

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2	Management and Administration
2.1	Definitions and Acronyms
2.2	General Information
2.2.1	Government Regular Working Hours
2.2.1.1	Observed Federal Holidays
2.2.1.2	Restriction to Contractor Working Hours
2.2.2	Wage Determinations
2.2.3	Requirements Hierarchy
2.3	General Administrative Requirements
2.3.1	The Joint Commission (TJC) Requirements
2.3.2	Required Conferences and Meetings
2.3.3	Training for Maintenance and Operation of New and Replacement Systems and Equipment
2.3.4	Partnering
2.3.4.1	Formal Partnering
2.3.4.2	Contract Partnering Administration
2.3.4.3	Contract Partnering Session Attendees
2.3.5	Permits and Licenses
2.3.6	Insurance
2.3.6.1	Certificate of Insurance
2.3.6.2	Minimum Insurance Amounts
2.3.7	Protection of Government Property
2.3.8	Government Information Technology (IT) System
2.3.9	Directives, Instructions, and References
2.3.10	Invoicing Procedures
2.3.11	Forms
2.3.12	Cost Account Code (CAC) Reporting
2.4	Government-Furnished Property, Materials and Services
2.4.1	Government-Furnished Facilities (GFF)
2.4.2	Government-Furnished Utilities
2.4.3	Government-Furnished Materials (GFM)
2.4.4	Government-Furnished Equipment (GFE)
2.4.5	Government-Furnished Services (GFS)
2.5	Contractor-Furnished Items
2.6	Management
2.6.1	Work Reception
2.6.1.1	Contractor Operated Service Desk
2.6.1.2	Work Authorization Forms
2.6.2	Work Control
2.6.3	Work Schedule

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2.6.3.1	Monthly Work Schedule
2.6.3.2	Work Delay Notification
2.6.4	Deliverables
2.6.5	Service Interruptions
2.6.6	Government’s Computerized Maintenance Management Systems (CMMS)
2.6.7	Quality Management System (QMS)
2.6.7.1	Quality Management (QM) Plan
2.6.7.2	Quality Inspection and Surveillance
2.6.7.3	Quality Inspection and Surveillance Report
2.6.8	Property Management Plan
2.6.9	System and Equipment Replacement
2.7	Personnel Requirements
2.7.1	Key Personnel
2.7.1.1	Project Manager (PM)
2.7.1.2	Quality Manager
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.2	Employee Requirements
2.7.2.1	Employee Certification and Training
2.7.2.2	Training Requirements
2.7.2.3	Continuing Education
2.7.2.4	Employee Appearance
2.7.2.5	Employee Conduct
2.7.2.6	Identification as Contractor Employee
2.7.2.7	Removal of Employees
2.7.2.8	Proof of Legal Residency
2.7.2.9	Occupational Health Emergencies
2.7.3	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)
2.8	Security Requirements
2.8.1	Employee Listing
2.8.1.1	Essential Contractor Employee Recall List
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Installation
2.8.4.1	NCACS Program
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances
2.8.8	Access to Sensitive Unclassified Information
2.8.9	Key Control
2.9	Contractor Safety Program
2.9.1	Accident Prevention Plan (APP)
2.9.2	Activity Hazard Analysis (AHA)
2.9.3	Occupational Risk and Compliance Plans
2.9.3.1	Alcohol and Drug Abuse Prevention Plan
2.9.3.2	Asbestos Abatement Plan
2.9.3.3	Confined Space Program

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2.9.3.4	Critical Lift Plan
2.9.3.5	Demolition Plan
2.9.3.6	Emergency Response Plans
2.9.3.7	Excavation/Trenching Plan
2.9.3.8	Fall Prevention and Protection Plan
2.9.3.9	Fire Prevention Program
2.9.3.10	Floating Plant Severe Weather Precaution Plan and Marine Emergency Plan
2.9.3.11	Hazardous Energy Control Program
2.9.3.12	Health Hazard Control Program and Hazard Communication Program
2.9.3.13	Heat/Cold Stress Monitoring Plan
2.9.3.14	Interim Life Safety Measures (ILSM)
2.9.3.15	Lead Compliance and Abatement Plan
2.9.3.16	Radiation Safety Program
2.9.3.17	Respiratory Protection Program
2.9.3.18	Site Sanitation Plan
2.9.3.19	Temporary Facility Layout Plan
2.9.3.20	Underground Emergency Rescue Plan
2.9.3.21	Burn Permits
2.9.3.22	Dig Permits
2.9.3.23	Firestop Installation Permit Program
2.9.4	Accident and Damage Reporting
2.9.4.1	Accident Reporting and Notification Criteria
2.9.5	Fire Protection
2.9.5.1	Fire Protection Coverage at WRNMMC
2.9.5.2	Fire Protection Outages at WRNMMC and Complex
2.9.6	Monthly On-Site Labor Report
2.9.7	OSHA Citations and Violations
2.9.8	Safety Inspections and Monitoring
2.9.9	Safety Certification
2.9.10	Safety Apparel on Jobsites
2.10	Environmental Management and Sustainability
2.10.1	Energy Management Program
2.10.1.1	Water Conservation Plan
2.10.1.2	Energy Efficient Products
2.10.2	Environmental Protection
2.10.2.1	ODS Requirements for Refrigerant Recycling
2.10.2.2	Non-Hazardous Waste Disposal
2.10.2.3	Hazardous Waste Disposal
2.10.2.4	Spill Prevention, Containment, and Clean-up
2.10.2.5	Hazardous Material Management
2.10.2.6	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.2.7	Noise Control
2.10.2.8	Salvage
2.10.2.9	Asbestos Containing Material (ACM)
2.10.2.10	Encountering Lead, Asbestos, and other Hazardous Materials
2.10.3	Sustainable Procurement and Practices
2.10.3.1	Environmentally Preferable Products
2.10.3.2	Use of Recovered Materials
2.10.3.3	Use of Biobased Products

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2.11	Activities in Healthcare Areas
2.11.1	Infection Control
2.11.2	Main Operating Rooms
2.11.3	Patient Procedure Rooms
2.11.4	Radiology Rooms
2.11.5	Building 10, 7th Floor Patient Treatment Areas
2.11.6	Sterile Processing
2.11.7	Medical Evaluation and Treatment Unit (METU) Suite
2.11.8	Radio and Cellular Telephone Use Restrictions
2.11.9	Smoking Policy
2.11.10	Parking
2.12	Disaster Preparedness
2.13	Technical Library
2.13.1	WRNMMC Policies
2.14	Warranty Management
2.15	General Requirements and Procedures
2.15.1	Utility System Failure Incident Report
2.15.2	Standards
2.16	Recurring Work Procedures
2.16.1	Notification to the Government for Work Above the Recurring Limitations
2.16.2	Recurring Work Exhibit Line Item Numbers (ELINs)
2.17	Inventory Data Quantity Variation
2.17.1	Real Property Inventory Equipment (RPIE)
2.18	Non-recurring Work
2.18.1	Unit Priced Task (UPT) Work (Non-Negotiated)
2.18.1.1	Acceptance and Performance
2.18.1.2	Invoicing and Receiving Payment
2.18.2	Unit Priced Labor (UPL) Work (Negotiated)
2.18.2.1	Non-recurring Work Preparation of Proposals
2.18.2.1.1	Labor Requirements
2.18.2.1.2	Material and Equipment Requirements
2.18.2.2	Issuance of Final Task Order
2.18.3	Non-recurring Work ELINS

0200000 - Management and Administration		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	<p>The Government's regular working hours are from 0700-1530, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior KO approval. KO approval is not required for performance of work that is specified to be performed outside regular working hours such as work reception, emergency response, operations, or watch standing.</p> <p>Walter Reed National Military Medical Center (WRNMMC) requires the Contractor to perform shift work that will have a minimum of one skilled craftsman (maintenance mechanic, plumber, electrician, or HVAC mechanic) to a second and third shift on site during normal workdays. The Contractor shall also provide a minimum of one skilled craftsman for a single shift from 0730 to 1630 on site on weekends and Federal Holidays. WRNMMC Site Specific Contractor Hours of Operation and Work Place Policies are included in J-0200000-02.</p>
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Excludes work to be performed during specified hours.
2.2.2	Wage Determinations	Wage Determinations are included in J-0200000-03.
2.2.3	Requirements Hierarchy	<p>Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on.</p> <p>Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.</p>
2.3	General Administrative Requirements	
2.3.1	The Joint Commission (TJC) Requirements	The Contractor shall satisfy the Environment of Care (EC) and Life Safety (LS) portions of The Joint Commission (TJC) hospital accreditation standards for the medical center as it relates to the Contract's scope of work. This can include responsibility for aspects of EC, LS, Life Safety, and portion of Emergency Management (EM) to include, but not be limited to, written criteria, inventories, plans, procedures, tests, distribution schemes, etc. Contractor may also be responsible for portions

