of a quality in keeping with that provided by the Government as determined by the CO. In accordance with Technical Exhibit 1D, the Contractor shall maintain existing par levels for all maintenance GFP to ensure adequate equipment/parts/supplies are on hand and invoice the actual cost of replacement items through the Service Contract Work Request (SCWR) process Part 9, Attachment 5. If the occupant population increases during the initial contract year or any extensions thereof, the Government shall adjust the par levels to meet the demand and utilize paragraph 5.30 SCWR process to provide additional inventory to meet the requirements of the contract. The Contractor shall submit the PAR level document as a monthly report to the Government by the fifth (5<sup>th</sup>) calendar day following the end of the



reporting period as an inspection requirement in accordance with Technical Exhibit 2, Performance Requirements Summary (PRS).

c. The Government shall replace all custodial/housekeeping GFP, Part 9, Attachment 4 (4D) when necessary because of loss, damaged, worn, torn, breakage or obsolescence as well as the replenishment of all items in accordance with paragraph 5.30 SCWR. The Contractor shall timely notify the CO/COR of items needed to maintain sufficient quantities to fulfill the requirements herein.

d. For all GFP, Part 9, Attachment 4, with the exception of computers and printers, the Contractor shall identify excess, obsolete, or worn-out property by completing and submitting to the COR a Survey Report, FTC-ADM-44 (3/12), Part 9, Attachment 7 to the COR for removal. Upon request, the Contractor shall provide an updated inventory list showing all receipts and/or transfers of GFP. The Government will consider replacement of obsolete or worn out GFP upon notification by the Contractor as discussed in Part 5 under SCWR. As a minimum, the Survey Report, FTC-ADM-44 (3/12) listing shall include the following:

- (1) Contract Number and Name
- (2) Property Number, if applicable
- (3) Property Nomenclature, Serial Number and Model Number
- (4) Monetary Value, if applicable
- (5) Date of Purchase

e. The Government will provide thirteen (13) computers and two (2) printers in support of the requirements of this contract (Part 9, Attachment 4). The Contractor shall provide all paper products/consumable items and the manufacturer recommended ink cartridges required for the printers. Access to the FLETCnet and other FLETC programs and systems will include SASS and WebCTRL. SASS enables the Contractor to run reports such as Class Rosters, Dormitory Listing, Population Reports, etc. WebCTRL enables the Contractor access to the Energy Management System (EMS) also known as Direct Digital Control (DDC). WebCTRL is a computer-based system that is maintained by Facility Management Division (FMD) and is used for programing, controlling, and monitoring the operations of HVAC equipment. To facilitate HVAC monitoring and troubleshooting, the Contractor will have WebCTRL access providing monitoring and limited control privileges of HVAC systems.

### **3.6 GOVERNMENT FURNISHED SERVICES**

a. Training. The Government will provide periodic and refresher training in accordance with FLETC policies on: Property Management, IT Security Training, FLETCnet, SASS, Environmental Compliance, Hazardous Waste Management, Active Threat Response, etc. at no cost to the Contractor. The Contractor shall ensure employees whose responsibilities are applicable to the training being offered shall attend scheduled training with no additional cost to the Government.

(1) IT Security Awareness Training. The Contractor employees with access to the FLETC network will be required to attend the IT Security Awareness training before being allowed to log on to the network. Within three (3) business days of an employee being provided access to the Government furnished computer, that employee shall complete IT Security Awareness training. This is an annual requirement. In addition, all employees that have access to this Government furnished computer shall be aware and provide strict adherence to the requirements of this contract and FLETC Information Technology Security policies and regulations and directives, refer to Parts 7 and 8.

(2) Active Shooter Threat Training. All Contractor personnel (including subcontractors or any representative of the Contractor) entering the FLETC shall be provided Active Shooter Threat training. Training material will be provided by the Government. Active Shooter Threat training shall be provided by the Contractor, at least annually, for Contractor and subcontractor personnel, and applicable representatives requiring access to the FLETC. The training shall consist of viewing the one (1) hour Government-provided video (Active Shooter Threat training).

(a) All Contractor and subcontractor personnel requiring access to the FLETC shall be trained within the first thirty (30) business days of reporting for duty. The DVD will be provided at the time of award. The Contractor shall perform the following functions:

(i) Reporting. The Contractor shall deliver to the CO an Active Shooter Training List within the first thirty (30) business days of performance, and semi-annually on the first day of October and April. The Active Shooter Threat Training List shall be provided in Microsoft Excel format, and include: Company Name, Contract Number, Employee Name, Date Employee Reports on Center, and Date of Training. The standardized format will be provided at award.

(ii) Certification. The Contractor shall certify information submitted on the Active Shooter Threat Training List is accurate. The Contractor shall designate an authorized representative for certification purposes.

b. Utility, Sewer, Telephone, Internet, Water: The Government will furnish electrical power, sewer service, a Center-only telephone line, intranet and water at no cost to the Contractor during performance of this contract. It will be the Contractor's responsibility to provide any other telephone lines to be used for local and long-distance calling. The company's internet access shall be the Contractor's responsibility. As a result of systems security on Center, should the Contractor require other telephones lines as well as full

internet service, it shall be at Contractor expense and telephone service, internet provider access, and requested locations must be approved by the CO/COR prior to installation. Utilities used by the Contractor shall be used only for the performance of work related to this contract.

c. Conservation. The FLETC has been mandated to reduce its energy and water consumption with additional mandates in future years. In order to accomplish the mandated energy savings requirements, an Energy Savings Performance Contract (ESPC) has been implemented throughout the FLETC Centers. The ESPC Contractor installed energy saving equipment, devices and fixtures throughout many buildings on Center, including field sites. The energy conservation methods installed included water conservation devices/fixtures, lighting and controls, air conditioning/mechanical controls and DDC upgrades. The equipment installations were subdivided into groups called ECM's.

- (1) The Government and the Contractor shall use best practices when utilizing energy and water resources, ensuring energy conservation initiatives are attained. The Contractor shall actively participate in all energy conservation efforts and programs applicable to work performed under this contract. The Contractor shall instruct employees in energy and water conservation practices, including:
  - (a) Lights shall be used only in areas where and when work is actually being performed.
  - (b) Mechanical equipment control for heating, ventilation, and air conditioning systems shall be adjusted in accordance with ESPC requirements or as directed by CO/COR.
  - (c) Water faucets or valves shall be turned off when not in use.
  - (d) Reporting of faulty utilities systems.
- (2) ESPC Required Parts. As a result of the ECMs being installed in facilities throughout the FLETC via the ESPC contract, the Government will furnish the required ESPC parts either through the ESPC warranty process or the SCWR process of the contract through the life of this contract.

d. Recycling Containers. It is the responsibility of the Contractor to recycle as much and as often as possible. The Government will provide a portable container for the sole purpose of recycling cardboard. These containers will be delivered and picked up by ALM, but it is the responsibility of the Contractor to ensure that all cardboard, no matter its condition, be placed inside this container and not in the Government provided dumpsters. The Government will also provide a drum-like container for disposal of all aerosol cans, light bulbs, ballasts, batteries, and electric boards. The Contractor shall place these items inside drum(s) for removal by Environmental and Safety Division (ESD).

e. Solid Waste Dumpster and Trash Disposal. The Government will provide outdoor trash dumpsters and related trash pick-up services at each dormitory for Contractor use to dispose of all waste that cannot be recycled. Each of the dumpsters is the property and responsibility of the Solid Waste Contractor who will empty each container on a scheduled basis. Hazardous waste shall not be placed in common refuse containers.

### **3.7 SOFTWARE SERVICES**

a. Student Administration & Scheduling System (SASS). Software program updated and maintained throughout the FLETC. Reports such as Class Rosters, Dormitory Listing, and the Population Report are located in SASS.

b. Government Email Accounts. Specified members of the Contractor's staff will be required to have FLETC email accounts. These accounts will be used for correspondence with the CO/COR and other Government personnel. This computer and printer are only to be used in the performance of the Dorm Management Services Contract.

c. Direct Digital Controls (DDC)/Web Control (WebCTRL)/Energy Management Control System (EMCS). A computer-based system that is maintained by the FMD and is used for programing, controlling and monitoring the operations of HVAC equipment. To facilitate HVAC monitoring and troubleshooting, the Contractor will have DDC/WebCTRL access providing monitoring and limited control privileges of HVAC systems.

### **3.8 MAIL DISTRIBUTION**

The Contractor is allowed to use the FLETC-wide distribution method of mail to buildings on the FLETC (guard mail). The Contractor may use the U.S. Postal Services located in Building 741, at their own expense, for mail and packages that is not addressed to FLETC.

## **PART 4: CONTRACTOR FURNISHED PROPERTY, ITEMS AND RESPONSIBILITIES**

### **4.1 GENERAL**

a. The Contractor shall provide all equipment, materials, and general office supplies necessary to perform the requirements of this contract as CFP, Attachment 6 and other items **not provided as GFP.**

b. The Contractor shall not construct any new structures on Government property without the express written approval of the CO. Structural repairs or changes required during the term of the contract shall be reported to the COR for appropriate action. The Contractor shall reimburse the Government for damages and repairs not attributable to normal wear and tear.



c. The Contractor shall not install or operate any automatic vending equipment and/or advertise the contract operations in any manner. The Contractor shall not remove any Government owned equipment from the premises unless given written authorization by the CO/COR.

#### **4.2 CONTRACTOR FURNISHED PROPERTY (CFP)**

a. The Contractor shall provide all equipment and general office supplies required to perform the requirements of this contract as CFP. The Contractor shall be responsible for providing all equipment and materials, **not provided as GFP**, as necessary to fulfill the requirements of this contract.

b. At all times equipment shall be in acceptable operating condition, as designated or established by the equipment manufacturer. The Contractor shall ensure that all equipment, tool and gear not in actual use are stored in designated storage areas in such a manner to ensure the safety of both Government and contract personnel. If required, equipment calibration shall be the responsibility of the Contractor.

c. The Contractor shall not store swimming pool/cold tub chemicals and/or supplies without the approval of the CO/COR. See 3.2.f.3 for provided storage space.

#### **4.3 INSPECTION**

All equipment, tools, and gear used by the Contractor shall be subject to inspection by the Government for compliance with all existing safety and health standards. The CO/COR may reject use of equipment, tools, and gear determined to be in non-compliance with requirements of this specification.

#### **4.4 CLEANING SUPPLIES, PAPER PRODUCTS, AND POOL CHEMICALS**

a. Cleaning Supplies and Paper Products: Unless specified otherwise in this specification, the Contractor shall furnish all materials and supplies required to perform the work prescribed in this contract. The Contractor shall furnish all paper products, soaps, cleaners, disinfectants, sanitizers, etc., that will be required to clean all areas in the specifications herein to include, but not limited to, cleaning the bathrooms, hallways, floors, rooms, and windows, etc. Cleaning services will require the use of products from the EPA List of Registered Products (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) identified as effective against viruses, germs, and organisms.

a. Pool Chemicals:

(1) The Contractor shall have all chemicals proposed to be used under this contract pre-approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) prior to use by submitting a Safety Data Sheet (SDS) for each chemical. Only those chemicals that have been approved, and posted at each pool/cold tub location, shall be used under this contract.

(2) The Contactor shall follow manufacturer's guidelines and professional recommendations for control of humidity, temperature, cleanliness, and materials handling. This includes hazardous materials.

(3) Any hazardous materials must be transported, stored, handled, used, and disposed of in accordance with 29 CFR (U.S. Code of Federal Regulations) 1910 and local regulations. All containers with hazardous materials shall be correctly marked and labeled with their contents and protected from damage.

#### **4.5 SAFETY DATA SHEETS (SDS)**

a. The Contractor shall submit to the CO all Safety Data Sheet(s) (SDS) no later than the pre-performance conference for all cleaning supplies and other chemicals that will be used on this contract.

b. The Contractor shall utilize materials and supplies which comply with the Government's Greening Initiative. SDS sheets shall be presented prior to beginning contract performance and as new products are introduced. All SDS sheets shall be forwarded to CO/COR. No cleaning supplies or chemicals shall be used prior to acceptance by the FLETC. An inventory of all hazardous materials/substances utilized by the Contractor shall be maintained at all times and copies shall be furnished to the CO/COR. The Contractor shall not use any cleaning supplies or chemicals that will be harmful to the surface being cleaned, the environment, or the health of its patrons.

#### **4.6 EMPLOYEE UNIFORMS**

a. The Contractor shall furnish sufficient quantity of uniforms that are clean, serviceable condition, and free of wear spots to satisfy the requirements of this contract. The uniforms shall have their company logo on a collared shirt in colors of the Contractor's choice with the exception of blue. Uniforms shall be clearly distinguished from Agency uniforms. A sample uniform shall be submitted for acceptance by the CO/COR ten (10) business days after award.

b. PM and APM are not required to wear a uniform while on duty and are authorized to wear civilian attire consisting of dress pants with collared shirt and jacket or polo shirt with Company Logo embroidered on left breast. Jeans and tennis shoes are not authorized. Supervisors are authorized to have distinctive uniform marking or contrasting shirt colors to identify supervisory authority.

c. Contractor personnel shall wear uniforms during working hours that are clean, neat, and free of tears, holes, permanent stains, frayed edges, and body odors. All uniforms shall have the Contractor's name affixed and shall be displayed on the uniform at all times. FLETC issued identification badges shall be worn at all times.

#### **4.7 EMERGENCY PHONE NUMBER**

The Contractor shall provide a telephone number at the time of award and at any time the phone number is changed. This number shall be provided to the Contractor's Management staff, FLETC Security, and the CO/COR to be used to obtain after hours assistance. All calls shall be received in a courteous and efficient manner.

#### **4.8 CONTRACTOR VEHICLES**

- a. At the pre-performance conference, the Contractor shall provide the CO a list of all Contractor-assigned company vehicles with a brief description of the vehicle to include make, year, model, color, and license plate number. Any changes to this list during the performance of the contract shall be submitted in writing to the CO within five (5) business days of the change.
- b. All Contractor vehicles and vehicular equipment shall be in operable condition, maintained in good repair, safe to operate, in a clean, well-painted condition, and meet all Local, State and Federal safety requirements. Vehicles are not acceptable if any of the following or similar conditions exist: defective tires, missing or badly damaged fenders, lights, windshields, bumpers or signal devices. Vehicles found to be unsafe or unable to function as designed shall be removed from the job site immediately. Each vehicle operated by the Contractor under this contract shall, at all times, display a valid state license plate and safety inspection sticker, if applicable. The Contractor's name shall be conspicuously legible on both sides of all Contractor vehicles and over-the-road equipment. At no time shall employees operate cell phones to include texting while operating Contractor vehicular equipment on-Center.
- c. Vehicular repairs on-Center shall be limited to those minor in nature. The cost of maintenance and repair of Contractor-owned vehicles shall be borne by the Contractor. Should a vehicle fail to meet the standards, the Contractor shall be liable of any resultant delays (including jeopardizing their performance report rating on contract schedules). All Contractor vehicles shall be operated in accordance with the FLETC traffic regulations.

### **PART 5: SPECIFIC TASKS**

#### **5.1 GENERAL**

- a. The Contractor shall provide Dorm Management Services, in accordance with Part 1, paragraph 1.4 SCOPE, to perform hotel type lodging services at the FLETC, Glynco, Georgia.  
Cleaning services will require the use of products from the EPA List of Registered Products (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) identified as effective against viruses, germs, and organisms and some work areas will require the use of nitrile, latex or similar non-cloth disposable gloves and masks.
- b. Custodial services for dormitory rooms, provided five (5) days per week with the

exception of bath linens, which shall be provided for seven (7) days usage. Public areas such as lobby/restrooms, study rooms, conference room, TV lounges, game rooms, laundry rooms, exercise rooms, and vending areas shall be cleaned seven (7) days a week.

c. Desk clerk services (check-in/room assignments to all incoming occupants, etc.) shall be provided seven (7) days per week.

d. Routine maintenance and Preventive Maintenance Program (PMP), including lock/safe maintenance, to all defined areas of the facility provided seven (7) days per week.

e. Work in accordance with this specification and during the hours in which the service is to be performed. Workdays and hours shall include weekends and all holidays. All buildings shall be staffed as required to handle the performance of administrative, custodial, and maintenance/locksmith/safe services.

f. Work outside of regular working hours and/or hours defined herein shall be performed at the Contractor's expense unless additional hours have been requested and approved in advance by the CO. If unexpected training situations or expanded training situations arise, such as week-end classes, the CO or designated representative will contact the Contractor for a proposal for the additional time necessary to provide the required services.

## **5.2 CUSTODIAL SERVICES**

a. Normal Working Hours. The Contractor shall perform custodial services 7:30 a.m. - 4:00 p.m. (except as otherwise noted), five (5) days per week, Monday-Friday, excluding Holidays and non-training days as specified in paragraph 5.3, Custodial Requirements.

a. Alternate Weekend Cleaning. The Contractor shall perform weekend cleaning on Saturday and Sunday 7:30 a.m. - 4:00 p.m. All work shall be completed by 4:00 p.m. When weekend cleaning is required, the Contractor shall notify the CO and COR via email by Thursday, 2:00 p.m. If weekend cleaning is required after 2:00 p.m., the Contractor shall notify the CO and COR immediately via telephone followed by an email request. The CO will approve all weekend cleanings and notify the Contractor with written approval for the work to be performed. The Contractor shall notify the CO and COR via email by Monday following weekend cleaning confirming the total number of rooms cleaned. The same cleaning requirements shall be performed as specified in paragraph 5.3, Custodial Requirements.

b. Late Departures: The Contractor shall notify the COR of late departures and provide custodial staff coverage up to 4:00 p.m. to accommodate last minute schedule changes and approved late departures. These schedule changes and late departure approvals may occur on week days and weekends. Late departures occurring between the hours of 12:00 p.m. - 3:30 p.m. shall be cleaned the same day as a late departure. Late departures occurring after the hour of 3:30 p.m. shall be cleaned no later than the next regular business day.



c. Public Areas. Custodial services for public areas shall be performed seven (7) days per week to include Saturdays, Sundays, and Holidays between 7:30 a.m. - 4:00 p.m. as outlined in paragraph 5.3, Custodial Requirements.

### **5.3.A. CUSTODIAL REQUIREMENTS – ENTERPRISE-WIDE ROUTINE CLEANING/ DISINFECTING**

a. The Contractor shall furnish all labor, supplies, materials, equipment, and supervision to perform custodial services in locations described herein. Routine Cleaning services will require the use of products from the EPA List of Registered Products (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) identified as effective against viruses, germs, and organisms. See Part 3 for all areas requiring custodial services.

1. The contractor shall wear disposable gloves (e.g., latex, nitrile, etc.), and any other personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturer. This does not relieve the requirement for PPE under other requirements of the contract or contractor designated plans.
2. The contractor shall clean all visibly dirty surfaces using approved disinfecting products identified in paragraph 3, compatible with the surface materials being cleaned and in accordance with directions provided by the product manufacturer.
3. The contractor shall wipe down all solid, high contact surfaces using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2 (see list), or other product containing the same active ingredient(s) at the same or greater concentration than those on the list. Contractor shall use the product in accordance with directions provided by the manufacturer. Examples of solid, high contact or high touch surfaces include but are not limited to: handrails, door knobs, key cards, light switches, countertops, water faucets and handles, work surfaces, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls, ice machines, and common area phones. Disinfected surfaces should be allowed to air dry.

NOTE: Computers, keypads, mouse, and personal items will be cleaned by the occupant/owner.

b. The Contractor shall perform services when the room is not occupied. If the occupant is present, the housekeeper shall ask permission to enter the room for cleaning. The Contractor personnel shall not disturb or rearrange personal belongings (other than bedding materials) of occupants. Doors shall not to be propped open during housekeeping and/or maintenance services. The Contractor shall not open locked rooms or areas to permit

entrance by persons unless authorized by the CO/COR and/or authorized personnel. Upon the completion of services, the Contractor shall secure all doors.

c. The Contractor shall immediately report to the CO/COR any room found unlocked and with the door open when the occupant assigned to that room is not present.

d. The Contractor shall conduct a room inventory when occupant departs. All missing items shall be reported to the COR within twenty-four (24) hours of occupant's departure. The Contractor shall report to the COR any evidence by occupants that would damage or create a hazard to Government property. A room inventory is provided in Part 9, Attachments 8A and 8B.

