

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1   202	
2. CONTRACT NO.		3. SOLICITATION NO. N40080-15-R-0313	4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 14 May 2015	6. REQUISITION/PURCHASE NO.		
7. ISSUED BY NAVAL FACILITIES ENG COMMAND 1314 HARWOOD ST WASHINGTON DC 20374			CODE N40080	8. ADDRESS OFFER TO (If other than Item7)		CODE	
TEL: FAX:			<b>See Item 7</b>		TEL: FAX:		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

### SOLICITATION

9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in See Section L until 02:00 PM local time 16 Jun 2015  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME ROYA STERNER	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 202-685-3284	C. E-MAIL ADDRESS roya.sterner@navy.mil
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### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO (Include area code)	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
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### AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN	ITEM
24. ADMINISTERED BY (If other than Item7) CODE		25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

**IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.**

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Period Recurring Work FFP Base Period Bethesda FSS Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2015 through 15 December 2016. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		
					_____
					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Base Period Non-Recurring Work FFP Base Period Bethesda FSS Non-Recurring Work in accordance with the PWS and all applicable attachments starting 15 December 2015 through 14 December 16. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		
					_____
					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003 OPTION	Option Year 1 Recurring Work FFP Option Year 1 Bethesda FSS Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2016 through 15 December 2017. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		
				NET AMT	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004 OPTION	Option Year 1 Non-Recurring Work FFP Option Year 1 Bethesda FSS Non-Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2016 through 15 December 2017. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		
				NET AMT	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005 OPTION	Option Year 2 Recurring Work FFP Option Year 2 Bethesda FSS Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2017 through 15 December 2018. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006 OPTION	Option Year 2 Non-Recurring Work FFP Option Year 2 Bethesda FSS Non-Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2017 through 15 December 2018. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007 OPTION	Option Year 3 Recurring Work FFP Option Year 3 Bethesda FSS Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2018 through 15 December 2019. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008 OPTION	Option Year 3 Non-Recurring Wrok FFP Option Year Bethesda FSS Non-Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2018 through 15 December 2019. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009 OPTION	Option Year 4 Recurring Work FFP Option Year 4 Bethesda FSS Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2019 through 15 December 2020. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010 OPTION	Option Year 4 Non-Recurring Work FFP Option Year 4 Bethesda FSS Non-Recurring Work in accordance with the PWS and all applicable attachments starting 16 December 2019 through 15 December 2020. See Attachment J-0200000-21 for the Exhibit Line Item Numbers. FOB: Destination		Each		

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## GENERAL INFORMATION

L1. CONTRACT TITLE

Facilities Support Services at Walter Reed National Military Medical Center (WRNMMC), Bethesda, Maryland (aka Bethesda FSS)

L2. TYPE OF CONTRACT

This is a performance-based facilities support indefinite-quantity contract that is comprised of both Recurring Work and Non-Recurring Work line items.

L3. PRIOR CONTRACT INFORMATION:

The contract issued as a result of this solicitation will replace a portion of contract N40080-07-D-0374 for similar services awarded in 2007 for facility support services to EMCOR Government Services with an estimated total for the recurring work in the current option year for the Bethesda site is approximately \$11,644,230 (FFP: \$11, 373,126 and IDIQ: \$271,104\*). This information is provided for informational purposes only. Prospective offerors are cautioned that they should not rely on this information to determine workload as there is no assurance that workload and volume of future effort and costs will replicate past experience.

\*As a result of recent policy changes Naval Facilities Engineering Command (NAVFAC) no longer recognizes Combination Firm Fixed Price/Indefinite Delivery Indefinite Quantity (FFP/IDIQ) type contracts. This solicitation will result in award of an Indefinite Delivery Indefinite Quantity type contract that is comprised of both Recurring Work (formerly referred to as Firm Fixed Price) and Non-Recurring Work (formerly referred to as Indefinite Delivery Indefinite Quantity) Items.

L4. MAXIMUM NOT TO EXCEED (NTE) AND MINIMUM GUARANTEE

The maximum or NTE value of an ordering period is the total of all the CLINs in that ordering period. The maximum for any ordering period shall not be exceeded except as may be provided for by formal modification to the contract. Circumstances may change after award such that the Government may need to issue orders which exceed the estimated quantity set forth for any particular CLIN during an ordering period, but will not exceed the maximum value for that ordering period. In this case, the Contractor may agree by signing the task order or starting performance.

Concurrently with the award of the basic contract, the Government intends to issue a task order to obligate the contract minimum guarantee for:

CLIN 0001 Base Period Recurring work;

Minimum guarantees do not apply to the option periods.

L5. COMPETITION REQUIREMENTS

This requirement is procured as a full and open competition.

- L6. NAICS CODE: The NAICS Code assigned to this procurement is 561210 with a small business size standard of \$38,500,000.00. Refer to Section K, On-Line Representations and Certifications Applications (ORCA) via <https://www.sam.gov/portal/public/SAM> (FAR 52.219-1 Small Business Program Representation (May 2004)).

L7. WAGE DETERMINATION:

Service Contract Labor Standards (formerly referred to as Service Contract Act) wages and applicable Wage Rate Requirements (Construction) (formerly Davis-Bacon Act (DBA)) are included in this Solicitation. Refer to Section Attachment, J-0200000-03.

L8. CONTRACT TERM:

This contract contains provision for one (1) Base Period of up to 12 months with four (4) Option Periods (12 months each), not to exceed a total of sixty (60) months. The Government reserves the right to have a reduced base year. The Government has the option to extend the term of the contract in accordance with Section I, Contract Clause, 5252.217-9301, Option to Extend the Term of Contract-Services. In the option periods, the Government may adjust the prices, if applicable, based on the new Department of Labor Wage Determination.

L9. BID GUARANTEE/BONDING REQUIREMENTS: NOT REQUIRED for this procurement.

L10. CONTRACT LINE ITEMS, CONTRACT EXHIBIT LINE ITEMS AND SUBCLINS

- a. Offerors shall enter unit prices and amounts for Contract Line Items (CLINs) and Exhibit line items (ELINs) as indicated in the schedules and accompanying exhibits. All pricing should be rounded to two (2) decimal places only. If an offeror does not round ELIN unit prices to two (2) decimal places then the Government will round the prices and the rounded prices will be used for evaluation purposes.
- b. In the event there is a difference between a unit price and the extended total amount, the unit price will be held to be the intended offer and the total of the CLIN and ELIN will be recomputed accordingly. If the offeror provides a total amount for an ELIN, but fails to enter the unit price, the total amount divided by the ELIN quantity will be held to be the intended unit price. In the event there is a discrepancy between the ELIN pricing and the Section B CLIN price, the Section J ELIN will be held to be the intended offer.
- c. The Schedule of Recurring Work Price (CLIN 0001, including Option Item CLINs 0003, 0005, 0007, and 0009, - if exercised) and the Schedule of Non-Recurring Work (CLIN 0002, including Option Items CLIN 0004, 0006, 0008, and 0010) will be used as the basis for deductions in accordance with the "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" clause, Section E.
- d. Informational SubCLINs will be incorporated at the time of award with appropriate funding/lines of accounting by customer. These SubCLINS represent funding for each CLIN by customer. The contractor shall not submit totals for SubCLINs.

L11. FULLY LOADED PRICING

Prices provided shall be fully loaded and no other allocations, fees, overheads, G&A, insurance, taxes, profits or any other markups shall be applied when an option is exercised or work is ordered for pre-priced work. Costs for technical specifications 0100000 and 0200000 shall be considered overhead; therefore, their costs shall be allocated and included throughout the prices quoted for all other technical specifications.

L12. PERIOD OF PERFORMANCE – LESS THAN ONE YEAR:

Offers shall be submitted for the performance of work for a period of one year. The contractor is cautioned to recognize that the initial term of the contract may be for a period of less than one year. In the event that the period of performance is less than one year, the Government will reduce the individual line item quantities to reflect work remaining in the contract term and no other adjustments to the pro-rated contract price will be made.

L13. GOVERNMENT PURCHASE CARD:

Non-Recurring Work may be ordered at the prices offered in one of two ways:

- a. by the issuing activity using a DD Form 1155 "Order for Supplies and Services", or

- b. by an authorized Government user via a Government Purchase Card (GPC through the DoD Emall.

When receiving DoD Emall orders against Section B, the contractor shall provide the supplies and services at the offered price without additional markup or handling fee.

L14. CONTRACTOR SUPPORT OF ELECTRONIC FACILITIES SUPPORT CONTRACTING (e-FSC)

This procurement allows for and the Government fully intends to use DoD EMALL for issuing orders. Refer to Section H, Special Contract Requirements.

L15. UNIT PRICE ADJUSTMENTS IN OPTION PERIODS

This solicitation incorporates the Service Contract Labor Standards (formerly Service Contract Act of 1965) Wage Determinations and applicable Wage Rate Requirements (Construction) (formerly Davis-Bacon Act (DBA)) Wage Decisions. The Wages are incorporated for the Base Period of performance only. If the Option Year is exercised, the most current Service Contract Labor Standards Wage Determinations and Wage Rate Requirements (Construction) Wage Decisions for that option year will be incorporated into the contract and the CLIN/ELIN prices will be adjusted in accordance with FAR Clause 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) for the Service Contract Labor Standards Wage Determinations and FAR Clause 52.222-32 Construction Wage Rate Requirements—Price Adjustment (Actual Method) (May 2014) for the Wage Rate Requirements (Construction) Wage Decisions. The contractor warrants, by submission of his proposal that the price does not include any contingency for future wage increases.

L16. INCORPORATION OF TECHNICAL PROPOSAL:

- a. The Contractor's technical proposal, including revisions and amendments made prior to contract award and a copy of which is in the possession of both parties, will be incorporated into this contract upon award by reference with the same force and effect as if set forth in full text. All contractor personnel shall meet or exceed the qualification standards, experience levels, and trade backgrounds set forth in the technical proposal.
- b. In the event of an inconsistency between the provisions of this contract and the technical proposal, the inconsistency shall be resolved by giving precedence in the following order: (i) the contract (excluding the technical proposal), and then (ii) the technical proposal.

L17. REQUEST FOR PROPOSAL (RFP) FILES:

Solicitations are posted to the Navy Electronic Commerce Online (NECO) website. By necessity, these files are protected to prevent unauthorized editing. The Contract Specialist will post the RFP files to a single website: [www.neco.navy.mil](http://www.neco.navy.mil).

It is the sole responsibility of the Offeror to obtain the RFP files, along with any amendments, from the NECO website.

Unprotected editable electronic file copies of the RFP documents, including Word, Excel, and/or Adobe files will not be provided. Please plan accordingly.

L18. SOLICITATION:

This solicitation incorporates by reference a Performance Work Statement (PWS) developed by using NAVFAC performance-based specifications. The PWS consists of Annexes 1, 2, and 15. The contractor will be required to meet the specification in those Annexes as if they were set forth in Section C.

L19. PRE-PROPOSAL CONFERENCE AND SITE VISIT:  
Please refer to Section L, Instructions, Conditions, and Notice to Offerors.

L20. PHASE-IN AND PHASE-OUT:

Pricing shall include applicable Phase-In and Phase-Out costs. There is no separately priced CLIN for Phase-In and Phase-Out and such costs can be distributed however the offeror chooses. The Government recognizes that offerors may choose to front load these costs into the base year.

END OF GENERAL INFORMATION

Section C - Descriptions and Specifications

ANNEX 1

<b>0100000 – General Information</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
1	General Information	
1.1	Outline of Services	<p>Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at Walter Reed National Military Medical Center (WRNMMC), Bethesda MD, and its outlying support sites under an Indefinite Delivery Indefinite Quantity type, performance-based contract that is comprised of both Recurring Work and Non-Recurring Work Items. The PWS is organized into annexes. Annex 1 contains general information common to the entire contract within Specification 0100000, Annex 2 contains the on-site project management and administration requirements common to the entire contract within Specification 0200000, and Annexes 3 through 18 contain the technical requirements within one or more applicable seven-digit-numbered specifications as follows:</p> <p><b>Annex 1 General Information</b>  <b>Annex 2 Management and Administration</b>  Annex 3 Command and Staff (N/A)  Annex 4 Public Safety (N/A)  Annex 5 Air Operations (N/A)  Annex 6 Port Operations (N/A)  Annex 7 Ordnance (N/A)  Annex 8 Range Operations (N/A)  Annex 9 Health Care Support (N/A)  Annex 10 Supply (N/A)  Annex 11 Personnel Support (N/A)  Annex 12 Morale, Welfare and Recreation Support (N/A)  Annex 13 Galley (N/A)  Annex 14 Housing (N/A)  <b>Annex 15 Facilities Support</b>, to include the following Sub-Annex:  <ul style="list-style-type: none"> <li>• <b>Sub-Annex 1502000 Facility Investment</b></li> </ul> Annex 16 Utilities (N/A)  Annex 17 Base Support Vehicles and Equipment (N/A)  Annex 18 Environmental (N/A)</p>
1.2	Project Location	<p>The work shall be performed at various locations and could vary from location to location. The Government’s intent is to have specified work performed at WRNMMC complex and its outlying support sites including:</p> <p style="padding-left: 40px;">(1) The Dalecarlia site</p> <p>The Government may modify or add to these locations at any time during the performance of the contract.</p>
1.3	Acquisition of Additional Work	<p>The Government reserves the right to acquire additional services relating from Military Construction (MCON) or other proposed construction at other locations in addition to the services and locations identified in the</p>

<b>0100000 – General Information</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		Recurring Work requirements of this contract. Additional services will be incorporated into the contract in accordance with the CHANGES clause, SECTION I or ordered under the Non-Recurring Work provisions of the contract. Items of work not covered by this contract but within the general intent are considered in the scope of this contract.
1.4	Background Information	<p>Walter Reed National Military Medical Center (WRNMMC) was established on November 10, 2011, as a result of the Base Realignment and Closure Act, which consolidated National Naval Medical Center and Walter Reed Army Medical Center on the grounds of the former NNMC campus in Bethesda, Maryland.</p> <p>WRNMMC is the world’s largest military medical center, located on 243 acres, with more than 2.4 million square feet of clinical space, provides care and services to nearly 1 million beneficiaries per year.</p> <p>WRNMMC’s primary mission is to ensure the readiness and care of the Uniformed Services and their families. Walter Reed Bethesda leads military medicine through outstanding patient-centered care, innovation, and excellence in education and research. They provide comprehensive care to prevent disease, restore health, and maximize readiness. WRNMMC also provides care for the President and Vice-President of the United States, Members of Congress, and Justices of the Supreme Court. In addition, when authorized, WRNMMC provides care for foreign military and embassy personnel.</p> <p>Naval Facilities Engineering Command places great emphasis on robust safety, quality and work management processes that must be accounted for in the contractor’s proposal. Special requirements of The Joint Commission (TJC) are also applicable to work at WRNMMC and its subordinate medical and dental clinics.</p>
1.4.1	Planned Projects	<p>The medical center has historically in recent years done \$30M to \$35M per year in construction related projects, of which \$25M to \$30M of that is related to major facility renovations. The Government expects that to continue for the next 5+ years until CMP gets into full swing.</p> <p>Changes in facilities, associated equipment and systems will be added by contract modification as their associated work requirements become applicable.</p>
1.5	Verification of Workload and Conditions	Throughout the PWS, the workload data is generally referred to as being located in Section J. Section J provides data such as inventories, maps, floor plans, and tables to represent the type, quantity and location of services to be provided. However, offerors are encouraged to visit the project site during the site visit for offerors and to visit the technical library during posted hours as part of its due diligence to assess the nature of work and conditions under which work is to be performed.
1.6	Climate Patterns	<p>Average annual temperature for Bethesda, MD is 55.1 degrees Fahrenheit. High temperatures occur in July, the warmest month, averaging in the mid to upper 80s. Low temperatures in January, the coldest month, average in the low to mid 20s. Average annual precipitation is 40.76 inches. Peaks in July and August when thunderstorms average once every five days. Average seasonal snowfall is 20.6 inches.</p> <p>Storm effects from hurricanes moving up the East Coast are felt in</p>

**0100000 – General Information**

Spec Item	Title	Description
		Maryland almost every year, most often in August and September. High winds, heavy rains, and sometimes flash floods accompany these storms. Rarely has a hurricane directly hit the State, and never has a major hurricane (category 3 or higher) directly hit.