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>of the Emergency Management related to utility failures and backup systems.</p> <p>The Contractor shall have a thorough understanding of TJC and other industry medical standards, and shall record and maintain documentation to validate compliance with these standards. This documentation must be available for review at any time, by Government or third party inspectors, including TJC survey teams.</p> <p>The Contractor shall prepare and submit a TJC compliance and documentation plan for Government review and approval per Section F. The plan shall, at a minimum, include the process that will be used to gather and display required documentation, the process to show objective evidence that all work is in compliance with TJC standards, for each element of performance, and shall include specific requirements for TJC compliance.</p> <p>A list of the TJC accreditation requirements are provided in J-0200000-20.</p>
2.3.2	Required Conferences and Meetings	<p>The Contractor may be required to attend administrative and coordination meetings. The Contractor shall meet with the Government's representative at least weekly throughout the life of the contract. A mutual effort will be made to resolve all problems identified. The written minutes of these meetings shall be prepared by the Government and signed by the Contractor. Should the Contractor not concur with the minutes, the Contractor shall notify the Government in writing of any areas of disagreement within five working days of receipt of the minutes.</p> <p>The Contractor shall provide daily informal meeting coordination with the FMD staff to facilitate facilities operations and maintenance activities.</p>
2.3.3	Training for Maintenance and Operation of New and Replacement Systems and Equipment	<p>When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend Government provided training, as applicable, for maintenance and operation of new and replacement systems and equipment at no additional cost to the Government.</p>
2.3.4	Partnering	<p>To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who will receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.</p> <p>Partnering should accomplish three goals:</p> <ul style="list-style-type: none"> - The first goal is to develop a cohesive team with common purpose, commitment and established communication processes. - The second goal of partnering is contract specific, identifying risks and opportunities for the team to address. - The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.

0200000 - Management and Administration		
Spec Item	Title	Description
		A project's characteristics determine whether the formal or informal partnering process level is to be used. As such the following partnering level applies to this contract:
2.3.4.1	Formal Partnering	The initial session should be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award. The initial Partnering Meeting will be at least one day in duration and held at a neutral location off the installation that is acceptable to the Contractor and to the Government. Follow-on sessions should be scheduled quarterly for the first year and typically last a half day or less. The frequency, duration, and locations of follow-on sessions should be agreed to by both parties during the initial Partnering Meeting. Due to the critical mission of the WRNMMC the Government proposes a semiannual follow-on frequency after the first year of the contract. The Contractor shall pay all costs associated with the partnering effort including facilitator, meeting room, and other incidental items. Before the partnering session, the Contractor shall coordinate with the facilitator the requirements for incidental items (audio-visual equipment, computer(s), two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session. The Contractor will provide copies of any documents used for the Partnering Meeting for distribution to all attendees. The facilitator must be acceptable to both the Contractor and the Government. The participants shall pay their own costs for meals, lodging, and transportation associated with partnering.
2.3.4.2	Contract Partnering Administration	Upon award, the ACO will contact the Contractor, supported command(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. Commence discussions with the Contractor to select a facilitator and location that are acceptable to both partners. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member. The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.
2.3.4.3	Contract Partnering Session Attendees	The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel. * President/Vice President * Contract/Project Manager * Supervisor/Superintendent * Quality Manager * Site Safety and Health Officer Sub-contractor Reps
2.3.5	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, state and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F.

0200000 - Management and Administration		
Spec Item	Title	Description
2.3.6	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.6.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.6.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: <p style="margin-left: 40px;">Comprehensive General Liability: \$500,000 per occurrence</p> <p style="margin-left: 40px;">Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage</p> <p style="margin-left: 40px;">Workers' Compensation: As required by Federal and state worker's compensation and occupational disease statutes</p> <p style="margin-left: 40px;">Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers</p> <p style="margin-left: 40px;">Other as required by state law.</p>
2.3.7	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.8	Government Information Technology (IT) System	The Navy's IT system is Navy Marine Corps Intranet (NMCI). Additional information about NMCI may be obtained at: https://h10131.www1.hp.com/public/nmci/ WRNMMC's IT system is Navy Medicine Information Systems Support Activity (NAVMISSA). Additional information about NAVMISSA may be obtained at: http://www.med.navy.mil/sites/navmissa/Pages/NAVMISSAHome.aspx
2.3.9	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other applicable Directives, Instructions, and References are listed in J-0200000-04. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.10	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to J-0200000-05 for WAWF electronic invoicing procedures.
2.3.11	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting will be provided by the KO.
2.3.12	Cost Account Code (CAC) Reporting	The Contractor shall submit a Cost Account Code (CAC) Report per Section F.
2.4	Government-Furnished Property, Materials and Services	In accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials,

0200000 - Management and Administration		
Spec Item	Title	Description
		equipment and services for use in connection with this contract. A list of Government Furnished Property, Materials, and Services is provided in J-0200000-06.
2.4.1	Government-Furnished Facilities (GFF)	Property listed in J-0200000-06 is provided in an “as is” condition. The Government will not replace any of the listed assets, and the Contractor shall be responsible for providing all equipment, materials, and services to fulfill the requirements of this contract. The Contractor shall sign custody records. The Contractor shall prepare, certify, and submit a detailed final Government Property Inventory Report within 60 calendar days after Contract start date. The Contractor shall ensure that the Government Property Inventory Report is jointly approved by the KO and the Contractor. The Contractor shall maintain property custody records in a current status.
2.4.2	Government-Furnished Utilities	The Government will furnish water and electricity at existing outlets required for the work to be performed under the contract at no cost to the Contractor. Information concerning the location of existing outlets may be secured from the KO. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Connections shall meet all Federal, State, local, and installation codes and regulations. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.
2.4.3	Government-Furnished Materials (GFM)	The Government will not provide any materials to the Contractor.
2.4.4	Government-Furnished Equipment (GFE)	Government-furnished equipment includes Government equipment taken into the custody by the Contractor for repair when the unit acquisition cost of the equipment exceeds the simplified acquisition threshold as defined in FAR 2.101. Individual components of Government equipment within larger systems contracted for repair or maintenance on a Government installation are considered units for purpose of this section only.
2.4.5	Government-Furnished Services (GFS)	The Government will provide the Contractor refuse collection and pest control services for Contractor occupied facilities. The Government will provide janitorial services in facilities or areas jointly used by the Government and the Contractor. The Contractor shall provide his/her own janitorial service in facilities or areas used only by the Contractor. Additional requirements are at the Contractor’s expense.
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO may at any time require Samples, Material Safety Data Sheets (MSDS) or Manufacturer’s Data Cut Sheets of Materials used in this contract.
2.6	Management	The Contractor shall manage the total work effort associated with the