### **5.3.1 Specific Custodial Services**

a. Custodial services shall include, but is not limited to, bed(s) making, vacuuming and spot cleaning of carpet, sweeping/mopping all uncarpeted areas, cleaning bathrooms/fixtures, cleaning kitchenettes/fixtures, cleaning iron surfaces as needed, trash removal and cleaning the trash containers as needed, cleaning all appliances, dusting, and replenishment of disposable room supplies. The Contractor shall perform all laundry services off site.

b. All bed(s) linen except bedspreads shall be changed and laundered at a minimum of once a week or upon request by the COR. All bath linen shall be changed and laundered daily, Monday-Friday, excluding Holidays and non-training days. The Contractor shall provide a set of bath linen for each day to cover weekends and holidays. All bedspreads, blankets, and mattress pads shall be changed and laundered upon occupant's departure or upon request by the occupant or COR. All bedbug protectors shall be changed and laundered as they become discolored or stained. The Contractor shall perform all required services within the normal working hours.

c. The Contractor shall be required to accommodate occupants that have allergies to soap, detergent, cleaning chemicals, etc., by using alternate methods or chemicals to accomplish the same service to the occupant's room.

d. At the request of the Government, the Contractor shall place backboards between the mattress and box spring for occupants who require an extra firm mattress support. The backboards will be provided by the Government.

e. Draperies. The Contractor shall schedule the cleaning of the draperies when the room is unoccupied and/or vacant, if possible. Draperies shall be steam cleaned annually or more frequently as necessary or at the request of the CO/COR. Contractor shall establish an annual schedule for the dates and buildings in accordance with the performance specification of this contract. The schedule shall be submitted to the CO/COR for approval fifteen (15) business days after any option renewal. The Contractor shall have copies of all schedules available at any time for review by the CO/COR.

f. **Fabric and Vinyl Covered Furniture.** All furniture with a fabric and vinyl covering shall be cleaned. Fabric and vinyl covered furniture shall be cleaned semi-annually or more frequently as necessary by the Contractor. Contractor shall establish an annual schedule for the dates and buildings in accordance with the performance specification of this contract. The schedule shall be submitted to the CO/COR for approval fifteen (15) business days after any option renewal. The Contractor shall have copies of all schedules available at any time for review by the CO/COR.

g. **Windows, Glass, and Metal Surfaces.** Windows, glass, and metal surfaces shall be clean, free of dust, dirt, grime, streaks, grease smears, spider webs, and fingerprints at all times. Metal and glass surfaces, including all surfaces on entrance doors, windows (interior and exterior that are accessible without a lift), partitions, pictures, television screens, etc. Contractor shall establish an annual schedule for the dates and buildings in accordance with the performance specification of this contract. The schedule shall be submitted to the CO/COR for approval fifteen (15) business days after any option renewal. The Contractor shall have copies of all schedules available at any time for review by the CO/COR. At a minimum, all cleaning shall be performed as described as following:

- (1) Buildings 71, 72, 98, 270, 271, 275, 276, 277, 278, and Trailer 738 shall be cleaned, at a minimum, weekly.
- (2) Buildings 95 and 96 interior and exterior windows that are accessible without a lift shall be cleaned, at a minimum weekly, and all other exterior windows shall be cleaned, at a minimum monthly.
- (3) Buildings 185, 186, 187 shall be cleaned, at a minimum, weekly for the 1st floors, and at a minimum, semi-annually for the 2nd through 5th floors.

h. **Spot Cleaning.** Spot cleaning shall be performed on any surface as needed (e.g., walls, ceiling, vinyl, carpet, drapes, etc.).

i. **Floors and Floor Mats.** The Contractor shall be responsible for the maintenance and cleaning of all floors and floor mats. The Contractor shall move chairs, trash receptacles, and easily moveable items to clean underneath to perform sweeping, vacuuming carpet, resilient tile floor stripping, waxing, and shampooing of the floors using the highest commercial industry standards. At a minimum, cleaning shall be performed quarterly, annually, or more frequently as necessary. Contractor shall establish an annual schedule for the dates and buildings in accordance with the performance specification of this contract. The schedule shall be submitted to the CO/COR for approval fifteen (15) business days after any option renewal. The Contractor shall have copies of all schedules available at any time for review by the CO/COR. Upon discovery, Contractor shall remove any accumulation of water as a result of the cleaning process, maintenance issues, spills, or any other cause that presents a safety concern. The contractor shall ensure that all necessary safety precautions are taken to minimize any hazardous conditions while performing the removal process.

- (1) Carpet Floors. Carpeted floors are to be shampooed to maintain appearance and minimize wear and deterioration. At a minimum, cleaning shall be performed quarterly or more frequently as necessary by the Contractor. Contractor shall ensure the carpeted area under tables and chairs are free of particles and debris. While vacuuming carpets, if tears, burns, and unraveling are discovered, the Contractor shall provide this information to the attention of the COR. At no time shall the Contractor allow water to puddle or accumulate on the floor, to include the corners.
  - (2) Tile Floors. The Contractor shall ensure tile grout is free of dirt, grease and grime at all times. At a minimum, cleaning shall be performed annually or more frequently as necessary by the Contractor. Baseboards shall not accumulate wax and embedded dirt build up.
  - (3) Wooden Floors. The wood surface floor located in the Conex Boxes shall be cleaned annually with a dry mop and approved cleaning solution. No water shall be used to clean these floors.
- j. Public Areas. Public areas to include entrances, ash/trash containers, lobbies, corridors, stairwells, walkways, exercise rooms and exercise equipment, conference rooms, vending areas, TV lounges, game rooms, study rooms, laundry rooms, washing machines and dryers, pool areas, pavilion, public restrooms, and elevators. All public areas shall be cleaned seven (7) days per week unless specified otherwise herein. The Contractor shall perform, but not limited to, the following:
- (1) Trash
    - (a) Ash/trash containers shall be emptied daily. The containers shall be cleaned, and silica sand replaced as needed.
    - (b) All trash, rubbish, debris, paper, cigarette butts, etc., are picked up within thirty (30) feet of all buildings identified in this contract.
  - (2) Pressure Washing
    - (a) Outside stairwells, stairwell walls, walkways, breezeways, pavilion, and entrances shall be pressure washed monthly at a minimum or as frequently as necessary to maintain a clean and neat appearance. The Contractor shall take necessary precautions to ensure Government Property is not damaged.
    - (b) Canopy cleaning at a minimum, shall be performed quarterly. The Contractor shall perform services for all canopy framing, including the top and the undersides for buildings that connect between Buildings 71 to 72, 95 and 96 to 98, 270 to 271, 275 to 276, and 277 to 278. Only the undersides of canopy



framing shall be cleaned for Buildings 185, 186, and 187. All cleaning shall be performed in a safe secure manner. The Contractor shall report to the COR when there is damage to the canopies.

- (c) Exterior Buildings to include 71, 72, 95, 96, 97, 98, 270, 271, 275, 276, 277, 278, 185, 186, 187, and both pump houses at lease dorms. The pressure washing shall be performed annually. The exterior cleaning of these buildings will consist of cleaning all exterior walls, columns, gutters (interior & exterior), soffits, sidewalks, rails, louver vents, and facial fronts.
- (d) The Contractor shall take necessary precautions to ensure Government Property is not damaged. The schedule(s) for paragraphs (2) (a), (b), and (c) shall be submitted to the CO/COR for approval at time of award and fifteen (15) business days after any option renewal. The Contractor shall have copies of all schedules available at any time for review by the CO/COR. All cleaning shall be performed in a safe secure manner. No standing water shall occur in any area. Cleaning products shall be submitted in accordance with Part 4 paragraph 4.5.
- (e) For the work covered by this action, the Government authorizes a 50% advance payment 1-2 months ahead of actual performance start date with balance paid upon completion of work for each remaining option year.

k. Blood and Body Fluids Precaution. The Contractor shall utilize universal safety precaution to prevent contact with blood and body fluids items. When performing daily services and upon occupant departure, the Contractor shall place any item(s) containing blood or bodily fluids in a Bio Bag and deliver to the Health Unit, Building 759.

#### **5.3.B Not used**

### **5.4 TEXTS AND PUBLICATIONS**

The Contractor shall treat any texts/publications labeled with the warning "This document may contain sensitive law enforcement information that is exempt from release under Exemption 7 of the Freedom of Information Act. The FLETC Disclosure Office must be consulted before any of the information in this document is released" as Sensitive Information and, if found in the lodging areas, these texts/publications shall be handled in accordance with the directives concerning Sensitive Information. Labeled Texts/Publications found after an occupant checks out of an assigned lodging shall be bagged and sent to ALM. The Contractor shall not place texts/publications in any garbage or refuse container.

### **5.5 LOST OR ABANDONED PROPERTY**

- a. Consumable Item. Upon departure of the occupant, the Contractor shall dispose of consumable items such as open bottles of shampoo, soaps, conditioners, laundry detergent, toothpaste, mouthwash, lotions, soda, beer, and food, etc., into FLETC dumpsters.
- b. Personal Items. Upon departure of the occupant, the Contractor shall tag and bag items with the date, the building, room number, and/or other pertinent information which can be used to identify owner(s) for all lost and found or abandoned articles/items. These items may include cash and valuables (e.g., rings, watches, cameras, cell phones) or occupant owned bed linen, bath linen, and items of clothing.
- c. Secure Items. The Contractor shall store all personal and surveyed items in a secure storage area for holding for survey process to be performed. (Only Contractor Management personnel will have access to this storage area).
- d. Survey Process. On a weekly basis, the Contractor shall consolidate the items, such as personal and GFP, by building, prepare form FTC-ADM-44, Survey Report, Part 9, Attachment 7, and forward the document to the COR. Upon coordination between the COR and ALM, the COR will notify the Contractor with the date and time for the survey. Once the items have been verified and Survey Report signed by the COR, the Contractor shall deliver the items and the document to ALM, Building 2400.

## **5.6 DESK CLERK SERVICE REQUIREMENTS**

- a. Normal Working Hours. The Contractor shall ensure the front desks in Building 276 and 278 are staffed seven (7) days per week, including Federal Holidays, 7:30 a.m. - 12:00 a.m.
- b. 24 Hour Coverage. The Contractor shall ensure the front desks in Building 72, 98, 271, 185, 186, and 187 are staffed seven (7) days per week, including Federal Holidays. Contractor employees shall wear nitrile, latex or similar non-cloth disposable gloves and masks.

### **5.6.1 Specific Desk Clerk Functions**

- a. Answer inquiries pertaining to dorm services as well as receive messages, deliveries, and packages for occupants. The Contractor shall notify the occupant of any item to be picked up from the front desk. The contractor shall ensure high touch areas in lobby such as room keys, key cards, counter tops, tables, buttons/switches, and door handles are disinfected at least three times per day or more frequently as dorm traffic increases with approved CDC cleaners/disinfectants. See also f below.
- b. Immediately report disorderly conduct or boisterous parties/activities that occur during the timeframe designated as "Quiet Hours". Quiet Hours are from 10:00 p.m. - 7:00 a.m., seven (7) days per week. All violators shall be reported to the FLETC Security as per Part 1,

paragraph 1.13.

- c. Notify the appropriate Contractor personnel of any and all work related to dormitory related complaints/issues (e.g., maintenance, cable TV, telephone, key/lock, and similar problems).
- d. Track and annotate all service calls in accordance with paragraph 5.28 received from Government personnel and/or occupants. Services may include repairs, maintenance, and additional requirements (e.g., blankets or linen upon occupant's request, replace irons, ironing boards, and pillows).
- e. Notify the CO/COR prior to allowing unauthorized personnel entrance into Contractor provided space. The ONLY exception to this requirement is Emergency Responders/FLETC Security to gain access to an area as well as a Class Coordinator or his/her representative to perform a "wellness check" on an occupant. The Contractor shall notify the CO/COR at the earliest opportunity.
- f. Room Key Issuance. The Contractor shall perform the following room key functions:
  - (1) Programmed Keys. Program badges and/or key cards upon occupant's arrival and when occupants' badge/cards will not unlock their keyless entry locks in Building 71, 95, 96, 185, 186, and 187. Contract Employees shall handle with appropriate gloves and disinfect the keys prior to distributing/return.  
**Government provided reprogramming systems are located in Dorms 72, 98, 185 and 187 to perform these services.**
  - (2) Hard Keys. Contractor's personnel located in Building 271 shall issue room hard keys to occupants assigned to Building 270, 275, and 277. The class roster shall be utilized to determine dorm assignment and issue keys to occupants upon arrival from "Building 1 Check-In Process". The Contractor shall ensure that occupants return all keys (e.g., new keys, inoperable keys, and new keys re-issued). Contract Employees shall handle with appropriate gloves and disinfect the keys upon return.  
*Note: the new key process (no cost mod action) has the students leaving keys in the rooms for all dorms both main campus and lease dorms.*

### 5.6.2 Isolation Assignment

- a. Normal Working Hours. The Contractor shall perform services (8 isolation room assignments) 7:00AM to 12M, Monday-Friday, Weekends, and Holidays.
- b. The Government will notify the Contractor by email and simultaneous phone call to the Dorm 98 Desk Clerk when occupants require a room change.
- c. The Contractor shall provide room assignments and notify the government of the

location of the student(s) during normal working hours. During normal working hours, all room assignment in SASS shall be performed as specified in paragraph 5.7.1.

d. The Contractor shall place Government provided packets and room keys in rooms if 8 or less isolation rooms are being assigned at a time. Prior to departing room, the Contractor shall leave the door ajar.

e. The Contractor shall notify the Government within one (1) hour of notification with the following information during normal working hours, Monday-Friday, 8:00 a.m./4:00 p.m.

If isolation assignment is made after 4:00pm., the Contractor shall provide the following information by 8:00 am of the next normal working day:

- (1) Student Name
- (2) Class Information
- (3) Current Dorm and Room Number

f. In order to fulfill room re-assignments after hours, desk clerks shall be allowed to leave their assigned front desk. In the event there are more than eight (8) room reassignments sent during a single shift, the Government will assign an authorized Government representative to assist in the room re-assignments or such assignments will be completed the next business day. This includes after 4:00pm weekdays, weekends and holidays.

## **5.7 WORD PROCESSING SERVICE REQUIREMENTS**

### **5.7.1 Room Assignment and Scheduling**

Normal Working Hours. The Contractor shall perform Room Assignment services Monday-Friday, excluding Holidays between 7:30 a.m. - 12:00 a.m., in accordance with paragraph 5.7.2.c. At the time of award, the Government will identify the on-site location for Contractor's access to the Student Administration Scheduling System (SASS), for student lodging assignments. The Contractor is responsible for scheduling of rooms and completing data entry into the SASS system for all FLETC, Glynco assigned lodging.

### **5.7.2 Student Administration & Scheduling System (SASS)**

a. SASS is the official record for reporting occupant's arrival, changes, and departure. The Government will be responsible for scheduling and assigning rooms to authorized occupants prior to arrival. The Contractor shall be responsible for assigning dormitory rooms to authorized occupant in accordance with paragraph 5.7.2.c. The Contractor shall monitor and validate room assignments, the need for weekend cleaning due to occupants arriving/departing on weekends, and reconcile any discrepancies to include, but not limited to, gender assignments in shared bathroom dormitories, unassigned occupants, and update bulk assignments as occupants are identified/registered for a class. The Contractor shall



accomplish changes to lodging assignments as a result of changing Government requirements, such as last minute occupants, class cancellations, or any other changes.

b. The Contractor shall monitor and validate rooms assignments as a result of the Government's provided SASS inputs and/or notifications, such as, last minute occupants, class cancellations, or any other changes. The Contractor shall monitor and validate updated Government provided information on a daily basis or as the changes occur. Historical Occupancy Data is provided in Part 9, Technical Exhibit 1A.

c. The Contractor shall provide sufficient personnel to perform room assignments as listed below:

- (1) Early Departure. The Contractor shall notify the Government when an occupant departs early. If a room is discovered empty by the Contractor personnel anytime during the occupant's stay, unless notified by the Government of an early departure, the Contractor shall notify the COR immediately.
- (2) Reassignment of Rooms. Unless notified by the Government, the Contractor shall reassign occupants to other rooms during the occupants stay, if reassignment is necessary e.g., maintenance issues in the room, medical issues, gender issues with shared bathrooms, add-on occupants, and/or an agency specific request.
  - (a) The Contractor shall inform the occupant of the reassignment by placing a notice in the room and notifying the COR by close of business 4:00 p.m. for actions that have taken place during normal working hours. For after hour reassignments, the Contractor shall notify the COR by 9:00 a.m., the next business day.
- (3) Temporary Rooms. The Contractor shall provide the Security Contractor, building 1, a minimum of five (5) empty rooms each working day no later than 2:00 p.m., Monday-Sunday.
  - (c) Temporary Assignments. Rooms shall be used for temporary assignment of occupants not on a current Class Roster and/or any other anomalies such as approval of early arrivals. The Contractor shall utilize empty rooms closest to Building 1 for occupant's convenience. When this is not possible, it is up to the Contractor's discretion to use other buildings when necessary.
  - (b) Add-Ons. An add-on occupant without an assigned room, shall be assigned to a temporary room and reassigned to the appropriate dorm room by the next working day in accordance paragraph 5.7.2 c. (2).

- d. Reasonable Accommodations Assistance Program. The COR will notify the Contractor of occupants requiring special accommodations for such requests, but not limited to, accessible rooms, government-provided refrigerators and freezers for medical reasons, government-provided hearing-impaired equipment, and/or 1<sup>st</sup> floor accommodations.
- e. Backup system. The use of SASS and/or Government-furnished hardware and software for this requirement is prohibited. The Contractor shall update this information daily or as the changes occur. The Government reserves the right to request information from the Contractor's backup system for verification and validation at any time.
  - (1) The Contractor shall provide a lodging management hardware and software system for comparison and reconciliation of SASS and as a backup if the government provided system fails. In the event of a SASS failure, the Contractor shall provide the scheduling of dormitory and room assignments. The Contractor shall provide a Microsoft Excel formatted lodging report to include but not limited to the following requirements: (1) dormitory number(s), (2) class name and number, (3) total number of arriving occupants, (4) total number of departing occupants, (5) total number of occupants lodged, and (6) total number of available rooms. The Microsoft Excel formatted lodging report shall be submitted to the COR not later than 11:00 a.m. the next working day. As changes occur, the Contractor shall submit any modifications after the submission of the Microsoft Excel formatted lodging report via electronic mail to the COR.
  - (2) The Contractor shall furnish to the CO a sample Microsoft Excel formatted lodging report for review and approval within ten (10) business days after the award of the contract.
- f. At the end of each month, the Contractor shall include on their invoice the number of rooms occupied for that period of time to show weekly occupancy and number of rooms cleaned. The COR will certify that the data provided on the invoice is accurate and complete.

## **5.8 PREVENTIVE AND ROUTINE MAINTENANCE REQUIREMENTS**

- a. The Contractor shall provide all Dorm Management Services, in accordance with Part 1, paragraph 1.4 SCOPE, to perform hotel type maintenance services at FLETC, Glynco, Georgia. All work will be classified as PMP and routine maintenance requirements. The Contractor shall complete all requirements specified in the PWS.
- b. An acceptable quality level of performance is defined as the level of maintenance which will preserve the equipment and buildings in unimpaired operating condition, i.e., above the point where deterioration will begin; thereby, increasing the normal life expectancy of the equipment and buildings.

c. The Contractor shall be responsible for maintaining all facilities listed herein, including specialty equipment and associated equipment within the facilities to a standard that prevents deterioration beyond that which results from normal wear and tear. The Contractor shall correct deficiencies in a timely manner to assure full life expectancy of the facilities and associated equipment to include the exercise equipment. The level of maintenance shall assure all facilities, specialty equipment, and associated equipment are free of missing components or defects which would affect the safety, efficiency of the equipment, professional appearance, or habitability of the facilities or would prevent any electrical, plumbing, mechanical or structural system from functioning in accordance with design intent. Equipment shall be repaired to 100% functionality based on manufacturers' specifications.

d. Estimating Procedures. All estimates for SCWR, shall be prepared in accordance with the following requirements listed in order of precedence: R.S Means and Manufacturer Standards. If none of the methods listed herein apply due to uniqueness of the work, historical data will be utilized if available. Material estimates shall include a detailed bill of materials establishing size, quality, number of units, and unit prices. Material prices shall be the lowest price available. Direct material prices shall be reduced by all discounts, rebates, and allowances for core or salvage value that accrues. Administrative and handling costs, material markups, transportation costs are handled on case-by-case basis.

e. Projected Workload. The projected repair workload for maintenance, PMP, and SCWR for this contract is delineated in the form of historical data. The numbers of repairs for the upcoming years are subject to variance because of the age of the equipment and facilities. Historical data is included in Part 9, Technical Exhibit 1A, 1B, 1C, 1D, and 1E.

f. The Contractor shall wear nitrile, latex or similar non-cloth disposable gloves and masks while performing preventive and routine maintenance work on all equipment and wipe down items with approved CDC cleaners/disinfectants before leaving work area/room and dispose of gloves after leaving work area.

## **5.9 MAINTENANCE SERVICE WORK HOURS**

a. Normal Working Hours. The Contractor shall perform maintenance services twenty-four (24) hours per day, seven (7) days a week, including Federal Holidays.

b. The Contractor shall perform maintenance caused by normal usage and wear on the facilities as well as requested by occupants residing in FLETC dorms. This includes, but not limited to:

- (1) Plumbing (to include unstopping toilets and repairing minor leaks).
- (2) Electrical (to include replacing light bulbs and fluorescent tubes).

(3) Heating, ventilating and air conditioning complaints.

(4) Locksmith issues (to include encoding and repairing door locks/safes).

## **5.10 CONTRACTOR AREAS OF RESPONSIBILITY**

a. The Contractor shall furnish all labor, supplies, materials, equipment, and supervision to perform services in buildings 71, 72, 95, 96, 98, 185, 186, 187, 270, 271, 275, 276, 277, 278, Trailer 738, 97 (non-mechanical area only) and Conex boxes, storage containers, and all associated equipment.

b. The Contractor shall furnish all labor, supplies, materials, equipment, and supervision to perform services in Buildings 86, washing machines and dryers only in accordance with Attachment 4C.

c. All supplies and equipment shall be stored in an orderly fashion and properly secured. No equipment or supplies may be staged in or near exits. Conex boxes and storage containers shall be kept clean, orderly and litter free; items shall be stacked on shelves neatly; empty boxes shall be discarded. The Contractor shall prevent retention of excess equipment items not needed. The COR shall provide guidance for the periodic survey of disposal equipment. The Government will in no way be responsible for damage or loss caused by fire, theft, accident, or otherwise, to the Contractor's stored supplies, materials or equipment or employees' personal belongings.

### **5.10.1 Service Agreements**

a. The Contractor shall establish all necessary agreements with subcontractors that provide services for Buildings 185, 186, and 187. The CO/COR will provide this information to the Contractor anytime changes are made. Annual service agreements for systems located at Buildings 185, 186, and 187 may include but not be limited to:

- (1) Fire alarm system
- (2) Fire suppression system
- (3) Elevators
- (4) Telephone systems and parts
- (5) All backflow preventers
- (6) Water booster system
- (7) Mixing valves for water system



b. If repairs/maintenance fall outside of the agreement, the Contractor shall notify the CO/COR for approval. The CO/COR will submit a SCWR to the Contractor for purchase of these items. The Contractor shall seek reimbursement through CLIN xxx7AC.