1.7	Related Information	<p>There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows:</p> <p>Informational Notes as used throughout this PWS provides additional information to offerors to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked “Informational Notes” throughout Annexes 1 through 18 is subject to this disclaimer. Offerors may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractual requirement on either party to this contract.</p> <p>Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone.</p> <p>Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard.</p> <p>Requirement Information further describes client requirements associated with each Performance Objective.</p>
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1.8	Navy Approach to Service Contracting	The Department of Navy (DoN) spends over \$1 billion in annual obligations to meet global requirements for facility operations and maintenance provided through Facility Support Contracts (FSC) and additional billions to provide other base operations support services (OBOS). The Head of the Contracting Activity (HCA) of the Naval Facilities Engineering Command (NAVFAC) has focused increased attention on re-engineering FSC contracts in response to customer and industry feedback, budget constraints, and the impact of a variety of contracting, program management and financial management regulations. The Navy also supports the following principles:
1.8.1	Partnering Philosophy	The first principle is that the Navy views its contractors as partners and not just abstract service providers. The Navy wants its contractors to succeed because partners' success drives the Navy's successful mission completion. Within the bounds of acquisition policy the Navy intends to work to find solutions that will be beneficial to both the Government and its partners.
1.8.2	Contractor's Knowledge	The second principle is that the Navy will receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.8.3	Industry Best Practices	The third principle is that the Navy will adopt industry best commercial practices and maintain state-of-the-art service delivery. It is the Navy's and contractor's responsibility as partners to reach this goal. To that end,

<b>0100000 – General Information</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		the Navy's emphasis will be in evaluating performance objectives (end results).
1.9	Standard Template	<p>Key to implementing a programmatic approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. This contract conforms to the standard template and has been tailored for this solicitation. NAVFAC intends to use this template-based approach for future service contracts. Offerors should develop an understanding of the template as part of performing due diligence in reaching an understanding of the Navy's requirements and expectations.</p> <p>The standard template contains 18 standard annexes. Annex 1 will always contain information that is relevant to the entire scope of the contract. Annex 2 contains on-site project management and administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 contain the technical information and requirements peculiar to that technical annex. Within each technical annex, the organization of information and requirements are also standardized. Specification item 1 will always contain General Information. Specification item 2 will always contain the management and administrative requirements. Specification item 3 will always contain the Recurring Work requirements. Specification item 4 will always contain the Non-Recurring Work requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all recurring work priced specification items. Specification Item 3.1 is applicable to all 3.1 subordinate specification items. Specification Items 3.2 and 3.3 are not considered subordinate to 3.1. All costs associated with Annexes 1 and 2 and Specification items 1 and 2 must be priced and distributed within Specification Item 3 of Annexes 3 through 18.</p>
1.10	Navy PBSA Approach	The Navy's approach to performance-based service acquisition (PBSA) includes four component parts which are 1) performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.11	Technical Proposal Certification	The Contractor warrants that its proposal incorporated herein by reference will meet or exceed the performance objectives set forth in this contract.

ANNEX 2

<b>0200000 – Management and Administration</b>	
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	Contract Partnering Administration
	Contract Partnering Session Attendees
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	Insurance
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	Training Requirements
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	Employee Appearance
	Employee Conduct
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	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
	General Information	
	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>
	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.
	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.
	Wage Determinations	Wage Determinations are included in J-0200000-03.
	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>
	General Administrative Requirements	
	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 of the Emergency Management related to utility failures and backup

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		<p>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>
	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>
	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>
	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"> <li>- The first goal is to develop a cohesive team with common purpose, commitment and established communication processes.</li> <li>- The second goal of partnering is contract specific, identifying risks and opportunities for the team to address.</li> <li>- The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.</li> </ul> <p>A project's characteristics determine whether the formal or informal</p>

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		partnering process level is to be used. As such the following partnering level applies to this contract:
	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.
	Contract Partnering Administration	<p>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.</p> <p>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.</p>
	Contract Partnering Session Attendees	<p>The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel.</p> <ul style="list-style-type: none"> <li>* President/Vice President</li> <li>* Contract/Project Manager</li> <li>* Supervisor/Superintendent</li> <li>* Quality Manager</li> <li>* Site Safety and Health Officer</li> </ul> <p>Sub-contractor Reps</p>
	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.
	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as

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		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.
	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.
	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: \$500,000 per occurrence  Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage  Workers' Compensation: As required by Federal and state worker's compensation and occupational disease statutes  Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers  Other as required by state law.
	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.
	Government Information Technology (IT) System	The Navy's IT system is Navy Marine Corps Intranet (NMCI). Additional information about NMCI may be obtained at: <a href="https://h10131.www1.hp.com/public/nmci/">https://h10131.www1.hp.com/public/nmci/</a>  WRNMMC's IT system is Navy Medicine Information Systems Support Activity (NAVMISSA). Additional information about NAVMISSA may be obtained at: <a href="http://www.med.navy.mil/sites/navmissa/Pages/NAVMISSAHome.aspx">http://www.med.navy.mil/sites/navmissa/Pages/NAVMISSAHome.aspx</a>
	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.
	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to J-0200000-05 for WAWF electronic invoicing procedures.
	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting will be provided by the KO.
	Cost Account Code (CAC) Reporting	The Contractor shall submit a Cost Account Code (CAC) Report per Section F.
	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, equipment and services for use in connection with this contract.

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		A list of Government Furnished Property, Materials, and Services is provided in J-0200000-06.
	Government-Furnished Facilities (GFF)	<p>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.</p> <p>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.</p>
	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.
	Government-Furnished Materials (GFM)	The Government will not provide any materials to the Contractor.
	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.
	Government-Furnished Services (GFS)	<p>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.</p> <p>Additional requirements are at the Contractor’s expense.</p>
	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.
	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards.

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		<p>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"> <li>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.).</li> <li>2) Location and trade distribution of employees engaged in the delivery, tracking and execution of work to include dispatchers, foremen and tradesmen.</li> <li>3) Details of the Contractor's management tracking system to include production metrics and Project Manager briefings.</li> <li>4) Procedures to comply with relevant sub elements of this spec item.</li> <li>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.</li> </ol>
	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>
	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> <p>Upon the receipt of a valid service call, the caller shall be furnished a call</p>

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		<p>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>
	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"> <li>• Description of requirement as found by craftsman</li> <li>• Description of work performed to include identification of the equipment asset number, as applicable</li> <li>• Labor hours expended and labor and material costs</li> <li>• Date and time work was commenced and completed</li> </ul> <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"> <li>• Work authorization number (automatically assigned by MAXIMO and DMLSS)</li> <li>• Specific craft designation(s)</li> <li>• Description of problem as found by craftsman</li> <li>• Description of work performed to include identification of the equipment asset number, as applicable, as well as the craftsman's signature</li> <li>• Labor hours expended and labor and material costs</li> <li>• Date and time work was commenced and completed</li> </ul>
	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 upon request by the individual/organization who initiated the work</p>

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		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.
	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 <sup>nd</sup> and 3 <sup>rd</sup> 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.
	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>
	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.
	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>
	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>

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		If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO within 10 minutes.
	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 delimited flat-file shall be corrected and resubmitted by the Contractor.</p>

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		<p>Medical Center's DMLSS:</p> <p><b>DIRECT ENTRY:</b> 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>
	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"> <li>• Accurate documentation of work processes, procedures, and output measures.</li> <li>• A systematic procedure for assessing compliance with performance objectives and standards.</li> <li>• Accurate documentation of quality inspections and surveillance conducted throughout the execution of work.</li> <li>• Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.</li> <li>• 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.</li> </ul>
	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"> <li>• Policy and objectives of Quality Management System (QMS)</li> <li>• Quality organization <ul style="list-style-type: none"> <li>○ List of personnel</li> <li>○ On site during work hours</li> <li>○ Responsibilities &amp; lines of authority</li> <li>○ Training and qualifications</li> </ul> </li> <li>• Approach to assuring quality of services provided and conformance with performance objectives and standards</li> <li>• Methods and procedures for effective planning, operation and control</li> </ul>

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		<p>of processes and performance of work</p> <ul style="list-style-type: none"> <li>• Procedures for inspection and surveillance of services <ul style="list-style-type: none"> <li>○ Scheduling and performance of inspection and surveillance</li> <li>○ Measurement, data collection and analysis</li> <li>○ Corrective action, preventive action, and continuous improvement</li> <li>○ Oversight of subcontracted work</li> </ul> </li> <li>• Documentation and records management</li> <li>• Communication with government (customers)</li> </ul>
	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.
	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.
	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.
	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.
	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
	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 position title in this contract. As a minimum, include the PM, Quality</p>

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		<p>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.</p>
	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>
	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>
	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>

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		<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>
	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>
	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>
	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 &amp; 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 of required training can be found at the WRNMMC intranet.</p>

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		<ul style="list-style-type: none"> <li>▪ Health Insurance Portability Accountability and Assurance (HIPAA) Training – required upon initial start date and annually thereafter.</li> <li>▪ Annual Regulatory Training (ART) - required upon initial start date and annually thereafter.</li> <li>▪ Anti-terrorism and Force Protection (ATFP) Level 1 Awareness Training - required upon initial start date and annually thereafter.</li> <li>▪ Cyber Awareness Challenge - - required upon initial start date and annually thereafter.</li> <li>▪ No Fear Act - required upon initial start date and every two years thereafter.</li> <li>▪ Any job related specific clinical staff provided training (e.g., Radiation Safety Awareness).</li> <li>▪ Any other training required by the contract to be provided by the Contractor to its employees.</li> </ul> <p>The list of the required training is available upon request, and will be current as of the dated provided.</p>
	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>
	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>
	Employee Conduct	<p>Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.</p>
	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 conversations and in formal and informal written correspondence.</p>

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	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.
	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.
	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.
	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)	<p>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: <a href="https://doncmra.nmci.navy.mil">https://doncmra.nmci.navy.mil</a>.</p> <p>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 <a href="https://doncmra.nmci.navy.mil">https://doncmra.nmci.navy.mil</a>.</p>
	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.
	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.
	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.
	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.
	Passes and Badges	<p>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.</p> <p>Requirement Information: Contractor employees that require access to the</p>

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		Government's CMMS must obtain a CAC.
	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 <a href="http://www.uscis.gov/portal/site/uscis">http://www.uscis.gov/portal/site/uscis</a> by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Contracting Officer.</p>
	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 <a href="http://www.rapidgate.com/vendors/how-to-enroll">http://www.rapidgate.com/vendors/how-to-enroll</a> 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>
	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.
	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and

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		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.
	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>
	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.
	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>
	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 completion of work.</p>

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		<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>
	Contractor Safety Program	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.
	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>
	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"> <li>• 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 modification is signed.</li> </ul>

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <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"> <li>• The steps of the service process;</li> <li>• Identify potential hazards that exist as a result of the Contractor's service process within the environment;</li> <li>• Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment;</li> <li>• Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment;</li> <li>• Inspection requirements to assure service activity is safe; and</li> <li>• 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.</li> </ul> <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>
	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.
	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.
	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.
	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.
	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 hoists) for any radius of lifts and include elements addressed in Paragraph

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		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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	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.
	Site Sanitation Plan	The Contractor shall develop a site sanitation plan to include elements addressed in Section 2 of EM 385-1-1.
	Temporary Facility	The Contractor shall develop a temporary facility layout plan to include

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	Layout Plan	elements addressed in paragraph 04.A.01 of EM 385-1-1.
	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.
	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.
	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>
	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. NMMC 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.
	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 Applications Management System (ESAMS) per Section F.</p>

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		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.
	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"> <li>1) Death, regardless of the time between the injury and death, or the length of the illness;</li> <li>2) Days away from work (any time lost after day of injury/illness onset);</li> <li>3) Restricted work;</li> <li>4) Transfer to another job;</li> <li>5) Medical treatment beyond first aid;</li> <li>6) Loss of consciousness; or</li> <li>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.</li> </ol> <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>
	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.
	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 qualifications/certifications.

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		<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>
	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 <b>Contractor's Facility Manager (FM) or Lead</b> 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>
	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.
	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.
	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"> <li>• The site is safe and free of job-site hazards</li> <li>• Proper PPE is being utilized and worn.</li> <li>• Safe work practices and processes are being followed.</li> <li>• Workers are familiar with the hazards covered in the respective</li> </ul>

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		<p>AHA for that work activity.</p> <ul style="list-style-type: none"> <li>• All equipment and tools are in good condition and being used safely.</li> </ul> <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>
	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.
	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.
	Environmental Management and Sustainability	<p>The Contractor shall perform work under this contract consistent with the following Environmental Management System (EMS) goals and policy.</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Reduce purchase and use of toxic and hazardous materials;</li> <li>• Expand purchase of green products and services; increase recycling;</li> <li>• Reduce energy and water use;</li> <li>• Increase use of alternative fuels and renewable energy;</li> <li>• Integrate green building concepts in major renovations and new construction;</li> <li>• Prevent pollution at the source; and</li> </ul>

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		<ul style="list-style-type: none"> <li>• Continual improvement.</li> </ul> <p>Policy:</p> <ul style="list-style-type: none"> <li>• Protect public health and the environment by being an environmentally responsible member of the community;</li> <li>• Preserve our natural, historic and cultural resources;</li> <li>• Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials;</li> <li>• 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;</li> <li>• 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;</li> <li>• Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations;</li> <li>• Enhance our program as we develop and implement an Environmental Management System; and</li> <li>• 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.</li> </ul> <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>
	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>
	Water Conservation Plan	The Contractor shall develop, submit and implement a Water Conservation Plan per Section F.
	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 product groups where Energy Star labels are not yet available, select

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		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.
	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"> <li>a. Control and management of Ozone-depleting substances (ODS).</li> <li>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.</li> <li>c. Identification, disposal and storage of incidental hazardous wastes in accordance with Navy directives.</li> <li>d. Procedures, training and employee qualifications for handling projects involving mold, asbestos and lead in accordance with Navy directives</li> </ol>
	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> <p>Refrigerant leaks on equipment, which normally contain 50 pounds or</p>

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		<p>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>
	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>
	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>
	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>
	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 Right to Know Act (EPCRA) Report and Contractor Hazardous Material</p>

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		<p>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>
	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.
	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>
	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.
	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.
	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 submit the documentation required per NATNAVMEDCENINST 5090.6</p>

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		to the KO for approval.
	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"> <li>• Recycled Contents Products</li> <li>• Energy/Water efficiency</li> <li>• Energy Efficient Tools and Equipment</li> <li>• Alternate Fuels and Alternate Fuel Vehicles</li> <li>• Biobased Products</li> <li>• Non-Ozone Depleting Products</li> <li>• Environmental Preferred Products and Services</li> <li>• Low/Non-Toxic and Hazardous Materials</li> </ul> <p>The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.</p>
	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.
	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 (<a href="http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm">http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm</a>).</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>
	Use of Biobased	The Contractor shall make maximum use of biobased products in

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	Products	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 <a href="http://www.usda.gov/biopreferred">http://www.usda.gov/biopreferred</a> .
	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.
	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 &amp; 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"> <li>-Establish individual Medical Records.</li> <li>-Document Immunity to listed diseases.</li> <li>-Offer Hepatitis B Vaccine</li> <li>-Perform physical exams and respirator fit tests for personnel who may be assigned to work in occupied Negative Pressure Isolation Rooms.</li> <li>-Submit a Bloodborne Pathogen Exposure Control Plan that complies with the OSHA Bloodborne Pathogen Standard.</li> <li>-Submit a Tuberculosis Exposure Control Plan that complies with the OSHA Standard on Respiratory Protection.</li> </ul> <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>
	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>
	Patient Procedure	Prior to entering patient procedure rooms located throughout WRNMMC

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	Rooms	to include Dental Clinic, the Contractor will take similar protective measures as those for working in the Main Operating Rooms.
	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.
	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.
	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>
	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.
	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 Care Unit, Cardiac Rehabilitation, Cardiac Catheterization Lab,

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		Interventional Radiology and the Neonatal Intensive Care Unit and Operating Rooms.
	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.
	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.
	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.
	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.
	WRNMMC Policies	All effective instructions and notices for WRNMMC are listed on the WRNMMC intranet site.  Specific policies can be provided on request.
	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.
	General Requirements and Procedures	
	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.
	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, and Federal standards; and applicable building and safety codes.