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.</p> <p>The Contractor shall submit a Work Management Plan per Section F. The plan shall, at a minimum, include the following elements:</p> <ol style="list-style-type: none"> 1) Work processes from requirement delivery from the Government to close out by the Contractor. Intermediate steps include dispatch, execution, documentation, logistics and interface with quality control. Work processes shall be presented for each type of work (service tickets, preventive maintenance, recurring work, non-recurring work, etc.). 2) Location and trade distribution of employees engaged in the delivery, tracking and execution of work to include dispatchers, foremen and tradesmen. 3) Details of the Contractor's management tracking system to include production metrics and Project Manager briefings. 4) Procedures to comply with relevant sub elements of this spec item. 5) Compliance with hospital specific requirements to include Green Book (see Technical Library), patient room procedures, VIP visits, wireless communications, specific hospital control areas, e.g., dialysis clinic, radiology, intensive care unit, sterile processing, main operating rooms, psychiatric areas, etc.
2.6.1	Work Reception	<p>The Contractor shall provide the capability to receive, prioritize, check for duplicate pending work, correspond, and respond to trouble/service calls and task orders 24 hours a day, seven days a week. The Contractor shall screen, classify, input into MAXIMO and/or DMLSS and issue service orders to the Contractor's work force.</p> <p>In the event the requested service does not fall under this contract, the Contractor shall inform the requestor of the appropriate source of service. The requestor shall be informed if the requested work has been included in another project.</p>
2.6.1.1	Contractor Operated Service Desk	<p>The Contractor shall staff the service desk located in building 15, after regular Government working hours, base closures, weekends and observed Federal holidays, for immediate notification of emergency and urgent service orders.</p> <p>The contractor shall NOT accept service orders for IMP work items. At the time of the call the service order desk operator shall notify the requestor that the work is under IMP and provide the time the workman will arrive to begin work on the failure. The repair shall proceed under the IMP program.</p> <p>The Contractor shall answer service desk telephone calls within 30 seconds by a knowledgeable receptionist.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Upon the receipt of a valid service call, the caller shall be furnished a call identification number to be used for reference. If not completely supplied by the requestor, the Contractor shall obtain the following information for each request: site (installation) name, facility (building) number, detailed location information (e.g., first floor, north end of building), point of contact name, telephone number, email address, and description of the problem that requires correction.</p> <p>The Contractor shall classify each service order for emergency, urgent or routine service work per the classifications specified in J-1502000-01 and shall enter all information into MAXIMO and/or DMLSS within 15 minutes following receipt.</p> <p>The Government reserves the right to upgrade or downgrade service order classifications.</p> <p>Information Note: Service desk staffing after working hours is typically two people.</p>
2.6.1.2	Work Authorization Forms	<p>The Government will provide a description of the problem or requested work, date and time received, location, and other appropriate information via MAXIMO, DMLSS-FM or a non-recurring work task order. For Contractor generated work orders resulting from Preventive Maintenance Inspections services other than service calls issued by the Government, the service call number shall be coded to differentiate that work from Government issued service call work. The Government will provide a means to differentiate from the Contractor generated work requests.</p> <p>1) Upon completion of the requested service, the Contractor shall enter the following actions into MAXIMO and/or DMLSS-FM within 24 hours of scheduled completion:</p> <ul style="list-style-type: none"> • Description of requirement as found by craftsman • Description of work performed to include identification of the equipment asset number, as applicable • Labor hours expended and labor and material costs • Date and time work was commenced and completed <p>2) For service calls, the Contractor shall add the following information to the Service Call Work Authorization Form and provide a copy to the KO:</p> <ul style="list-style-type: none"> • Work authorization number (automatically assigned by MAXIMO and DMLSS) • Specific craft designation(s) • Description of problem as found by craftsman • Description of work performed to include identification of the equipment asset number, as applicable, as well as the craftsman's signature • Labor hours expended and labor and material costs • Date and time work was commenced and completed
2.6.2	Work Control	<p>The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided within 30 minutes</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		upon request by the individual/organization who initiated the work requirement. A status report of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.
2.6.3	Work Schedule	The Contractor's work shall not interfere with normal Government business. This does not imply that the Contractor is limited to working only 2 nd and 3 rd shifts. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.
2.6.3.1	Monthly Work Schedule	<p>The Contractor shall develop a monthly work schedule for all recurring work under this contract. The schedule shall be submitted to the KO for approval at least five working days prior to the start of the schedule month. The schedule shall identify all work including work ordered under the indefinite quantity portion of the contract. The schedule shall identify indefinite quantity work by task order or job order number and title, and indicate the scheduled start and completion dates.</p> <p>Recurring services shall be identified and the date of performance indicated. Changes or additions to any job that prevent the Contractor from completing the work on time, or which change the scope of the work, shall be reported the KO in writing no later than the day of scheduled completion; the revised completion date shall be provided at that time. Any changes to the approved monthly work schedule shall be approved by the KO in advance. The schedule shall be presented by annex.</p>
2.6.3.2	Work Delay Notification	In the event of a delay of work exceeding one working day for any reason, the Contractor shall notify the Facility Manager or his/her designated alternate, of the reason for the delay, and the anticipated time work should continue. Contact may be in person or by voice or e-mail.
2.6.4	Deliverables	<p>Records and reports are specified in Section C and listed as deliverables in Section F. The Contractor shall submit accurate and complete documents within the required timeframes as specified in Section F.</p> <p>Government acceptance of deliverables will not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.</p> <p>Reports shall be generated in an electronic format that is acceptable to the KO. Acceptable formats include Excel, Word, Adobe or Access. The report shall be submitted via e-mail, CD or other method approved by the KO.</p>
2.6.5	Service Interruptions	<p>If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, WRNMMC Facilities Management Department (FMD), Requirements Department, affected tenants, and customers at least 14 calendar days prior to the interruption.</p> <p>WRNMMC FMD Outage Coordinator will review and verify what systems or areas will be affected by the Contractor's outage request.–FMD Outage Coordinator will then approve the outage for the Contractor to perform the work-</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO within 10 minutes.
2.6.6	Government's Computerized Maintenance Management Systems (CMMS)	<p>The Government uses NAVFAC MAXIMO and the Medical Center's Defense Medical Logistics Support System (DMLSS) for work order and asset management. The Contractor will be required to use both systems to accomplish the work. The Contractor shall provide all required data for NAVFAC MAXIMO and the Medical Center's DMLSS as identified below:</p> <p>The Service Provider and Asset Interfaces are used for multiple processes by the Government and the format may be updated annually. As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor also shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days notice of modifications to the Service Provider or Asset Interface file format.</p> <p>NAVFAC MAXIMO:</p> <p>Required data fields for Service Provider Information indicated in J-0200000-07 and Asset Information indicated in J-0200000-08 shall be provided for all work performed in 1502000 Facility Investment. Further instructional information detailing the process for submitting the specified information for NAVFAC MAXIMO Data Reporting is provided in J-0200000-09.</p> <p>The Contractor shall provide data using one of the two following options detailed below depending on company's internal resources and existing systems. The Contractor shall clearly document and notify the Government of how the information will be submitted and notify the Government in writing when they plan to alter the procedures. Notification of a change in methods shall be provided in writing to the Contracting Officer at least 30 calendar days prior to the change.</p> <p>DIRECT ENTRY: The Contractor shall manually enter required work order and asset data directly into NAVFAC MAXIMO. NAVFAC MAXIMO System Access Procedures are provided in J-0200000-10. The Contractor shall ensure all information is updated by the end of each workday for all work performed.</p> <p>FLAT FILE: The Contractor shall electronically record and report compiled service performance data by delimited flat-file for exportation of work order and asset data to NAVFAC MAXIMO.</p> <p>The Contractor shall submit the Service Provider Information Report and Asset Information Report in a delimited flat-file following the NAVFAC MAXIMO Data Reporting process described in J-0200000-09 per Section F. In order to demonstrate the ability to properly format the delimited flat-file, the Contractor shall provide a Sample Delimited Flat-file prior to contract performance per Section F. Any failures in processing of the</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>delimited flat-file shall be corrected and resubmitted by the Contractor.</p> <p>Medical Center's DMLSS:</p> <p>DIRECT ENTRY: The Contractor shall manually enter required work order and asset data directly into the Medical Center's DMLSS. The Medical Center's DMLSS Access Procedures are provided in J-0200000-11. The Contractor shall ensure all information is updated by the end of each workday for all work performed.</p> <p>The Contractor shall use the Government furnished Defense Medical Logistics Support System (DMLSS) to manage all work at the Medical Center facilities, to include scheduling inspection and maintenance work orders, tracking historical maintenance and repair activities (task, man-hours, materials, and cost), maintaining equipment inventories, and all other maintenance and repair related management functions as directed by Medical Center facilities personnel. Training on the use of DMLSS will be provided by the Government. Further information detailing the process for submitting the specified information for DMLSS Data Reporting is provided in J-0200000-12</p>
2.6.7	Quality Management System (QMS)	<p>The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address:</p> <ul style="list-style-type: none"> • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner. • For WRNMMC, verification and DMLSS-FM input of scheduled maintenance task descriptions, equipment data, and changes as required. The Contractor is responsible to initially verify, maintain, and update as needed all Real Property Installed Equipment (RPIE) inventory in DMLSS-FM that require preventive maintenance.
2.6.7.1	Quality Management (QM) Plan	<p>The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, submit to the KO a revised QM Plan for acceptance.</p> <p>The Contractor's QM Plan shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> • Policy and objectives of Quality Management System (QMS) • Quality organization <ul style="list-style-type: none"> ○ List of personnel ○ On site during work hours ○ Responsibilities & lines of authority ○ Training and qualifications • Approach to assuring quality of services provided and conformance with performance objectives and standards