#### **5.11 ENERGY SAVINGS PERFORMANCE CONTRACT (ESPC)**

a. Energy Conservation Measures (ECMs) are installed in facilities throughout FLETC via the ESPC. These ECMs include upgrades to lighting systems, water conservation, and HVAC controls and equipment.

b. The Contractor shall maintain and repair all equipment associated with ECMs as provided in the ESPC Equipment Bulletin Part 9, Attachment 9. Contractor shall perform other functions required to conserve utilities and prevent damage to all property such as all doors and windows shall remain close and all lights shall be turned off when not in use while performing services in the rooms.

c. The Contractor shall maintain documentation of all repairs and/or replacement parts associated with the ECMs and provide a monthly report to the Government by the fifth (5<sup>th</sup>) calendar day following the end of the reporting period. The Report shall be for the previous month that services were performed using the ESPC Deficiency Report Form Part 9, Attachment 10.

d. ESPC Replacement Part Procedures. The Contractor shall submit all requests for ESPC replacement parts to the COR to ensure the following:

(1) Warranty Parts: All ESPC replacement parts shall be equal or equivalent to the ECMs installations and approved by the Government prior to installing. All ESPC parts under warranty shall be documented on the ESPC Deficiency Report Form and returned to the COR for replacement. The ESPC Deficiency Report Form shall be submitted to the COR by the fifth (5<sup>th</sup>) calendar day of the month in accordance with Part 9, Attachment 10.

(2) Non-Warranty Parts: The Contractor shall be responsible for all non-warranted ESPC parts. The Contractor shall provide and install parts of equal or equivalent performance to the ESPC part(s) and documented in the ESPC Deficiency Report Form and submitted to the COR on the fifth (5<sup>th</sup>) calendar day of the month. Part 9 Attachment 10. The Government will reimburse the Contractor for all approved parts that are equal or equivalent in performance to the ESPC ECMs as per CLIN xxx7AA.

e. Direct Digital Control (DDC). The Contractor shall maintain all wiring, sensors, valves, modules, boards and thermostats beyond the Control Interface Modules of the Energy Management Control System (EMCS) located within the buildings. The Contractor should notify the COR at any time when assistance is required with the DDC system. The Contractor shall operate all mechanical, electrical, and utility systems within the Contractor

area of responsibility at the highest level of efficiency compatible with the current energy conservation requirements and maintain them at that level throughout the contract performance period.

## **5.12 GOVERNMENT AREAS OF RESPONSIBILITY**

The Government will maintain all areas identified as following:

- a. All utilities to include main supplies of electrical, domestic hot and cold water, and heating and cooling water to buildings 71, 72, 95, 96, 97, 98, 270, 271, 275, 276, 277, 278, and 738.
- b. Maintaining and testing all fire alarm systems in buildings 71, 72, 95, 96, 97, 98, 270, 271, 275, 276, 277, and 278.
- c. Mechanical side of building 97 that occupies pumps and boilers.
- d. All mechanical rooms located on main campus.
- e. Desiccate system repairs building 270. (The Contractor shall perform PMP requirements in accordance with paragraph 5.17)
- f. The DDC, which includes the EMCS from the main control center to and including the Control Interface Modules located within buildings 71, 72, 95, 96, 97, 98, 270, 271, 275, 276, 277, and 278.
- g. Structural repairs such as roofs, stairs, concrete block walls, and foundation floors on main campus.
- h. Domestic cold-water supply to buildings 185, 186, and 187 is supplied by the City of Brunswick.

## **5.13 RESERVED**

## **5.14 LEASED-DORMS (BUILDINGS 185, 186, & 187, OWNER AREAS OF RESPONSIBILITY**

The Leased-Dorm Owner will maintain all areas identified as following:

- a. Structural maintenance of the roof and walls of the building.
- b. Exterior pump house.
- c. Irrigation wells and pumps up to the main irrigation shut-off valve

### **5.15 UTILITY OUTAGES**

Any utility outages scheduled or unscheduled which would cause a loss or a reduction in capacity of any equipment or utility system for a period extending beyond fifteen (15) minutes shall be reported to the CO/COR within thirty (30) minutes of the occurrence.

### **5.16 PREVENTIVE MAINTENANCE PROGRAM (PMP)**

- a. The Contractor shall develop a comprehensive PMP. PMP work is authorized by means of the Contractor prepared schedules. The Contractor shall establish an annual schedule for PMP of equipment by dates, equipment, and buildings for approval in accordance with the performance specification of this contract. The schedule shall be submitted to the CO/COR for approval fifteen (15) business days after contract start and fifteen (15) business days after any option renewal.
- b. The Contractor shall have copies of all schedules available at any time for review by the CO/COR. As part of the services provided under this contract, the Contractor shall provide all supervision, labor, tools and materials to perform PMP tasks on a scheduled basis. Equipment under warranty shall be maintained in accordance with warranty instructions and conditions. The Contractor shall perform all PMP as scheduled. Requests by the Contractor for deviation from the approved schedule shall be submitted with appropriate justification to the CO for approval. Any deviation must be approved in advance by the CO. The Contractor shall not perform any PMP that will void the manufacturers' warranty.
- c. The Contractor shall maintain the exit signs, emergency lighting, and the cabinet doors for the portable fire extinguishers. The Contractor will inspect the portable fire extinguishers in accordance with paragraph 5.17. The Government will maintain all portable fire extinguishers in strict conformance with all Federal, State, and local requirements and with all applicable provisions of the National Fire Protection Act (NFPA) 10 Standard for Portable Fire Extinguishers.
- d. The Contractor shall submit a monthly report to the CO/COR indicating the PMP and work performed on each piece of equipment covered under the PMP. The monthly report shall be submitted to the Government by the fifth (5<sup>th</sup>) calendar day following the end of the reporting period.
- e. Structural maintenance and repairs and replacement of building systems are not a part of this contract. This does not relieve the Contractor of any responsibilities for items which are within the scope of the contract.

### **5.17 SCHEDULED PMP – MAIN CAMPUS**

The Contractor shall perform all required PMP in accordance with the manufacturers' instructions unless otherwise indicated below:

b. Manufacturer PMP Requirements:

- (1) Exhaust fans.
- (2) Air Handling Units (AHU).
- (3) Fan Coil Units (FCU)
- (4) Make-up Air Units (MAU) including Desiccate Units.
- (5) Water coolers/fountains.
- (6) Ice machines.

c. Monthly PMP Requirements – Check and Inspect:

- (1) Emergency lights.
- (2) Exit lights.
- (3) Fire extinguisher and cabinets.
  - (a) Check extinguishers pressure gauge reading to ensure that the pressure indicator is in the green.
  - (b) Check the discharge nozzle for cracks, tears or damage.
  - (c) Ensure the locking pin is installed and the tamper seal is intact.
  - (d) Conduct visual inspection of the extinguisher bottle and cabinet for severe dents, rust or leaks.
  - (e) Inspect and report all discrepancies in a timely manner to the CO/COR.
  - (f) Maintain inspection records and keep on file for at least one year. Records with findings shall be made available for review by the Government at any time.
- (4) Electric/gas dryers:
  - (a) Remove access panels and vacuum out all lint in dryers and ducts.
  - (b) Check all lines and valves for leaks; repair as necessary.
  - (c) Clean & inspect.



(5) Washing Machines:

- (a) Check hoses and connections, change as required.
- (b) Clean and inspect.

d. Quarterly PMP Requirements:

(1) Mattresses.

- (a) Flip and rotate.

(2) Locks.

- (a) Clean and lubricate.

d. Annual PMP Requirements:

- (1) Fire Alarm Systems. The Contractor shall accompany the Government on main campus buildings in the performance of annual fire alarm testing of pull stations. The date of test and results as well as operational or non-operational status, shall be documented by the Contractor. The Government will be responsible for all REPAIRS.

- (2) Fan Coil Units. The Coils and strainers shall be cleaned and the Valves shall be fully cycled.

**5.18 SCHEDULE PMP – LEASED-BUILDINGS**

The Contractor shall perform all required preventive maintenance in accordance with the manufacturers' instructions unless otherwise indicated below:

a. Manufacturer PMP Requirements:

- (1) Elevator shafts.
- (2) Pool fencing and gates.
- (3) Split A/C systems.
- (4) Primary pump.
- (5) Secondary pump.
- (6) Refrigerators.

(7) Water lint traps.

(8) Exhaust/Bath fans.

b. Monthly PMP Requirements – Check and Inspect:

(1) Emergency lights.

(2) Exit lights.

(3) Smoke detectors.

(4) Fire extinguisher and cabinets:

(a) Check extinguishers pressure gauge reading to ensure that the pressure indicator is in the green.

(b) Check the discharge nozzle for cracks, tears or damage.

(c) Ensure the locking pin is installed and the tamper seal is intact.

(d) Conduct visual inspection of the extinguisher bottle and cabinet for severe dents, rust or leaks.

(e) Inspect and report all discrepancies in a timely manner to the CO/COR.

(f) Maintain inspection records and keep on file for at least one year. Records with findings shall be made available for review by the Government at any time.

(5) Electric/Gas Dryers

(a) Remove access panels and vacuum out all lint in dryers and ducts.

(b) Check all lines and valves for leaks; repair as necessary.

(c) Clean & inspect.

(6) Washing Machines:

(a) Check hoses and connections - change as required.

(b) Clean and inspect.

c. Quarterly PMP Requirements:

(1) Water Heaters:

- (a) Inspect and check heating elements.

(2) Fan Coil Units and Package Terminal Air Conditioners (PTAC):

- (a) Clean PTACs in accordance with manufactures' maintenance and cleaning instructions.
- (b) Clean PTAC filters.
- (c) Remove the cabinet's front cover and wipe down the inside and the outside using manufactures' recommended cleaners and reinstall the cover.
- (d) Unit should be free of mold or mildew.
- (e) Clean accumulated debris from the landscaped side of the first floor units.

(3) Parking Lot Lights:

- (a) Contractor is responsible to inspect and replace any inoperable outside dormitory lights including the parking lot lights. (see also paragraph 5.22.2(2))

(4) Mattresses.

- (a) Flip and rotate.

d. Bi-Annual PMP Requirements:

Fan Coil Units and Package Terminal Air Conditioners (PTAC):

- (a) Clean PTACs in accordance with manufactures' maintenance and cleaning instructions.
- (b) PTAC units are to be removed from the wall sleeve and replaced with clean "changed out units". The removed units are to be cleaned in a Government designated area using the manufactures' recommended cleaner. Care must be taken to follow the manufactures' recommendations to prevent damage to the units. Once cleaned, these units will become the current clean "changed out units" for the next set of PTACs to be cleaned. This procedure shall continue until all units

have been cleaned at least bi-annually. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job before leaving the cleaning area.

e. Annual PMP Requirements:

- (1) Fire Alarm Systems – Buildings 185, 186, & 187: The Contractor shall perform annual fire alarm testing of pull stations. The date of test and results as well as operational or non-operational status shall be documented by the Contractor. All testing of pull stations and repairs shall be made in accordance with an established maintenance agreement, Part 5, paragraph 5.10.1 The Contractor shall document and maintain inspection records for review by the Government at any time.

## **5.19 ROUTINE DORM MAINTENANCE**

a. The Contractor shall perform routine lodging maintenance caused by normal usage and wear on the facilities. The Contractor shall repair, restore or protect a system and/or component by replacement of defective parts or correction of malfunction. Repairs shall be performed in accordance with manufactures' recommendations and applicable building codes/standards. The quality of work shall meet the requirements specified and shall prevent any malfunction reoccurrence due to poor workmanship or other inefficiency of the Contractor's performance.

b. Routine lodging maintenance does not include repairs to facilities caused by the delinquency of occupants. These repairs shall be performed and completed under Part 5, paragraph 5.28 SERVICE CALLS and paragraph 5.30 SERVICE CONTRACT WORK REQUEST. The Contractor shall document and submit written reports of all facility damages to the COR within twenty-four (24) hours of discovery.

c. On a continuous basis, the Contractor shall perform lodging maintenance tasks, to include all labor and materials, as identified in routine work and/or inspections by the Contractor and/or Government such as the following:

- (1) Proper attachment/reattachment of drapery rods and brackets and other fixtures to walls, floors, windows, and ceilings.
- (2) Repair, replace and reinstall window screens. Replacement screen shall be of the same type as original screen.
- (3) Proper attachment/replacement of all paper product holders, towel dispensers, and soap dispensers in all rooms and common areas as applicable.
- (4) Replace, reattach, and adjust doors, hinges, closers, thresholds/plates and stops on all doors.



- (5) Replacement/attachment of wall and ceiling mounted fixtures, including electrical receptacles, switches, wall plates, light bulbs, fluorescent tubes, and light fixtures.
- (6) Reattachment/replacement of loose or broken door facing, window facing, molding, shower hardware, towel rack and other trim. Replace and maintain weather tightness of weather stripping around doors and windows.
- (7) Toilet seats, floats and flappers, valve stems, faucet washers, p-traps, mixing valves, and miscellaneous bathroom fixture parts. Adjustment and replacement of all flush valves on urinals and commodes, set for proper operation.
- (8) Replacement of caulking and grout around tubs, showers, sinks, floors, and windows, interior and exterior.
- (9) Maintain all blinds and drapery rods/hardware to operate smoothly and properly and kept free of damaged slates, deteriorated tapes, cords, and hardware.
- (10) Replace/repair emergency lights and exit signs/lights as per Part 9 Technical Exhibit 1A.
- (11) Correct minor carpet tears and seam ravel and replace carpet tiles where stains cannot be removed. Carpet tiles will be Government-furnished items. Carpets and carpet tiles shall be maintained free from raveled, torn, or excessively worn material.
- (12) Replace or repair all vinyl floor covering. All linoleum and/or resilient tile floor coverings shall be maintained free of cracks, chips, and loose, torn or excessively worn materials.
- (13) Maintain all quarry and ceramic tile floors and walls free of loose, damaged, broken, missing or cracked tiles and/or grout, and with joints properly sealed to provide the intended watertight surface.
- (14) Maintain all cabinets, shelving, counter tops, and similar equipment in a fully usable condition with a pleasing appearance. Missing, broken or inoperative hardware shall be replaced with matching equipment. The counter tops shall be free of warped, marred, burned or damaged areas. Repaired/replaced cabinets shall be restored to original arrangement and/or finished to original condition.

- (15) Maintain all ceilings, ceiling surfaces, ceiling tiles, and framing members and ensure installation is properly secured. Badly soiled, defaced or water damaged ceilings and ceiling tiles or other defects which would render an unsightly, appearance to the ceiling are to be repaired. All ceilings and ceiling tiles shall be in a good state of repair and free of holes, cracks and stains. Restore surfaces to a good condition.
- (16) Maintain all plumbing systems and fixtures. Plumbing systems, including domestic and wastewater systems and sanitary piping systems shall be maintained. Systems and fixtures shall be maintained in a safe and serviceable condition from the standpoint of both mechanics and health. Workmanship, trade practices and material shall meet or exceed minimal standards required for safe and efficient operating systems and shall conform to the American National Standards Institute (ANSI) A40.8-55 National Plumbing Code and other nationally recognized standards. If ANSI codes are changed, it is the Contractor's responsibility to have the most current and up to date copy available for his/her employees to ensure that the new standards are adhered to. All plumbing work performed shall be in compliance with Federal, State and Local laws. All sinks, toilets, basins, lavatories, hose bibs, etc., shall be maintained to drain freely and be free of chips, cracks or excessive discoloration. From the standpoint of energy conservation, all plumbing systems, fixtures, devices, and appurtenances shall conform to ESPC requirements to ensure the minimum quantity of water consistent with proper performance and cleaning is utilized. All plumbing shall be maintained free of leaks, and drips. Under peak demand conditions, provided the minimum building water supply static pressure is available, a minimum flow pressure at all points of discharge of plumbing fixtures, devices, and appurtenances shall be maintained with sufficient volume and at pressures adequate to enable them to function properly and without undue noise under normal conditions of use. Minimum water flow pressure at all points of discharge shall conform to the latest version of ANSI A40.8-55 National Plumbing Code standards. The Contractor is responsible for having the latest updates of all ANSI Codes with Federal, State, and Local laws.
- (17) Replace broken and cracked glass as necessary. Windows and glass, (interior and exterior) shall be free from cracked, chipped or broken glass and shall be weather tight to prevent condensation or hazing between glass panels.
- (18) Battery replacement (TV/DVD remotes, alarm clocks, safes, keyless door locks, portable programmer, and leased dormitory smoke detectors).

- (19) Inspect, operate, maintain, and repair all the mechanical systems and associated equipment/components of refrigerant systems in HVAC and PTAC units as per Technical Exhibit 1A.
- (20) Maintain interior wall systems to include vinyl/fabric wall coverings. Replace all vinyl/fabric wall covering on walls that cannot be cleaned or repaired to match adjacent surfaces.
- (21) Maintain exterior walls. Clean or repair to match adjacent surfaces.
- (22) Repair/maintain all housing ice machines as per Part 9, Technical Exhibits 1A, 1B, 1C, 1D, and 1E.
- (23) Maintain all piping systems/equipment (with the exception of ESPC Control Interface Modules) in maintenance chases at Buildings 71, 95, 96, 270, 275, and 277.
- (24) Troubleshoot/repair digital electronic control systems to the extent of manufacturers' troubleshooting guides (beyond the ESPC Control Interface Modules).
- (25) In accordance with Part 9, Attachment 4c, repair/maintain all washing machines and dryers. The Contractor shall also maintain the washing machines and dryers located in Building 86. Janitorial work will be performed by another contractor. However, if work is performed that is covered by this contract, the Contractor shall ensure the work area is clean prior to departing the building.
- (26) Set the adjustable thermostats in all rooms of Buildings 185, 186, and 187. Temperature setting will be provided by the Government and may be subject to change.
- (27) Water systems, to include mixing valve and water heaters.
- (28) Repair/maintain all exhaust/bath fans as per Part 9, Technical Exhibits 1A, 1B, 1C, 1D, and 1E.

## **5.20 PAINTING**

### **5.20.1 Interior Painting**

Interior painting shall consist of all work necessary for the finished job including windows, walls, ceilings, doors, door frames, handrails, trim, molding, appurtenances comprising an integral part of the facility or structure. All foreign particles, dirt, rust, scale, splinters, loose particles, disintegrated paint, grease, oil, and other deleterious substances shall be removed from all surfaces that are to be painted or otherwise finished. Surfaces to be painted shall be

thoroughly cleaned and, unless specified otherwise herein, shall be dry when paint is applied. All surfaces that have chipped, cracked, or peeling paint shall be sanded to obtain a smooth transition from the painted to unpainted surfaces. All paint and materials shall be applied in accordance with the manufacturers' specifications and instructions.

#### **5.20.2 Exterior Painting**

Performance of painting on such areas as doors, door frames, window frames, patched and soiled walls of all exterior surfaces. All foreign particles, dirt, rust, scale, splinters, loose particles, disintegrated paint, grease, oil, and other deleterious substances shall be removed from all surfaces that are to be painted or otherwise finished. All surfaces that have chipped cracked, or peeling paint shall be sanded to obtain a smooth transition from the painted to unpainted surfaces.

#### **5.20.3 Wallboard**

Prior to painting, all joints, cracks, holes, indentations, and other surface defects shall be repaired with patching plaster, filled out flush and sanded. All stains and soiled areas shall be sealed prior to painting to prevent any bleed-thru.

#### **5.20.4 Metal Surface Painting**

Metal surfaces to be painted, including aluminum, brass, copper, zinc-coated surfaces and un-primed steel and iron surfaces shall be cleaned and prepared in accordance with manufacturers' specifications and immediately given one coat of pre-treating coating. Aluminum surfaces to be painted shall be solvent cleaned prior to application of the pretreatment coating, followed by a coat of primer paint as soon as possible after the pretreatment coating has dried.

### **5.21 ELECTRICAL SYSTEMS**

a. The Contractor shall maintain and repair the electrical panels, control switchboards and consoles, cabinets, load centers, disconnects, and switchgear that are not maintained by the local commercial utility provider or FLETC FMD (i.e., main electrical switchboards in Mechanical Rooms). Maintenance efforts shall also include periodic cleaning of the vaults and enclosures. Types of equipment that the Contractor shall install, maintain, and repair or replace include, but are not limited to: potential and current transformers, protective relays, circuit breakers, re-closures, batteries, current and voltage meters, voltage chart records, tap changers, bus bars and structure bars, grounds, lightning arresters, insulators, bushings, voltage regulators, and other components. The Contractor shall coordinate with the COR for any troubleshooting and repair to systems that affect the ESPC system or fire alarm systems.

- (1) Buildings 185, 186 & 187: The power entering the building is the responsibility of the local commercial utility provider. The Contractor shall contact the



CO/COR to resolve any issues with power entering into these buildings.

## **5.22 LIGHTING SYSTEMS**

The Contractor shall remove and replace burned-out light bulbs, tubes, lamps, and ballasts as well as indicator and exit lights. ESPC light bulbs that have been removed for energy conservation purposes shall not be replaced unless requested to do so by CO/COR. Replacement light bulbs shall meet the guidelines of the COR. Proper disposal of lights, ballasts, and batteries is the responsibility of the Contractor.

### **5.22.1 Exterior Lighting**

The Contractor shall maintain and repair exterior lighting covered by this contract, which consists of, but is not limited to: standing lights, flood lights, compound security lighting, installation perimeter lighting, parking lights, and other exterior lighting at FLETC. The Contractor shall maintain, repair, and replace the exterior lighting at FLETC and shall ensure exterior lighting and associated components such as bases, poles, fixtures, lamps, controls, and regulators are free of defects or deficiencies that would create a safety or security hazard to the Center and its occupants in hours of darkness, or affect the serviceability of the system.