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
	Recurring Work Procedures	
	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.
	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work ELINs are provided in J-0200000-21.
	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.
	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> <p>The Contractor shall ensure a joint inventory with the KO, COR and FMD</p>

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		is accomplished before conducting a joint inventory with the successor. The Government will provide permission for adding/deleting inventory items.
	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.
	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.
	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 <a href="http://www.emall.dla.mil">www.emall.dla.mil</a> under NAVFAC contract. The Contractor is required to report all non-recurring work quantities ordered via EMALL monthly to the KO.
	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.
	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
	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.
	Labor Requirements	Accepted industry time standards published in R. S. Means cost data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		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.
	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.
	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.
	Non-recurring Work ELINS	Non-recurring Work ELINs are provided in J-0200000-21.

ANNEX 15

<b>1502000 – Facility Investment Table of Content</b>	
<b>Spec Item</b>	<b>Title</b>
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	Special Requirements
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	Medical/Dental Air and Vacuum Systems and Equipment
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	Aboveground (AST) and Underground (UST) Storage Tanks
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	Fire Suppression Systems at WRNMMC
	Fire Suppression Systems at the Medical Center Complex
	Fire and Smoke Damper Systems, Fire Shutters
	Uninterruptable Power Supply Systems (UPS)
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	Boiler Water Testing and Treatment Services
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	Daily Rounds
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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, vehicles, and equipment required to perform Facility Investment services for facilities, ground structures, personal property equipment and installed equipment and systems at Walter Reed National Military Medical Center, Navy Support Activity Bethesda and Dalecarlia.
1.1	Concept of Operations	<p>The intent of 1502000 Facility Investment is to specify the requirements for Sustainment, Restoration, and Modernization (SRM) sub-functions only. The Facility Investment requirements within this sub-annex primarily consist of infrastructure sustainment and minimal restoration and modernization work. Sustainment is the maintenance and repair necessary to keep an inventory of facilities and other assets in good working order. Restoration and modernization normally consists of major rehabilitation and capital improvements that is accomplished through other Navy programs. Some major repair, minor construction and stand-alone demolition may be accomplished as part of Facility Investment.</p> <p>WRNMMC has specific requirements related to performing maintenance on hospital facility systems and equipment as required by The Joint Commission and other accreditation agencies that the hospital adheres to. The Contractor will ensure all required maintenance and recurring services are properly conducted and documented as required by these agencies and the hospital. All maintenance documentation will be made available to the Government upon request.</p> <p>The Contractor shall perform maintenance, repair, alteration, demolition and minor construction for the following:</p> <p><b>Building and Structures</b></p> <ul style="list-style-type: none"> <li>-Interior and exterior finishes</li> <li>-Interior and Exterior Maintenance</li> <li>-Plumbing (includes backflow prevention devices (certified personnel required))</li> <li>-Oil Separators</li> <li>-Roofing, Roof Drains, Gutters and Downspouts</li> <li>-Floor Drains</li> <li>-Foundation</li> <li>-Structural Components</li> <li>-Loading Dock Leveler</li> <li>-Tanks</li> <li>-Fire Stopping</li> <li>-Acoustic Ceiling Tiles</li> <li>-Fire and Smoke Dampers</li> <li>-Parking Garages</li> </ul> <p><b>Building Systems</b></p> <ul style="list-style-type: none"> <li>-HVAC/ Air Handling Units</li> <li>-Chillers</li> <li>-Refrigeration Systems</li> <li>-Steam Systems (includes clean steam generators and steam traps)</li> <li>-Condensate Return Systems</li> <li>-Building Radiators</li> <li>-Window Air Conditioning Units</li> <li>-Fire Alarm Systems</li> <li>-Fire Protection Equipment</li> <li>-Nurse Call System</li> <li>-Direct Digital Control (DDC) Systems</li> </ul>

<b>1502000 – Facility Investment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<ul style="list-style-type: none"> <li>-Boilers (excluding Central Utility Plant Boilers)</li> <li>-Gas Fired Boilers</li> <li>-Unfired Pressure Vessels (UPV)</li> <li>-Compressed Air and Vacuum Systems</li> <li>-Medical Vacuum Systems</li> <li>-Dental Air</li> <li>-Dental Vacuum</li> <li>-Pneumatic Air Systems</li> <li>-Potable Water (including backflow prevention devices)</li> <li>-Wastewater</li> <li>-Sewage Systems</li> <li>-Water Treatment</li> <li>-Hot Water Systems</li> <li>-Cold Water Systems</li> <li>-Medical Sterilizers</li> <li>-Acid Neutralization Systems</li> <li>-Deionization Water Systems</li> <li>-Electrical Components</li> <li>-Electrical Receptacle Checks (health care areas)</li> <li>-Major Electrical Panels</li> <li>-Transformers</li> <li>-Sub-Stations (owned by Medical Center)</li> <li>-Emergency Lighting</li> <li>-Overhead Lighting</li> <li>-Lightning Arrestors and Grounding Devices</li> <li>-Medical Compressed Gas Systems (Air, Nitrogen, Nitrous Oxide, Oxygen, etc.)</li> <li>-Cathodic Protection Systems</li> <li>-Auxiliary Generator Systems (including emergency and portable generators)</li> <li>-Automatic Transfer Switches (ATS)</li> <li>-Uninterruptible Power Systems (UPS)</li> <li>-Line Isolation Monitors</li> <li>-Automated Doors</li> <li>-Elevators and Vertical Lift Systems</li> <li>-Negative and Positive Pressure Rooms</li> <li>-Grease Traps</li> <li>-Exhaust Fans</li> <li>-Exhaust Hoods and Ducts</li> <li>-Lint Screens</li> <li>-Vents</li> <li>-Weight Handling Equipment (WHE)</li> <li>-Morgue Equipment</li> <li>-Galley/Cafeteria Equipment</li> <li>-Mass Notification Systems</li> </ul> <p>Miscellaneous</p> <ul style="list-style-type: none"> <li>-HEPA Filters</li> <li>-Signs</li> <li>-Fences</li> <li>-Locksmith</li> <li>-Drainage Ditches</li> <li>-Ice Machines</li> <li>-Drinking Fountains</li> <li>-Faucets</li> </ul>

<b>1502000 – Facility Investment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<ul style="list-style-type: none"> <li>-Swimming Pools</li> <li>-Monuments</li> <li>-Flag Poles</li> <li>-Unpaved Roads (gravel roads)</li> </ul> <p>Roads and Paved Surfaces</p> <ul style="list-style-type: none"> <li>-Traffic Control Devices</li> <li>-Bicycle Paths</li> <li>-Pedestrian/Jogging Paths</li> <li>-Curbs</li> <li>-Sidewalks</li> <li>-Parking Lots</li> <li>-Parking Garage Security Gates</li> <li>-Vehicle Parking Space Count Systems</li> <li>-Drainage Systems</li> <li>-Outdoor Courts</li> </ul> <p>Facility Investment includes maintenance of all auxiliary generators serving individual facilities. Stand-by electrical power generators located within the electrical power generation plant or which serve more than one facility are covered under 1602000 Electrical and is not included in this PWS.</p>

<b>1502000 – Facility Investment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1502000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the facility investment (FI) function.
2.2.1	Certification, Training, and Licensing	<p>Where required by the original equipment manufacturer, (OEM), maintenance and repair shall be performed by personnel trained and certified by the OEM. The Contractor shall submit copies of required certifications and licenses per Section F.</p> <p>Personnel inspecting, witnessing tests, preparing reports, and issuing certificates for boilers and UPVs must be qualified per UFC 3-430-07.</p> <p>Personnel maintaining, repairing, inspecting, testing, operating, or rigging WHE shall be qualified per NAVFAC P-307.</p> <p>Personnel inspecting, certifying, and making recommendations for corrective action for backflow preventers shall be certified per UG-2029-ENV.</p> <p>Personnel working on systems, equipment or components containing chlorofluorocarbons (CFCs) and/or hydro-chlorofluorocarbons (HCFCs) must be certified under an Environmental Protection Agency (EPA) approved technical certification program per OPNAVINST 5090.1 Chapter 6.</p> <p>Personnel working with or on electrical or electronic equipment must be trained and certified per NAVFAC MO-200.</p> <p>Personnel conducting ground safety checks on lighting arrestors or grounding devices on facilities housing ammunition and explosives must be certified per NAVSEA OP-5.</p> <p>Personnel concerned with the application and maintenance of medical gas systems and components shall be trained on the risks associated with these systems and components per NFPA 99.</p> <p>Personnel working on fire protection systems must be certified per UFC 3-600-02.</p> <p>Personnel inspecting fire stops shall be Firestop Instructional Training (FIT) level II certified or completed equivalent training.</p> <p>Personnel working with medical gas systems and shall be certified medical gas specialists in accordance with NFPA instructions.</p> <p>Personnel performing work on transformers must be knowledgeable of proper procedures for handling and disposing of insulating fluid containing polychlorinated biphenyls (PCBs)</p> <p>Personnel performing work in HAZMAT/HAZWASTE must complete the HAZMAT/HAZWASTE handling course or have a minimum of one year of experience working with HAZMAT/HAZWASTE.</p> <p>Personnel performing work and obtaining test data on the cathodic protection system must be trained per UFC 3-570-06.</p>

<b>1502000 – Facility Investment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<p>All maintenance trade personnel certifying or inspecting repair or maintenance work that does not require an inspector certified by a governing directive shall be qualified at the journeyman level.</p> <p>The Contractor shall submit proof of all certification, training, and licensing requirements per Section F.</p>
2.2.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	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.
2.3	Special Requirements	
2.3.1	Workmanship and Material Standards	<p>The Contractor shall be responsible for maintaining all facilities, systems, and equipment, identified in this technical sub-annex, to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the facilities, systems, and equipment. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry and equipment manufacturers' standards and shall comply with building and safety codes, applicable activity, local, state, and federal regulations, and other technical requirements identified within this technical sub-annex. In addition, work at WRNMMC will conform to TJC requirements.</p> <p>Workmanship for maintenance and repair shall include all work necessary to complete facility and system restoration, including touch-up painting and operational checks. Upon completion of work, the Contractor shall ensure all facilities, systems, and equipment are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities and structures or would prevent any electrical, mechanical, plumbing or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturers' specifications and guidelines, and standard building codes. The quality of repairs shall meet the applicable standards and shall prevent any malfunction reoccurrences caused by poor workmanship or other contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces or equipment. Except where otherwise specified, replacements shall match existing in dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use.</p> <p>Materials for Medical facilities shall comply with requirements of National Fire protection Agency, (NFPA 99), Health Care Facilities Handbook and must be approved by the Contracting Officer prior to replacement or installation.</p> <p>TJC compliant documentation shall be maintained for all applicable systems related to WRNMMC.</p> <p>The Contractor shall not allow debris to spread unnecessarily into adjacent areas nor accumulate in the work area. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and at the end of each day work is in progress. Upon completion of work, any stains and other unsightly marks shall be</p>

<b>1502000 – Facility Investment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		removed.  Contractor shall provide filter media over all return openings to work areas. Filters shall be replaced at least monthly or sooner if conditions warrant. Submit a log of completed services to the KO.
2.3.2	Records and Reports	Records and reports are listed in Section F of the solicitation. The Contractor shall submit accurate and complete documents within the required timeframes. Unless otherwise required, all reports will be in an electronic format.
2.3.3	Historical Preservation	Buildings and facilities designated as historical sites shall be maintained in accordance with Federal, state and local historical policies and regulations.
	References and Technical Documents	References and Technical Documents are listed in J-1502000-02.

<b>1502000 – Facility Investment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3	Recurring Work	The Contractor shall maintain, repair, and alter facilities, ground structures, personal property equipment and installed equipment and systems to ensure they are fully functional and in normal working condition.	<p>The Contractor shall develop, implement, and execute a Service Order, Maintenance Program, Inspection, Testing, and Certification Program, and Other Recurring Service Program to maintain and repair facilities, ground structures, personal property equipment, and installed equipment and systems.</p> <p>The Contractor shall maintain all maintenance, repair, and alteration data and warranty records in the technical library and CMMS in accordance with Annex 2.</p> <p>The Contractor shall provide all necessary test instruments, equipment, and tools required to perform maintenance and repair.</p> <p>For medical facilities: Prior to the performance of work that requires a device or system (i.e., medicine gas, monitor equipment, HVAC system, etc.) to be taken out of service or that impacts the normal functioning of that device or system, the contractor shall notify the Hospital or Clinic Maintenance Point of Contact to obtain authorization to perform that work.</p> <p>The Contractor shall submit a Monthly Maintenance Summary Report per Section F.</p> <p>The report will include all completed service request, recurring work and non-recurring work for the month. Details shall include at a minimum:</p> <ul style="list-style-type: none"> <li>➤ Location of work,</li> <li>➤ Work type,</li> <li>➤ Work description,</li> </ul>	<p>Facilities, ground structures, personal property equipment, and installed equipment and systems are in normal working condition and function properly in accordance with specified standards.</p> <p>TJC compliant documentation shall be maintained for applicable systems for WRNMMC.</p>

<b>1502000 – Facility Investment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<ul style="list-style-type: none"> <li>➤ Funding activity,</li> <li>➤ Effort expended in total labor hours.</li> <li>➤ Total material costs</li> </ul> <p>The current facility inventory for FI is provided in J-1502000-03.</p> <p>Site maps are provided in J-1502000-04.</p>	
3.1	Service Orders	The Contractor shall perform service order work in a timely manner and ensure facilities, ground structures, personal property equipment and installed equipment and systems are restored to a safe, normal working condition and function properly.	<p>The Contractor shall receive service orders in accordance with the work reception requirements in Annex 2.</p> <p>The Contractor shall schedule and perform service orders in a way that minimize disruptions to customers and Government operations.</p> <p>The Contractor shall perform service orders to accomplish any work identified within the entire boundary of the installation and will include a wide variety of work. Samples of required work and historical service order workload are provided in J-1502000-05.</p> <p>Descriptions of the classifications of service orders (emergency, urgent, and routine) are provided in the Definitions and Acronyms in J-1502000-01.</p> <p>The Contractor shall maintain sufficient materials and equipment on hand to support service order work requirements. Lack of availability of material or equipment will not relieve the Contractor from the requirement to complete service order work within the time limits specified.</p> <p>The Government may</p>	<p>Service order work is responded to and completed within the specified time.</p> <p>Facilities, ground structures, personal property equipment and installed equipment and systems are restored to normal working condition, including recertification if applicable.</p> <p>When repair is complete the facility, ground structure, personal property equipment or installed equipment and system does not present danger to personnel or equipment.</p>