0200000 - Management and Administration		
Spec Item	Title	Description
		<ul style="list-style-type: none"> • Methods and procedures for effective planning, operation and control of processes and performance of work • Procedures for inspection and surveillance of services <ul style="list-style-type: none"> ○ Scheduling and performance of inspection and surveillance ○ Measurement, data collection and analysis ○ Corrective action, preventive action, and continuous improvement ○ Oversight of subcontracted work • Documentation and records management • Communication with government (customers)
2.6.7.2	Quality Inspection and Surveillance	The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of the Government and made available during the Government’s regular working hours. The file shall be turned over to the KO within five calendar days of completion or termination of the contract.
2.6.7.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a summary and results of the quality inspection and surveillance events performed and assessment-driven corrective actions and process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor’s quality of performance.
2.6.8	Property Management Plan	The Contractor shall establish and maintain a plan that meets the contract clause requirements of Specification Item 2.4, Government-Furnished Property, Materials and Services, of this Annex. This plan shall identify the Contractor’s policies, procedures, and practices in receiving and performing physical inventories, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession. The Property Management Plan shall be submitted per Section F.
2.6.9	System and Equipment Replacement	The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same model/style or equivalent as the component being replaced. Substitutes for replacement components must be accepted by the KO prior to use. The KO will furnish available information for the existing systems and equipment.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	<p>The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO necessary to certify their qualifications.</p> <p>The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		position title in this contract. As a minimum, include the PM, Quality Manager, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.
2.7.1.1	Project Manager (PM)	<p>Qualified candidates will have 7 to 10 years of health care supervisory engineering experience, preferably at a large hospital of similar scope and complexity. A bachelor's degree or equivalent, plus working knowledge of engineering management, engineering systems, budgeting and EOC/Joint Commission regulatory compliance is also mandatory.</p> <p>The PM or designated alternate shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site during the Government's regular working hours and shall be available on-site within two hours after the Government's regular working hours.</p>
2.7.1.2	Quality Manager (QM)	<p>The Contractor shall provide a Quality Manager or designated alternate shall be on-site within during the Government's regular working hours and shall be available on-site within two hours after the Government's regular working hours. The Quality Manager must report directly to a senior corporate official and shall not report directly to the Project Manager.</p> <p>The Quality Manager shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract:</p> <p>The Quality Manager shall have at least five years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager shall not be the same person as the SSHO.</p>
2.7.1.3	Site Safety and Health Officer (SSHO)	<p>The SSHO must meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one Competent Person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.</p> <p>A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office.</p> <p>The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>The SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three years experience if he possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four years. The SSHO shall not be the same person as the project manager.</p>
2.7.2	Employee Requirements	<p>The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures.</p> <p>Personnel in contact with patient care areas shall meet The Joint Commission (TJC), OSHA Healthcare, and NAVOSH healthcare requirements. Preventive health records for these employees shall be provided to the Government prior to an employee working in the medical center complex.</p> <p>A minimum of 50% of trade personnel (electrical, mechanical and HVAC) employed at the WRNMMC Bethesda will have certifications as journeyman level. Additionally, 25% of personnel assigned to WRNMMC shall have prior healthcare facility maintenance experience.</p>
2.7.2.1	Employee Certification and Training	<p>The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within 4 hours of request.</p>
2.7.2.2	Training Requirements	<p>The Contractor shall meet all WRNMMC Bethesda mandatory training requirements.</p> <p>To meet TJC accreditation requirements, the Contractor shall develop individual Training Folders for all employees who work within the medical center complex to specifically document completed training. These individual training folders shall be made available to the Government for at any time.</p> <p>Required training for Contractor personnel assigned to work within the WRNMMC complex can be found on the WRNMMC intranet under "Education Training & Research – Required Civilian and Military Training". This site is the authoritative database for all required training for military, civilian and contractor personnel, and may be periodically updated during the term of this contract. Any new training requirements mandated for Contractors after the start of this contract will be adhered to by all applicable Contractor employees assigned to work within WRNMMC at no additional cost to the Government unless there is a resulting significant increase or decrease in contract requirements.</p> <p>The following represents a sample of the minimum training required for any Contractor assigned to work in WRNMMC. A comprehensive listing</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>of required training can be found at the WRNMMC intranet.</p> <ul style="list-style-type: none"> ▪ Health Insurance Portability Accountability and Assurance (HIPAA) Training – required upon initial start date and annually thereafter. ▪ Annual Regulatory Training (ART) - required upon initial start date and annually thereafter. ▪ Anti-terrorism and Force Protection (ATFP) Level 1 Awareness Training - required upon initial start date and annually thereafter. ▪ Cyber Awareness Challenge - - required upon initial start date and annually thereafter. ▪ No Fear Act - required upon initial start date and every two years thereafter. ▪ Any job related specific clinical staff provided training (e.g., Radiation Safety Awareness). ▪ Any other training required by the contract to be provided by the Contractor to its employees. <p>The list of the required training is available upon request, and will be current as of the dated provided.</p>
2.7.2.3	Continuing Education	<p>Services shall be provided by fully trained and qualified personnel. The Contractor shall be responsible for all tuition, travel, and labor costs required for attendance of his/her personnel for any training required to maintain or acquire competency in the skills and professions necessary to fulfill the requirements of this contract. This may include but not limited to training that may be required by vendors of equipment in the maintenance inventory to obtain factory certifications to qualify personnel to operate and maintain said equipment. If training is not included as part of equipment installation on another contract or a task order with this contract, then the government will consider an equitable adjustment for this requirement under the CHANGES clause. The contractor shall request approval for such training from the contracting officer prior to incurring any costs.</p> <p>The American Society for Healthcare Engineering (ASHE) conducts an annual national conference with up-to-date information on the latest code and regulatory changes. The Contractor shall send at least one employee assigned to WRNMMC to the national conference at the Contractor's expense. The employee(s) shall attend the training seminars at the conference.</p>
2.7.2.4	Employee Appearance	<p>The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.</p>
2.7.2.5	Employee Conduct	<p>Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.</p>
2.7.2.6	Identification as Contractor Employee	<p>Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in telephone</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		conversations and in formal and informal written correspondence.
2.7.2.7	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.8	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory Proof of Legal Residency is furnished per Section F.
2.7.2.9	Occupational Health Emergencies	In the event that a contractor employee suffers a severe injury or potential exposure while working within the complex that requires immediate medical care, WRNMMC Emergency Room can provide emergency treatment if needed. Follow-on treatment after the medical emergency is treated, and treatment for non-emergent care shall be provided at off-site locations arranged by the Contractor.
2.7.3	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)	The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: https://doncmra.nmci.navy.mil . Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://doncmra.nmci.navy.mil .
2.8	Security Requirements	The Contractor shall comply with, all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained.
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's full name, aliases, social security number, hire date, and termination date. The Contractor shall provide to the KO the name or names of the responsible supervisory person or persons authorized to act for the Contractor.
2.8.1.1	Essential Contractor Employee Recall List	The Contractor shall maintain and provide upon request a list of Contractor employees responsible for critical operations prior to contract start. The list shall include the employee's name, trade, level of security clearance and phone number. A revised list shall be provided as changes occur within three working days of the change.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Contractor employees must be able to obtain Common Access Cards (CAC) in accordance with security requirements. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned within 10 calendar days.