### **5.22.2 Parking Lot Lights and Outside Building Lights**

The Contractor's responsibilities for main campus and leased dormitories are depicted as following:

- (1) Main Campus: The local commercial utility provider is responsible for parking lot lights on the main campus. The Contractor is responsible for all other outside lights.
- (2) Buildings 185/186/187: The Contractor is responsible to inspect and replace any inoperable or burned out outside dormitory lights including the parking lot lights, flagpole lights, and pool pole lights.

### **5.22.3 Interior Lighting**

The Contractor shall install, maintain, and repair interior electrical lighting systems and associated component parts. Systems shall be maintained in a safe and serviceable condition as per the original designed intent. The Contractor shall replace fixtures and components that are beyond economical repair. Replacement bulbs, lamps, tubes, and ballasts shall be ESPC approved high efficiency types to aid in FLETC's ongoing energy conservation programs.

## **5.23 RENOVATION**

The Contractor shall renovate dorm rooms, bathrooms, and other spaces during the life of the contract. The Government will provide the Contractor a minimum of eight (8) rooms per month for renovation unless CO/COR determines that scheduling does not permit (e.g., non-availability of rooms and acts of God). The Contractor shall be responsible for all labor and tools. The Government will pay for costs of the materials and execute in accordance with Part 5, paragraph 5.30 SERVICE CONTRACT WORK REQUEST. Prior to renovation, coordination between the Government and the Contractor will determine the actual work to be performed for areas covered in this contract. This work may include, but is not limited to, the following:

- a. Surface preparation and painting for interior, exterior, and metal surfaces. All foreign particles, dirt, rust, scale, splinters, loose particles, disintegrated paint, grease, oil, and other deleterious substances shall be removed from all surfaces that are to be painted or otherwise finished. Surfaces to be painted shall be thoroughly cleaned and, unless specified otherwise herein, shall be dry when paint is applied. All surfaces that have chipped, cracked, or peeling paint shall be sanded to obtain a smooth transition from the painted to unpainted surfaces. All paint and materials shall be applied in accordance with the manufacturers' specifications and instructions.
- b. Replacement of bathroom and room fixtures as needed to include, but not limited to, soap dishes, coat hooks, shower rods, towel racks, paper dispensers, bulletin boards, and mirrors.
- c. Floor covering – include ceramic tile, grouting, vinyl, base board, or carpet.
- d. Shower – tiles, grouting, and fixtures.
- e. Cabinets, counter tops, p-traps, and plumbing fixtures.

#### **5.24 LOCKSMITH SERVICES**

a. FLETC dorm has multiple lock systems for both hard key and keyless entry in the dormitory rooms in addition to room safes that require locksmith services. The Contractor shall provide all requirements (other than those items specifically identified as GFP, Part 9 Attachment 4) and supervision sufficient to perform locksmith services necessary to perform this locksmith services. These services include, but are not limited to:

- (1) Issuing keys.
- (2) Key duplication/cutting.
- (3) Maintenance, repair, replacement to locks and safes.
- (4) Dorm lockout assistance.
- (5) Reprogramming, override, and troubleshooting services.

- b. Responsibility is placed on the Contractor for security of all dorm rooms. The Contractor shall be responsible for replacement or reimbursement of any property that is damaged, misplaced, or discarded by the Contractor during the performance of the contract. The Contractor shall not open locked rooms or areas to permit entrance by persons unless authorized by the CO/COR in accordance with Part 5, paragraph 5.6.1.e.
- c. The Contractor shall report loss or unauthorized duplication of Government issued keys to the CO/COR within 8-hours of awareness of the loss or duplication by a Contractor employee.
- d. Should security of a facility be compromised by the loss of a key and/or the lost or duplication of a master key, the Contractor shall be responsible for cost of rekeying locks or lock replacement.

#### **5.24.1 Hard Keys**

- a. These locks will require key cutting and key duplicating services as well as maintenance, repair and/or replacement of the lock as necessary. The Contractor shall furnish all key stock blanks for use in duplication of keys. The Government will provide the key duplicating machine as per Attachment 4, for use by the Contractor in locksmith services.
- b. The Contractor shall maintain sufficient inventory of hard keys in building 271 identified as "key room" to maintain a PAR level of two (2) keys per room. This does not include the master and the issued room key. Key level should never be below the par level established herein to ensure adequate supply of keys on hand.
- c. Upon occupant's departure, the Contractor shall ensure that all keys are accountable. If the keys have not been returned, the Contractor shall replace the door core prior to new occupant's arrival or within one (1) business day.
- d. If an occupant has lost the room key or for any reason cannot gain access to the assigned room, the Contractor shall inform the CO/COR. If the key cannot be found, the core lock for the room shall be replaced by the locksmith immediately.

#### **5.24.2 Keyless Entry**

- a. The Contractor shall be able to override, program, re-program and troubleshoot the keyless entry systems. The Government will provide inventory/repair parts, lock programmers, and related software/hardware.
- b. Main Campus Buildings 71, 95, and 96. The Contractor shall provide maintenance and repair of the electronic locks. The Contractor shall issue security level master keys to Government personnel identified by the CO/COR. All key logs shall be documented by the

Contractor and made available for inspection at any time by the Government. The Contractor shall provide batteries for all keyless entry doors in these dorms.

c. Buildings 185, 186, and 187. The Contractor shall provide maintenance and repair of the electronic locks. The Contractor shall issue security level master keys to Government personnel identified by the CO/COR. All key logs shall be documented by the Contractor and made available for inspection at any time by the Government. The Contractor shall provide batteries for all keyless entry doors in these dorms.

#### **5.24.3 Room Safes**

The Contractor shall provide maintenance, batteries, repair, override services, and reprogramming of all safes. The Contractor may be required to install safes as directed by the CO/COR.

#### **5.24.4 Master Keys**

The Contractor shall provide the COR with an initial key code listing as well as changes made to all hard key doors, master keys for all buildings, and key inventories.

### **5.25 INSECT AND RODENT CONTROL**

The Contractor shall provide all requirements necessary to provide household pest control services and exterminate insects and rodents in all areas performed in this contract. Pest control services shall cover all inside areas, chases, outside walkways, and grounds within ten (10) feet of the building or to the curb, if one is present. All areas shall be cleaned, sanitized, cleared of all refuse, and free of infestations of rodents and insects at all times. Contractor shall provide an annual pest control plan that covers all areas of this contract fifteen (15) business days after date of award and fifteen (15) business days prior to any option renewal.

#### **5.25.1 Qualification of Exterminators**

The Contractor shall adhere to the following laws and regulations “Georgia Pesticide Use and Application Act of 1976”; U.S. Code Title 7, Chapter 6, “Insecticides and Environmental Pesticide Control”; 40 CFR, Part 171-Certification of Pesticide Applicators; and “Rules of Georgia Structural Pest Control Commission” Chapters 620-1 through 620-9.

#### **5.25.2 Pesticides**

The Contractor shall utilize pesticides which comply with the provisions of the Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. s/s 136 et seq. 1996 (FIFRA) as amended by the Federal Environmental Pesticide Control Act of 1972, Public Law 92-526 (86 Statute 973) and the regulations issued there under. A copy of the SDS shall be provided to the CO at the time of award and fifteen (15) calendar days prior to any option awarded

and/or any time during the contract life prior to use of a different pesticide. Restricted Use Pesticides shall not be used.

### 5.25.3 Household Pests

Household pests are defined as ants, bed bugs, clothes moths, fleas, flies, spiders, roaches, rodents, ticks and any other pests other than wood destroying organism. Services required as following:

- a. **Initial Service:** The Contractor shall treat all premises and inspect the premises to locate any infestation and provide a report of findings and potential problem areas.
- b. **Follow-up Service:** At a minimum, but no less than once per month, the Contractor shall spray the premises to include all rooms, dorm centers, lobbies, game rooms, TV lounges, bathrooms, chases, utility rooms, and other areas identified in the contract.
- c. **Complaint Service:** The Contractor shall provide pest control service for rooms upon receipt of complaint from occupant or Government. The service shall be provided within twenty-four (24) hours of the complaint.

### 5.25.4 Wood Destroying Organisms

Wood-destroying organisms are defined as termites, powder post beetles, wood boring beetles, wood destroying fungi, etc., in structures and/or adjacent outside areas as following:

- a. **Initial Service:** The Contractor shall inspect the premises to locate any infestation and provide treatment to eliminate any existing problems during the first month of the contract.
- b. **Follow-up Service:** The Contractor shall inspect all buildings covered by this contract for wood destroying organisms and provide treatment as needed. This inspection shall occur in March of each contract year. This inspection must fulfill all the requirements listed in the most current guidelines of the Structural Pest Control Act, Chapter 620-6.03.
- c. **Complaint Service:** The Contractor shall provide pest control service for rooms upon receipt of complaint from occupant or Government. The service shall be provided within twenty-four (24) hours of the complaint.

### 5.25.5 Safety Precautions

- a. The Contractor shall provide services that safeguard both life and property. If poisoned baits are used, the Contractor shall notify the COR, in advance, of the dates and locations where baits will be present.
- b. Contractor employee(s) shall follow all directions, instructions and precautions on pesticide labeling and in manufacturer provided literature without deviation. Contractor employee(s) shall take all reasonable measures to avoid accidental injury or poisoning of



humans and domestic animals including, but not limited to, the removal and proper disposal of any spilled or unused pesticides and all pesticide containers. In the event of a spill or release, the Contractor shall contact the CO/COR for assistance in spill response and disposal procedures. The Contractor shall not dispose of hazardous waste. The Government will dispose of all hazardous waste generated as a result of this contract.

c. The Contractor shall notify the occupants and the CO/COR prior to services being performed in order to prevent any allergic reactions to the chemicals to be used in performing this service.

## **5.26 WORKMANSHIP**

a. The Contractor shall ensure the level of maintenance for all facilities, specialty equipment, and associated equipment are free of missing components or defects which would affect the safety, efficiency of the equipment, pleasing appearance, or habitability of the facilities or prevent any electrical, plumbing, mechanical or structural system from functioning in accordance with design intent. Wherever the term “pleasing appearance” is used in this or subsequent paragraphs, it shall be understood to mean the original appearance with only minor unobjectionable deterioration resulting from normal use.

b. Corrected or repaired work shall be carried to completion, including painting and/or operating checks. The quality of the work and the repaired areas shall be fully compatible with the adjacent surfaces or equipment unless an alternative has been previously approved by the CO/COR. All replacements shall match the existing in dimensions, material, and quality of work, finish, color, design, and functionality. During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas nor accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress. Upon completion of work, stains and other unsightly marks shall be removed. The quality of work shall meet the requirements specified and shall prevent any malfunction recurrence due to poor workmanship or other inefficiency of the Contractor’s performance.

## **5.27 INSPECTIONS**

a. Housekeeping Services: Upon entering an inspection area, any noncompliance requirement found as specified in the PRS, Part 9, Technical Exhibit 2 during the inspection process will be considered as a deficiency and shall be corrected within one (1) hour upon notification by the COR. The COR will notify the Contractor of the deficiencies that require rework.

- (1) The Contractor shall correct deficiencies due to poor workmanship, use of unauthorized materials or supplies, or neglect. Rework shall be corrected within one (1) hour after COR notification of the requirement unless a justification and a revised completion date is provided to the CO

for approval. If rework items are not completed within the established timeframe and found during COR rework inspections, the deficiency will be considered a failure. Rework shall be performed at no additional cost to the Government.

b. Maintenance Services: Upon entering an inspection area, any noncompliance requirement found as specified in the PRS, Part 9, Technical Exhibit 2 during the inspection process will be considered as a deficiency and shall be reworked. The COR will notify the Contractor of the deficiencies that require rework.

- (1) The Contractor shall correct deficiencies due to poor workmanship, use of unauthorized materials or supplies, or neglect. Rework shall be corrected within four (4) hours after COR notification of the requirement unless a justification and a revised completion date is provided to the CO for approval. If rework items are not completed within the established timeframe and found during COR rework inspections, the deficiency will be considered a failure. Rework shall be performed at no additional cost to the Government.

c. Pool/Cold Tub Services: Upon entering an inspection area, any noncompliance requirement found as specified in the PRS, Part 9, Technical Exhibit 2 during the inspection process will be considered as a deficiency and shall be reworked. The COR will notify the Contractor of the deficiencies that require rework.

- (1) The Contractor shall correct deficiencies due to poor workmanship, use of unauthorized materials or supplies, or neglect. The CO/COR will provide inspection results not later than 9:00 a.m., the next non-performance date. Rework shall be performed between 7:30 a.m. to 4:00 p.m. (Buildings 185/186 and 187, outdoor pools, Building 252 cold tubs), and 5:00 p.m. to 7:00 p.m. (Building 252, indoor pool). All rework shall be performed after the COR's notification to the contractor and prior to the next performance date unless a justification and /or a revised completion date is provided and approved by the CO/COR. If a circumstance arises (e.g., occupants in the pools) preventing the Contractor from accomplishing the required services during the timeframes in the PWS, the Contractor shall immediately notify the COR/CO to assist with the removal of the personnel. For the indoor pool, building 252, the contractor shall remain on site up to 30 minutes after notification has been made to the government. If the problem is not resolved within that timeframe, the CO/COR will determine liability for payment. If rework items are not completed within the established timeframes and found during COR's rework inspections, the deficiency will be considered a failure. Rework shall be performed at no additional cost to the Government.

## **5.28 SERVICE CALLS**

a. A Service Call is defined as housekeeping services, maintenance, repair, alteration, and other miscellaneous work requirements. The Contractor shall respond, initiate corrective actions, and identify any requirements on all emergency and priority service calls as directed by the CO. All service calls can include emergency service work and priority service work. All Service Calls, including all labor and material \$3,000.00 and maintenance and minor repairs to pool components up to \$1,000.00, are the Contractor's responsibility except Part 5, paragraph 5.30.1. The CO shall be notified immediately if any repair is expected to exceed \$3,000.00 and \$1,000.000 for pool maintenance and minor repairs.

b. All Service Calls shall be recorded by the Contractor. The Contractor shall retain reports and make available upon request of the COR. All service calls shall be numbered sequentially and include the following information, as applicable:

- (1) Date and time call received.
- (2) Description of problem/request.
- (3) Date and time work was completed.

#### **5.28.1 Emergency Service Work**

a. Service calls shall be classified as an emergency when the work consists of correcting conditions that constitute an immediate danger to personnel or threaten to damage property, or will have an immediate disruptive effect on FLETC Mission. This includes emergency call-backs on any maintenance that cannot be performed until the next working day. The Contractor shall notify the CO/COR at any time if there is an emergency. Work that cannot be performed will be at the discretion of the CO/COR.

b. The Contractor shall be on the job site and performing all emergency service work within fifteen (15) minutes after receipt of calls, seven (7) days a week, including Federal Holidays. The Contractor shall work continuously without interruption and mitigate the emergency condition before departing the job site.

#### **5.28.2 Priority Service Work**

Service calls shall be classified as priority when the conditions do not immediately endanger the occupant or threaten damage to property but would inconvenience and affect the health or well-being of the occupant or disrupt scheduled training. The Contractor shall be on the job site and working on all priority service work within one (1) hour after receipt of the call. The Contractor shall work continuously without interruption and all work completed before departing the job site.

#### **5.29 SERVICE CALL TROUBLE TELEPHONE LINE**

a. The Government will provide a Trouble Call telephone line which the Contractor shall maintain and staff twenty-four (24) hours a day, seven (7) days a week including Federal

Holidays in order to respond to service calls. The Contractor shall ensure that the personnel is trained in extracting necessary information from callers so as to accurately describe and document the required work.

b. The Contractor shall post the telephone number on bulletin boards in the lobby areas of each building. The Contractor personnel maintaining the service call desk shall have complete knowledge of the Contractor's organization and procedures and a good working knowledge of the terms and conditions of the contract requirements. Upon receipt of a call, the Contractor shall record the name, class name and number, if applicable, building and room number of the caller, date and time the call was received, and a description of the problem.

c. The work requirements resulting from service calls shall be completed in accordance with the level and quality of standards established within the work authorization.

### **5.30 SERVICE CONTRACT WORK REQUEST (SCWR)**

- a. All SCWR work performed under this contract shall be documented and signed by the CO/COR, and reimbursed to the contractor under CLIN XXX7AA, XXX7AB, XXX7AC, or XXX7AD. All work being accomplished through a SCWR shall not be started prior to approval of the CO/COR unless the CO gives verbal authorization to the Contractor to commence work.
- b. Estimating Procedures. All estimates for SCWR shall be prepared in accordance with the following requirements listed in order of precedence: R.S Means, Manufacturer Standards and/or other authorized methods of estimating in accordance with industry standards. If none of the methods listed herein apply due to uniqueness of the work, historical data will be utilized if available. Material estimates shall include a detailed bill of materials establishing size, quality, number of units, and unit prices. Material prices shall be the lowest price available. Direct material prices shall be reduced by all discounts, rebates, and allowances for core or salvage value that accrues. Administrative and handling costs, material markups, transportation costs are handled on case-by-case basis.

#### **5.30.1 Equipment, Material, and Parts**

- a. The Government will issue an SCWR for services identified in accordance with Part 5, paragraph 5.11 ESPC and paragraph 5.23 RENOVATION at any dollar value. The Contractor shall submit a minimum of three (3) quotes from different vendors unless authorized by the CO. The Contractor shall not include labor, general and administrative, overhead, and profit for SCWRs specifically for equipment, material, renovation, and parts only.
- b. The Government will issue an SCWR for all work performed, including equipment, and materials, excluding paragraph 5.30.1a, that exceed \$3,000.00 for maintenance, as per



Attachment 4, (4A, 4B, and 4C). The Government will issue an SCWR for all work performed, including equipment, and materials, that exceed \$1,000.00 for pool maintenance. The Contractor shall submit a minimum of three (3) quotes from different vendors unless authorized by the CO. The Contractor shall not include labor, general and administrative, overhead, and profit for SCWRs specifically for equipment, material, renovation, and parts only.

c. Custodial/housekeeping supply requirements, as per Attachment 4D, shall be reimbursed to the Contractor at any dollar value. The Contractor shall submit a minimum of three (3) quotes from different vendors unless authorized by the CO. The Contractor shall not include labor, general and administrative, overhead, and profit for SCWRs specifically for equipment, material, renovation, and parts only.

d. The Contractor shall complete all SCWR within twenty-four (24) hours after receipt of the equipment, materials, and supplies required for services herein. If the performance period cannot be accomplished, the CO/COR shall be notified why the requirement cannot be accomplished in timely manner.

e. **Cold Tub Cleaning Requirements** - The Government will issue a SCWR for all work performed, including equipment, and materials that exceeds the monthly cleaning.

### 5.30.2

a. The Contractor shall prepare and submit a detailed estimate of equipment, materials, and supplies required for services herein to be accomplished to the COR. The Contractor's estimate will be evaluated to determine the following:

- (1) Scope has been clearly and accurately identified.
- (2) Supplies, equipment, material, and part estimates are reasonable and properly documented.
- (3) Estimated completion time i.e., number of business days to perform the work.

b. Upon verification and concurrence, the COR will submit a SCWR to the CO for approval and execution of the document to the Contractor for commencement of work.

### 5.30.3 Unforeseen Conditions

During the course of work, if the Contractor encounters unforeseen conditions which impact the performance, completion time or cost which could not be evaluated during the initial estimating procedures, the Contractor shall not proceed without CO authorization. The Contractor shall estimate the change for the unforeseen condition only, or prepare a new estimate for the total job as revised. The CO will, after review of the estimate by the COR,



issue a SCWR for the change only, cancel or modify the original order and/or issue a new order or modification to the existing order for the total job as revised.

### **5.31 MAINTENANCE RECORDS**

- a. Within fifteen (15) business days after contract start, the Contractor shall submit a service call maintenance system to the CO for approval. This system shall include all preventive and routine lodging maintenance and service calls performed, in addition to Freon usage.
- b. Equipment utilizing Freon in refrigeration units requiring service shall comply with the Section 608 of the Clean Air Act (CAA) and 40 Code of Regulation (CFR) 82 (40 CFR 82). All Freon usage shall be recorded in the maintenance records and reported to the COR to meet FLETC reporting requirements. Reporting shall be on an annual basis and upon request. Reports shall include the amount on hand in inventory at the beginning of the fiscal year, amount purchased during the fiscal year, pounds recovered and taken out of equipment during the fiscal year, amount on hand at the end of the fiscal year, and amount used or lost for the fiscal year. The Contractor shall provide an email on the fifth day of each quarter (Oct., Jan., Apr., Jul.) to the CO/COR that shows the amount of Freon bought and used during the previous quarter and the cumulative yearly amount as well as the amount currently on hand.
- c. Copies of the Contractor maintenance records, schedules, cost estimates, labor hours, etc., shall be available for Government inspection.

### **5.32 POOL MAINTENANCE**

#### **5.32.1 GENERAL**

- a. The Contractor shall perform Pool Maintenance in accordance with Part 1, paragraph 1.4 SCOPE, inclusive of all maintenance, repairs and services, and technical oversight of swimming pools (1 indoor/2 outdoors) at FLETC, Glynco, Georgia.
- b. Routine maintenance and Preventive Maintenance Program (PMP) to all defined areas of the pools shall be provided during normal weekly services.
- c. Work outside of regular working hours shall be performed at the Contractor's expense unless additional hours have been requested and approved in advance by the CO. If unexpected training situations or expanded training situations arise, such as week-end classes, the CO or designated representative will contact the Contractor for a proposal for the additional time necessary to provide the required services.