<b>1502000 – Facility Investment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>combine multiple repair requirements received for the same trade in the same building or structure at the same time into one service order as long as the service order threshold is not exceeded.</p> <p>The Contractor shall notify the KO in accordance with reporting requirements in Annex 2 upon identification that the service order will exceed the liability limits specified below. If non-recurring work is issued for repairs, the Government will only pay for the portion of labor and/or material that exceeds the service order limits.</p> <p>Service orders will not be issued for accomplishment of repairs on systems and equipment maintained under IMP.</p> <p>The Contractor shall submit a monthly summary of completed service orders per Section F.</p>	
3.1.1	Emergency Service Orders (Priority 1)	The Contractor shall respond to emergency service orders and arrest emergent conditions to minimize and mitigate damage to facilities, ground structures, personal property equipment, and installed equipment and systems and danger to personnel.	<p>The Contractor shall perform emergency service orders 24 hours a day, seven days a week throughout the contract period.</p> <p>The Contractor shall respond to emergency service orders with the appropriate service personnel and equipment to commence work immediately.</p> <p>Utilities and systems serving Life Safety and Critical areas at WRNMMC will be re-established as soon as possible.</p> <p>A listing of Life Safety and Critical areas and systems is</p>	<p>Emergency service orders responded to within one hour of receipt of call during normal working hours.</p> <p>Emergency service orders for WRNMMC responded to within 30 minutes of receipt of call during normal working hours.</p> <p>Emergency service orders for WRNMMC responded to within one hour of receipt of call during other than normal working hours.</p> <p>Emergency service orders are arrested within 24 hours of receipt of call.</p>

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			<p>included in the WRNMMC Utilities Management Program (UMP).</p> <p>The Contractor shall be knowledgeable of all areas within the medical center complex that are served by the life safety and critical area branches.</p> <p>The Contractor shall be knowledgeable of the locations of utility system isolation points</p> <p>Emergency service orders are limited to a recurring work ceiling of 32 labor hours or \$2,500 in direct material cost.</p> <p>The Contractor shall remain at the work site until the emergency has been arrested.</p> <p>The emergency service order is complete once the emergency has been arrested.</p> <p>The Contractor shall notify the KO within 30 minutes after the emergency has been arrested.</p> <p>The Government may issue an urgent or routine service order or non-recurring work task order for the follow-on work required to repair/restore the facility, ground structure, personal property equipment or installed equipment and system.</p> <p>The Contractor will submit a Daily Emergency Service Order Report that describes Emergency Service Calls received, actions taken by the Contractor, and the current status.</p> <p>At the request of the Fire</p>	<p>Post emergent directly related work is completed per the resulting downgraded work priority using the existing service ticket number</p> <p>The Contractor submits a Daily Emergency Service Call Report to the KO by 1200 the following business day.</p> <p>Work is continued without interruption until emergent condition is arrested.</p>

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			Department or the WRNMMC Bethesda Facilities Management Department (FMD), the Contractor shall secure utility systems during fire or other emergencies. Knowledge of the locations of utility system isolation points is critical.	
3.1.2	Urgent Service Orders (Priority 2)	The Contractor shall complete urgent service orders in a timely manner and ensure facilities, ground structures, personal property equipment, and installed equipment and systems are restored to a safe, normal working condition and function properly.	<p>The Contractor shall perform urgent service orders to repair damage facilities, ground structures, personal property equipment, and installed equipment and systems to normal working condition.</p> <p>Urgent service orders are limited to a recurring work ceiling of 32 labor hours or \$2,500 in direct material cost.</p> <p>Performance of urgent service orders is not required outside of Government regular working hours except for WRNMMC Bethesda. Refer to “Government regular working hours” in Annex 2.</p> <p>For WRNMMC work is continued without interruption until the urgent condition is eliminated, and then any remaining direct related work completed within two working days using the existing service ticket number.</p> <p>If a routine service order is upgraded to an Urgent priority, then the Urgent priority timelines are effective.</p>	<p>Urgent service orders responded to within one working day of receipt of call.</p> <p>Urgent service orders for WRNMMC responded to within four hours regardless of the time of day of receipt of call.</p> <p>Urgent service orders are completed within five working days.</p> <p>Urgent service orders for WRNMMC are completed within two working days.</p> <p>When repair is complete the facility, system, or equipment does not present any hazard or danger to personnel.</p>
3.1.3	Routine Service Orders (Priority 3)	The Contractor shall complete routine service orders in a timely manner and ensure facilities, ground structures, personal property equipment, and installed equipment and systems are	<p>The Contractor shall perform routine service orders to repair damaged facilities, ground structures, personal property equipment, and installed equipment and systems to normal working condition.</p> <p>Routine service orders are limited to a recurring work</p>	<p>Routine service orders are completed within ten working days.</p> <p>When repair is complete the facility, system, or equipment does not present any hazard or danger to personnel.</p>

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		restored to a safe, normal working condition and function properly.	ceiling of 32 labor hours or \$2,500 in direct material cost.  Performance of routine service orders is not required outside of Government regular working hours.	
3.1.4	Scheduled/ Fill-in Work (Priority 4)	The Contractor shall schedule and complete scheduled/ fill-in work to fill in a technician’s daily work schedule with outstanding deferred work that would not normally be economically justified as stand-alone work	Performance of scheduled/ fill-in work is not required outside of Government regular working hours. However, the Contractor must proactively manage the scheduling and completion of these smaller projects in a timely manner as agreed upon by the Government.	Scheduled/ Fill-in Work is scheduled proactively throughout the normal work day.  Scheduled/Fill-in work is completed within 30 business days of identification.
3.2	Integrated Maintenance Program (IMP)	The Contractor shall develop and implement an IMP program for facilities, ground structures, personal property equipment, and installed equipment and systems to ensure they are safe, fully functional, and operational.	The Contractor shall develop and submit an IMP per Section F.  The IMP shall include the Contractor’s approach for integrated maintenance, including maintenance and inspection tasks, schedules for planned work accomplishment, plan for minimizing occurrence of repair and downtime, process for the identification of the need for repairs, and the process for scheduling and completing repair work.  As part of the IMP, the Contractor has full responsibility for any individual occurrence of repair, including replacement, up to and including \$7,500 in direct material and labor cost. The Contractor shall, per Annex 2, notify the KO upon identification that the repair will exceed the liability limit listed above. If the estimated cost of the repair exceeds the recurring work liability limit, the Government may order the work under the non-recurring	Maintenance is performed in accordance with Contractor's IMP and work schedule.  Systems and equipment are maintained and repaired to sustain a fully functional and operable condition in accordance with OEM, other listed specifications and Joint Commission requirements.  IMP repair requests responded to within one hour of receipt of call during normal working hours.  IMP repair requests responded to within two hours of receipt of call during other than normal working hours.  Repairs within the IMP limit are accomplished prior to completion of scheduled maintenance.  When repair is complete the facility, system, or equipment does not present any hazard or danger to personnel.

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			<p>work section of this contract; however, the Government will only be liable for the amount of cost exceeding the recurring work liability limit.</p> <p>The Contractor shall perform all repairs, whether identified as part of their routine IMP accomplishment, QC inspections, or notification from the Government that a breakdown or malfunction has occurred.</p> <p>During the Government’s normal working hours the Contractor shall respond within one hour of notification and complete the repair within two days. During other than normal working hours the Contractor shall respond within two hours of notification and complete the repair within two days.</p> <p>The Contractor shall tag each equipment item during the initial IMP service with an IMP check-off tag. Each tag shall contain a unique tag number, equipment name and description, model number, serial number, equipment location, IMP frequencies, a space to log actual IMP performance date and performer’s initials. Tags are to remain on the equipment and updated as each IMP or repair service is performed. Tags shall be able to withstand normal local weather conditions. The Contractor shall submit a tag sample to the KO for approval within 30 calendar days after contract award.</p> <p>The Contractor shall submit a “Monthly IMP Schedule” and</p>	

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			<p>“IMP Maintenance and Repair Status Report” per Section F.</p> <p>The IMP schedule shall identify equipment by location receiving preventative maintenance complete with the scheduled date and time for servicing. The report shall indicate the completion date for each scheduled service and unaccomplished scheduled maintenance from the previous month.</p> <p>The IMP Repair Status Report shall identify equipment that was repaired during the previous month and provide status on equipment currently being repaired.</p> <p>The Contractor shall submit a “Recommended Equipment Replacement List” Per Section F. The report shall be provided to the KO outlining those items which are showing wear and tear beyond their normal life expectancy and those items which require replacement or expected to require replacement before the end of the next reporting period (i.e., items in a failed or failing condition).</p> <p>Additional reports for specific equipment shall be submitted as described in the spec items below.</p> <p>As part of the IMP program, the Contractor shall perform equipment condition assessments for equipment located in hospital facilities to support the Infrastructure Condition Assessment Program.</p> <p>The Contractor shall assess and document equipment</p>	

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			<p>condition annually. This is typically done during the annual PM of equipment. The general direct condition rating guidance is shown in J-1502000-22.</p> <p>Direct condition ratings shall be reported as specified in the Computerized Maintenance Management Systems (CMMS) Spec Item in Annex 0200000.</p>	
3.2.1	HVAC Systems	The Contractor shall provide an IMP for HVAC Systems to include Air Handling Units, Chillers, Cooling Towers and equipment to ensure they are safe, fully functional, and operational.	<p>The Contractor shall develop an IMP to maintain HVAC Systems per OEM specifications and American Society Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) standards.</p> <p>The Contractor shall not vent or otherwise dispose of any ozone-depleting refrigerant in a manner that will permit its release into the environment. These refrigerants shall be captured and recycled in accordance with the instruction in Annex 2 and all Federal, state, and local environmental regulations.</p> <p>The HVAC Systems inventory is provided in J-1502000-06.</p> <p>Temperature settings for HVAC Systems shall be maintained as specified in J-1502000-07.</p> <p>Clarifying Information: Components of an HVAC system includes but not limited to air handler, chiller, heat exchanger, cooling tower, condensing unit, furnace, evaporator coil, refrigerant line, HEPA filters and thermostat.</p>	<p>Maintenance is performed per Contractor's IMP and work schedule.</p> <p>HVAC Systems are maintained at the required temperature.</p> <p>HVAC Systems are maintained and repaired to sustain a fully functional and operable system and in compliance with environmental regulations.</p> <p>Repairs within the IMP limit are accomplished prior to completion of scheduled maintenance.</p>
3.2.2	Boilers and Unfired Pressure	The Contractor shall provide an IMP for	The Contractor shall develop an IMP to maintain boilers	Maintenance is accomplished in accordance with

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	Vessels (UPVs)	boilers UPVs and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>and UPVs and associated equipment in accordance with American Society of Mechanical Engineers, (ASME), Boiler and Pressure Vessel Code, UFC 3-430-07 Operations and Maintenance: Inspection and Certification Of Boilers and Unfired Pressure Vessels, UFC 3-410-01 Heating, Ventilating, and Air Conditioning and OEM requirements.</p> <p>The Contractor shall notify the KO within 24 hours of completing repairs or alterations to boilers, UPVs and steam generators that may require re-inspection and calibration of safety valves, gages and hydrostatic testing.</p> <p>The Contractor shall ensure that sufficient fuel is available for boiler operations at all times.</p> <p>The boilers and UPVs and associated equipment inventory and certification dates are provided in J-1502000-08.</p> <p>Clarifying Information: Boiler and UPV systems consist of but not limited to heat exchanger, burners, thermostat, circulatory pumps, pressure relief valves, flues, steam traps and building radiators.</p>	<p>Contractor's IMP and work schedule.</p> <p>Sufficient fuel is available to support boilers and UPV operations.</p> <p>Boilers, UPVs and associated equipment are maintained and repaired to sustain a fully functional and operable system and in compliance with environmental regulations.</p>
3.2.3	Hot and Domestic Cold Water Systems	The Contractor shall provide an IMP for hot and domestic cold water systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP to maintain hot and domestic cold water systems in accordance with American Society of Mechanical Engineers, (ASME).</p> <p>The Hot and Domestic Cold Water System equipment inventory is provided in J-</p>	<p>Maintenance is accomplished in accordance with Contractor's IMP and work schedule.</p> <p>Hot and Domestic Cold Water systems equipment are maintained and repaired to sustain a fully functional and operable system and in</p>

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			<p>1502000-09.</p> <p>Clarifying Information: Hot and Domestic Cold Water systems consist of but not limited to hot water heaters, humidifiers, hot water tanks, gravity tanks, pressure tanks, pumps, heat exchanger and valves.</p>	<p>compliance with environmental regulations.</p>
3.2.4	Clean Steam Generator Systems	The Contractor shall provide an IMP for clean steam generator systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP to maintain clean steam generator systems based on manufacturers' recommended procedures, OEM and industry standards.</p> <p>The Clean Steam Generator System equipment inventory is provided in J-1502000-10.</p> <p>Clarifying Information: Clean steam generator systems consist of but not limited to steam generators, heat exchangers, pipes and steam traps.</p>	<p>Maintenance is accomplished in accordance with Contractor's IMP and work schedule.</p> <p>Clean Steam Generator systems equipment are maintained and repaired to sustain a fully functional and operable system.</p>
3.2.5	Motor Driven Pump Systems	The Contractor shall provide an IMP for various types of motor driven pump systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP to maintain various types of motor driven pump systems.</p> <p>The pumps displayed in the inventory may be associated with other equipment i.e. Chillers, Boilers, Sumps, etc.</p> <p>The Contractor's IMP shall be based on manufacturers' recommended procedures and industry standards for applicable systems and components.</p> <p>The motor driven pump systems inventory is provided in J-1502000-11.</p> <p>Clarifying Information: Pump systems consist of but not limited to circulating, steam condensate, fuel oil, sump, booster and water source heat.</p>	<p>Maintenance is performed in accordance with Contractor's IMP program and work schedule.</p> <p>Pumps are maintained and repaired to sustain a fully functional and operable system.</p>

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3.2.6	Compressed Air and Vacuum Systems	The Contractor shall provide an IMP for compressed air and vacuum systems, and associated equipment to ensure safe, reliable, uninterrupted service.	<p>The Contractor shall develop an IMP to maintain compressed air and vacuum systems in accordance with NAVFAC MO-206 Maintenance and Operation of Air Compressor Plants, NAVFAC MO-209 Steam, Hot Water, Compressed Air Distribution Systems, and local station requirements.</p> <p>The compressed air and vacuum system and associated equipment inventory is provided in J-1502000-12.</p>	<p>Maintenance is performed in accordance with Contractor's IMP program and work schedule.</p> <p>Compressed air and vacuum systems are maintained and repaired to sustain a fully functional and operable system.</p>
3.2.7	Auxiliary Generators	The Contractor shall provide an IMP for auxiliary generators to ensure safe, reliable, uninterrupted service.	<p>The Contractor shall develop an IMP to maintain auxiliary generators. The Contractor shall comply with NFPA 110, Standards for Emergency and Standby Power Systems, NFPA 99 Standards for Health Care Facilities, NAVFAC MO-912 Operation, Maintenance and Repair of Auxiliary Generators, OEM requirements and Joint Commission requirements.</p> <p>Maintenance of auxiliary generator systems consists of a diesel driven generator, controls, exhaust system, batteries, battery chargers, cooling and fuel systems including: piping, filters, pumps, day tanks, and transfer pumps.</p> <p>Generator maintenance does not include maintenance of automatic transfer switches and emergency power – normal power switchgear and circuit breakers.</p> <p>All maintenance and repair shall be performed by personnel trained and certified by the OEM.</p> <p>The four emergency</p>	<p>Maintenance is performed in accordance with Contractor's IMP program and work schedule.</p> <p>Auxiliary generator systems are maintained and repaired to sustain a fully functional and operable system.</p> <p>Auxiliary generators provide electrical power to meet the load demand for the duration of a power outage.</p> <p>Auxiliary generators activated to restore electrical power ten seconds following loss of power.</p> <p>Inspection and test reports for each emergency generator are submitted by 0900 on the day following the monthly test.</p>

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			<p>generators and associated ATSS located in Building 55 support the healthcare environment, and the two emergency generators and associated ATSS located in Building 63 support Building 19, and these generators and transfer switches will be inspected and tested per WRNMMC Utility Management Program (UMP) and Joint Commission standards.</p> <p>Testing and inspection for the remainder of WRNMMC emergency generators shall be performed in accordance with NFPA-110.</p> <p>Emergency Generators and associated equipment/ systems are identified in the WRNMMC RPIE inventory list.</p> <p>Verbally notify the KO and WRNMMC Facilities Management Department of deficiencies found during testing on the same day deficiencies is discovered. Submit a completed Auxiliary Generator Report for each maintenance event for each generator per Section F noting any deficiencies found and corrective action taken.</p> <p>Emergency Generator Maintenance Data at the WRNMMC is provided in J-1502000-14.</p> <p>The auxiliary generator inventory is provided in J-1502000-15.</p> <p>Inspections for all generators will be carried out weekly per details in J-1502000-16. The four emergency generators</p>	