0200000 - Management and Administration		
Spec Item	Title	Description
		Requirement Information: Contractor employees that require access to the Government's CMMS must obtain a CAC.
2.8.4	Access to Installation	<p>All Contractor personnel shall obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge.</p> <p>The Contractor shall furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at http://www.uscis.gov/portal/site/uscis by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Contracting Officer.</p>
2.8.4.1	NCACS Program	<p>NCACS is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit.</p> <p>The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON).</p> <p>Information on costs and requirements to participate and enroll in NCACS is available at http://www.rapidgate.com/vendors/how-to-enroll or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.</p>
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office

0200000 - Management and Administration		
Spec Item	Title	Description
		necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	<p>The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO will provide information on applicable buildings, spaces and the appropriate point of contact.</p> <p>The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the Government Performance Assessment Representative (PAR) and appropriate point of contract if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., service requests, may require a longer wait for an escort.</p>
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.
2.8.8	Access to Sensitive Unclassified Information	<p>The Contractor personnel whose work involves access to sensitive unclassified information shall undergo a National Agency Check Investigation (NACI) to verify their suitability. If the Contractor personnel currently have a favorably adjudicated NACI the Contractor shall notify the Government Command Security Manager who will validate this in the Joint Personnel Adjudication System (JPAS).</p> <p>The Contractor shall request from the Government for access to the E-QIP Direct program for the Contractor employees to complete the SF-85 form on line for an NACI. The Security Manager will determine suitability. Upon a favorable NACI, the Contractor personnel shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements and applicant fingerprint card (FD87) per Section F. The Contractor shall be responsibility for providing the fingerprint card.</p> <p>The request shall be renewed annually or for the duration of the contract if less than one year.</p>
2.8.9	Key Control	<p>The Contractor shall submit a Key Control Plan for KO approval per Section F. The Contractor will be provided with keys to allow access to all rooms requiring maintenance service. All keys provided to the Contractor will not be duplicated, or issued to any individual to be retained in his/her possession while not physically performing duties on the installation. Keys will be safeguarded and controlled in accordance with Navy Regulations and all applicable security regulations.</p> <p>Whenever rooms or areas are locked, Contractor employees will not permit the use of keys in their possession by other persons for the purpose of gaining access to such locked rooms or areas; and, likewise, Contractor employees will not open locked rooms or areas to permit entrance by persons other than the Contractor's employees in the fulfillment of their duties. All rooms found locked will not be left unattended during the maintenance process and will be relocked by maintenance personnel after</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>completion of work.</p> <p>Methods will be established to ensure all keys issued by the Government for Contractor employee use are not lost, misplaced and or used by unauthorized persons. The Government will provide keys for rooms or areas where routine access is required. Keys not being used for the day will be retained in a designated locked key box as determined by the Contractor and approved by the KO. Locked key boxes will be provided at contractor expense.</p> <p>The Contractor shall immediately report all occurrences of lost or unauthorized duplication of keys to the KO. If keys (other than master keys) are lost or duplicated, the Contractor may be required after seven days with written direction of the KO to re- key or replace the affected lock or locks. In the event a master key is lost or duplicated without permission, all locks and keys for that system will be replaced at the Contractor's expense.</p>
2.9	Contractor Safety Program	<p>The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1 and Public Law 91-596, Occupational Safety and Health Act.</p>
2.9.1	Accident Prevention Plan (APP)	<p>The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSSH and shall be followed by all Contractor employees, subcontractors, and vendors at each service site.</p> <p>The APP shall follow the format and include all elements addressed in Appendix A of EM 385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract.</p> <p>The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs as specified below.</p>
2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., non-recurring work task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically:</p> <ul style="list-style-type: none"> • For contract modifications to recurring work requirements where changes are germane to the original contract, the Contractor shall revise applicable AHAs within 15 calendar days after

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>modification is signed.</p> <ul style="list-style-type: none"> • For contracts with non-recurring work ELINs, the Contractor shall submit an AHA on non-recurring work task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work priced services. • For construction (including renovation or alteration) task orders placed on the non-recurring portion of contract, the Contractor shall submit a separate AHA for each task order with the associated proposal. <p>AHAs shall follow format of Figure 1-2 of EM 385-1-1 and shall explain the following as detailed in the EM 385-1-1:</p> <ul style="list-style-type: none"> • The steps of the service process; • Identify potential hazards that exist as a result of the Contractor's service process within the environment; • Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment; • Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment; • Inspection requirements to assure service activity is safe; and • Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment. <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p>
2.9.3	Occupational Risk and Compliance Plans	The Contractor shall develop, provide and implement occupational risk and compliance plans, as specified below, as necessary for the situation or types of work to be performed under this contract. These plans shall be submitted with the APP and shall be updated as situations change. Additional plans as referenced in Appendix A of EM 385-1-1 shall be developed as applicable when new types of work are required under this contract.
2.9.3.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.9.3.2	Asbestos Abatement Plan	The Contractor shall develop an asbestos abatement plan, as applicable, to include elements addressed in paragraph 06.B.05 of EM 385-1-1.
2.9.3.3	Confined Space Program	The Contractor shall develop an activity/site-specific confined space program to include elements addressed in paragraph 34.A of EM 385-1-1 and comply with relevant requirements in 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, and any other Federal, state and local regulatory standards.
2.9.3.4	Critical Lift Plan	The Contractor shall develop a critical lift plan to explain how it will conduct any lifts at 75 percent or more of the crane or hoist capacity (or lifts over 50 percent of the capacity on a barge mounted mobile crane's

0200000 - Management and Administration		
Spec Item	Title	Description
		hoists) for any radius of lifts and include elements addressed in Paragraph 16.H of EM 385-1-1 and comply with requirements in ASME B30.22, ASME B30.3; ASME B30.5, and ASME B30.8.
2.9.3.5	Demolition Plan	The Contractor shall develop a plan to explain how it will safely dismantle and remove all demolished building components and debris off Government property. The Contractor shall provide an engineering survey and demolition plan developed by a registered professional engineer to include elements addressed in paragraph 23.A.01 of EM 385-1-1.
2.9.3.6	Emergency Response Plans	The Contractor shall develop emergency response plans to ensure safe evacuation and personnel safety in the event of fire or other emergency that include elements addressed in paragraphs 01.E, 03.A, 03.D, and 19.A.04 of EM 385-1-1.
2.9.3.7	Excavation/Trenching Plan	The Contractor shall develop an excavation/trenching plan to include elements addressed in paragraph 25.A.01 of EM 385-1-1.
2.9.3.8	Fall Prevention and Protection Plan	The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.C of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. A competent person for fall protection shall prepare and sign the plan.
2.9.3.9	Fire Prevention Program	The Contractor shall develop a fire prevention program to include a fire prevention plan and annual survey to include elements addressed in paragraph 06.C and 09.A of EM 385-1-1, NFPA 10, NFPA 241, NFPA 51B, NFPA 70, and NFPA 70E.
2.9.3.10	Floating Plant Severe Weather Precaution Plan and Marine Emergency Plan	The Contractor shall develop a floating plant severe weather precaution plan and marine emergency plan where floating plants, e.g., dredges, floating and barge mounted cranes, will be utilized to include elements addressed in paragraphs 19.A.03 and 19.A.04 of EM 385-1-1.
2.9.3.11	Hazardous Energy Control Program	The Contractor shall develop a hazardous energy control program to include elements addressed in paragraph 12.A.12 of EM 385-1-1.
2.9.3.12	Health Hazard Control Program and Hazard Communication Program	The Contractor shall develop a project-specific health hazard control program and chemical hazard communication program to include elements addressed in paragraphs 06.A and 06.B of EM 385-1-1 and 29 Code of Federal Regulations (CFR) 1910.120 or 1926.59 requirements.
2.9.3.13	Heat/Cold Stress Monitoring Plan	The Contractor shall develop a heat/cold stress monitoring plan to include elements addressed in paragraph 06.I.02 of EM 385-1-1.
2.9.3.14	Interim Life Safety Measures (ILSM)	In the event that Contractor work changes available fire egress routes, the Contractor shall submit requests for Interim Life Safety Measures to the KO. Naval Support Activity (NSA) Bethesda Fire Department in conjunction with WRNMMC FMD will assess and approve the Contractor's request. Interim Life Safety Permit Request Form is provided in J-0200000-13.
2.9.3.15	Lead Compliance and Abatement Plan	The Contractor shall develop a lead compliance and abatement plan to include elements addressed in paragraph 06.B.05 of EM 385-1-1 and 29 CFR 1910.1025 and 29 CFR 1926.62.
2.9.3.16	Radiation Safety Program	The Contractor shall develop a radiation safety program to include elements addressed in paragraph 06.E.03 of EM 385-1-1.
2.9.3.17	Respiratory Protection Program	The Contractor shall develop a respiratory protection program to include elements addressed in paragraph 05.G of EM 385-1-1 and the OSHA's respiratory protection standard specified in 29 CFR 1910.134.
2.9.3.18	Site Sanitation Plan	The Contractor shall develop a site sanitation plan to include elements addressed in Section 2 of EM 385-1-1.