#### **5.32.2 NORMAL WORKING HOURS FOR POOL SERVICES**

- a. The contractor shall provide all pool maintenance services for buildings 185/186 and 187, outside pools: Mondays and Thursdays, between 7:30 a.m. to 4:00 p.m.
- b. The contractor shall provide all pool maintenance services for building 252, indoor pool:  
Mondays and Thursday, between 5:00 p.m. to 7:00 p.m.
- c. The contractor shall provide a proposed schedule of services for approval by CO/COR prior to 15 calendar days prior to performance.
- d. The Contractor shall maintain the chemical balance in accordance with the National Swimming Pool Foundation, Department of Human Resources, Georgia Department of Public Health Chapter 511-3-5,17, Rules and Regulations Public Swimming Pools, Spas, and Recreational Water Parks (Technical Exhibit 4) and this PWS.
- e. The Contractor shall provide maintenance and minor repairs in accordance with the manufacture's specification of the purification system(s), to include but not limited to, the chemical controllers, chlorinator, saline generator cells, swimming pool pumps, hair lint skimmers, valves, filters, flow meters, gauges, and/or wiring to include associated connectors and electrical connections.

#### **5.32.3 CONTRACTOR RESPONSIBILITY FOR BUILDING 252 POOL**

- a. The Contractor shall perform cleaning services, to include but not limited to, vacuuming, brushing, and pool skimmers, excluding backwashing.
- b. The Contractor shall ensure the pool is free of algae at all times.
- c. The Contractor shall inspect, monitor, and perform maintenance and minor repairs to pool components up to \$1,000.00 such as swimming pool purification system, chemical controller, chlorinator, saline generator cell. All maintenance and minor repairs exceeding \$1,000.00 shall be in accordance with paragraph 5.30.1.b.
- d. The Contractor shall inspect, monitor, and perform repairs to acid pump, to include but not limited to plumbing connections, hoses, seals, bearings, gaskets, and sensors.
- e. The Contractor shall maintain the filtration system pressure of influent/effluent pressure readings greater than 10 psi.
- f. The Contractor shall maintain the salt residual at proper levels. The manufacture's specification indicates a minimum reading of 2500 parts per million (PPM) and a maximum reading of 3500 PPM.

g. The Contractor shall maintain the water balance as per industry standards. The Langelier's Saturation Index shall be maintained at +/- 0.3 in order to be considered in balance.

#### **5.32.4 GOVERNMENT RESPONSIBILITY FOR BUILDING 252 POOL**

a. The Government shall be responsible for the structure and associated fixtures housing the FLETC building 252 swimming pool. The Government shall be responsible to replace as follows:

- (1) Sand Filter Tank
- (2) Main Pool Pumps
- (3) Flow Meters
- (4) Swimming Pool Purification System
  - a) Chemical Controller
  - b) Chlorinator
  - c) Saline Generator Cells
- (5) Main Drains
- (6) Skimmers
- (7) Ladders
- (8) Valves and Valve Handles
- (9) Handrails
- (10) Steps
- (11) Hot Water Heater
- (12) Ventilation in the Pool Area
- (13) Ventilation in the Pump Room
- (14) Safety Equipment
- (15) Eye Wash Stations
- (16) The Deck Tiles
- (17) Pool Lights
- (18) Cracks and damages of valves and pipes where demolition and/or construction is required to complete repairs e.g., the decking of the pool.

#### **5.32.5 GOVERNMENT RESPONSIBILITY (OTHER CONTRACT REQUIREMENT) FOR BUILDINGS 185/186 AND 187 POOLS**

a. The Government shall be responsible to repair and/or replace the following items as follows:

- (1) Pool Deck
- (2) Pump House Structure
- (3) Ground Maintenance

#### **5.32.6 CONTRACTOR RESPONSIBILITY FOR BUILDINGS 185/186 AND 187 POOLS**

- a. The Contractor shall perform cleaning services, to include but not limited to, vacuuming, brushing, backwashing, and pool skimmers.
- b. The Contractor shall ensure the pool is free of algae at all times.
- c. The Contractor shall inspect, monitor, and perform maintenance and minor repairs to pool components up to \$1,000.00 to include, but not limited to, main pool pumps, swimming pool purification system, main drains, skimmers, ladders, hand rails, and steps, (inclusive of paragraphs 5.32.4 and 5.32.5). All maintenance and minor repairs exceeding \$1,000.00 shall be in accordance with paragraph 5.30.1.b.
- d. The Contractor shall inspect, monitor, and repair and/or replace plumbing connections, hoses, seals, bearings, gaskets and sensors.
- e. The Contractor shall maintain the filtration system pressure of influent/effluent pressure readings greater than 10 psi.
- f. The Contractor shall maintain the water balance as per industry standards. The Langelier's Saturation Index shall be maintained +/- 0.3 to be considered in balance.
- g. The Contractor will be responsible for the structure and associated fixtures housing the FLETC lease dorm swimming pools. The Contractor will be responsible to repair, replace and maintain as follows:
  - (1) Sand Filter Tank
  - (2) Main Pool Pumps
  - (3) Flow Meters
  - (4) Chlorination System
  - (5) Main Drains
  - (6) Skimmers
  - (7) Ladders
  - (8) Handrails
  - (9) Steps
  - (10) Sight Glasses
  - (11) Pool Lights (internal)
  - (12) Valves and Valve Handles

#### **5.32.7 REPORT**

The Contractor shall record each visit per weekly performance requirements. All documentation shall be annotated on the Pool Log Sheet (Technical Exhibit 5), and/or an approved document by the CO/COR, prior to performance of work, in a legible and complete manner. All required reports (e.g., performed preventative maintenance schedule, paragraph 5.31) shall be submitted in a manner to reach the CO by midnight, Eastern Standard Time on the fifth calendar day after the end of the month.

#### **5.32.8 PREVENTIVE AND ROUTINE MAINTENANCE REQUIREMENTS**

- a. The Contractor shall provide perform Pool Maintenance in accordance with Part 1, paragraph 1.4 SCOPE, to perform all maintenance, minor repairs and services, and technical oversight of swimming pools (1 indoor/2 outdoor) at FLETC, Glynco, Georgia. All work will be classified as PMP and routine maintenance requirements. The Contractor shall complete all requirements specified in the PWS.
- b. An acceptable quality level of performance is defined as the level of maintenance which will preserve the equipment in unimpaired operating condition, i.e., above the point where deterioration will begin; thereby, increasing the normal life expectancy of the equipment.
- c. The Contractor shall be responsible for maintaining one (1) indoor and two (2) outdoor pools listed herein, including associated equipment to a standard that prevents deterioration beyond that which results from normal wear and tear. The Contractor shall correct deficiencies in a timely manner to assure full life expectancy of the pools and associated equipment. The level of maintenance shall assure all equipment are free of missing components or defects which would affect the safety, efficiency of the equipment, and professional appearance. Equipment shall be repaired to 100% functionality based on manufacturers' specifications.

#### **5.32.9 MAINTENANCE SERVICE WORK HOURS**

- a. Normal Working Hours. In accordance with paragraph 5.32.2., NORMAL WORKING HOURS FOR POOL SERVICES, the Contractor shall perform maintenance services on this contract, excluding Federal Holidays.
- b. The Contractor shall perform maintenance caused by normal usage and wear on the pools. This includes, but not limited to:

- (1) Checking for leaks
- (2) Testing water balance
- (3) Back washing
- (4) Checking settings on the saline generator
- (5) Checking valve operations

#### **5.32.10 PREVENTIVE MAINTENANCE PROGRAM (PMP)**

- a. The Contractor shall develop a comprehensive PMP for all pools. PMP work is authorized by means of the Contractor prepared schedules. The Contractor shall establish an annual schedule for PMP of equipment by dates for approval in accordance with the performance specification of this contract. The schedule shall be submitted to the CO/COR



for approval fifteen (15) business days from date of award and fifteen (15) business days after any option renewal.

b. The Contractor shall have copies of all schedules available at any time for review by the CO/COR. As part of the services provided under this contract, the Contractor shall provide all supervision, labor, tools, and materials to perform PMP tasks on a scheduled basis. Equipment under warranty shall be maintained in accordance with warranty instructions and conditions. The Contractor shall perform all PMP as scheduled. Requests by the Contractor for deviation from the approved schedule shall be submitted with appropriate justification to the CO for approval. Any deviation must be approved in advance by the CO.

c. The Contractor shall not perform any PMP that will void the manufacturers' warranty.

d. The Contractor shall submit a monthly report to the CO/COR indicating the PMP and work performed on each piece of equipment covered under the PMP in accordance with paragraph 5.32.7. REPORT.

e. Structural maintenance and repairs and replacement of building systems are not a part of this contract. This does not relieve the Contractor of any responsibilities for items which are within the scope of the contract.

f. The Government will allow the Contractor to close one (1) pool at a time for maintenance (e.g., super-chlorination) requirements during the specified days of performance and in accordance with an "Maintenance" schedule. The Contractor shall display signage designating the pool to be closed due to super-chlorination.

#### **5.32.11 SCHEDULED PMP – POOLS**

The Contractor shall perform all required PMP and calibration in accordance with the manufacturers' instructions unless otherwise indicated below:

a. Manufacturer PMP Requirements:

- (1) Main Pool Pumps (Bldg. 185/186 & 187)
- (2) Control Units (Bldg. 252)
- (3) Saline Generator Cells (Bldg. 252)
- (4) Filters (All Pools)
- (5) Computer for The Saline Generator (Bldg. 252)
- (6) Acid Pump (Bldg. 252)
- (7) Gauges (All Pools)
- (8) Pool Skimmers (Bldg. 185/186 & 187)
- (9) Flow Valves (Bldg. 185/186 & 187)
- (10) Lights (Bldg. 185/186 & 187)

b. Weekly PMP Requirements:

- (1) Bearings (Bldg. 185/186 & 187)
- (2) Seals (Bldg. 185/186 & 187)
- (3) Hoses (All Pools)
- (4) Pool Lights (Bldg. 185/186 & 187)
- (5) Pipes (All Pools)
- (6) Chemicals Levels (All Pools)
- (7) Overflow Tank (acid) (Bldg. 252)
- (8) Back Wash ((Bldg. 185/186 & 187)
- (9) Lint Traps (All Pools)

c. Monthly PMP Requirements – Check and Inspect:

- (1) Sensors (All Pools)
- (2) Saline Generator Cells (Bldg. 252)
- (3) Filters (All Pools)
- (4) Inspect Leaks (All Pools)
- (5) Valves and valve handles (All Pools)
- (6) Pool Skimmers (Bldg. 185/186 & 187)

d. Inspect and report all discrepancies in a timely manner to the CO/COR. Maintain inspection records and keep on file for the duration of the contract. Records with findings shall be made available for review by the Government at any time.

### **5.32.12 ROUTINE POOL MAINTENANCE FOR ALL POOLS**

a. The Contractor shall perform routine maintenance caused by normal usage and wear on the pool equipment. The Contractor shall codes/standards. The quality of work shall meet the requirements specified and shall prevent any malfunction reoccurrence due to poor workmanship or other inefficiency of the Contractor's performance.

- (1) Back washing
- (2) Brushing and Vacuuming
- (3) Calibration of the computer systems and automatic chemical feeder
- (4) Water balance

### **5.33 COLD TUBS**

#### **5.33.1 GENERAL**

a. The Contractor shall perform Cold Tub Maintenance in accordance with Part 1, paragraph 1.4 SCOPE, inclusive of all maintenance of three (3) cold tubs at FLETC, Glynco, Georgia.

- b. Routine maintenance and Preventive Maintenance Program (PMP) to all defined areas of the cold tubs shall be provided during normal weekly services.
- c. Work outside of regular working hours shall be performed at the Contractor's expense unless additional hours have been requested and approved in advance by the CO. If unexpected training situations or expanded training situations arise, the CO will contact the Contractor for a proposal for the additional time necessary to provide the required services.

#### **5.33.2 NORMAL WORKING HOURS FOR COLD TUBS SERVICES**

- a. The contractor shall provide all cold tub services for building 252: Mondays and Thursdays, between 7:30 a.m. to 4:00 p.m.

#### **5.33.3 CONTRACTOR RESPONSIBILITY FOR COLD TUBS**

- a. The contractor shall provide a proposed schedule of services for approval by CO/COR prior to 15 calendar days prior to performance.
- b. The Contractor shall maintain the chemical balance in accordance with the National Swimming Pool Foundation, Department of Human Resources, Georgia Department of Public Health Chapter 511-3-5, 17, Rules and Regulations Public Swimming Pools, Spas, and Recreational Water Parks (Technical Exhibit 4) and this PWS.
- c. The Contractor shall provide maintenance in accordance with the manufacture's specification.
- d. The Contractor shall perform cleaning services, to include but not limited to, vacuuming and brushing.
- e. The Contractor shall ensure the cold tubs are free of algae at all times.
- f. Temperature of cold tubs will be set at 42-45 degrees F.

#### **5.33.4 SCHEDULED PMP – COLD TUBS**

- a. Bi-Weekly PMP Requirements:
  - (1) Check the chemical balance and maintain twice a week. Manufacturer's guidelines for chemicals:
    - a) Total Alkalinity: 80-120 ppm
    - b) PH recommended range is 7.2-7.6

- c) Sanitizer/Free Chlorine recommended range 2-3ppm
- (2) Monitor salt level in water softener and notify COR if salt needs to be added.
- (3) The Contractor shall maintain the water balance as per industry standards. The Langelier' s Saturation Index shall be maintained at +/- 0.3 in order to be considered in balance.
- (4) Document regular maintenance (chemical levels, Sacrificial Electrode Cell replacement, drain, clean refill and balance for each tub), chemical, filter, dead sea salt and Zorbie use as well for each tub.
- b. Monthly PMP Requirements:
  - (1) The Contractor shall drain, clean, refill and re-balance tubs at least once per month. Two tubs should always be operational, and only one tub shall be drained per visit.
  - (2) The Contractor shall maintain the dead sea salt levels monthly. The manufacture's specification indicates a reading of 2500 parts per million (PPM).
  - (3) Maintain water contact with the cold tub Pal sensor when draining and cleaning the tubs per the manufacturer's guidelines.
- c. Quarterly PMP Requirements:
  - (1) The Contractor shall replace the filters every 3 months.
- d. Annually PMP Requirements:
  - (1) The Contractor shall replace the Sacrificial Electrode Cell once a year.

#### **5.33.5 ALTERNATE CLEANING – COLD TUBS**

- a. Alternate Cleaning. The Contractor shall perform alternate cleaning services on cold tubs when additional cleaning is needed monthly as deemed necessary by the CO/COR. All work shall be completed by 4:00 p.m. the next schedule maintenance day. The COR will contact the Contractor when alternate cleaning is required. Upon notification of the required cleaning, the Contractor shall obtain and provide a quote for the necessary cleaning to the CO/COR via email for approval. The CO approval must be attained prior to any work commenced. The alternate cleaning shall be reimbursed to the contractor under CLIN XXX11.

## **PART 6: REQUIRED PLANS AND DOCUMENTS**

All plans shall be marked and handled as FOUO information. All plans shall be developed and submitted to the CO for approval fifteen (15) business days after contract award when changes occur and only at the exercise of options, if changes have occurred. Contractor shall notify the Government within fifteen (15) business days after exercise of option periods if no changes have occurred. A list of all required submittals are in Part 9, Technical Exhibit 3. Note: initial submission of the Quality Control Plan and the Hazardous Waste Management Plan is with proposal submission; thereafter, annual submission shall be the same as all other plans herein.

### **6.1 SERVICE PLAN (SP)**

The Service Plan is a detailed description of the Contractor's intended plan for accomplishing work specified in the contract, considering all the regulations and directives involved and should not be a mere reiteration of the statement of work. This plan is used to ensure that the Contractor has developed sufficient cost effective methods, procedures, and controls to deliver adequate services. This plan should describe the methods, procedures, and controls that the Contractor intends to use in providing the required services. In the instance where there is a conflict between the SP and the Contract, the Contract shall take precedence.

### **6.2 RESERVED.**

### **6.3 CONTRACTOR QUALITY CONTROL PLAN (QCP)**

The QCP is a detailed description of the quality control inspection system covering all services included in the contract specifying areas to be inspected on a scheduled or unscheduled basis and how inspections are to be conducted. The QCP shall also include a method for identifying deficiencies in the quality of services performed and for taking corrective action before the level of performance becomes unsatisfactory.

#### **6.3.1 Inspection Records**

a. Inspection Records. The Contractor shall maintain complete inspection records for the life of the contract. These records shall be made available to the Government at all times upon request. The file shall be turned over to the CO within ten (10) business days after completion or termination of the contract. For all deficiencies noted during Contractor inspections, the Contractor shall develop metrics which will identify trends.

b. Quality Control Deficiency Report. The Quality Control Deficiency Report shall be submitted to the CO/COR no later than five (5) business days of the month following the reporting period. The Contractor shall also maintain records on follow-up inspections and corrective actions taken for identified deficiencies.



c. Follow-Up Inspection Reports. All follow-up reports shall be maintained by the Contractor in the Technical Library no later than five (5) business days following the inspection date and available for review by the CO/COR upon request.

#### **6.4 KEY CONTROL PLAN**

a. The Key Control Plan (KCP) KCP is a detailed description of the Contractor's intended plan to secure and account for all keys issued to the Contractor for use in the performance of this contract.

b. The plan shall also include a designated Key Control Custodian(s). The Key Control Custodian(s) is subject to the CO/COR approval. The Key Control Custodian(s) shall be responsible for the issuance and collection of keys to all personnel employed by the Contractor.

c. The plan shall ensure that all keys (including keys and keyless entry cards or any similar control devices) issued to the Contractor by the Government are not lost, misplaced, duplicated, lock bypass/defeat or lock installation/alteration, by any method, unless authorized by the CO/COR. The plan shall ensure that all keys and lock combinations (including keys and keyless entry cards or any similar control devices) issued to the Contractor by the Government are not left unsecured, or used by unauthorized persons. The Contractor shall not open locked rooms or areas to permit entrance by persons unless authorized by the CO/COR (see also 5.6.1.e).

#### **6.5 SAFETY PLAN**

a. The Contractor shall implement a suitable safety program for employees (to include subcontractors) performing work under this contract. The Safety Plan is a detailed plan describing how the Contractor's safety program complies in strict conformance with all Federal, State, and local requirements and with all applicable provisions of 29 CFR, of the Occupational Safety and Health Act; the Fire Administration Authorization Act of 1992; The National Fire Protection Act (NFPA) 101 Life Safety Code; the U.S Army Corps of Engineers Safety Manual; and with all applicable provisions of the Americans with Disabilities Act, ADA Compliance Act. The plan shall include, but is not limited to: organization, methodology, employee injuries, motor vehicle safety, hazardous material and blood borne pathogen safety.

b. The Contractor shall designate a safety representative to be on site at FLETC or available on call during normal hours of operation, by phone, twenty-four (24) hours a day, seven (7) days a week. The safety representative shall have the authority to speak for and act for the Contractor in all safety related matters. Within the timeframe for the submission of the Safety Plan, the Contractor shall provide the CO, in writing, the name of the designated safety representative, pertinent telephone numbers, and normal area of assigned responsibility. The safety representative shall be identified in the Safety Plan and is subject to the CO/COR approval.

c. Any injuries occurring shall be reported to the CO/COR within four (4) hours and specifically address how injuries will be handled, documented and reported in accordance with Part 9, Attachment 11 for OSHA Forms. The Contractor shall maintain the following forms in accordance with DOL OSHA guidelines:

- (1) OSHA Form 300, Log of Work-Related Injuries and Illnesses – is used to classify work-related injuries and illnesses and to note the extent and severity of each case.
- (2) OSHA Form 300A, Summary of Work-Related Injuries and Illnesses – shows the totals for the year in each category. At the end of the year, the total number of incidents in each category is transferred to the summary. This summary page is posted February 1 - April 30 of the year following the year covered by the form in visible locations so that employees are aware of the injuries and illnesses occurring in their workplace. Do not post the Log listed in (a) above.
- (3) OSHA Form 301, Injury and Illness Incident Report, - complete for all work-related injuries or illness as they occur.

## **6.6 RISK & CONTINGENCY PLAN**

a. The Government must plan in advance how it will meet mission requirements in the event of mobilization, natural disaster, or labor disputes. The Government must be able to react to such events without undue delay. Sudden or unusual events and/or the shutdown of FLETC for any reason could result in a great impact upon Contractor performance and contract requirements.

b. In the event of warnings of impending disaster situations such as hurricanes, terrorism, acts of war, severe fire, etc., the Contractor shall provide additional services to protect Government property and personnel. This plan shall outline the Contractor's procedures for meeting contract requirements under the following circumstances:

- (1) Natural disasters such as hurricanes, major incapacitating storms, floods, and earthquakes.
- (2) Power Outages
- (3) Chemical or biological attacks
- (4) Labor disputes and strikes.
- ~~(5)~~ Mobilization or sudden build-up of occupants.

c. The Contractor's Contingency Plan shall include procedures for maintaining Contractor personnel on site to continue essential services up until any necessary evacuation takes place and for returning necessary personnel to the work site on a prompt basis for any services required to return FLETC to operational status. The minimum elements of the Contingency Plan consist of the following:

- (1) Minimum staffing requirements.
- (2) Designated staff positions for remaining onsite until evacuation.
- (3) Replacement or supplemental staff to meet emergency requirements.
- (4) Safeguarding Contractor personnel who remain until evacuation time.
- (5) Maintaining supply lines or obtaining emergency supplies.
- (6) Continuing essential services in the event of equipment damage or disruption of utilities and/or water supply.
- (7) Maintaining a list of evacuation destinations.
- (8) Contact information for recall of all essential personnel for post-disaster services.
- (9) Procedures for rescheduling postponed services.

d. The Contractor shall initiate these emergency services based on a verbal notice to proceed (to be followed in writing within 72 hours) from the CO. The Government will equitably compensate the Contractor for such services rendered under this contract. The occurrences are rare and are normally associated with extreme emergencies or devastating events such as natural disasters or other acts of God which may require relocation of training to an alternate location, Government initiated shutdown, etc.