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			<p>located in Building 55 support the healthcare environment, and will be inspected and tested according to procedures listed in J-1502000-14.</p> <p>Testing and inspection for the remainder of WRNMMC Generators shall be performed monthly in accordance with NFPA-110.</p>	
3.2.8	Medical/Dental Gas Delivery Systems and Equipment	The Contractor shall provide an IMP for Medical/Dental Gas delivery systems and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP for medical gas systems and associated equipment based on, NFPA 99, Health Care Facilities Code, (Medical Gas and Vacuum Systems Installation), American Society of Sanitary Engineers (ASSE) Series 6000 and OEM requirements.</p> <p>Maintenance shall consist of periodic testing of alarm systems, particulate testing, maintenance of medical air compressors and vacuum pumps, regenerative vacuum blowers, medical air outlets/inlets, piping system, zone valves and service valves, manifolds, monitors and control stations.</p> <p>Maintenance shall include an annual verification of gas panels and outlets.</p> <p>The Contractor shall maintain the one line diagram for Medical Gas Systems and equipment as required by the Joint Commission. All medical gas system additions, deletions and modifications shall be annotated on the diagram as “as-built.” Submit the updated diagram to the FMD Deputy Head of WRNMMC within 14 calendar days of work completion.</p>	<p>Maintenance is performed in accordance with Contractor's IMP program and work schedule.</p> <p>Medical gas systems and equipment are maintained and repaired to sustain a fully functional and operable system.</p> <p>The Medical Gas one line diagram is accurate, current and submitted on time.</p> <p>Inventories are maintained in accordance with medical facilities requirements.</p>

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			<p>The Contractor shall submit a Medical Gas Maintenance Report per Section F. The report shall state all maintenance activities conducted on the medical gas systems to ensure system certification and compliance with NFPA 99.</p> <p>The Contractor shall provide four copies of the report that is suitable for presentation to JOC inspectors. The report shall be in a labeled three ring binder with the data arranged by building and room numbers in sequence. The Contractor shall also provide an electronic copy of the report in Word and Excel format.</p> <p>The Medical Gas inventory is provided in J-1502000-17.</p>	
3.2.9	Medical/Dental Air and Vacuum Systems and Equipment	The Contractor shall provide an IMP for Medical/Dental Air and Vacuum systems and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP to maintain medical air and vacuum systems in accordance with NFPA 99, Health Care Facilities Code, UL 544, Medical and Dental Equipment for medical and compressed air equipment.</p> <p>The medical/dental air and vacuum system and associated equipment inventory is provided in J-1502000-12</p>	<p>Maintenance is performed in accordance with Contractor's IMP program and work schedule.</p> <p>Medical/Dental air and vacuum systems are maintained and repaired to sustain a fully functional and operable system.</p>
3.2.10	Medical Sterilizers	The Contractor shall provide an IMP for Medical Sterilizers and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP to maintain medical sterilizer systems in accordance with manufacturers' recommended procedures and industry standards for applicable systems and components.</p> <p>The medical sterilizers and associated equipment inventory is provided in J-1502000-18.</p>	<p>Maintenance is performed in accordance with Contractor's IMP program and work schedule.</p> <p>Medical Sterilizers are maintained and repaired to sustain a fully functional and operable system.</p>
3.2.11	Intrusion Detection Systems (IDS)	The Contractor shall provide an IMP for IDS, Video	The Contractor shall develop an IMP to maintain security cameras, Intrusion Detection	Maintenance is performed in accordance with Contractor's IMP program and work

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		Surveillance equipment and the Infant Security System to ensure safe, reliable, uninterrupted service.	<p>Systems (IDS), and the Infant Security Systems in accordance with OEM specifications.</p> <p>The Infant Security System is designed to help prevent unauthorized removal of children from hospital birthing centers or pediatric units. The Contractor shall upgrade the software and/or hardware as necessary to ensure the system remains operational.</p> <p>Outages for systems shall be coordinated with system users 72 hours in advance. The Contractor shall maintain a current one-line drawing of the system networks.</p> <p>The Contractor shall submit an Intrusion Detection System Report per Section F. The report shall state all maintenance activities conducted on the IDS systems including any required repairs.</p> <p>The Intrusion Detection System, Video Surveillance equipment and Infant Security System Inventory is provided in J-1502000-19.</p>	<p>schedule.</p> <p>Electronic Security Systems are maintained and repaired to sustain a fully operational condition.</p>
3.2.12	Swimming Pool	The Contractor shall provide an IMP to maintain pool and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop an IMP to maintain pool and associated equipment per NAVMED P-5010-4, local environmental requirements, Navy safety requirements, and UFC 3-230-02.</p> <p>Swimming pool equipment inventory is provided in J-1502000-20.</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule</p> <p>Pool facilities and equipment are in proper condition and operation.</p>
3.3	Preventive Maintenance (PM) Program	The Contractor shall develop and implement a PM program for facilities, ground structures, personal property equipment, and	<p>The Contractor shall develop and submit a PM program per Section F.</p> <p>The Contractor is fully responsible for and shall perform any repairs, including</p>	<p>Maintenance is accomplished in accordance with the Contractor's PM program and work schedule.</p> <p>PM is performed in accordance with</p>

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		installed equipment and systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>replacement, discovered during scheduled maintenance work up to a total of \$2,500 per occurrence in direct material and labor cost under recurring work portion of the contract. Incidental repairs work performed under maintenance are not considered a service order.</p> <p>Notification of repair work exceeding the incidental repairs limit shall be submitted to the KO within two hours of identification. Service orders or non-recurring work may be issued for repairs exceeding the incidental repairs limit, however, the Government will only be liable for the amount of cost exceeding the recurring work liability limit.</p> <p>The Contractor shall not use breakdown maintenance as part of the PM program.</p> <p>The PM program shall provide an economical approach to manufacturers' recommended procedures, OEM standards, and maintenance required to satisfy equipment warranties and keep facilities, ground structures, personal property equipment, and installed equipment and systems in normal working condition.</p> <p>Excessive or repeated system or equipment breakdowns or deficiencies may indicate the need to adjust or modify the Contractor's PM program. These changes will be made at no additional cost to the Government.</p> <p>As part of the PM program, the Contractor shall perform equipment condition</p>	manufacturers' recommended procedures and OEM standards.

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			<p>assessments to support the Infrastructure Condition Assessment Program (ICAP).</p> <p>The Contractor shall assess and document equipment condition annually. Depending on the type of equipment, as related by Uniformat Classification, the Contractor must assess the condition of one to 12 meters. The description of each meter group is listed in J-1502000-21. The general direct condition rating guidance is shown in J-1502000-22 and condition rating guidance specific to each meter group is provided in J-1502000-23.</p> <p>Direct condition ratings shall be reported as specified in the Computerized Maintenance Management Systems (CMMS) Spec Item in Annex 0200000.</p> <p>The Contractor shall submit a monthly PM work schedule per Section F.</p>	
3.3.1	Refrigeration Systems	The Contractor shall maintain Refrigeration systems and equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain Refrigeration systems per OEM specifications and American Society Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) standards.</p> <p>The Contractor shall not vent or otherwise dispose of any ozone-depleting refrigerant in a manner that will permit its release into the environment. These refrigerants shall be captured and recycled in accordance with the instruction in Annex 2 and all Federal, state, and local environmental regulations.</p> <p>The Refrigeration systems inventory is provided in J-</p>	<p>Maintenance is performed per Contractor's PM program and work schedule.</p> <p>Refrigeration systems are maintained at the required temperature.</p> <p>Refrigeration systems are maintained and repaired to sustain a fully functional and operable system and in compliance with environmental regulations.</p>

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			<p>1502000-06.</p> <p>Temperature settings for Refrigeration systems shall be maintained as specified in J-1502000-07.</p> <p>Clarifying Information: Refrigeration systems consist of but not limited to refrigeration and freezer units, ice machines condensing units, compressors, evaporators and expansion devices.</p>	
3.3.2	Automatic Transfer Switches (ATS)	The Contractor shall maintain ATS and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain ATS based on manufacturers recommended procedures, NFPA 99 Standard for Health Care Facilities and NFPA 110 Standard for Emergency and Standby Power Systems.</p> <p>The Contractor shall submit an ATS Maintenance Report per Section F. The report shall state all maintenance activities conducted on the ATS including any required repairs.</p> <p>The Automatic Transfer Switch Inventory is provided in J-1502000-24.</p>	Maintenance is performed in accordance with Contractor's PM program and work schedule.
3.3.3	Aboveground (AST) and Underground (UST) Storage Tanks	The Contractor shall maintain aboveground and underground storage tanks to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain aboveground and underground storage tanks to ensure compliance with OPNAV 5090.1, 40 CFR 112, and local environmental regulations.</p> <p>Work includes inspection, testing and repair of aboveground and underground fuel oil storage tanks, including associated piping, gauges, controls, leak detection systems, cathodic protection devices and secondary containment systems. Removal of debris/clutter from containment areas, drain water within containment areas, and</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule.</p> <p>Systems and equipment are maintained and repaired to sustain a fully functional and operable condition in accordance with OEM specifications.</p>

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<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>cleaning spill buckets.</p> <p>The AST and UST inventory is provided in J-1502000-25.</p> <p>The Contractor shall submit all completed tank inspections per Section F.</p>	
3.3.4	Automated Doors	The Contractor shall perform maintenance on Automated Doors and associated equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain Automated Doors based on manufacturers recommended procedures, NFPA 80, Fire Doors and Other Opening Protectives, NFPA 101 Life Safety Code and ANSI A156.19 Power Assist and Low Energy Power Operated Doors and OEM standards.</p> <p>The Contractor is responsible for all maintenance on the automated doors and associated components.</p> <p>The Contractor shall perform daily Automatic Door Checks on all of the automatic doors throughout the medical center complex.</p> <p>The Contractor will also perform an Annual Safety Check using an American Association of Automatic Door Manufacturers (AAADM) certified inspector.</p> <p>The Contractor shall submit an Automated Door Maintenance Report per Section F. The report shall state all maintenance activities conducted on the Automated Door systems including any required repairs.</p> <p>For the annual checks, an Inspection and Repair Report is prepared and submitted to the KO on completion of the annual inspection cycle. These reports are required to be maintained by FMD for TJC</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule.</p> <p>Doors are maintained and repaired to sustain a fully functional system and operable in accordance with listed codes and standards.</p>

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>accreditation survey</p> <p>A listing of Automatic Doors is identified in the WRNMMC RPIE inventory list.</p> <p>The Automated Door inventory is provided in J-1502000-26.</p>	
3.3.5	Fire Suppression Systems at WRNMMC	The Contractor shall perform PM on all fire suppression protection systems, fire alarm systems, fire hydrants, and fire pumps to ensure safe, reliable, uninterrupted fire protection service.	<p>The Walter Reed National Military Medical Center (WRNMMC) is a high profile hospital facility, providing medical care to the military as well as to high Government officials, their families and other Very Important Persons (VIPs).</p> <p>The Contractor shall perform all inspections, testing and preventative maintenance services at the WRNMMC between the hours of 0700-1530 (7:00 AM -3:30 PM) Monday thru Friday, <b>with the exception of Fire Alarm Testing, which shall be performed after normal duty hours or on weekends.</b></p> <p>The Contractor shall perform Fire Extinguishing Testing and Inspections, in accordance with NFPA-96 for Buildings 2 and 9.</p> <p>All work performed in WRNMMC, Buildings 1 through 10 and Building 100 shall be conducted in a manner and frequency that conforms to the specific requirements in the applicable National Fire Codes, including, but not limited to the following: NFPA 11, 11A, 12, 12A, 13, 13D, 13R, 14, 15, 16, 16A, 17, 17A, 20, 22, 25, 70, 72, 90A, 92A, 92B, 96, 105, 750, and 2001.</p> <p>The Contractor shall also</p>	<p>Maintenance is performed in accordance with Contractor's PM and work schedule.</p> <p>Report of repairs unable to be performed at time of PM and schedule for the repair provided to the KO within two hours of identification.</p> <p>All inspections and testing scheduled in advance, at least five days, and approved by the KO.</p> <p>Building occupants advised of testing requirements for audible fire alarm systems at least two days in advance.</p>

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>perform work in accordance with the manufacturer’s specific recommendations or requirements, and the JCAHO inspection and testing requirements and criteria.</p> <p>UFC 3-600-2 shall not apply to these specific facilities.</p> <p>The Contractor shall perform alarm testing after normal duty hours (0700-1530) Monday-Friday, or on weekends. This requirement shall be built into the annual Preventive Maintenance Schedule. The Contractor shall ensure a qualified Fire Protection Maintenance Technician is readily available to accomplish the required testing.</p> <p>The Contractor shall provide Fire Watch standing on a 24/7 basis whenever it has been identified that there is a VIP present at the site. The Contractor will be informed as soon as the requirement has been identified, in order to schedule qualified personnel.</p> <p>The PM Program shall satisfy any equipment warranties and shall include the Contractor’s plan for inspections and testing.</p> <p>Repairs within the Contractor’s responsibility limit shall be repaired at time of discovery, if possible, if not, the repair should be scheduled and completed as quickly as possible. A report shall be provided to the KO for any repairs unable to be performed at time of PM and shall include the schedule for the repair identified during PM. The report shall be</p>	

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<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>provided to the KO within two hours of identification.</p> <p>The Contractor shall provide a registered professional Fire Protection Engineer to oversee the Fire Protection inspections, maintenance and repairs portion of this contract.</p> <p>PM for fire protection shall be accomplished by the Contractor's certified Fire Protection Engineers and Technicians.</p> <p>The Contractor shall provide registration credentials and certifications for Fire Protection Engineers and Technicians to the KO within 30 calendar days after award of contract, annually and within 10 working days after any change.</p> <p>The Contractor shall notify facility occupants, Fire Department, and Security Department 24 hours and immediately prior to performing maintenance, inspection, or testing of fire suppression systems.</p> <p>The Contractor shall notify the Fire Department within one hour upon discovery of a system malfunctioning.</p> <p>When sprinkler systems are not operational due to Contractor scheduled work and the outage is for greater than 4 hours in a 24 hour period, the Contractor shall provide a fire watch to all areas affected by the outage including after hour coverage.</p> <p>All inspections and testing shall be scheduled in advance,</p>	

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			<p>at least five days, and approved by the KO.</p> <p>Building occupants will be advised of testing requirements for audible fire alarm systems at least two days in advance.</p> <p>Inspection Reports shall be provided to the KO. Inspection reports shall be submitted within 10 working days following the inspection.</p> <p>The Contractor shall submit a PM program for Fire Protection systems and equipment to the KO within 30 calendar days following award of contract, annually thereafter and within 10 working days following a change.</p> <p>The fire suppression inventory is provided in J-1502000-27.</p>	
3.3.5.1	Fire Suppression Systems at the Medical Center Complex	The Contractor shall perform inspections, testing and PM on fire suppression systems and equipment in designated areas to ensure proper operation at all times, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall perform all inspections, testing and/or preventative maintenance services during Government regular working hours, unless approved in advance by the KO.</p> <p>All inspections and testing shall be scheduled in advance, at least five days, and approved by the KO.</p> <p>Building occupants will be advised of testing requirements for audible fire alarm systems at least two days in advance.</p> <p>Inspection Reports shall be provided to the KO. Inspection reports shall be submitted within 10 working days following the inspection.</p> <p>In the event any system is not</p>	<p>PM, inspections and testing are accomplished per the Contractor's approved program and work schedule.</p> <p>Report of repairs unable to be performed at time of PM and schedule for the repair provided to the KO within two hours of identification.</p> <p>All inspections and testing scheduled in advance, at least five days, and approved by the KO.</p> <p>Building occupants were advised of testing requirements for audible fire alarm systems at least two days in advance.</p> <p>Inspection Reports provided to the KO within 10 working days following the inspection, as identified in</p>