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.3.19	Temporary Facility Layout Plan	The Contractor shall develop a temporary facility layout plan to include elements addressed in paragraph 04.A.01 of EM 385-1-1.
2.9.3.20	Underground Emergency Rescue Plan	The Contractor shall develop an underground emergency rescue plan to include elements addressed in paragraph 26.A of EM 385-1-1.
2.9.3.21	Burn Permits	Prior to performing any hot work at WRNMMC, the Contractor shall submit a Burn Permit request to the KO. NSA Bethesda Fire Department in conjunction with FMD will assess and approve the Contractor's request. A Burn Permit Request Form is provided in J-0200000-14.
2.9.3.22	Dig Permits	<p>Prior to performing any excavation, the Contractor shall submit requests for Dig Permits at WRNMMC to the KO. Unless it is an emergency the request should be made 10 to 15 days in advance.</p> <p>WRNMMC Facilities Management Department (FMD) will then perform an Impact Assessment to verify what systems or areas will be affected by the Contractor's request. FMD will then approve the Dig Permit for the Contractor to perform the work. The procedure for requesting a Dig Permit is provided in J-0200000-15</p>
2.9.3.23	Firestop Installation Permit Program	Prior to conducting any work that may result in physical penetration of a NFPA-rated fire or smoke barrier; the Contractor shall submit requests for Firestop Installation Permits at WRNMMC to the KO per NATNAVMEDCENINST 4300.1. NNMCM FMD will assess and approve the Contractor's request, with the understanding that the Contractor will seal all penetrations created to ensure the rated integrity of the fire or smoke barrier remains intact. In addition, the contractor will re-seal any other obvious open wall penetrations in the vicinity of their original work. The Firestop Installation Permit Program is provided in J-0200000-16.
2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any Weight Handling Equipment (WHE) accident. Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.</p> <p>The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms will be provided by the KO.</p> <p>For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Applications Management System (ESAMS) per Section F.</p> <p>The Contractor shall conduct an accident investigation for any weight handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident, complete the WHE Accident Report (Crane and Rigging Gear) form and submit per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The WHE accident report form will be provided by the KO.</p>
2.9.4.1	Accident Reporting and Notification Criteria	<p>The following criteria and definitions apply to the accident reporting requirements specified above:</p> <p>Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ol style="list-style-type: none"> 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 3) Restricted work; 4) Transfer to another job; 5) Medical treatment beyond first aid; 6) Loss of consciousness; or 7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. <p>High Visibility Accident. Any mishap which may generate publicity or high visibility.</p> <p>Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.</p> <p>WHE Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents, even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.)</p>
2.9.5	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.9.5.1	Fire Protection Coverage at WRNMMC	The Contractor shall provide sufficient staff of no less than four fully qualified Fire Protection Maintenance Technicians at the WRNMMC. The Fire Protection Technicians shall have at a minimum Level I/II

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>qualifications/certifications.</p> <p>The Fire Protection Maintenance Technicians shall provide coverage at the WRNMMC from 0600 – 1600 hours (6:00 AM – 4:00 PM), Monday – Friday.</p> <p>The Contractor shall provide a means in which Fire Protection Personnel shall receive and send e-mails. System shall be in place at start of contract. The Government shall provide office space.</p> <p>The Contractor shall provide Nextel phones with the push to talk radio feature. The telephone feature shall be disabled. The Contractor shall provide sufficient numbers for all their Fire Protection personnel at the WRNMMC and the Medical Center Complex. Equipment shall be provided at start of contract. The Contractor shall ensure their furnished equipment is kept in good working order throughout the life of this Contract.</p>
2.9.5.2	Fire Protection Outages at WRNMMC and Complex	<p>The Contractor shall obtain permission for all Fire Protection Outages at the WRNMMC and Complex at least 15 days prior to the outage.</p> <p>The Contractor shall be the focal point for identifying system outage requirements and optimum times for scheduling the outage. For preplanned testing/outages required to accomplish Preventative Maintenance (PM) tasks, the Contractor's Facility Manager (FM) or Lead will identify the requirements as part of the annual planning process.</p> <p>The scheduled outage will be reconfirmed, in writing, a minimum of 15 days prior to the scheduled outage date. This process is conducted in coordination with the KO.</p> <p>For outages requiring corrective maintenance, the FM or Lead shall submit a request to the KO detailing the nature of the problem, areas affected, temporary utilities requirements and forecasted duration of the outage.</p> <p>All planned outages must be approved in advance by the Government. Upon completion of the outage, the FM or Lead and any responsible subcontractor will inspect the work and ensure all systems have been properly secured and reactivated.</p>
2.9.6	Monthly On-Site Labor Report	The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor. The data is required for Facility Accident and Incident Reporting (FAIR) data reporting.
2.9.7	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and provide a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.9.8	Safety Inspections and Monitoring	<p>The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> • The site is safe and free of job-site hazards • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed.

0200000 - Management and Administration		
Spec Item	Title	Description
		<ul style="list-style-type: none"> Workers are familiar with the hazards covered in the respective AHA for that work activity. All equipment and tools are in good condition and being used safely. <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request.</p> <p>Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p>
2.9.9	Safety Certification	The Contractor shall submit copies of all the required Federal, state, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.
2.9.10	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting ANSI/ISEA 107-2004 requirements. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2004 Class I compliant apparel.
2.10	Environmental Management and Sustainability	The Contractor shall perform work under this contract consistent with the following Environmental Management System (EMS) goals and policy. Goals: <ul style="list-style-type: none"> Reduce purchase and use of toxic and hazardous materials; Expand purchase of green products and services; increase recycling; Reduce energy and water use; Increase use of alternative fuels and renewable energy; Integrate green building concepts in major renovations and new construction;

0200000 - Management and Administration		
Spec Item	Title	Description
		<ul style="list-style-type: none"> • Prevent pollution at the source; and • Continual improvement. <p>Policy:</p> <ul style="list-style-type: none"> • Protect public health and the environment by being an environmentally responsible member of the community; • Preserve our natural, historic and cultural resources; • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities; • Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; • Enhance our program as we develop and implement an Environmental Management System; and • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. <p>The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO when requested. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.</p>
2.10.1	Energy Management Program	<p>The Contractor shall comply with the installation's energy management program. The Contractor PM, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board.</p> <p>The Contractor shall attend periodic meetings with the Installation Energy Manager, where energy and water efficiency goals and project status will be discussed to ensure that any Contractor work complements and optimizes efficiency efforts.</p>
2.10.1.1	Water Conservation Plan	The Contractor shall develop, submit and implement a Water Conservation Plan per Section F.
2.10.1.2	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For