## **6.7 HAZARDOUS WASTE MANAGEMENT PLAN (HWMP)**

- a. The Contractor shall submit a written Hazardous Waste Management Plan (HWMP) to the Contracting Officer for approval that conforms to the FLETC Hazardous Waste Management/FLETC Environmental Requirements (Part 8, Attachment 12). This plan shall be included as part of the technical proposal submission as a new volume in the proposal submission Volume A. Thereafter, the Contractor shall submit a written HWMP to the Contracting Officer for approval annually. The Contractor shall coordinate with the COR who will contact the FLETC ESD within fourteen (14) business days of award and every option renewal to schedule Hazardous Waste

Training. The Contractor shall have an approved HWMP prior to commencement of work.

- b. The Hazardous Waste Management Plan is a detailed description of how the Contractor intends to comply with all requirements governing the handling of hazardous waste. The disposal of all hazardous/potentially hazardous materials (i.e. paints, cleaning products, solvents, thinners, rags, brushes, rollers, propellants, etc.) shall be accomplished in accordance with FLETC Hazardous Waste Management Plan. The Contractor shall also comply with all EPA Hazardous Waste Regulations, Georgia Environmental Protection Division (GA EPD) regulations, FLETC Hazardous Waste Plan, and FLETC ESD Regulations for all non-hazardous and hazardous waste management, disposition, and disposal.

- c. Environmental Preferability Submission

- (1) This requirement must be included in the HWMP as a separate section fully complying with the requirements of Attachment 12, Environmental Requirements, Section II, Contractor's Environmental Preferability Submission. The contractor is to provide information allowing FLETC to evaluate and verify the environmental preferability characteristics of the chemical products, supplies, and materials required in performance of this contract. The contractor shall identify which products, supplies, and materials used under this contract shall contain recycled content, as mandated by the U.S. Environmental Protection Agency (EPA) through EPA's publication of the Comprehensive Procurement Guide (CPG).
- (2) With respect to enhancement of separation under the existing recycling program, contractor should address each of the following areas: (a) procedures for monitoring volume of waste and recyclables recovered; (b) rates of participation in the recycling program; (c) activities to promote participation and avoid contamination of recovered materials; (d) measures to ensure Contractor observance of the recycling program; and (e) procedures for recovery and recycling of the listed recycled materials providing recycling containers in convenient. The purpose of requiring offerors to address this criterion is to ensure that the successful offeror has the ability to develop and implement Waste Minimization and Recycling Program.
- (3) Firm/Key Personnel Experience with Environmentally Preferable Management: Contractor should include any relevant information pertaining to the past experience of their firm and/or key personnel in managing or performing one or more prior contracts in an "environmentally preferable" manner.
- (4) Establish an Environmental Coordinator. This individual is responsible for implementing and successfully executing the Contractor's policy relating to its commitment to environmental management, employee health and safety, and the use of environmentally preferable products. While this may be a collateral



assignment, the Contractor shall realize that FLETC considers this to be a critical position within the Contractor's on-site organization.

- d. Waste Minimization and Recycling Strategy. As a final part of the HWMP the contractor is to address federal recycling mandates by proposing a strategy to manage and enhance waste minimization and recycling. Failure to address this shall result in a proposal being considered incomplete and, accordingly, may result in approval delays.
- e. The Contractor shall maintain an up-to-date copy of EPA Hazardous Waste Regulations and Georgia Environmental Protection Division (GA EPD) regulations, which shall be available for Government review at any time.

## **6.8 INFORMATION TECHNOLOGY (IT) SECURITY PLAN**

- a. The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.), and the Government Information Security Reform Act of 2000, and the Federal Information Security Management Act of 2002. The plan shall meet IT security requirements in accordance with Federal policies and procedures that include, but are not limited to OMB Circular A-130, Management of Federal Information Resources, Appendix III, and Security of Federal Automated Information Resources.
- b. The plan, as approved by the CO, shall be incorporated into the contract as a compliance document. (See also Part C, Contract Clauses, Homeland Security Acquisition Regulation (HSAR) clause 3052.204-70, Security Requirements for Unclassified Information Technology Resources).
- c. IT training for limited personnel to access FLETCnet will be provided to the Contractor at no cost to the Contractor. Additionally, the Contractor shall allow the designated personnel the time required to complete training at no additional cost to the Government.

## **6.9 PROPERTY CONTROL PLAN**

- a. The Contractor shall provide a Property Control Plan to the CO/COR for approval. The Contractor shall identify the staff position in which a Property Custodian and an Alternate Property Custodian shall be assigned in writing to the CO/COR and when changes occur. This plan shall address overall GFP and GFE management and administration. The Contractor shall designate a Property Custodian in writing to the CO/COR. GFP shall not be removed from FLETC unless otherwise permitted by the CO/COR. Items of equipment not in working order and any discrepancy beyond fair wear and tear will be noted and certified by all parties upon completion of the inventory. Upon completion of this contract,



all GFP shall be promptly returned to the Government in good condition, ordinary wear and tear expected. The requirement for a property control plan shall be included in all subcontracts. The Contractor's property control system shall:

- (1) Address overall GFP and GFE management and administration.
- (2) Contain methods of verbal and written communication with the Contractor's representative and the Government.
- (3) Contain specific security and surveillance techniques/procedures for the accounting, utilization, protection, storage, and disposal of GFP and GFE.
- (4) Contain detailed security violation reporting procedures.
- (5) Assure GFP and GFE procedures are independent from other parts of the Contractor's written directives.
- (6) Designate direct accountability to the Contractor's top management.

b. The Property Custodian shall be responsible for accountability of GFP in accordance with FAR Part 45. The Property Custodian shall be thoroughly familiar with the Property Control Plan implemented by the Contractor and shall maintain control at all times of quantities/locations of all GFP/GFE in the Contractor's possession. All GFP shall be managed in accordance with the guidelines set forth in the GFP Clauses of this contract. In addition to being responsible to accountable items, the Contractor is also responsible for reporting and replacing the unaccountable property in each room. Unaccountable property is any GFP that has been provided but does not have a FLETC identification tag. The appointed Property Custodian shall attend the annual FLETC provided Property Custodian Training.

c. The Contractor shall maintain current records of all GFP used in contract operations properly indicating additions, replacements, and removals. GFP shall be managed in accordance with the guidelines set forth in the GFP clause of this contract. The Contractor shall maintain internal property control records in such condition that at all times the location, use, and security may be readily ascertained.

d. Upon completion of this contract the Contractor shall submit, in a form acceptable to the CO/COR, inventory schedules covering all items of Government property not consumed in the performance of this contract.

#### **6.11 RESERVED**

#### **6.12 PHASE-OUT PLAN**

The Contractor shall provide a phase-out plan to the Contracting Officer for approval 120 days prior to contract completion. The plan shall describe how the contractor shall approach the following issues: orientation and training of follow-on contractor and any other actions required to ensure continuity of services. The contractor shall provide a certified list of all service employees on the contractor's and/or subcontractor's payroll together with anniversary dates of employment to the COR and CO.

## **PART 7: APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

### **7.1 GENERAL**

a. Upon request, the Government will furnish all required forms and publications which are not available electronically or provided as an attachment to the solicitation. The Contractor shall comply with all referenced requirements in publications listed below as they apply to the services covered by this contract. Contractor personnel shall be briefed as to the requirements outlined in FLETC Directives; these documents shall be acquired and maintained in the Technical Library accessible to all Contractor personnel.

b. The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures, utilizing the most current version. Due to the For Official Use Only (FOUO) status of the publications, the directive is provided as an attachment to this instrument. The full publications will be made available to the awardee at the pre-performance conference.

### **7.2 TECHNICAL LIBRARY**

a. The Contractor, his/her employees, and the subcontractors and their employees shall become acquainted with, and fully comply at all times with, FLETC Regulations, Directives, and Instructions. The Contractor shall be guided by those publications or use those forms as designated informational to the extent necessary to accomplish requirements in this PWS. All publications and forms can be obtained through the CO/COR. Any individual shall be subject to removal from the Center for non-compliance.

b. DHS/FLETC Directives

FLETC Directive and Manual Publication #	Title	Effective Date
008-01 (70-09F)	Hurricane Response Plan	6/27/2019
020-02	Energy Management	4/03/2018
050-01 (21-01)	Sale, Service and Consumption of Alcoholic Beverages	12/07/2005
050-02 (71-05A)	Security, Handling, and Inventory of Controlled Substances	5/03/2019
065-01 (58-01)	Equal Employment Opportunity and Anti-	6/06/2018

	Harassment	
066-03 (67-92D)	Drug-Free Workplace Plan	6/28/2017
066-04 (67-92A)	Heat Stress Guidance	12/09/2021
70-07	Non-Federal Use of FLETC Buildings and Facilities	7/06/2019
70-09	Occupational Safety and Health Program	6/28/2019
70-09C	Severe Weather Notification and Response	5/5/2018
71-01	Physical Access Control (FOUO)	4/17/2018
71-11	Building/Area Security Access	12/27/2012
71-13	Continuity Program	7/10/2019
75-08	Recycling	2/10/2015
119-04	Real Property Management	6/15/2018
121-02	Internal Security Program	3/31/2015
121-10	Operations Security Program	5/18/2018
121-11 (70-08B)	Administrative Security Program	3/31/2016
121-14 (71-00B)	Identification Badges, Credentials and Shields	4/26/2021
121-15 (67-01)	Violence in the Workplace Policy	8/09/2015
121-16 (67-35.H)	Notification and Assistance for Serious Incidents and Misconduct	3/01/2022
121-17 (70-09I)	Traffic Regulations on FLETC Facilities	6/12/2019
140-01	Cyber Security Program	9/3/2021
140-03	Cyber Security Awareness, Training and Education	5/20/2021
140-05	Limited Personal Use of Government Information Technology Resources	5/20/2021
140-06	Communications Security Program	5/01/2023
140-07	Information Technology System User Identification and Authentication Management	4/05/2018
144-02	Personal Property Asset Program	9/22/2023
146-01 (70-07C)	Dining Hall	1/17/2023
254-06	Critical Incident Stress Management	11/02/2021

c. In the event of a conflict between this contract and any other FLETC directive, the contract prevails. The Government shall provide additional references and changes to the cited references to the Contractor as required. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract. Before implementing any change, the Contractor shall submit to the CO a price proposal within fifteen (15) calendar days following receipt of the change by the Contractor. The CO and the Contractor shall negotiate the change into the contract under the provisions of the contract clause entitled "Changes." Failure of the Contractor to submit a price proposal within fifteen (15) calendar days following receipt of the change would entitle the Government to performance in accordance with the change at no increase or decrease in contract price (unless the prime requirement is waived by the CO according to paragraph (c) of the Changes clause).

## **PART 8: SPECIAL PROVISIONS**

### **8.1 DIRECTIVES, REGULATIONS, AND INSTRUCTIONS (JUL 2013)**

- a. The Contractor, its personnel, subcontractors, their personnel, and representatives shall become acquainted with and fully comply at all times with the Federal Law Enforcement Training Centers (FLETC) Regulations, Directives, and Instructions. Any individual shall be subject to removal from the Center for noncompliance.
- b. In the event of a conflict between this contract and any FLETC Directive, Regulation or Instruction the contract prevails.

### **8.2 OPERATION ON THE FACILITY (JUL 2013)**

#### **8.2.1 Safety**

- a. The Contractor shall conduct the operation(s) under this contract in strict conformance with all FLETC safety directives and Federal, State, and local requirements and with all applicable provisions of 29 CFR Part 1910 and 1926 of the Occupational Safety and Health Act (OSHA).
- b. The Contractor shall conform to all safety rules and requirements in effect on the award date of this contract and shall take such additional precautions as the CO may reasonably require for safety and accident prevention purposes while performing any work under this contract. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel performing in any way under this contract.
- c. The Contractor shall make contract personnel available for Government furnished safety and occupational training for an estimate of two (2) hours to four (4) hours annually per individual. Government furnished training may include Quality, Safety and Occupational requirements.

#### **8.2.2 Accident Reports**

Within 24-hours of occurrence, the Contractor shall prepare a report of all job-related accidents and injuries occurring on FLETC property. The Contractor shall deliver the report to the COR. The Contractor shall maintain an accurate record of all accidents resulting in personal injury, death, trauma, or occupational illness or disease; exposure to hazardous materials (asbestos, lead, etc); and, all injuries reported on the OSHA Form 300, Log of Work-Related Injuries and Illnesses.

#### **8.2.3 Occupational Hazard**



The Contractor shall comply with all elements of OSHA Safety and Health Standards and FLETC Safety and Health Directives.

#### **8.2.4 Fire Prevention**

Contract personnel shall report fires immediately upon detection. The Contractor shall observe all OSHA, FLETC, NFPA requirements for handling and storage of combustible supplies, materials, waste, and trash. If combustible materials are to be stored on the premises, the Contractor shall obtain Government approval, label the containers with the fire hazard potential of the materials and store the containers in fire-rated locking metal cabinets.

#### **8.2.5 Traffic Regulations**

Contractor and subcontractor personnel operating motor vehicles on FLETC shall observe traffic regulations and posted speed limits except as defined elsewhere in this contract. The only exception to posted speed limits is passing jogging formations, when speed shall be reduced to 15 mph. Traffic laws are enforced on the Center and violations shall be assessed penalty points, which can result in revocation of driving privileges on Center.

#### **8.2.6 Weapons**

Contractor and subcontractor personnel are not permitted to bring privately owned firearms, weapons, or ammunition on the Center. This restriction includes handguns, rifles, shotguns, hunting bow and arrows, etc. All privately owned firearms, weapons, and ammunition must be surrendered/checked in at the main gate upon entry to FLETC.

#### **8.2.7 Supervision of Contractor Personnel**

The Contractor's personnel shall remain under the Contractor's direct supervision at all times. Although the Government will coordinate direction within the scope of the contract, detailed instructions for the Contractor's personnel's performance and supervision shall remain the sole responsibility of the Contractor.

### **8.3 MEDICAL TREATMENT**

a. Only emergency medical care is available in Government facilities to Contractor personnel who suffer on-the-job injury. The Government will NOT perform physical examinations on Contractor personnel except as specified elsewhere in this contract. Government emergency vehicles and medical personnel may be used as the first point of treatment in emergency situations affecting Contractor personnel suffering pain or whose life or limb may be in danger.

b. Transfer to other than Government medical treatment facilities shall be affected by the Local Rescue Squad or Security Vehicle as determined necessary by attending medical authorities. The Contractor shall render payment for care at the rates established by the CO



as equitable with like services rendered in the local community. Upon receipt of a statement of charges, reimbursement will be made by the Contractor as a credit to the next billing invoice. Cost of these emergency services shall be incurred and borne by the Contractor as non-reimbursable by the Government.

#### **8.4 SUBCONTRACTING**

The Government reserves the right to approve or disapprove subcontractors for any work required by this contract. The Contractor shall obtain the CO's written approval of all subcontractors and provide copies of approved subcontracts.

#### **8.5 ORDER OF WORK**

The Contractor shall arrange the work so that it will not cause interference with the normal conduct of Government business or with the progress of other Contractors' projects. The Contractor shall submit all work schedules for approval by the CO. The Contractor shall adhere to the established schedules.

#### **8.6 OTHER CONTRACTS**

The Government may award third party contracts for additional work at or near the site of work under this contract. The Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the CO. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Government employees.

#### **8.7 DISRUPTION OF CONTRACTOR WORK SCHEDULE**

The Contractor shall promptly notify the CO and the COR when it appears that Government activities or personnel or other contractor's projects are hindering the effective execution of its work efforts.

#### **8.8 RIGHTS OF THE GOVERNMENT TO PERFORM FUNCTIONS WITH ITS OWN PERSONNEL**

- a. The Government reserves the right to perform or supplement performance of contract functions with Government personnel during periods of disaster, war emergencies, police actions, or acts of God. Such performance shall not constitute a breach of contract by the Government within the meaning of the contract clause entitled "Default".
- b. The Contractor agrees under such circumstances to permit the Government to use any essential Contractor-furnished property. The Government will equitably compensate the Contractor for use of such property.

## **8.9 GOVERNMENT PERFORMANCE OF SERVICES DURING LABOR STRIKES**

a. Because the services called for under this contract are of critical importance to FLETC, the Government reserves the right to take over or supplement performance of this contract in the event of a labor strike by the Contractor's personnel which impairs the Contractor's ability to satisfactorily perform the contract. Under such circumstances and at the direction of the CO, the Contractor agrees not to interfere in any way with Government performance. The Contractor further agrees under such circumstances to permit the Government to use any essential CFP. The Government will equitably compensate the Contractor for use of such property.

b. The Contractor will not be entitled to payment for any performance period, in part or in total, during which the Government assumes performance under this clause. This clause does not limit the Government's rights under any other clause of this contract, including but not limited to, "Default (Fixed-Price Supply and Services)", "Termination for Convenience of the Government (Fixed-Price)", and "Inspection of Services-Fixed-Price."

## **8.10 CONSERVATION**

Contractor and subcontractor personnel shall actively participate in all energy conservation efforts and programs applicable to work performed under this contract. The Contractor shall instruct its personnel and subcontractors in utilities conservation policies.

## **8.11 LABOR RELATIONS**

a. The Contractor shall maintain satisfactory labor relations with its personnel. Representatives of the Contracting Office will not participate in labor relation matters unless disputes develop that interfere with the proper performance of the contract, at which time the representative may endeavor to assist in settling the difficulty.

b. The Contractor shall provide the CO with a copy of any collective bargaining agreement applicable to personnel performing on this contract.

## **8.12 PERMITS**

a. The Contractor shall without additional expense to the Government obtain all appointments, licenses, and permits required for the execution of the work and for compliance with all applicable Federal, State and local laws, regulations, and codes. Evidence of such shall be provided to the CO upon request.

b. The Contractor shall ensure that all Contractor personnel who will be driving a vehicle in support of this contract possess required license, prior to driving that vehicle. This specifically includes personnel operating FLETC Government owned vehicles in the performance of roles.

### **8.13 PHOTOGRAPHY**

No photography, of any nature, is allowed while on FLETC without the written authorization of the CO. Submit photography requests to the CO at least two (2) business days prior to anticipated photo session.

### **8.14 CONDUCT OF PERSONNEL**

The CO may require the Contractor to remove from the job site any individual under this contract for reasons of misconduct, security, suspected or found to be under the influence of alcohol, drugs, or other incapacitating agent. Contractor and subcontractor personnel shall be subject to dismissal from the premises upon determination by the CO that such action is in the best interests of the Government. The CO has the authority to bar individuals from the installation. Such removal from the job site or dismissal from the premises shall not relieve the Contractor of the requirement to provide sufficient personnel to perform the services as required by this performance work statement.

### **8.15 ENVIRONMENTAL PROTECTION**

The Contractor shall comply with all applicable environmental protection requirements including all Federal, State and local laws and regulations. All environmental protection matters shall be coordinated with the CO or designated representative. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by the Contractor, or contractor equipment, personnel, etc., the Contractor shall reimburse the Government for that portion of the fine and associated costs for which the Contractor is responsible.

### **8.16 ACCESS TO BUILDINGS**

It shall be the Contractor's responsibility, through the COR, to obtain access to buildings and to arrange for each room/area to be opened and closed as necessary in performance of contract requirements. The Contractor shall be responsible for safeguarding all Government property and securing facilities, equipment, and materials at the end of each work period.

### **8.17 DISCLOSURE OF INFORMATION**

a. Neither the Contractor nor any contract personnel shall disclose, or cause to be disseminated, any information concerning the operations which could result in or increase the likelihood of the possibility of a breach of FLETC (or its partner organizations) security or interrupt the continuity of its operations.

b. No Contractor personnel or representative shall provide any information related to FLETC activities to any element of the media without the CO's prior written permission. This prohibition includes publicity releases, recruitment notices, etc. All inquiries, comments, or complaints arising from or in connection with the performance of this contract

shall be directed to the CO, if dissemination of official information may be required for resolution.

c. Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the equipment or services furnished pursuant to the provisions of this contract in, or in connection with, any news release or commercial advertising, without first obtaining the explicit written consent of the CO.

d. Should any such reference appear in any news release or commercial advertising issued by or on behalf of the Contractor without such prior consent, the Government shall consider institution of all remedies available under the provisions of this contract. Disclosure of information relating to this contract to any person not entitled to receive it, or failure to safeguard any sensitive information that may come to the Contractor or any person under his control, may subject the Contractor, his agents, or employees to criminal liability under Title 18, Section 793 and 798, of the United States Code.

e. Deviations from, or violations of, any of the provisions of this paragraph will, in addition to all other criminal and civil remedies provided by law, subject the Contractor to immediate termination for default and the individual(s) involved to a withdrawal of the Government's acceptance and approval of performance on FLETC sites.

#### **8.18 ADVERTISING OF AWARD**

The Contractor shall not refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

#### **8.19 DAMAGE REPORTS**

In all instances where Government property or equipment is damaged by Contractor personnel, the Contractor shall submit a full written report of the facts and extent of such to the COR within 24 hours.

#### **8.20 PROPERTY DAMAGE AND PERSONAL INJURIES**

The Contractor shall assume full responsibility for any and all damages or claims for damage for injury to persons, property, or equipment which results from any service performed under this contract. The Contractor shall repair or replace to the satisfaction of the CO any surfaces, fixtures, furnishings, structures, equipment, material, or supplies which were damaged by Contractor personnel. The Contractor shall abide by the decision of the CO whether to repair or to replace items, property, or structures when damage is caused by any of the above. The Contractor shall accomplish such repair or replacement at no cost to the Government within five (5) business days following occurrence of the damage unless otherwise agreed upon by the CO.