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<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>working the Contractor shall provide a fire watch.</p> <p>The Contractor, as a minimum, shall notify the fire department and KO within 10 minutes of any system not working or out of service.</p> <p>The Contractor shall perform Fire Extinguishing Testing and Inspections, in accordance with NFPA-96 for the Child Development Center, Bowling Alley, Admirals Galley, Buildings 60 and 61 and the University Dining Area.</p> <p>The fire protection inventory is provided in Attachment J-1502000-27.</p>	Spec. Item 3.2.4.
3.3.6	Fire and Smoke Damper Systems, Fire Shutters	The Contractor shall perform PM on Fire and Smoke Damper and Shutter systems to ensure proper operation at all times, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall develop a PM program to Identify, inspect and maintain fire and smoke damper systems and fire shutters based on NFPA 80, Standard for Fire Doors and Windows, NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems, and NFPA 92A, Recommended Practice for Smoke-Control Systems and their appendix sections, and manufacturer's requirements and recommendations..</p> <p>The Fire and Smoke Damper inventory is provided in J-1502000-28.</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule</p> <p>Systems and dampers interface with fire and smoke-detection systems are maintained and repaired to sustain a fully functional and operable condition of stopping fire /smoke propagation through ducts</p>
3.3.7	Uninterruptable Power Supply Systems (UPS)	The Contractor shall perform maintenance on UPS to ensure safe, reliable, uninterrupted service.	<p>The inventory and description of UPS systems and equipment is provided in J-1502000-29.</p> <p>Maintenance shall comply with all OEM requirements and standards.</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule</p> <p>UPS provides electrical power to meet the temporary load demand for the duration of a power outage.</p> <p>UPS activates to restore temporary electrical power</p>

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				instantaneously following loss of power.
3.3.8	Line Isolation Monitors	The Contractor shall perform maintenance on Line Isolation Monitors to ensure proper operation, minimize breakdowns, and to maximize useful life..	<p>The Contractor shall maintain line isolation monitors in accordance with NFPA 99, Health Care Facilities.</p> <p>The Contractor shall submit a Line Isolation Monitor Report per Section F. The report shall state all maintenance activities conducted on the Line Isolation Monitors including any required repairs and inspections. These reports are required to be maintained by FMD for TJC accreditation survey.</p> <p>An inventory of line isolation monitors is specified in J-150200-30.</p> <p>Informational Note: Older Line Isolation Monitors will require monthly inspections and testing and newer models with self-test feature will require annual inspection and testing.</p>	Maintenance is performed in accordance with Contractor's PM program and work schedule.
3.3.9	Nurse Call Systems	The Contractor shall perform maintenance on the Nurse Call Systems, all associated parts and software to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain Nurse Call Systems based on manufacturers recommended procedures.</p> <p>Maintenance shall include software updates and enhancements as they become available.</p> <p>The Contractor shall submit a Nurse Call System Report per Section F. The report shall state all maintenance activities conducted on the Nurse Call systems including any required repairs.</p> <p>Nurse Call System is in J-1502000-31.</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule.</p> <p>Nurse call systems are maintained and repaired to sustain a fully functional and operable condition.</p>
3.3.10	Direct Digital Control (DDC) Systems	The Contractor shall maintain the DDC systems and software	The Contractor shall maintain DDC systems and associated equipment based on OEM	Maintenance is performed in accordance with Contractor's PM program and work

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		to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>requirements.</p> <p>The Contractor shall provide technicians certified to perform the monthly database maintenance and provide all software upgrades for the main DDC and server.</p> <p>Field software for all field controllers, servers, and laptop computers shall be upgraded as needed.</p> <p>The Contractor shall troubleshoot all DDC equipment and make repairs as needed.</p> <p>The Contractor shall submit a DDC System Report per Section F. The report shall state all maintenance activities conducted on the DDC systems including any required repairs.</p> <p>The DDC inventory is in J-1502000-32.</p>	<p>schedule.</p> <p>DDC systems are maintained and repaired to sustain a fully functional and operable condition.</p>
3.3.10.1	DDC Systems – Maintenance Inspections	The Contractor shall perform maintenance inspections on the DDC workstations to ensure proper operation.	<p>DDC provides ventilation and conditioned air to critical hospital and patient treatment rooms, monitors critical laboratory exhaust, and isolation rooms and are considered critical to life and health of patients.</p> <p>The Contractor shall perform maintenance inspections on the DDC workstations annually.</p> <p>The maintenance inspections should include:</p> <ul style="list-style-type: none"> <li>• Workstation operation</li> <li>• Fan operation</li> <li>• Hard drive errors</li> <li>• Operating system updates</li> <li>• Hard drive de-</li> </ul>	Maintenance is performed in accordance with Contractor's PM program and work schedule.

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<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>fragmentation, if required</p> <ul style="list-style-type: none"> <li>• Checking printer</li> <li>• Cleaning print head</li> <li>• Remove excess paper</li> <li>• Changing cartridge/ribbon</li> </ul>	
3.3.10.2	DDC Systems – Technical Services	The Contractor shall provide Technical Services to ensure proper operation.	The Contractor shall provide Technical Services to include system backups, system upgrades and live operator technical support, E-mail or documentation support 24 hours seven days a week.	DDC systems are maintained to sustain a fully functional and operable condition.
3.3.11	Negative Pressure Isolation Rooms and Positive Pressure Rooms	The Contractor shall maintain the Negative Pressure Isolation and Positive Pressure Rooms to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor will test Negative and Positive Pressure Rooms for proper operation monthly as long as a pressure-sensing device is being used; otherwise, a daily check using a smoke tube or tissue is required for Negative Pressure Isolation Rooms.</p> <p>The negative pressure in a room can be monitored by visually observing the direction of airflow (e.g., using smoke tubes or a tissue) or by measuring the differential pressure between the room and its surrounding area.</p> <p>Differential pressure-sensing devices also can be used to monitor negative pressure; they can provide either periodic (non-continuous) pressure measurements or continuous pressure monitoring. The continuous monitoring component may simply be a visible and/or audible warning signal that air pressure is low. In addition, it may also provide a pressure readout signal, which can be recorded for later verification or used to automatically adjust the facility's ventilation control system.</p>	<p>Inspections and repairs are accomplished on schedule and equipment is operating properly.</p> <p>An Inspection and Repair Report is submitted to the KO on completion of work.</p>

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			<p>The Contractor shall submit an Inspection and Repair Report per Section F. The report shall state all maintenance activities conducted on the rooms including any required repairs. These reports are required to be maintained by FMD for TJC accreditation survey.</p> <p>A listing of Negative and Positive Pressure Rooms are identified in the WRNMMC RPIE inventory list.</p>	
3.3.12	Fire Stop Maintenance	The Contractor shall perform periodic inspections on all smoke and fire walls to ensure proper sealing to prevent the spread of smoke and fire.	<p>The Contractor shall develop an inspection program to ensure that all fire stops remain in proper condition to minimize the spread of smoke and fire, in accordance with NFPA 80, Standard for Fire Doors and Other Opening Protectives; NFPA 101, Life safety Code; NFPA 221, Standard for High Challenge Fire Walls, Fire Walls, and Fire Barrier Walls; ASTM E 2174 Standard Practice for On-Site Inspection of Installed Fire Stops and Joint Commission requirements.</p> <p>Inspections shall commence immediately after contract start. The Contractor shall coordinate his schedule to perform inspection at least one month but no more than three months prior to the scheduled The Joint Commission tri-annual survey</p> <p>The Contractor shall, as a part of their inspection, repair defective fire stop penetrations up to an area of 144 sq. inches per penetration. Repairs shall be completed within five working days of discovery.</p> <p>The Contractor shall notify the KO per the notification for</p>	<p>Maintenance is performed in accordance with Contractor's work schedule.</p> <p>The Fire Stop Report contains all required information.</p>

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			<p>work above the recurring work limitations in Annex 2 upon discovering fire stop deficiencies exceeding the 144 sq. inch area.</p> <p>The fire stop historical repair requirement is provided in J-1502000-33.</p> <p>Repair work exceeding 144 sq. inches may be ordered under non-recurring work.</p> <p>The Contractor shall submit a Fire Stop Inspection Report per Section F. At a minimum, for each discrepancy the fire stop inspection report shall contain the building number, level and room number, grid location, wall identification (North, South, East, or West) date of inspection, a description and approximate size of each defect and the appropriate NFPA code that the defect does not comply with. The report shall indicate the dates of inspection for each facility and the names of the personnel providing the inspection. A photo of each issue reported including repairs completed during the inspection shall be included with the report. The Contractor shall also maintain this documentation and make it available to the KO when requested.</p> <p>Existing fire stop wall maps and drawings are available for review from the FMD office. Access to the documentation shall be scheduled with the KO.</p> <p>Informational Note: The effort typically required to inspect and execute repairs within the liability limit stated above</p>	

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			consists of four inspectors over 14 workdays.	
3.3.13	Major Electrical Panel Inspection, Cleaning and Repair	The Contractor shall perform inspection, cleaning and repair for electrical panels to ensure proper operation, and to maximize useful life.	<p>The Contractor shall develop and implement a program to inspect, clean, and make all necessary repairs to the electrical panels annually.</p> <p>The Contractor shall submit an Electrical Panel Inspection, Cleaning, and Repair Report at the conclusion of each cycle per Section F. These reports are required to be maintained by FMD for TJC accreditation survey.</p> <p>The facility electrical distribution system equipment inventory is provided in J-1502000-34.</p>	<p>Maintenance is performed in accordance with Contractor's work schedule.</p> <p>Systems and equipment are maintained and repaired to sustain a fully functional and operable condition in accordance with OEM specifications.</p>
3.3.14	Electrical Receptacle Inspections and Repair	The Contractor shall develop and implement a program to inspect and make necessary repairs to electrical receptacles to ensure proper operation.	<p>The Contractor shall perform annual inspections on electrical receptacles in patient sleeping and patient examination rooms in accordance with NFPA, TJC and perform repairs as needed.</p> <p>A listing of Electrical Receptacles is identified in the WRNMMC RPIE inventory list.</p> <p>An inventory of electrical receptacles to be regularly inspected and repaired by the Contractor is provided in J-1502000-35.</p> <p>The Contractor shall submit an Electrical Receptacle Inspection and Repair Report per Section F. These reports are required to be maintained by FMD for TJC accreditation survey.</p>	<p>Electrical receptacles are inspected in accordance with Contractor's work schedule.</p> <p>Inspection and Repair Report is accurate and complete.</p>
3.3.15	Eyewash / Deluge Stations	The Contractor shall maintain eyewash stations to ensure they are safe and fully functional and operational.	The Contractor shall routinely test and flush eyewash and deluge stations. The Contractor shall affix a tag to all eyewash and deluge stations indicating the last	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule.</p> <p>Eyewash / Deluge Stations</p>

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			<p>service date.</p> <p>Eyewash Stations inventory is provided in J-1502000-36</p>	are maintained and repaired to sustain a fully functional and operable condition.
3.3.16	Pneumatic Tube Systems	The Contractor shall maintain pneumatic tube systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain pneumatic tube systems in accordance with manufacturers' recommended procedures and industry standards for applicable systems and components.</p> <p>The pneumatic tube system and associated equipment inventory is provided in J-1502000-13.</p> <p>Clarifying Information: Pneumatic tube systems consist of but not limited to carriers, steel tubes, blowers, air lines, delivery stations, diverters and computer control center.</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule.</p> <p>Pneumatic tube systems are maintained and repaired to sustain a fully functional and operable system.</p>
3.3.17	Parking Garage Control Equipment	The Contractor shall maintain parking garage control equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Contractor shall maintain parking garage control equipment in accordance with manufacturers' recommended procedures and industry standards for applicable systems and components.</p> <p>The parking garage control equipment inventory is provided in J-1502000-53.</p> <p>Clarifying Information: Parking garage control equipment consist of but not limited to gate operators, car counters, display boards, sensors, control boxes and arms.</p>	<p>Maintenance is performed in accordance with Contractor's PM program and work schedule.</p> <p>Parking control equipment are maintained and repaired to sustain a fully functional and operable system.</p>
3.3.18	Galley Equipment	The Contractor shall perform PM on galley equipment to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>The Galley equipment inventory is provided in J-1300000-54.</p> <p>The Contractor's PM program shall be developed based on manufacturers' recommended procedures, OEM standards, and UFC 3-190-07N, Operation and Maintenance:</p>	<p>PM is accomplished per Contractor's program and work schedule.</p> <p>When a problem or a need for repair is identified, the Contractor shall respond within one hour and complete the repair within two days.</p>

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			<p>Food Service Equipment.</p> <p>Maintenance shall not disrupt galley operations and must be coordinated with the galley manager.</p>	<p>Systems and equipment are maintained and repaired to sustain a fully functional and operable condition in accordance with OEM specifications.</p> <p>Work is accomplished per Spec Item 2.3.1, Workmanship and Material Standards.</p> <p>When repair is complete the system or equipment does not present any hazard or danger to personnel.</p>
3.4	Inspection, Testing, and Certification Program	The Contractor shall provide inspection, testing, and certification services to ensure they are safe, fully functional, and operational.	<p>The Contractor shall develop an inspection, testing, and certification program</p> <p>The Contractor shall submit an inspection, testing, and certification program summary report per Section F. The report shall detail all certification activities completed during the previous month.</p> <p>The Contractor shall submit an inspection, testing and certification schedule and a copy of all the equipment certifications per Section F.</p> <p>The Contractor is fully responsible for and shall perform any repairs, including replacement, discovered during inspection, testing, and certification work up to \$7,500 per occurrence under IMP program in direct material and labor cost under recurring work portion of the contract.</p>	<p>All certifications are current.</p> <p>Testing, inspection, and certification services performed and completed in accordance with the inspection, testing, and certification program and schedule.</p> <p>Testing, inspection, and certification services performed in accordance with applicable references.</p>
3.4.1	Boilers and UPVs	The Contractor shall test, inspect, and certify boilers and/or UPVs to ensure they are safe, fully functional, and	The Contractor shall prepare boilers and/or UPVs for testing, inspection, and certification in accordance with the National Board of Boiler and Pressure Vessel	Testing, inspection, and certification of boilers and/or UPVs performed and completed in accordance with the Inspection, Testing, and Certification Program

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		operational.	<p>Inspectors Code, and UFC 3-430-07.</p> <p>The Contractor shall immediately void any boiler inspection safety certificates upon the discovery of a safety deficiency regardless of the expiration date on the certificate. The certificate will again be valid only after the deficiency has been corrected by the Contractor and the boiler has been re-certified.</p> <p>The Contractor shall thoroughly clean and prepare the boilers and/or UPVs for testing and certification.</p> <p>The Contractor shall return boilers and/or UPVs to service upon issuance of certification.</p> <p>The Contractor shall refrain from operating a boiler and/or UPV without a valid NAVFAC inspection certificate.</p> <p>The Contractor shall provide a qualified Boiler Inspector for certification of boilers and UPVs.</p> <p>The boiler and/or UPV inventory and date of last certification is provided in J-1502000-08.</p>	<p>and Schedule.</p> <p>Boilers and/or UPVs promptly returned to service upon issuance of certification.</p> <p>Boilers and/or UPVs are inspected, tested, and certified in accordance with UFC 3-430-07.</p>
3.4.2	Chilled Water Testing and Treatment Program	The Contractor shall provide and implement a Chilled Water Testing and Treatment program to ensure optimum equipment operation and to maximize useful life.	<p>The Contractor shall develop a chilled water testing and treatment program in accordance with manufacturer's recommendations for applicable equipment to include collection of samples, testing and treatment of chilled water.</p> <p>The Contractor shall submit the Chilled Water Testing and Treatment Program per</p>	<p>Sampling and testing is accomplished in accordance with the Contractor's program and schedule.</p> <p>Test results of the chilled water meets the chemical residual limits expected, and are incorporated in the Contractor's Chilled Water Testing and Treatment Program</p> <p>All reports are provided</p>