0200000 - Management and Administration		
Spec Item	Title	Description
		product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.
2.10.2	Environmental Protection	<p>The Contractor shall comply with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Installation Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine and other costs. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.</p> <p>The Contractor shall submit a detailed environmental compliance plan in electronic format to the KO for approval per Section F. This plan shall provide detailed analysis and discussion of the following at a minimum:</p> <ol style="list-style-type: none"> a. Control and management of Ozone-depleting substances (ODS). b. Anticipated spill response requirements, capabilities, and procedures. Also, this plan shall describe contingency plans for spills in excess of the Contractor's inherent capability. c. Identification, disposal and storage of incidental hazardous wastes in accordance with Navy directives. d. Procedures, training and employee qualifications for handling projects involving mold, asbestos and lead in accordance with Navy directives
2.10.2.1	ODS Requirements for Refrigerant Recycling	<p>Technicians must be certified through an EPA approved program. Copies of the certifications shall be maintained at the employee's place of business and/or carried as a wallet card by the technician.</p> <p>Records are maintained for all refrigerant removal operations performed prior to small appliance or motor vehicle air condition appliance disposal. The recovery date, technician's name and a statement that all refrigerant that had not previously leaked was removed in accordance with 40 CFR 82 shall be included in the disposal records.</p> <p>Records kept for all refrigerant recovery operations/services performed on equipment that normally contains 50 pounds or more refrigerant will include the service date, service description, amount of refrigerant purchased, and amount of refrigerant added.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Refrigerant leaks on equipment, which normally contain 50 pounds or more refrigerant, are repaired within 30 days of leak discovery.</p> <p>Leak repairs for equipment normally containing 50 pounds or more refrigerant are documented, including the date of leak discovery and date repaired, technician's name, amount of refrigerant vented, and amount purchased and added. Satisfactory leak repair verification tests are documented within 30 days of repair.</p> <p>Records detailing accidental venting of ODS are maintained; these records shall include as a minimum the date, type, location, amount vented, and reason for venting.</p> <p>Records detailing the type and amount of refrigerant purchases shall be kept.</p> <p>Only excess Class I ODS is to be returned to DLA and not private contractors (R-11, 12, 113, 114, 500, 502). All reclaimed class I refrigerant shall be stored in approved containers, made for the intended purpose and transported by the Contractor to the Defense Logistic Agency (DLA) at the following address:</p> <p style="text-align: center;">Defense Depot Richmond Va. (DDVA) SW0400 Cylinder Operations 8000 Jefferson Davis Highway Richmond, Virginia 23297-5000</p> <p>Once the Contractor has delivered the refrigerant to DLA in Richmond, the Contractor shall provide a Class I ODS Report per Section F.</p> <p>Contractor ODS records shall be available to the KO upon request.</p>
2.10.2.2	Non-Hazardous Waste Disposal	<p>The Contractor shall dispose all wastes in accordance with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements.</p> <p>All non-hazardous, non-regulated debris and rubbish resulting from the work under this excluding recyclable materials shall be disposed of at appropriate off installation waste handling facilities.</p> <p>All regulated, non-hazardous waste shall be disposed of in accordance with all applicable Federal, state, and local laws, regulations, and with base-wide instructions.</p>
2.10.2.3	Hazardous Waste Disposal	<p>The Contractor shall dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, state and local laws and regulations. No disposal of hazardous waste onboard the installation is allowed.</p>
2.10.2.4	Spill Prevention, Containment, and Clean-up	<p>The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Federal, state, and local laws and regulations and with the Installation Spill Control Plan provided in J-0200000-17 at no additional cost to the Government.</p>
2.10.2.5	Hazardous Material Management	<p>The Contractor shall support the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP).</p> <p>The Contractor shall submit an Emergency Planning and Community</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Right to Know Act (EPCRA) Report and Contractor Hazardous Material Inventory Log per Section F following the format provided in J-0200000-18.</p> <p>The Contractor shall receive approval from the KO prior to bringing hazardous material on Government Property or prior to any other use in conjunction with this contract. For approval to use any hazardous material, allow a minimum of 10 working days for processing the request. The Contractor shall post Material Safety Data Sheets (MSDS) at the worksite where the products are being used. Should the Government determine that a chemical the Contractor will use needs to be tracked; the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements.</p> <p>The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA.</p>
2.10.2.6	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.7	Noise Control	<p>The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.</p> <p>Work stoppage may occur in critical areas if noise is a problem for the medical treatment team. These areas may include but are not limited to: Emergency Room, Intensive Care Unit, Neonatal Intensive Care Unit, Pediatric Intensive Care Unit, Main Operating Rooms, Cardiac Special Procedures Unit, and Patient Sleeping Rooms.</p>
2.10.2.8	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government. The Contractor shall contact the KO to coordinate deliver of this material and equipment at the Contractor's expense.
2.10.2.9	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written ACM Notification within 24 hours.
2.10.2.10	Encountering Lead, Asbestos, and other Hazardous Materials	<p>The Contractor may encounter asbestos, lead, and other hazardous materials during the performance of work under this contract. If such material is encountered or suspected in the performance of work, the Contractor shall employ all appropriate material handling procedures and comply with all pertinent requirements and documentation procedures required by local, state and federal regulating agencies in accomplishing the work. This shall include sampling and work plan preparation. The Contractor shall notify the KO and receive approval prior to proceeding with work accomplishment.</p> <p>Prior to conducting asbestos or mold removal work, the Contractor shall</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		submit the documentation required per NATNAVMEDCENINST 5090.6 to the KO for approval.
2.10.3	Sustainable Procurement and Practices	<p>The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, state and local laws and regulation, including E.O. 13423, E.O. 13514, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the following components:</p> <ul style="list-style-type: none"> • Recycled Contents Products • Energy/Water efficiency • Energy Efficient Tools and Equipment • Alternate Fuels and Alternate Fuel Vehicles • Biobased Products • Non-Ozone Depleting Products • Environmental Preferred Products and Services • Low/Non-Toxic and Hazardous Materials <p>The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.</p>
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (<i>e.g.</i> , Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	<p>The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website (http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm).</p> <p>Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products must be accepted by the KO before it is used.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
2.10.3.3	Use of Biobased Products	The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS. Information about these products is available at http://www.usda.gov/biopreferred .
2.11	Activities in Healthcare Areas	Sections below list work policies specific to working in a healthcare environment. The Contractor shall comply with the instructions of the WRNMMC Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of patients, visitors and staff personnel. These items are included in multiple volumes of the WRNMMC Facilities Maintenance Department Policies and Procedures. The Contractor will abide by the effective revision of a particular policy or procedure.
2.11.1	Infection Control	<p>Prior to commencing work within the medical center complex, the Contractor shall comply with the requirements in the NATNAVMEDCENINST 6220.5 and the WRNMMC Infection Prevention & Control (IPaC) Manual. The following is a representative list of what is required for each employee that works in the medical center complex:</p> <ul style="list-style-type: none"> -Establish individual Medical Records. -Document Immunity to listed diseases. -Offer Hepatitis B Vaccine -Perform physical exams and respirator fit tests for personnel who may be assigned to work in occupied Negative Pressure Isolation Rooms. -Submit a Bloodborne Pathogen Exposure Control Plan that complies with the OSHA Bloodborne Pathogen Standard. -Submit a Tuberculosis Exposure Control Plan that complies with the OSHA Standard on Respiratory Protection. <p>Prior to the start of major work (such as a non-recurring work or construction project), and for certain categories of repetitive, high-risk work, the WRNMMC Staff will conduct Infection Control Risk Assessments. The results of the assessments will be added requirements for control of airborne contaminants on the part of the Contractor, which can include the requirement to install temporary hard wall barriers or plastic barriers, establishing negative ventilation and filtration, and other dust control measures, in the work area or for transportation of debris and other materials through the hospital.</p>
2.11.2	Main Operating Rooms	<p>When working in Main Operating Rooms (Building 9, 3rd Floor), Oral and Maxillofacial Surgery, Delivery Rooms (Building 10, 6th floor), or the Emergency Room (Building 9A), Contractor personnel will check in at the applicable Front Desk whenever entering these areas. The Contractor shall not enter any Operating Room if a surgery is in progress. The Contractor must contain dust to ensure dust does not inflow into any surgical room during surgery.</p> <p>Contractor personnel working within the Operating Rooms will wear protective clothing (i.e., "bunny suits"), shoe covers, and hair covers. Contractors will only place tools on a tool cart, or on the floor, never on any other horizontal surface in the operating room such as a surgical table or piece of medical equipment. Contractor's questions about working in Operating Rooms should be directed to the respective Front Desk staff.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
2.11.3	Patient Procedure Rooms	Prior to entering patient procedure rooms located throughout WRNMMC to include Dental Clinic, the Contractor will take similar protective measures as those for working in the Main Operating Rooms.
2.11.4	Radiology Rooms	Within the WRNMMC, there are numerous areas where ionizing radiation may be present all the time or intermittently. Levels of radiation are of levels applied during patient treatment or equipment calibration activities. To ensure safety of Contractor and medical center personnel, patients and visitors, the Contractor will comply with requirements for space entry and/or conduct of work as described in "Radiology Spaces Requiring Special Consideration" J-0200000-19.
2.11.5	Building 10, 7th Floor Patient Treatment Areas	The contractor will check in at the Front Desk before entering the Building 10, 7th Floor Patient Treatment Areas. The Contractor will not leave tools, materials, or equipment unattended, and will remove all tools, materials, and equipment when work is complete. The Contractor will not leave duct work or crawl space open when not attended.
2.11.6	Sterile Processing	<p>When performing work in the Sterile Processing Division (SPD), the Contractor will adhere to the following guidance:</p> <p>Clean Side: Clean surgical scrub attire or new white coveralls (provided by SPD) with surgical hair cover must be worn at all times. Shoe covers are not necessary, however, if shoes are heavily soiled (dirt, bio-burden, etc.), then shoe covers should be worn.</p> <p>Decontamination Side: Street clothing is permitted in these spaces. No other attire is necessary, unless handling contaminated waste or instrumentation. Then, the attire listed for the clean side will be worn along with clean gloves, mask with splash shield and water resistant gown.</p> <p>Surgical products and instrumentation are processed for patient use 24 hours per day, 365 days per year. As such, any work that produces airborne dust, debris or particles must be ventilated or captured through filtration methods. This includes any spray or paint plume and/or fumes. Also, take precautions for any work that has the possibility of soiling clean surfaces or creating moisture on any surface (such as, covering surfaces with sheets or tarps).</p> <p>Notify SPD at least 48 hours in advance of any work performed in which special precautions/preparations may be needed.</p> <p>Ethylene Oxide (ETO) sterilization is performed in SPD and could release a hazardous and deadly gas into SPD spaces if a failure occurs to any part of the ETO sterilizer. Workers should know that a specific alarm system exists if ETO is exhausted into work spaces. Workers will immediately evacuate all SPD spaces if this occurs.</p>
2.11.7	Medical Evaluation and Treatment Unit (METU) Suite	The Contractor must be escorted by Facilities Management Department personnel at all times while in the METU Suite.
2.11.8	Radio and Cellular Telephone Use Restrictions	To prevent possible radio frequency interference with sensitive medical equipment, the Contractor shall not use cell phones or "walkie-talkie" radios in the following patient care areas: Intensive Care Unit, Main ICU, Main Operating Rooms, Post Anesthesia