## **8.21 INDEMNITY AND LIABILITY**

- a. The Contractor shall exercise reasonable care and use the Contractor's best efforts to prevent accidents, injury, or damage to all persons and property in and about the work and to the facility or part(s) thereof upon which work is done.
- b. The Contractor shall indemnify and hold harmless the Government against any and all liability claims and costs for injury to any property (Government or otherwise) arising from the occupancy, use, service, operation or performance of work in connection with this contract resulting in whole or in part from the negligent acts or fault of the Contractor or any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor.
- c. The Government will in no way be responsible for damages or loss occasioned by fire, theft, and accident or otherwise to the Contractor's stored supplies, materials, equipment, or its personnel's personal belongings.
- d. The Contractor shall indemnify the Government against any and all liability claims for injuries, or death of any person and for loss or damage to any property occurring in connection with the occupancy, use, service, operation, or performance of work in connection with this contract resulting from the negligent acts or fault of the Contractor, any subcontractor, any employee, agent, or representative of the Contractor or subcontractor.

## **8.22 CONTRACTOR LIABILITY FOR ACTS OF GOD**

The Contractor shall not be held responsible for damages incurred as a result of an Act of God, including but not limited to: flood, lightning, hurricane, tornado, earthquake, and unusually severe weather conditions documented by the National Weather Service as differing from the norm for this geographical area. The Contractor shall take all necessary precautions or measures to protect Government property and equipment if warning is given. If the Contractor is found to be negligent in his efforts to minimize damages, the Government shall hold the Contractor liable for those damages and associated costs.

## **8.23 INSURANCE (JUL 2013)**

- a. The Contractor shall procure and maintain insurance at the Contractor's expense during the term of the contract and any extensions. Before starting work under this contract, the Contractor shall certify to the CO in writing that the required insurance has been obtained. Within fifteen (15) business days after the award of this contract, the Contractor shall furnish to the CO a certificate of insurance as evidence of the existence of the following insurance coverage in amounts not less than the minimum amounts specified below:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury and \$50,000 per occurrence for property damage.



(2) Automobile Insurance: \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

(3) Standard Workers' Compensation and Employer's Liability Insurance in the minimum amount of \$100,000.

b. The general liability policy shall name "The United States of America, acting by and through the Department of Homeland Security (DHS), Federal Law Enforcement Training Center (FLETC)" as an additional insured with respect to operations performed under this contract.

c. The Certificate of Insurance shall provide for a minimum of thirty (30) business days written notice to the CO by the insurance company prior to cancellation or material change in policy coverage.

## **8.24 PHYSICAL AND PERSONNEL SECURITY REQUIREMENTS (OCT 2017)**

### **8.24.1 General Requirements**

a. Contractor and subcontractor personnel in the performance of this contract or any representative of the Contractor entering the FLETC shall abide by all FLETC security regulations which may be in effect during the contract period. Any such individual(s) shall be subject to those security inspections which may be deemed necessary by the FLETC to ensure that no security violations occur during the course of the contract. It shall be the Contractor's responsibility to ensure that each applicant who is expected to perform on FLETC facilities or that requires routine access to FLETC facilities shall complete the most current versions of FLETC FTC-OSPR-17 Badge Application form, U.S. Customs and Immigration Service (USCIS) Employment Eligibility Verification I-9, Office of Personnel Management (OPM) Declaration for Federal Employment form OF-306, and Federal Bureau of Investigation (FBI) Fingerprint Card FD-258 in order to undergo a suitability background investigation which will be either a fingerprint check, a National Agency Check with Written Inquiries (NACI) or a Minimum Background Investigation (MBI).

(1) If an MBI or NACI investigation is required, Contractor and subcontractor personnel will be required to complete a Standard Form 85 (SF 85), Attachment 15, Questionnaire for Non-Sensitive Positions, or SF 85P, Questionnaire for Public Trust Positions. An SF 85 is required to be filled out for a NACI. A NACI is performed on Contractor and subcontractor personnel who are considered low risk. An SF 85P is required to be filled out for an MBI. A MBI is normally conducted for Contractor and subcontractor personnel who are in a moderate risk position or have access to Sensitive But Unclassified (SBU) information in all its forms and markings. Individuals in this category include, but are not limited to, those working as educational aides, FLETC Security Police, firearms personnel, explosives handlers, and Information Technology (IT) specialists. In addition, the Contractor should ensure that they have completed an E-Verify search for all Foreign National (FN) Contractor and subcontractor personnel.

- (2) For a cleared contract, the security background check will be conducted on the Contractor (facility) and Contractor and subcontractor personnel by the Defense Industrial Security Clearance Office (DISCO).

b. FLETC reserves the right and prerogative to deny and/or restrict facility and information access of any Contractor or subcontractor personnel whose actions are in conflict with the standards of conduct, 5 CFR 2635. In accordance with the most current version of FLETC Manual 71-01, Physical Access Control, Paragraph 6(G) an individual will be denied access to FLETC facilities. Examples of offenses which prevent access to the FLETC include, but are not limited to:

- (1) Any felony conviction within the last six years.
- (2) Any misdemeanor conviction of a serious nature within the last three years.
- (3) Multiple misdemeanor convictions within the last six years.
- (4) An active "habitual offender" classification for any violation of the law.
- (5) Any conviction for drug usage trafficking or involvement in the last two years.
- (6) Violence against Law Enforcement Officers (LEO).
- (7) Disdain of legal authority.
- (8) Violations of moral turpitude (e.g., child brutality, child molestation, rape, wrongful death of another, etc.).
- (9) Other crimes of violence.
- (10) An active arrest warrant for any of the aforementioned crimes.
- (11) Past incidents that would reflect badly on FLETC in the eyes of the public or that would otherwise pose a threat to the safety and security of FLETC personnel or property.

c. The Contractor shall report to the Chief Security Officer (CSO) any adverse information coming to their attention concerning Contractor and subcontractor personnel during the course of the contract. The report shall include the individual's name and social security number. If this information results in the subsequent termination of the individual's access to FLETC, it does not obviate the requirement to submit this report.

d. Costs, delays and other hardships that result from Contractor or subcontractor personnel being denied access to FLETC shall be borne entirely by the Contractor. Denial of access for Contractor or subcontractor personnel to FLETC by the CSO shall not be subject to the

Contract Disputes clause and cannot be the basis for any claim under the contract. FLETC security regulations regarding physical security access are found in the most recent revisions of the following FLETC Directives and Manuals: Number 71-01, Physical Access Control; Number 71-00B, Identification Badges, Credentials and Shields; and Number 71-11, Building/Area Security and Access.

#### **8.24.2 Access to FLETC Facilities by Contractor Personnel**

Determination of Contractor and subcontractor personnel's physical security access requirements must be coordinated with the CO/COR. Contractor and subcontractor personnel are subject to specific access requirements as defined herein.

- (1) Contractor. The Contractor shall manage the submission of personnel requests for background investigations, and shall conduct their own pre-screening to ensure not only that the application is complete, but also to pre-screen for suitability using the same standards the Government applies. These screening items include:

- (a)Public record criminal checks

- (b)Past Employment History

- (c)Education

- (d)Bankruptcies, Liens, Judgments

- (e)Verify Social Security Number (SSN), Date of Birth (DOB), and Residence

- (f)E-Verify name check (foreign born)

- (g)Google Query

- (h)Social Network Query

- (2) Suitability for Contractor Personnel to Perform on FLETC. Suitability factors are identified in the most current version of DHS Instruction Handbook 121-01-007, Suitability and Security Program. The Contractor shall:

- a. Furnish to prospective Contractor and subcontractor personnel under this contract the necessary forms to be completed to request access to FLETC (Form I-9, OF 306, and FTC-OSPR-17, Attachment 13).

- b. Review the completed forms for completeness and accuracy and submit completed forms to the CO/COR for processing.

- c. Ensure that personnel have been checked through E-Verify.

- (1) E-Verify informational brochure on how to create an account:  
<http://www.uscis.gov/USCIS/Verification/E-Verify/Publications/Guides/guide-enrollment.pdf>
- (2) E-Verify login at: <https://e-verify.uscis.gov/emp/vislogin.aspx>
- (3) Ensure that proposed Contractor and subcontractor personnel meet the standards as outlined in the preceding paragraphs.
- (4) Ensure that personnel who are moderate risk and require an MBI do not exceed the DHS bad debt limit of \$7,500.00.

d. Cleared Contractors. Contractor and subcontractor personnel that are to perform on FLETC in a national security position as identified by FLETC CSO must be cleared personnel who have received their clearance from the DISCO. Both the Contractor (facility) and the Contractor's (to include subcontractor) personnel must have clearances issued by the DISCO. National security positions are identified as:

- (1) Contractor Personnel Access For More Than Six Months. All Contractor and subcontractor personnel who are not temporary or intermittent and who work at FLETC on a regular basis for more than six (6) months will be required to complete an SF 85. For Contractor and subcontractor personnel determined to be in a moderate risk position, the SF 85P will be required to be completed. Questionnaires must be completed by Contractor and subcontractor personnel utilizing the Office of Personnel Management's (OPM) Electronic Questionnaires for Investigation Processing (e-QIP) System.
  - (a) The Office of Security and Professional Responsibility (OSPR)/ Personnel Security Program (OSPR/PER) will initiate Contractor and subcontractor personnel into the e-QIP system using information provided on the FTC-OSPR-17.
  - (b) Contractor and subcontractor personnel will then receive an e-mail message that provides information on accessing the OPM website and completing the electronic questionnaire.
  - (c) In order for Contractor and subcontractor personnel to begin work, the SF 85/85P must be completed and electronically released to OSPR/PER. OSPR/PER will then release the SF 85/85P to the OPM for the background investigation.
  - (d) For positions identified by the CSO or FLETC Information System Security Manager (ISSM) as low, moderate, or high risk for suitability for employment, the Contractor shall:
    1. Provide to the CO a Form I-9, OF 306, and Badge Application FTC-OSPR-17 for all identified Contractor and subcontractor personnel. All forms must



be completed in their entirety. For U.S. Citizens, the Contractor must submit the required forms at least ten (10) business days in advance of Contractor and subcontractor personnel's earliest proposed access to FLETC IT systems or facilities. Requirements specific to non-U.S. Citizens are outlined later in this section.

2. Upon notification from FLETC Security staff, Contractor and subcontractor personnel will be required to appear in person before an authorized FLETC representative for the purpose of verifying the individual's identity in accordance with Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees and Contractors. HSPD-12 mandates that verification of identification for Contractor and subcontractor personnel requires the individual to be physically present, and to present to the badging authority:
  - a) A picture identification card issued by either a governmental entity of one of the several States or the United States Federal government, and;
  - b) One other form of identification specified on Form I-9. Upon verifying the Contractor and subcontractor personnel's identity, Contractor and subcontractor personnel shall provide fingerprints and a photograph.
  - c) Following a favorably adjudicated background investigation, the FLETC may issue a Personal Identity Verification (PIV) Card to Contractor and subcontractor personnel that will enable appropriate access to the facility and IT systems. Such access will only be issued in accordance with FLETC Physical Security, Information Security and IT Security policies. Access to national security information only occurs in the event that the Contractor has received a clearance from the DISCO.
  - d) At the discretion of the CSO and following the receipt of favorable National Agency Check (NAC), the FLETC may elect to approve temporary access to the facility for Contractor and subcontractor personnel while the rest of the suitability investigation is being completed. If the NAC is not returned in five (5) business days from the time that the OSPR/PER releases the electronic questionnaire to the OPM, the results of a fingerprint check can be used to allow the Contractor and subcontractor personnel to begin working.
- (2) Contractor Personnel Less Than Six (6) Months, More Than Five (5) Days. Contractor and subcontractor personnel who will require access to the FLETC for more than five (5) business days, but less than six (6) months, the Contractor shall provide a completed OF 306, Form I-9 and Badge Application FTC-OSPR-17 (Sections A and B of FTC-OSPR-17 must be completed in their entirety). For U.S. Citizens, FLETC



requires that the FTC-OSPR-17 shall be submitted to the CO a minimum of ten (10) business days in advance of Contractor and subcontractor personnel's first day of needed access.

- (a) FLETC shall conduct background checks for access using the information provided in Sections A and B of FTC-OSPR-17.

1. Upon notification from the FLETC Security staff, Contractor and subcontractor personnel will be required to appear in person before an authorized FLETC representative for the purpose of verifying the individual's identity. Verification of the Contractor and subcontractor personnel's identity requires the individual to be physically present, and to present to the badging authority:
  - a) A picture identification card issued by either a governmental entity of one of the several States or the United States Federal government, and;
  - b) One other form of identification specified on Form I-9. Upon verifying the Contractor and subcontractor personnel's identity, Contractor and subcontractor personnel shall provide fingerprints and a photograph.
  - c) Once the results of the fingerprints are received by the OSPR/PER are successfully adjudicated, the Contractor will be allowed to begin work.

- (3) Contractor Personnel for Five (5) Business Days or Less. For Contractor and subcontractor personnel who will require access to the FLETC for up to five (5) business days, the Contractor shall request temporary or intermittent access utilizing FTC-OSPR-17. Such access is granted at the discretion of the CSO.

- (4) Employment and Prime Contractor Requirements for Non-U.S. Citizens. The Contractor will adhere to the following requirements when attempting to employ Non-U.S. Citizens on the FLETC.

- (a) Employment requests for Foreign Nationals (FN) must be submitted to the OSPR with full and complete documentation in the below identified time frame(s). Requests must be made on FTC-OSPR-17, which can be obtained from the FLETC Registration Buildings/Visitors Centers at all FLETC sites.

1. NOTE: All FNs seeking to perform at the FLETC MUST present valid identification documents (i.e., Resident Alien card, Permanent Resident card, Passport, Visa, Employment Authorization Card, etc.) at the Registration Building/Visitor Center. Failure to present required credentials will result in denial of employment eligibility.

- a) For FNs who are Lawful Permanent Residents (LPRs) of the United States, requests must be submitted to the OSPR no less than ten (10) business days in advance of the first day of access. A copy of the FN's LPR card must be attached.
- b) Requests for permission to work for FNs who are not LPRs, must be submitted to OSPR no less than 30 business days in advance of the first day of access. A copy of the FN's passport (and visa, if applicable) must be attached.
- c) The Contractor must notify the responsible CO as to whether they will employ any Non-U.S. Citizen Contractor or subcontractor personnel that fall into positions/areas with possible access to SBU information. SBU information includes but is not limited to: For Official Use Only (FOUO) information, Law Enforcement Sensitive (LES) information, and Sensitive Personally Identifiable Information (Sensitive PII). All new-hire FN/LPR Contractor and subcontractor personnel/applicants whose new position would fall into assignments with possible access to SBU, will be required to wait until completion of the investigation and adjudication of the contract personnel before being approved for work/access. Such notification will be in writing and will include the name(s) of all of the Contractor and subcontractor's FN/LPR Contractor and subcontractor personnel subject to these requirements. The document will state that the Contractor, subcontractor and their personnel are willing to meet the specific criteria outlined below:
  - i. Confirm in writing that the FN Contractor and subcontractor personnel has been an LPR of the U.S. for two (2) years or more or if non-LPR the Contractor must confirm in writing that FN personnel have a valid Employment Authorization Document.
  - ii. Confirm in writing that the Contractor believes that the FN Contractor and subcontractor personnel are not a threat to the U.S. and would properly protect and/or handle the SBU information they will be required to work with or near.
  - iii. Confirm in writing that the FN Contractor and subcontractor personnel have indicated that they are willing to submit to the OPM-conducted MBI and have agreed to complete the SF 85P, Form I-9, submit a set of fingerprints; and provide any additional information as needed for the conduct of the MBI.
  - iv. The cost of the investigation and adjudication shall be responsibility of the FN Contractor and subcontractor personnel or the Contractor.

- v. FN Contractor and subcontractor personnel who are temporary/intermittent and who have work-related, or may have inadvertent, access to SBU information are required to have a successfully adjudicated MBI prior to beginning work.
- vi. Access for those FN/LPR Contractor and subcontractor personnel in these kinds of positions that are not included in the Contractor's request document will be immediately rescinded.
- vii. When a FN/LPR contract position applicant is being sponsored by a FLETC Partner Organization (PO) for a position with access to SBU information, the PO must conduct the required background investigations and the PO sponsor must indicate on the FTC-SEM-17 that the FN/LPR personnel/applicant has had a favorably adjudicated MBI.

#### **8.24.3 Identification Badges and Vehicle Passes**

- a. All individuals working on or requesting access to FLETC must obtain authorization to enter FLETC through the issuance of an appropriate FLETC identification badge or PIV card. A FLETC badge/card or PIV card is required to be worn visibly on the outside clothing between the neck and waist displaying the photograph side of the identification badge at all times while on FLETC premises. Lost or stolen identification documents must be immediately reported to the OSPR Security Management Operations (OSPR/SMO). Contractor and subcontractor personnel who have undergone a background investigation conducted by the OPM (NACI or MBI) and successfully adjudicated by the OSPR/PER will be issued a PIV identification card. All Contractor and subcontractor personnel who have not undergone a background investigation conducted by the OPM will be issued a FLETC identification badge/card.
- b. Vehicle passes are issued by FLETC to those who need to park in reserved parking areas. Vehicle passes will only be issued to Contractor and subcontractor personnel for vehicles maintained in a safe operating condition. Those seeking to park or operate vehicles on FLETC shall provide the following documents to the appropriate FLETC Security Office as directed in order to be issued a FLETC vehicle pass: Valid Driver's License; Valid Vehicle Registration Certificate; Proof of Insurance; and FLETC Identification Badge.
- c. A \$15.00 replacement charge will be assessed against the Contractor for each FLETC badge/card or pass that must be replaced for other than excessive wear, name change, or other reason approved by the OSPR. The replacement charge for a PIV card is \$25.00. Lost or stolen identification documents shall be considered to be within the control of Contractor and subcontractor personnel. Replacement charges will be assessed and paid by the Contractor prior to the replacement identification badge being issued.

d. If Contractor and subcontractor personnel resign, are terminated, or denied access to FLETC, voluntarily or otherwise, prior to contract completion, the bearer of the FLETC identification badge or PIV card and vehicle pass shall immediately surrender them to the Contractor. The Contractor shall return the FLETC identification badge/PIV card vehicle pass to the OSPR/SMO within three (3) business days of the resignation, termination, or access denial. Failure to return the FLETC identification badge or PIV card will result in the Contractor being charged as proscribed in paragraph c. above.

#### **8.24.4 Completion of the Contract**

a. The Contractor shall be responsible for returning to the OSPR all identification badges and vehicle passes issued under the contract no later than fifteen (15) business days after the final acceptance of the work by FLETC. Final contract payment shall not be authorized until FLETC has received all identification badges and passes which have been issued under this contract, including those issued to subcontractors. If the Contractor is unable to return all badges and passes issued, a charge for the missing documents will be assessed against the final payment as per the replacement costs described above.

b. Before final payment is made, the CO in conjunction with the OSPR may review the number of badge applications submitted under this contract. If the number of Contractor and subcontractor personnel denied access to FLETC because of the results of the background investigation exceed 8% of the total number of Contractor and subcontractor personnel requesting access to FLETC, the Contractor shall bear the cost for the background investigations for each denied background check above 8%. The cost of a basic suitability investigation is \$125.00 and the cost of a moderate risk background investigation, Minimum Background Investigation, is \$752.00. The percentage to be borne by the Contractor for Contractor and subcontractor personnel denied access to FLETC because of the results of the background investigation will be across the board for each type of investigation required above the 8%. The amount will be deducted from the contract total. The amount deducted from the contract total because of this action shall not be subject to the Contract Disputes clause and cannot be the basis for any claim under the contract.

#### **8.24.5 Review of Access and Suitability Determinations**

a. Access Determinations. Access to classified national security information and the receipt of a security clearance will be in accordance with Executive Order (EO) 13526, as well as all applicable Department of Homeland Security Directives and all applicable FLETC Directives and Manuals. After contract award, Contractor and subcontractor personnel who are denied access to the FLETC shall be provided with "due process" for the denial of access in accordance with all applicable standards. All these actions will be conducted by the DISCO.

b. Suitability Determinations. When adverse information is developed in the course of a suitability investigation, the scope of the inquiry will normally be expanded to the extent necessary to obtain such additional information as may be required to determine whether



Contractor and subcontractor personnel may be granted unescorted access to FLETC facilities and sensitive information. Contractor and subcontractor personnel for whom unfavorable or derogatory information has been developed shall be provided with a Proposed Action Letter (PAL) that contains the questionable information. Contractor and subcontractor personnel shall be offered the opportunity to respond to the PAL in order to refute, explain, clarify, or mitigate the information in question. If a determination of ineligibility is made, Contractor and subcontractor personnel shall be formally notified and informed of the reason(s). Adverse information about the Contractor and subcontractor personnel may not be disclosed to the Contractor and/or subcontractor. When a final determination has been made, the Contractor shall be informed simultaneously with notification to the affected individual that individual is ineligible to render services or otherwise perform under the contract. Waivers for specific requirements for working in Federal, Department of Homeland Security, and FLETC facilities shall only be granted under specific conditions and processes as defined in the applicable regulations and directions regarding such requirements.

## **8.25 SECURITY TRAINING**

a. General. All Contractor personnel (including subcontractors or any representative of the Contractor) entering the Federal Law Enforcement Training Centers (FLETC) shall be provided Security training prior to performing on FLETC. Training material will be provided by the Government.

b. Training. Security training shall be provided by the Contractor, at least annually, for Contractor and subcontractor personnel, and applicable representatives requiring access to FLETC. The training shall consist of the viewing of a Government-provided video (Security Orientation for Contractors) or review of attached Government-provided material contained outlining the major security references and requirements for the Contractor.