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			<p>Section F.</p> <p>The Program shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-Chemicals to be used, their purpose, the accompanying MSDS and equipment/material compatibility,</li> <li>-Specifics of the BIOCIDe program (how it will run and the testing),</li> <li>-Credentials of the Water Analysis Laboratory,</li> <li>-Corrosion Monitoring Program for HVAC related systems specifics,</li> <li>-Company, if services are subcontracted,</li> <li>-Hazardous Waste Minimization Plan, and</li> <li>-Resumes of personnel providing service.</li> </ul> <p>The Contractor's testing results of the chilled water shall meet the testing and chemical residual limits expected and incorporated in the Contractor's Chilled Water Testing and Treatment Program.</p> <p>The Contractor shall submit water treatment test reports per Section F.</p> <p>The water testing and treatment equipment inventory is provided in J-1502000-37.</p>	within specified times.
3.4.3	Boiler Water Testing and Treatment Services	The Contractor shall provide and implement a Boiler Water Testing and Treatment Program to ensure optimum	The Contractor shall develop a Boiler Water Testing and Treatment Program per manufacturer's specifications and Section 3120 of NAVFACINST 11300.37 for	<p>Sampling and testing is accomplished per the Contractor's program and schedule.</p> <p>Boiler water meets specified</p>

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		equipment operation and to maximize useful life.	<p>applicable equipment.</p> <p>The Contractor shall submit the Boiler Water Testing and Treatment Program per section F.</p> <p>Boiler water shall be maintained within the limits specified in Section 3120 of NAVFACINST 11300.37.</p> <p>For hot water boilers with capacities exceeding 5 MBTU(H) and steam boilers with capacities exceeding 0.4 MBTU(H), samples of feedwater, boiler water and condensate shall be tested and certified monthly by an independent laboratory for simultaneous comparison with Contractor analyses.</p>	<p>limits.</p> <p>Contractor will provide accurate information to the end user for monitoring, such as current chemical levels.</p>
3.4.4	Domestic Hot Water Tank and Humidifier Inspection and Cleaning.	The Contractor shall inspect, clean and flush domestic hot water tanks and replace lab water filters to ensure optimum equipment operation and to maximize useful life.	<p>The Contractor shall conduct and document daily and weekly inspections of the domestic hot water systems at the WRNMMC throughout the medical center complex. The Government will provide checklists that indicate specific locations and normal ranges for temperature readings.</p> <p>The Contractor shall submit a Domestic Hot Water Temperature Log per Section F. This report is required to be maintained by FMD for TJC accreditation survey.</p> <p>The Contractor shall clean, flush and repair the hot water tanks located in buildings 1, 2, 9 and 10. Inventory of domestic hot water tank locations and required service frequencies are provided in J-1502000-09.</p> <p>A listing of domestic hot water tanks and humidifiers</p>	<p>Inspections are accomplished on schedule and hot water tanks operate properly.</p> <p>Approved outage request are obtained before flushing hot water tanks.</p>

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			<p>are identified in the WRNMMC RPIE inventory list.</p> <p>An approved outage request is required before flushing of hot water tanks.</p> <p>The Contractor shall submit a Hot Water Tank Cleaning Report at the conclusion of each cleaning. This report is required to be maintained by FMD for TJC accreditation survey.</p>	
3.4.5	Backflow Prevention Devices	The Contractor shall prepare, inspect, and test backflow prevention devices to ensure they are safe, fully functional, and operational.	<p>The Contractor shall comply with inspection, testing, and certification requirements of the applicable regulatory agency and UFC-3-230-02, UG-2029-ENV, AWWA M14, and OPNAVINST 5090.1.</p> <p>The Contractor shall provide a five working days advance notification to the KO when backflow prevention devices is ready for testing and certification for coordination with the Government provided inspector.</p> <p>The inventory of backflow prevention devices is provided in J-1502000-38.</p>	<p>Testing, inspection, and certification of backflow prevention devices performed and completed in accordance with the inspection, testing, and certification program and schedule.</p> <p>Backflow prevention devices are certified in accordance with UFC-3-230-02, UG-2029-ENV, AWWA M14, and OPNAVINST 5090.1.</p>
3.5	Other Recurring Services Program	The Contractor shall develop and implement another recurring services program for facilities, ground structures, personal property equipment and installed equipment and systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	<p>Other recurring services include, but not limited to grease traps, lighting, fire stops, boiler water testing and treatment, exhaust hoods and ducts.</p> <p>TJC compliant documentation shall be maintained for applicable systems and recurring inspections for WRNMMC</p> <p>The Contractor shall submit an Other Recurring Services Program Summary Report per Section F. The report shall</p>	<p>Other recurring services are accomplished in accordance with the Contractor's program and work schedule.</p> <p>Services are performed in accordance with manufacturers' recommended procedures and OEM standards.</p>

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			indicate monthly planned inspections/tasks and summarize all work completed on the prior month.	
3.5.1	Grease Traps	The Contractor shall maintain and clean designated grease traps and remove and dispose of grease to ensure they function properly.	<p>The Contractor shall dispose of grease in accordance with environmentally approved procedures.</p> <p>The Contractor shall submit a schedule for cleaning and sanitizing the grease traps at NMMC per Section F.</p> <p>Servicing of the trap shall be scheduled so as not to interfere or inhibit any activities associated with Government facilities.</p> <p>The grease trap inventory is provided in J-1502000-39.</p>	<p>Grease traps are cleaned in accordance with Contractor's work schedule.</p> <p>Grease traps are clean and free of grease on baffles, perforated surfaces, and all other removable parts and function to meet the intended purpose.</p>
3.5.2	Plaster Traps	The Contractor shall maintain and clean designated plaster traps and dispose of plaster to ensure they function properly.	<p>The Contractor shall dispose of plaster in accordance with environmentally approved procedures.</p> <p>The Contractor shall submit a schedule for cleaning the plaster traps at NMMC per Section F.</p> <p>Servicing of the trap shall be scheduled so as not to interfere or inhibit any activities associated with Government facilities.</p> <p>The plaster trap inventory is provided in J-1502000-40.</p>	<p>Plaster traps are cleaned in accordance with Contractor's work schedule.</p> <p>Plaster traps are clean and all other removable parts function to meet the intended purpose.</p>
3.5.3	HVAC Seasonal Start-Up and Shutdown	The Contractor shall perform seasonal start-up and shutdown to ensure HVAC systems are prepared and activated at the start of each season and deactivated and preserved at the end of each season.	<p>The Contractor shall perform start-up and shutdown of HVAC systems and perform daily inspections of mechanical rooms at WRNMMC as identified in J-1502000-41.</p> <p>The air conditioning systems are normally shutdown during the months of October or November, and started up during the months of April or</p>	Seasonal start-up and shutdown work completed within three working days of the specified start date for equipment in individual buildings, or within 10 working days if services are ordered for all systems at the same time.

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			<p>May; however, the length of the season will vary and no adjustment in the contract price is made regardless of the actual length of the season. The KO will advise the Contractor of the specific date or dates when such services should begin to be accomplished.</p> <p>Fall shutdown shall include securing and winterizing the air conditioning system and activating steam, electric, or gas heating system and resetting all thermostats as required.</p> <p>Spring start-up shall include activating the air conditioning system and securing and preserving all heating coils or heat exchangers and resetting all thermostats as required.</p> <p>In winter months, (01 December – 31 March) the Contractor shall make daily visits to mechanical rooms throughout the Medical Center complex in accordance with J-1502000-41, Daily Inspection of Mechanical Rooms during Winter months to verify correct operation of equipment. The Primary purpose is to ensure HVAC equipment does not experience freeze-ups and subsequent building flooding due to a combination of equipment failure and cold weather.</p> <p>The HVAC systems inventory is provided in J-1502000-06.</p>	
3.5.4	Boiler Seasonal Start-Up and Shutdown	The Contractor shall perform seasonal start-up and shutdown to ensure boilers are prepared and activated at the start	<p>The Contractor shall perform start-up and shutdown when directed by the KO.</p> <p>The boilers listed are normally shut down during the months</p>	Seasonal start-up and shutdown work must be completed within three working days of the specified start date for equipment in individual buildings, or

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		of each season and deactivated and preserved at the end of each season.	of April or May, and started up during the months of October or November; however, the length of the season will vary and no adjustment in the contract price is made regardless of the actual length of the season. The KO will advise the Contractor of the specific date or dates when such services should begin to be accomplished.  The Boiler systems inventory is provided in J-1502000-08.	within 10 working days if services are ordered for all systems at the same time.
3.5.5	Water Features	The Contractor shall maintain interior Waterfalls to ensure optimum equipment operation and to maximize useful life.	The Contractor shall clean and maintain the water features per the manufacturer's recommendation. Services should include replacement of sediment and carbon filters, changing the ion disinfection cartridge on the pumps and brush the upper reservoirs.  Water feature inventory is listed in Miscellaneous J-1502000-42.	Maintenance is performed in accordance with Contractor's work schedule.
3.5.6	Fire Door Inspections and Repair	The Contractor shall perform inspections and repair on all fire doors to ensure proper sealing to prevent the spread of smoke and fire.	The Contractor shall develop an inspection program to ensure that all fire doors and fire and smoke barriers remain in proper condition to minimize the spread of smoke and fire, in accordance with NFPA 80, Standard for Fire Doors and Other Opening Protectives; NFPA 101, Life safety Code; NFPA 105: Standard for the Installation of Smoke Door Assemblies and other Opening Protectives; NFPA 221, Standard for High Challenge Fire Walls, Fire Walls, and Fire Barrier Walls; ASTM E 2174 Standard Practice for On-Site Inspection of Installed Fire Stops and Joint Commission requirements.  Inspections shall commence	Maintenance is performed in accordance with Contractor's work schedule.  An Inspection and Repair Report is submitted upon completion of work.  Notification of repair work exceeding the liability limit is submitted to the KO within one working day.

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			<p>immediately after contract start.</p> <p>Semi-annual inspections are required for Buildings 9, 10, 9A and 19. The Contractor shall inspect fire and smoke doors for proper operation in accordance with the applicable NFPA codes for a healthcare facility, and perform repairs as needed up to a liability limit of \$250 in materials cost to ensure proper door operation.</p> <p>Notification of repair work exceeding the liability limit is submitted to the KO within one working day, with a cost estimate provided on the PM Checklist.</p> <p>Fire and smoke doors are identified in the WRNMMC RPIE inventory list.</p> <p>An inventory of fire doors is provided in J-1502000-45.</p> <p>The Contractor will submit a Fire Door Inspection and Repair Report per section F. These reports are required to be maintained by FMD for TJC accreditation survey.</p>	
3.5.7	Annual Flow Testing of Fire Hydrants	The Contractor shall perform annual flow testing on fire hydrants to ensure proper operation, and to maximize useful life.	<p>The Contractor shall develop and implement a program to flow test all fire hydrants annually in accordance with NFPA 25 and NFPA 291.</p> <p>The Contractor shall submit the Fire Hydrant Flow Test Program per Section F</p> <p>The Contractor shall submit Fire Hydrant Flow Test reports per Section F.</p> <p>The fire hydrant locations are provided in J-1502000-46.</p>	Testing is performed in accordance with Contractor's work schedule.
3.5.8	Roof and Floor Drain Inspection	The Contractor shall perform semi-annual	The Contractor shall inspect and remove leaves, pine	Inspections are performed in accordance with Contractor's

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	and Cleaning	inspection and cleaning of roof and floor drains to ensure they are free of debris and function properly.	<p>cones, trash and other debris from roof drains. Drains, Scuppers and Downspouts shall be kept clean.</p> <p>An inventory of facilities requiring roof drain inspections is provided in J-1502000-47.</p> <p>The Contractor shall notify the KO of any deficiencies requiring repair.</p>	<p>work schedule.</p> <p>No significant ponding of water on a roof.</p> <p>The KO is notified of any deficiencies requiring repair.</p>
3.5.9	Ceiling Tile Inspection and Replacement Services	The Contractor shall provide an inspection and maintenance program for acoustic drop-in type ceiling tiles to ensure facilities are safe, fully functional, and aesthetically appealing	<p>The Contractor shall develop and implement a program to provide inspection and replacement of acoustic ceiling tiles throughout the WRNMMC complex.</p> <p>The Contractor shall inspect and replace damaged ceiling tiles in common areas (restrooms; elevators; hallways –including hallways in clinic areas; patient waiting areas; parking garages; auditoriums).</p> <p>Replacement ceiling tiles shall match existing tiles in material, size, color, style and pattern.</p> <p>Service calls will not be issued for locations receiving scheduled ceiling tile replacement services.</p> <p>The Contractor shall submit a Ceiling Tile Replacement Report per Section F. The report shall indicate the number of tiles replaced in each facility, location, type and size of tile replaced and the date of replacement. An example of this report is provided in J-1502000-48.</p> <p>Informational Note: Historically approximately 5,400 ceiling tiles are replaced</p>	<p>In areas designated for Contractor inspection there are no ceiling tiles that are moldy, wet, broken, or missing.</p> <p>Quarterly ceiling tile maintenance reports are accurate and complete.</p>

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			annually.	
3.5.10	Interior and Exterior Lighting Inspection, Re-lamping and Repair	The Contractor shall perform inspection and repair for Interior and Exterior Lighting systems to ensure proper operation, and to maximize useful life.	<p>The Contractor shall develop and implement a program to inspect, clean, re-lamp, and make all necessary repairs to interior and exterior lighting systems.</p> <p>Interior lighting systems refers to all interior lighting including emergency and exit lights, auditoriums lights, lights in parking areas of garages, elevator lights, and lights within all other facilities at the WRNMMC.</p> <p>Exterior lighting systems refers only to lighting fixtures physically affixed to building structures or part of the immediate perimeter grounds area. Exterior lighting systems does not include street lighting systems.</p> <p>Repair of the light fixtures includes re-lamping, ballast replacement, replacement of bulb sockets, and repair of internal fixture wiring. External to the fixture the Contractor shall ensure the circuit breaker supplying an inoperative fixture is in the “on” position.</p> <p>The Contractor shall respond within two hours of notification to repair an inoperative fixture that is creating a safety hazard or creating a work stoppage condition.</p> <p>The Contractor shall notify the KO of any fixtures that fail to operate after repairs have been completed and the circuit breaker is in the “on” position.</p> <p>Lamps bulbs and ballast shall</p>	<p>Maintenance is performed in accordance with Contractor's work schedule.</p> <p>Facility interior spaces remain illuminated as designed.</p> <p>The Contractor submits a quarterly report that indicates the number and type of relamping actions conducted during that period.</p>

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			<p>be disposed in accordance with all Federal, state and stations regulations and procedures.</p> <p>The Contractor shall submit a Light Fixture Repair Report per Section F. The report shall identify repairs completed, fixture location and identify the number and type of lamps and ballast replaced during the month.</p> <p>The Contractor will be responsible for relamping one third of all lights each year. A relamping plan shall be submitted to the KO 30 days after the beginning of each performance period. The Contractor shall propose a long-life, high efficiency bulb as part of this effort.</p> <p>Submit a copy of the Light Fixture Maintenance Program including inspection schedules per Section F.</p> <p>Service calls will be issued for relamping services in all facilities to supplement the relamping plan. Details on relamping requirements are in J-1502000-49.</p> <p>The Emergency Lighting Inventory is provided in J-1502000-50.</p> <p>The Historical relamping data for 2013 is provided in J-1502000-51.</p>	
3.5.11	Locksmith Services	The Contractor shall provide locksmith services to ensure proper operation, and to maximize useful life.	The Contractor shall provide all necessary labor, materials, and equipment to provide locksmith services base wide at WRNMMC. The Government will furnish lists of specific work to be done, and will approve all keys, locks and door hardware prior	<p>The equipment is maintained, operable, and fully functional.</p> <p>Monthly Locksmith Services Reports are accurate and complete.</p>

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			<p>to replacement and installation.</p> <p>Details on the scope of locksmith services can be found in J-1502000-52.</p> <p>The Contractor shall submit a Locksmith Services Report per Section F. The report shall indicate the number and types of Locksmith actions taken and the date.</p>	
3.5.12	Daily Rounds	The Contractor shall make daily rounds of all mechanical and electrical rooms to ensure proper operation and are free of debris.	<p>The Contractor shall inspect and remove trash and other debris from the mechanical and electrical rooms. The mechanical and electrical rooms shall be kept clean.</p> <p>The Contractor shall submit a schedule for daily rounds per Section F. The schedule shall ensure that every mechanical and electrical room in the medical center has been inspected at least once quarterly.</p> <p>The inventory of the mechanical and electrical rooms to be inspected is provided in J-1502000-41.</p>	<p>Daily rounds are performed in accordance with Contractor's work schedule.</p> <p>Mechanical and electrical rooms are clean and free of debris.</p>

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<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
4	Non-recurring Work	Non-recurring work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to non-recurring work ELINs for task listings, descriptions and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance Standards for non-recurring work will be the same as those in Spec Item 3 where applicable.	