0200000 - Management and Administration		
Spec Item	Title	Description
		Care Unit, Cardiac Rehabilitation, Cardiac Catheterization Lab, Interventional Radiology and the Neonatal Intensive Care Unit and Operating Rooms.
2.11.9	Smoking Policy	WRNMMC buildings are all smoke-free facilities. NATNAVMEDCENIST 5090.1 is the governing instruction. Designated smoking areas are available in marked areas outside. The Contractor shall comply with local instructions on smoking policy. Personnel caught smoking will be removed from the premises. Contractors shall not smoke in mechanical rooms, electrical/LAN rooms, roofs, penthouses, or other areas within the confines of any hospital buildings. The Contractor shall enforce this policy for any sub-contractors that he/she may employ in the course of work.
2.11.10	Parking	Parking on the WRNMMC campus is extremely limited and the Government makes no guarantee as to its availability. Parking for Contractor personnel, if available, will only be permitted in those areas designated by the Contracting Officer. The Contractor is responsible for all fines associated with traffic and parking violations. NATNAVMEDCENINST 5560.1 series is the parking management instruction for WRNMMC complex.
2.12	Disaster Preparedness	The Contractor shall comply with WRNMMC Instruction 3020.01 Emergency Management Plan for specific disaster preparedness requirements. The Contractor shall support the installation contingency response plan as directed by the KO.
2.13	Technical Library	Existing technical library contents, including facility drawings, operation & maintenance manuals, warranties, Government publications, record drawings and other appropriate material, will be made available to the Contractor by the Government.
2.13.1	WRNMMC Policies	All effective instructions and notices for WRNMMC are listed on the WRNMMC intranet site. Specific policies can be provided on request.
2.14	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents. The Contractor shall install warranty tags to identify items under warranty. The Contractor will operate, maintain and repair property and equipment items pursuant to the warranty instructions to maintain the warranty's validity. The Contractor shall not perform repairs to items under warranty without the permission of the KO.
2.15	General Requirements and Procedures	
2.15.1	Utility System Failure Incident Report	In cases where patient care is affected by action or inaction of the Contractor, the Contractor shall provide an Incident Report, using an approved WRNMMC form, detailing the causes and actions taken. A report will be submitted to the Government within 24 hours of the incident.
2.15.2	Standards	All workmanship shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; applicable activity, local, state,

0200000 - Management and Administration		
Spec Item	Title	Description
		and Federal standards; and applicable building and safety codes.
2.16	Recurring Work Procedures	
2.16.1	Notification to the Government for Work Above the Recurring Work Limitations	The Contractor is fully responsible for work up to the recurring work limits. Recurring work limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the recurring work limits, the Contractor shall notify the KO within two hours of identification for further direction. The Government may issue a task order in accordance with the non-recurring work portion of the contract detailed below or accomplish the work by means other than this contract.
2.16.2	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work ELINs are provided in J-0200000-21.
2.17	Inventory Data Quantity Variation	Inventory data reflecting item quantities supporting contract requirements (as priced in individual ELINs) for each technical specification represent the latest information available. Inventory data include but are not limited to facilities, areas (e.g., cubic foot, square foot), systems, equipment, and distances (lengths and heights). A contract modification will not be processed for inventory fluctuations up to and including plus or minus ten percent. The Contractor shall provide an inventory when requested and annually, at the end of each contract period, the Government and the Contractor will jointly verify the change in inventory amounts. Should an inventory quantity supporting a contract ELIN be validated to exceed plus or minus ten percent of the original amount, a contract modification will be executed for the full increase or decrease in inventory quantity. Technical specification inventory quantities indicated at contract award will be the baseline for monitoring fluctuations annually until a contract modification for a change in inventory is awarded. The total inventory quantity as verified for the contract modification will be used as the new baseline for determination of future annual fluctuation adjustments.
2.17.1	Real Property Inventory Equipment (RPIE)	<p>For WRNMMC, the Contractor shall verify with the KO, COR and FMD the RPIE inventory for the PM program within the first 90 days of the start of the contract.</p> <p>Any discrepancies between the Government provided RPIE list and the actual inventory will be reported within five (5) days after completion of the initial inventory</p> <p>Once the Government approves this inventory list, the Contractor is then responsible to maintain current this inventory list throughout the life of the contract. Additions and deletions to the RPIE inventory will be adjusted as needed by the Contractor following approval by the Government without a specific contract modification unless the Contractor determines that a modification is required. Then the Contractor can request a fair and reasonable price adjustment (up or down) if appropriate.</p> <p>All active RPIE must be scheduled for PMs and in-active RPIEs must be archived when a replacement RPIE is entered into DMLSS-FM.</p> <p>The Contractor shall ensure that PMs are established and scheduled for all equipment requiring tests or inspection, even if the equipment is being inspected and/or tested by another contractor. This requirement is for any contractor and is not limited only to the Contractor's sub-contractors.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		The Contractor shall ensure a joint inventory with the KO, COR and FMD is accomplished before conducting a joint inventory with the successor. The Government will provide permission for adding/deleting inventory items.
2.18	Non-Recurring Work	Non-recurring work is identified in each applicable annex or sub-annex. Non-recurring work may consist of Unit Priced Task (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all non-recurring task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. Non-recurring work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the Non-Recurring Work Exhibit Line Items (ELINs) provided in Section J on an as needed basis.
2.18.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as an IDIQ work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The recurring work for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.18.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform non-recurring work via an electronic medium with supported commands utilizing their Government Purchase Card (GPC). DoD EMALL is the electronic medium for authorized Government personnel to place orders for service to the Contractor. DoD EMALL is located at www.emall.dla.mil under NAVFAC contract. The Contractor is required to report all non-recurring work quantities ordered via EMALL monthly to the KO.
2.18.1.2	Invoicing and Receiving Payment	Payment for completed EMALL orders will be made using the GPC. Reference "payment by third party" clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for non-recurring work via an electronic medium with supported command representatives utilizing their GPC. No partial or advance payments will be provided.
2.18.2	Unit Priced Labor (UPL) Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as non-recurring work that utilizes negotiated labor hours and materials to accomplish a task not required by the fixed-price portion of the contract. UPL includes separately priced labor, material, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes a recurring work task order.
2.18.2.1	Non-recurring Work Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit a Non-recurring Work Proposal to the KO within two working days following receipt for each potential task order which includes: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.18.2.1.1	Labor Requirements	Accepted industry time standards published in R. S. Means cost data,

0200000 - Management and Administration		
Spec Item	Title	Description
		industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the UPL amount in the Non-recurring Work Exhibit Line Items (ELINs) provided in Section J.
2.18.2.1.2	Material and Equipment Requirements	Accepted industry and Government material and equipment costs published in R. S. Means cost data, national material supplier catalogues, U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8), equipment rental catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the material and equipment estimate. Projected material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of materials since the cost for these items are to be included in the labor hour unit price. Material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts and rebates for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Equipment costs shall include rental and lease costs, ownership costs where Contractor-owned, equipment mobilization, and tools, not priced under the recurring work portion of the contract.
2.18.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.18.3	Non-recurring Work ELINS	Non-recurring Work ELINs are provided in J-0200000-21.