(1) All Contractor and subcontractor personnel requiring access to FLETC shall review the attached Government-provided material. Contractor supervisory personnel will ensure that the material is available for review by any contractor employee.

(a) Contractor and subcontractor personnel requiring access to FLETC for a period of six (6) months or more shall also view the Government-provided Security Orientation for Contractors Video at the required reporting timeframes specified below.

(b) Contractor and subcontractor personnel requiring access for less than six (6) months shall review the attached Government-provided material.

(c) Reporting. The Contractor shall deliver to the CO a Security Training List within the first 30 business days of performance, and semi-annually on the first day of October and April. The Security Training List shall be provided in Microsoft Excel format, and include - Company Name, Contract Number, Employee Name,



Date Employee Reports On Center, and Date of Training. The standardized format is attached.

- (2) Certification. The Contractor shall certify information submitted on the Security Training List is accurate. The Contractor shall designate an authorized representative for certification purposes.

## **8.26 ACCESS TO UNCLASSIFIED FACILITIES, INFORMATION TECHNOLOGY RESOURCES, AND SENSITIVE INFORMATION REQUIREMENT (JUL 2013)**

The assurance of the security of unclassified facilities, IT resources, and sensitive information during the acquisition process and contract performance are essential to the DHS mission. DHS Directive 11042.1, Safeguarding Sensitive but Unclassified (For Official Use Only) Information, describes how Contractors must handle sensitive but unclassified information. The DHS Sensitive Systems Handbook prescribes policies and procedures on security for IT resources. The Contractor shall comply with these policies and procedures, any replacement publications, or any other current or future DHS policies and procedures covering Contractors specifically for all task orders that require access to DHS facilities, IT resources or sensitive information. The Contractor shall not use or redistribute any DHS information processed, stored, or transmitted by the Contractor except as specified in the task order.

The Government will provide the Contractor with access to existing system. Sensitive Information, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an EO or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes but is not limited to the following categories of information:

- (1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);
- (2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

- (3) Information designated as FOUO, which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest.
  - (a) NOTE: By Fiscal Year 2014, the designation "Controlled Unclassified Information" (CUI) will replace FOUO and other sensitive but unclassified markings. As mandatory implementation time comes closer, the Contractor may find more documents, materials, and other information formats marked or referred to as CUI. Any material referenced in any manner as CUI will receive the same protections as those outlined in DHS Directive 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information.
- (4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.
- (5) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

Contractor and subcontractor personnel working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the CO. Upon the CO's request, the Contractor and subcontractor personnel shall be fingerprinted, or subject to other investigations as required. All Contractor and subcontractor personnel requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

The CO may require the Contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the CO. For Contractor and subcontractor personnel authorized access to sensitive information, the Contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

Before receiving access to IT resources under this contract the individual must receive a security briefing, which the COR will arrange, and complete the Contractor's verification of Security Training.

## **8.27 OPERATIONS SECURITY (OPSEC) REQUIREMENTS (JUL 2013)**

The FLETC OPSEC Program (OSPR/OPS) acts to secure against the inadvertent release or unauthorized disclosure of such information outside established control procedures. Specific, unclassified facts about the FLETC's mission, intentions, capabilities, or activities are considered critical information and must be protected to ensure our adversaries are not successful. OPSEC measures pertaining to a contract require additional requirements to consider such as:

a. FLETC must determine if there is critical information associated with the contract or activities involved in the contract that warrants the inclusion of OPSEC requirements. Consideration shall be given to the type of work being performed and the environment and circumstances in which contract performance will occur. Potential Critical Information that must be protected includes but is not limited to:

- (1) Indications of when and where activities will occur (such as tests) which can possibly be targeted and present collection opportunities by foreign intelligence.
- (2) The duration of a contract and indications of results (such as in ads, status reports and brochures).
- (3) The existence of a contract, services involved and what is being developed in U.S. press releases, stock prospective, etc.
- (4) Pictures indicating classified design features or approaches.
- (5) The lettering of contracts and identity of subcontractors.
- (6) Maps, Aerial Photographs, Floor Plans of the project.
- (7) Photographs including facial images.
- (8) Official and Personal websites (including social networking sites) revealing details of the project.
- (9) Contract specifications detailing how project and contractor personnel are handling/protecting SBU information.

b. To ensure uniformity in the way OPSEC requirements are presented to industry, the following guidance shall be followed:

- (1) Guidance will be appended to basic solicitations or contracts and labeled "OPSEC Requirements."
- (2) OPSEC guidance will include Critical Information pertinent to contractual activities and essential secrecy to be maintained and statement of harm if adversaries derive accurate estimates.

c. If OPSEC requirements are necessary, an OPSEC review shall be conducted of the statement of work (SOW) for contracts prior to the time the CO releases the SOW to contract offerors/bidders. The SOW is a publicly released document that can reveal critical information or indicators of critical information. It is important that COs, CORs and Contractors work with OSPR/OPS and project coordinators, e.g., FLETC Facilities Management Division (FMD), Procurement Division (PRO), etc. to identify OPSEC requirements for the scope of work to be performed. The SOW should also undergo a formal content review prior to its release to the public.

d. FLETC and PO COs, CORs, and contractor managers are responsible for ensuring that their respective Contractors are aware of this policy and adhere to these requirements. This includes responding to Contractor inquiries on what photography is permissible and what is not, as well as researching and coordinating interpretation of the policy with OSPR/OPS.

e. Contractor and subcontractor personnel may be required to participate in formal OPSEC classroom and/or computer-based training (CBT) and briefings, as required.

f. Contractor and subcontractor personnel use of personal still and video photography (including cell phone cameras) is prohibited.

g. Contractor and subcontractor personnel use of still and video photography is limited to ONLY those authorized activities on FLETC facilities that have been approved by the applicable FLETC Training Directorate and/or PO Academy, are part of official visits and media activities coordinated through the FLETC Public Affairs Office (PAO), and/or are part of contract requirements coordinated through the respective CO, COR, and OSPR/OPS.

h. Photographing of ANY training activity must be approved in writing by the applicable FLETC Training Directorate and/or PO Academy.

- (1) Contractor and subcontractor personnel to whom access to FLETC-related SBU and critical information is granted will:
- (2) Be aware of and comply with FLETC safeguarding requirements for OPSEC, as applicable.



- (3) Be aware that not protecting DHS and FLETC critical information may result in administrative or disciplinary action.
- (4) Participate in formal OPSEC classroom and/or CBT and briefings, as required.
- (5) The Contractor will coordinate with Project Coordinators, e.g., FMD, and OSPR/OPS the conduct of OPSEC reviews, assessments, and evaluations of FLETC contractor products designated for external distribution or publication to include television, radio, film, video, print, photography, and electronic products, for those assigned contracts.
  - (a) As applicable, the Contractor will ensure that all subordinate Contractor and subcontractor personnel will participate with these reviews, surveys, assessments, development of countermeasures, etc., for their respective organization.
  - (b) The Contractor will ensure documentation of individual Contractor and subcontractor personnel attendance at OPSEC briefings and training occurs by following established training documentation procedures, as applicable. Submit all applicable Contractor OPSEC training documentation to the respective COR.

## **8.28 INFORMATION TECHNOLOGY AND DATA SECURITY REQUIREMENTS (JUL 2013)**

a. General Requirements: All Contractor and subcontractor personnel in the performance of this contract requiring access to the FLETC information technology (IT) systems or sensitive data shall abide by all FLETC IT security regulations which may be in effect during the contract period. Any such individual(s) shall be subject to those checks which may be deemed necessary by the FLETC to ensure that no violations occur. It shall be the Contractor's responsibility to ensure that all Contractor and subcontractor personnel who are expected to have access to FLETC-owned or -operated IT systems or IT systems contracted on behalf of the FLETC that contain FLETC sensitive data or information, undergo or have undergone an appropriate suitability background investigation. The type of background investigation that is conducted is based on the FLETC's assessment of risk of the contractor's position. Positions may be categorized as either IT or non-IT and based on the risk (i.e., low, moderate) to public trust.

Determination of Contractor and subcontractor personnel IT access needs must be coordinated with the COR. IT system and data suitability background investigation requirements may be greater than those requirements for physical security access to the FLETC facilities. Suitability background investigation processes for physical security access will be followed as contained in this Section H. Temporary IT system and data access will only be permitted for non-sensitive IT systems and data. For Contractor and subcontractor personnel who will require admittance to FLETC facilities and/or are being given access to FLETC SBU information that includes, Personnel Identity Information (PII), Protected critical Infrastructure Information (PCII), Sensitive Security Information (SSI), FOUO, or IT resources, will be required to undergo a background investigation even if they work for

less than six months. Depending on the risk level, the background investigation will be a NACI or MBI. The risk determination will be made in consultation with the CO, PHY, PER, and the Chief Information Security Officer (CISO).

The required suitability background investigation forms will be provided upon contract award. All forms must be completed in their entirety by all Contractor and subcontractor personnel subject to the requirement. If the background investigation results in an unfavorable adjudication, the individual will be denied access to FLETC IT systems and sensitive data. Examples of offenses which could prevent access to FLETC IT systems and sensitive data include but are not limited to: any felony convictions or habitual violations, any crimes against a police officer, any conviction for distribution of illegal drugs, or any crimes of moral turpitude. Any cost or time delay which the Contractor experiences in the contract due to Contractor and subcontractor personnel being denied access to FLETC IT systems and sensitive data shall be the sole responsibility of the Contractor. Denial of IT system access for any individual because of failure to meet FLETC IT security standards shall not be subject to the Contract Disputes clause and cannot be the basis for any claim under the contract. The DHS IT security requirements are outlined in DHS Sensitive Systems Policy Directive 4300A.

b. Contract Completion: The Contractor shall be responsible for ensuring the FLETC Chief Information Officer (CIO) Directorate is notified of all Contractor and subcontractor personnel released from this contract support at the time of release, voluntarily or otherwise and at the end of the contract, who were issued access accounts to any FLETC IT systems. Notification to the CIO Directorate shall be through the COR.

#### **8.28.1 Information Technology Security Training**

a. All Contractor and subcontractor personnel entering the FLETC shall be provided IT Security training prior to accessing an information system, its information, and resources. Training material will be provided by the Government. 5 CFR part 930, subpart C, as revised, requires that all users of Federal information systems be exposed to security awareness materials annually or whenever system security changes occur, or when the user's responsibilities change. Training for new system users must occur before they are allowed access to systems. OMB Circular A-130, Appendix III, Security of Federal Automated Information Resources, requires that persons be trained in their responsibilities and in the Rules of Behavior for system. In accordance with FLETC policy, all IT system users must complete initial IT security training and must acknowledge the FLETC IT system rules of behavior, prior to gaining system access.

b. IT Security Awareness training shall be provided by the Contractor for Contractor and subcontractor personnel requiring access to FLETC IT systems and resources. The Contractor shall use training prescribed by the Chief Information Security Officer. Contractor and subcontractor personnel must receive the prescribed training before initial access will be granted, and annually thereafter until access is no longer required.

c. The Contractor shall deliver to the CO an IT Security training report within the first 30 business days of performance. The report shall be provided in Microsoft Excel format. The report shall contain the Company Name, Employee Name, Date, and Date of Training.

d. The Contractor shall verify information submitted on the report is accurate.

e. In addition to IT Security Awareness training, the Contractor shall provide Contractor and subcontractor personnel performing significant IT security responsibilities under this contract with specific role-based training prescribed in Appendix A of the FLETC IT Security Awareness, Training and Education Plan.

#### **8.28.2 IT Access**

The Contractor shall sign the prescribed Rules of Behavior before access to FLETC IT systems will be granted. The Contractor consents to monitoring for compliance and other lawful purposes while using a FLETC-issued account.

#### **8.28.3 Contractor IT Security Plan**

The Contractor shall provide, implement and maintain an IT Security Plan. The plan shall be delivered to the CO in accordance with HSAR 3052.204-70, Security Requirements for Unclassified Information Technology Resources for Government approval. Upon Government approval the plan will be incorporated into the contract as a compliance document (see Part 6).

#### **8.28.4 Interconnection Security Agreements**

Interconnections between FLETC and non-FLETC IT systems shall be established only through controlled interfaces and via approved service providers. The controlled interfaces shall be accredited at the highest security level of information on the network. Connections with other Federal agencies shall be documented based on interagency agreements; memoranda of understanding, service level agreements or interconnection security agreements.

#### **8.28.5 Information Security Standards Applicable to this Contract**

DHS Sensitive Systems Policy Directive 4300A, version 9.0.2, March 2012, or subsequent publication.

#### **8.29 PHASE-IN/ORIENTATION PERIOD (JUL 2013)**

a. The Contractor shall become acquainted with all available information regarding difficulties which may be encountered and the conditions under which the work of this contract must be accomplished. The Contractor will NOT be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services

required because of his failure to investigate the conditions or to become acquainted with all information concerning the services to be performed.

b. The Contractor shall begin phase-in only after post award conference and in accordance with the requirements contained in the submitted phase-in plan. The Contractor is expected to be at full performance at the completion of the phase-in period.

c. To ensure a smooth transition of work effort from the incumbent, the Contractor shall begin an orientation to:

- (1) Become thoroughly familiar with work requirements and work procedures.
- (2) Finalize development of necessary work plans and procedures.
- (3) Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date.
- (4) Obtain security clearances, if required.
- (5) Complete training requirements and accomplish necessary training of Contractor and subcontractor personnel.
- (6) Finalize the development of quality control plans and procedures.
- (7) The Contractor is prohibited from soliciting Government personnel for employment.
- (8) The Contractor shall negotiate in good faith a plan with the incumbent as described in the below cited clause entitled PHASE-OUT/CONTRACT COMPLETION.

d. Immediately after award and prior to performance, the Contractor's representative and the COR shall make an on-site, in-depth review of the total job requirements. The Contractor will be allowed access to the facilities to familiarize supervisors, key personnel, and staff with equipment, reporting, work scheduling and procedures (including operations, priorities, safety, security, etc). To preclude interference with work production efforts of the current personnel, arrangements for access to Government facilities will be made with the CO.

e. The Contractor shall make provisions for all required building, material, and equipment inventories to be conducted during the last ten (10) business days of the phase-in period. The Contractor shall coordinate these inventories with the COR so those appropriate representatives may be present for all inventories. The Contractor shall sign receipt for the items upon completion of the inventory. Responsibility for performance of the services covered shall also pass to the Contractor at that time. A proposed schedule for the inventories shall be included in the phase-in plan.

### **8.30 PHASE-OUT/CONTRACT COMPLETION (JUL 2013)**



- a. The Contractor shall provide a phase-out plan to the CO for approval 120 calendar days prior to contract completion. The plan shall describe how the contractor shall approach the following issues: orientation and training of follow-on contractor, and any other actions required to ensure continuity of services. The contractor shall provide a certified list of all service employees on the contractor's and/or subcontractor's payroll together with anniversary dates of employment to the CO/COR. During the phase-out period, the incumbent shall be fully responsible for contract performance. Government reserves the right to conduct site visits in all Contractor operated facilities in conjunction with the solicitation of offers for the follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Contractor shall cooperate to the extent required to permit an orderly change over to the succeeding Contractor. This includes reasonable recruitment access to incumbent employees. A recruitment notice may be placed in each facility.
- b. At a minimum the incumbent contractor PM shall be available to attend the post-award conference to the follow-on contract as a means to aid in transition. Duration of engagement shall be limited to two (2) hour. Incumbent shall be notified no later than 72 hours in advance of conduct of the conference of date and time for attendance.
- c. If there is a change in Contractor, the incumbent Contractor shall negotiate in good faith a plan with the follow-on contractor addressing the nature and extent of orientation and training to ensure nominal impact during transition and to comply with the clause above entitled 'PHASE-IN/ORIENTATION PERIOD.' The plan shall specify a training program and a date for transferring responsibility for each division of work described in the plan, and shall be subject to the Contracting Officer's approval.
- d. The Contractor shall schedule all inventories to occur within 15 business days prior to exercise of options or the termination of the contract. The Contractor shall coordinate these inventories with the COR so those appropriate representatives may be present.
- e. Within five (5) business days after completion of this contract (or as otherwise directed by the CO) the Contractor shall remove all Contractor owned vehicles, equipment, tools, supplies, materials, or other items from the FLETC. The Government reserves the right to dispose of items remaining after the stated period in accordance with Federal property regulations.
- f. Within 21 business days after completion of this contract the Contractor shall return all personnel identification badges. Final contract payment will not be authorized until the FLETC has received all identification badges and passes issued under this contract.
- g. All documents will be maintained in an organized, acceptable working order by the Contractor in the Government provided office. The Technical Library, if required by this contract, shall remain in place, in acceptable working order, at the Contractor's office at completion (or termination) of the contract. Upon contract completion or termination of the contract the Contractor shall make the library available to the follow-on contractor during

the Phase in/Phase out period. The exiting Contractor shall ensure the Technical Library is in an organized and maintained state prior to turning over to the follow-on contractor.

### **8.31 SALVAGE**

All Government-owned material and equipment which are removed or disconnected, but are not specifically indicated or specified for reuse shall remain the property of the Government if determined by the COR to be of value. Such items shall be delivered by the Contractor to the location on FLETC designated by the CO, when and if circumstances arise which warrant doing so.

### **8.32 PHYSICAL SECURITY**

The Contractor shall be responsible for safeguarding all Government property provided for contractor use. At the end of each work period, all Government facilities, equipment and materials must be secured. Locked rooms must not be left unattended during the cleaning process and shall be re-locked by contractor personnel after completion of cleaning duties. The Contractor is responsible, through the CO/COR, for obtaining access to buildings and arranging for each room/area to be opened and closed as necessary in the performance of contract requirements.

### **8.33 FLETC CLOSURE**

Should the FLETC experience unforeseen closure, the Contractor will not receive payment for any services under this contract other than the continuous PM CLIN (i.e. closed for inclement weather, unscheduled shutdown, hurricane evacuation, emergency closing, etc.).

### **8.34 WORK SCHEDULING**

The Contractor shall control and perform all work as not to cause interference with Government business and training or work being performed by other contractors. The Government may award other contracts for additional work at or near the site of work under this contract. The Contractor shall fully cooperate with the other contractors and with Government employees, and shall carefully adapt scheduling and performing work under this contract to accommodate the additional work, heeding any directions that may be provided by the CO/COR. The Contractor shall not commit, or permit, any act that will interfere with the performance of work by another contractor or by Government employees. The Contractor shall promptly notify the CO/COR when it appears that Government activities or personnel, or other contractor's projects are hindering the effective execution of his work efforts.

### **8.35 RECORDS**

The Contractor shall be responsible for creating, maintaining, and disposing of only those Government required records that are specifically cited in this PWS or required by the

provisions of a mandatory directive listed in paragraph 7.0 “Applicable Publications and Forms”. If requested by the Government, the Contractor shall provide the original record or a reproducible copy of any such record within five (5) working days of receipt of the request.

### **8.36 SMOKING**

The Contractor shall be responsible to adhere to the Smoking/Use of Tobacco Program, FLETC Manual 70-09, Occupational Safety and Health Program, Chapter 31, FLETC Supplements to the DHS Occupational Safety and Health Manual. Smoking to include the use of smokeless tobacco products shall only be permitted in designated smoking areas. Smoking shall not be allowed within twenty-five feet of any entrance, intake vents, or flowerbeds. The Contractor shall contact the Dorm Management COR to identify an approved smoking area.

## **PART 9 – TECHNICAL EXHIBITS OR ATTACHMENTS LISTING**

### **Part 9 - TECHNICAL EXHIBITS OR ATTACHMENTS LISTING**

<b>Technical Exhibit (TE) Number</b>	<b>Title</b>	<b>Number of Pages</b>
1A	HISTORICAL INFORMATION	13
1B	PREVENTIVE MAINTENANCE TASK	71
1C	SERVICE CALL REPORT	33
1D	MAINTENANCE INVENTORY	4
1E	SCWR HISTORICAL DATA	13
2	PERFORMANCE REQUIREMENTS SUMMARY (PRS)	4
3	DELIVERABLE SUBMITTALS	1
4	SWIMMING POOLS RULES AND REGULATIONS	1
5	POOL LOG	1
<b>Attachment Number</b>	<b>Title</b>	<b>Number of Pages</b>
1	FTC-SEM-34, STATEMENT	1
2	SF 91 MOTOR VEHICLE ACCIDENT REPORT	6
3	SF 94 STATEMENT OF WITNESS	1
4A	GOVERNMENT PROVIDED ACCOUNTABLE GFP	16
4B	GOVERNMENT PROVIDED NON-ACCOUNTABLE GFP	4
4C	ACCOUNTABLE AND NON-ACCOUNTABLE GFP	9
4D	CUSTODIAL/HOUSEKEEPING - GFP	4
5	FTC-ADM-61 SERVICE CONTRACT WORK REQUEST	1
6	CONTRACTOR FURNISHED PROPERTY	2
7	FTC-ADM-44 SURVEY REPORT	2
8A	ROOM INVENTORY BLDGS 185, 186, 187	1

8B	ROOM INVENTORY BLDGS 71, 95, 96, 270, 275, 277	1
9	ESPC BULLETIN	10
10	ESPC DEFICIENCY LIST	1
11	OSHA FORMS	12
12	ENVIRONMENTAL REQUIREMENTS	14
13	SF-85 QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS	8
14	FTC-OSPR-17 BADGE APPLICATION	2
15	FTC-OSPR-17Z VISITOR OR DAY PASS FORM	1
16	COLLECTIVE BARGAINING AGREEMENT (CBA) WAGE DETERMINATION NO. 2020-0018, REVISION 11 dtd 1.10.2024	84
17	FLETC HAZARDOUS WASTE MANAGEMENT PLAN	54