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government
0009	Destination	Government	Destination	Government
0010	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY FULL TEXT

52.246-4 INSPECTION OF SERVICES--FIXED-PRICE (AUG 1996)

(a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the contract for default.

(End of clause)

NFAS CLAUSES IN SECTION E

5252.223-9300

INSPECTION BY REGULATORY AGENCIES (JUN 1994)

(a) Work performed under this contract is subject to inspection by State and Federal Government Regulatory agencies including those described below.

(b) Permission has been granted by the Navy permitting Federal and State occupational health and safety officials to enter Navy shore installations, without delay and at reasonable times, to conduct routine safety and health investigations. Permission also extends to safety and health investigations based on reports of unsafe conditions. Occupational Health and Safety Administration (OSHA) officials may also investigate accidents or illnesses involving the Contractor's employees. Inspections may also be carried out by the Department of Labor to inspect for compliance with labor laws.

(c) The Contractor shall cooperate with regulatory agencies and shall provide personnel to accompany the agency inspection or review teams. Contractor personnel shall be knowledgeable concerning the work being inspected, and participate in responding to all requests for information, inspection or review findings by regulatory agencies.

(End of clause)

5252.237-9300

SCHEDULE OF DEDUCTIONS (NOV 1998)

(a) Within fifteen (15) days after the contract award, the successful Contractor shall provide an acceptable Schedule of Deductions for the base period and each option year of the contract. No work may commence until such Schedule of Deductions is approved by the Contracting Officer. The total of the Schedule of Deductions must equal the amount entered in Contract Line Item 0001, 0003, 0005, 0007, and 0009. If for any reason this contract is modified, including the exercise of an option, and the modification affects the schedule of deductions, the contractor shall submit a revised schedule of deductions within fifteen (15) days of the date of the modification. Prices shown in the Schedule of Deductions will be utilized in conjunction with the "CONSEQUENCES OF THE CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICE" clause in making deductions to the contract price for nonperformed or unsatisfactory work.

(b) Unbalancing in the Schedule of Deductions submitted shall be the cause for withholding approval and requiring resubmittal of a balanced schedule. The Contractor's failure to provide an approved Schedule of Deductions shall be grounds for TERMINATION FOR DEFAULT. The Government reserves the right to unilaterally establish a Schedule of Deductions in the event the successful Contractor fails to present the Schedule of Deductions within fifteen (15) calendar days of the date of contract award or presents a Schedule of Deductions, which is unbalanced or materially deficient. The approved Schedule of Deductions shall be part of the contract. DO NOT SUBMIT the Schedule of Deductions with the offer.

CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM  
REQUIRED SERVICES (OCT 2004)

The Contractor shall perform all of the contract requirements. The Government will inspect and assess Contractor performance in accordance with FAR 52.246-4, INSPECTION OF SERVICES - FIXED PRICE and the Section E provision entitled GOVERNMENT PERFORMANCE ASSESSMENT. The Government will require re-performance, withhold payment, or seek other suitable consideration for unsatisfactory or non-performed work. When defects can't be corrected by re-performance, the Government may reduce the price to reflect the reduced value of services performed.

(a) PROCEDURES. In the case of unsatisfactory or non-performed work, the Government:

(1) may give the Contractor written notice of observed deficiencies prior to withholding payment for unsatisfactory or non-performed work and/or assessing liquidated damages. Such written notice shall not be a prerequisite for withholding payment for non-performed work. The Government may specify, as provided for below, that liquidated damages can be assessed against the Contractor. Such liquidated damages are to compensate the Government for administrative costs and other expenses resulting from the unsatisfactory or non-performed work.

(2) may, at its option, allow the Contractor an opportunity to re-perform the unsatisfactory or non-performed work, at no additional cost to the Government. In the case of daily work, corrective action must be completed within two hours of notice to the Contractor. In the case of other work, corrective action must be completed within Twenty-four of notice. In addition, the Government can assess liquidated damages, as referenced above, in the amount of 15 percent of the value of all observed defects. The original inspection results of the Contractor's work will not be modified upon re-inspection. However, the Contractor will be paid for satisfactorily re-performed work.

(3) shall withhold from the Contractor's invoice all amounts associated with the unsatisfactory or non-performed work at the prices set out in the Schedule or provided by other provisions of this contract, unless the Contractor is required to re-perform and satisfactorily complete the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of 15 percent of the value of all observed defects.

(4) may, at its option, perform the work by Government personnel or by other means. The Government will reduce the amount of payment to the Contractor, by the amount paid to any Government personnel (based on wages, retirement and fringe benefits) plus material, or by the actual costs incurred to accomplish the work by other means. If the actual costs cannot be readily determined, the prices set out in the Schedule will be used as the basis for the deduction. In addition, the Government can assess liquidated damages, as referenced above, in the amount of 15 percent of the computed cost.

(b) The Contractor is responsible for maintaining an effective Quality Control Program during the course of the contract. Failure to maintain adequate quality control may result in Termination for Default.

(c) Re-performance by the Contractor does not waive the Government's right to terminate for nonperformance in accordance with FAR clause 52.249-8, DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) of Section I and all other remedies for default as may be provided by law.

(d) When WATCHSTANDING SERVICES apply. If the Contractor fails to provide qualified personnel or allows any post to be unmanned for a total of 30 minutes in any shift, the Government may assign other persons to perform such work or withhold payment as specified below;

(1) When Watchstanding Services are performed by Government employees, withholdings shall be computed based on the current Federal Pay Schedule including wages, retirement and fringe benefits of the Government employees (civilian or military) who actually performed the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of 15 percent of the computed cost.

(2) When non-performed Watchstanding Services are obtained under another contract, the Government will withhold an amount equal to the cost to the Government under that contract. In addition, the Government can assess liquidated damages, as referenced above, in the amount of 15 percent of the cost.

(3) If no guard replacement is furnished by the Government and the work is not performed, the Government will withhold an amount equal to the cost to the Government of having a Government employee perform the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of N/A of the computed cost.

(4) The Contractor will be held liable for property losses sustained by the Government as a direct, consequential result of a failure to furnish the required personnel.

(5) Computations of the costs for Government employees to perform work not performed by the Contractor shall be in conformance with FAR 52.222-42, STATEMENT OF EQUIVALENT RATE FOR FEDERAL HIRES.

(End of clause)

ESTIMATING THE PRICE OF NONPERFORMED OR  
UNSATISFACTORY WORK (OCT 2004)

In the event the price of non-performed or unsatisfactory work cannot be determined from the prices set out in the Schedule, or on the basis of the actual cost to the Government, estimating methods may be used to determine an amount, which reflects the reduced value of services performed. The Government may estimate the cost using wage rates and fringe benefits included in the wage determinations included in the contract, Government estimates of the Contractor's overhead and profit rates, and Government estimates of material costs if applicable. Liquidated damages, to compensate the Government for administrative costs and other expenses resulting from the non-performed or unsatisfactory performance, will be calculated in accordance with the CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED WORK clause.

(End of clause)

## 5252.248-1 VALUE ENGINEERING (MAR 1989) (NAVFAC DEVIATION NOV 1998)

(a) The Contractor is entitled, as prescribed in this clause, to share in cost savings resulting from the implementation of cost reduction projects, which are presented to the Government in the form of Cost Reduction Proposals (CRP) and approved by the Contracting Officer. These cost reduction projects may require changes to the terms, conditions or Section C, Performance Work Statement, of this contract. Any cost reduction projects must not change the essential function of any products to be delivered or the essential purpose of services to be provided under the contract.

(b) Definitions.

(1) Cost savings - as contemplated by this clause, means savings that result from instituting changes to this contract, as identified in an approved Cost Reduction Proposal.

(2) Cost Reduction Proposal (CRP) - For the purpose of this clause, a Cost Reduction Proposal means a proposal that achieves cost savings as described in this clause. These alternatives must result in a net reduction in the contract price to the Government. The proposal will include technical and cost information sufficient to enable the Contracting Officer to evaluate the CRP and approve or disapprove it.

(3) Contractor implementation costs - As used in this clause, contractor implementation costs shall mean those costs which the Contractor incurs on this contract in developing, preparing, submitting, and negotiating a CRP; as well as those costs the Contractor will incur to make any structural or organizational changes in order to implement an approved CRP.

(4) Government cost - As used in this clause, the term government costs means internal costs of the Government agency, which result directly from development, and implementation of the CRP. These may include, but are not limited to, costs associated with the administration of the contract or with such contractually related functions such as testing, operations, maintenance and logistics support. These costs also include costs associated with other Agency contracts (including changes in contract price or cost and fee) that may be affected as a result of the implementation of a CRP. They do not include the normal administrative costs of reviewing and processing the CRP.

(c) General. The Contractor shall develop, prepare and submit CRPs with supporting information, as detailed in paragraph (e) and (f) of this clause to the Contracting Officer. The CRP will describe the proposed cost reduction activity in sufficient detail to enable the Contracting Officer to evaluate it and to approve or disapprove it. The Contractor shall share in any net cost savings realized from approved and implemented CRPs that reduce the price of this contract. The Contractor's actual percentage share of the cost savings shall be a matter for negotiation with the Contracting Officer, but shall not, in any event, exceed 50% of the total net cost savings recognized by the Contracting Officer. The Contractor may propose changes in other activities that impact performance on its contract, including government and other contractor operations, if such changes will optimize cost savings. A Contractor shall not be entitled to share, however, in any cost savings that are internal to the Government, or which

result from changes made to any contracts to which it is not a party even if those changes were proposed as a part of its CRP. Early communication between the Contractor and the Government is encouraged.

(d) Computation of cost savings. The cost savings to be shared between the Government and the Contractor will be computed by the Contracting Officer by comparing a current estimate to complete (ETC) for the covered contract, as structured before implementation of the proposed CRP, to a revised ETC which takes into account the implementation of that CRP. The cost savings to be shared shall be reduced by any cost overrun, whether experienced or projected, that is identified on this contract before implementation of the CRP. Although a CRP may result in cost savings that extend far into the future, the period in which the Contractor may share in those savings, will be limited to the remaining term of the contract. Implementation costs of the Contractor savings initiative must be considered and specifically identified in the revised ETC. The Contracting Officer shall offset Contractor cost savings by any increased costs (whether implementing or recurring) to the Government when computing the total cost savings to be shared. The Contractor shall not be entitled, under this clause, to share in any cost reductions to the contract that are the result of changes stemming from any action other than an approved CRP.

(e) Processing of Cost Saving Initiatives. There is an initial submittal, which shall include the following information, as applicable, in sufficient detail for the Government to determine the feasibility of further investigation of the initiative.

(1) Initiative title and description, including contract references (paragraph numbers), if appropriate; estimated total price; what the Contractor would provide; what the Government would provide; the duration of the agreement; anticipated total revenues, expenses and net gains for the agreement period; pay back schedule; risk assessment; percentage of distribution of revenues generated; drawings and maps of the affected areas and facilities; potential impacts to the Government; potential benefits; the impact to the BOSC, etc. Initiatives should minimize any adverse impact to operations and mission capability, legal requirements, and public health and safety.

(f) Supporting Information. As a minimum, the Contractor shall provide the following supporting information with each CRP:

(1) Identification of the current contract requirements or established procedures and/or organizational support, which are proposed to be changed.

(2) A description of the difference between the current process or procedure and the proposed change. This description shall address how proposed changes will meet the Government's requirements and discuss the advantages and disadvantages of the existing practice and the proposed changes.

(3) A list of contract requirements, which must be revised, if any, if the CRP is approved, along with proposed revisions. Any changes to the Government contract management process should also be addressed.

(4) Detailed cost estimates, which reflect the implementation costs of the CRP.

(5) An updated ETC for the covered contract, unchanged and a revised ETC for the covered contract, which reflects changes resulting from implementing the CRP. If the CRP proposes changes to only a limited number of elements of the contract, the ETCs need only address those portions of the contract that have been impacted. Each ETC shall depict the level of costs incurred or to be incurred by year, or to the level of detail required by the Contracting Officer. If other CRPs have been proposed or approved on a contract, the impact of these CRPs must be addressed in the computation of the cost savings to ensure that the cost savings identified are attributable only to the CRP under consideration in the instant case.

(6) Identification of any other previous submissions of the CRP, including the dates submitted, the agencies and contracts involved, and the disposition of those submittals.

(g) Administration.

(1) Within 60 days of receipt, the Contracting Officer shall complete an initial evaluation of any proposed cost reduction plan to determine its feasibility. Failure of the Contracting Officer to provide a response within 60 days shall not be construed as approval of the CRP. The Government shall promptly notify the Contractor of the

results of its initial evaluation and indicate what, if any, further action will be taken. If the Government determines that the proposed CRP has merit, it will open discussions with the Contractor to establish the cost savings to be recognized, the Contractor's share of the cost savings, and a payment schedule. The Contractor shall continue to perform in accordance with the terms and conditions of the existing contract until a contract modification is executed by the Contracting Officer. The modification shall constitute approval of the CRP, adjust the contract cost and/or price, establish the Contractor's share of cost savings, and incorporate the agreed to payment schedule.

(2) The Contractor will receive payment by submitting invoices to the Contracting Officer for approval. The amount and timing of individual payments will be made in accordance with the schedule to be established with the Contracting Officer. Notwithstanding the overall savings recognized by the Contracting Officer as a result of an approved CRP, payment of any portion of the Contractor's share of the savings shall not be made until the Government begins to realize a net cost savings on the contract (i.e., implementation, startup and other increased costs resulting from the change have been offset by cumulative cost savings). Savings associated with unexercised options will not be paid unless and until the contract options are exercised. It shall be the responsibility of the Contractor to provide such justification as the Contracting Officer deems necessary to substantiate that cost savings are being achieved.

(3) Any future activity, including a merger or acquisition undertaken by the Contractor (or to which the Contractor becomes an involved party), which had the effect of reducing or reversing the cost savings realized from an approved CRP for which the Contractor has received payment may be cause for recomputing the net cost savings associated with any approved CRP. The Government reserves the right to make an adjustment to the Government's share of cost savings and to receive a refund of moneys paid if necessary. Such adjustment shall not be made without notifying the Contractor in advance of the intended action and affording the Contractor an opportunity for discussion.

(h) Limitations. Contract requirements that are imposed by statute shall not be targeted for cost reduction exercises. The Contractor is precluded from receiving reimbursements under both this clause and other incentive clauses of the contract, if any, for the same cost reductions.

(i) Disapproval of, or failure to approve any proposed cost reduction proposal shall not be considered a dispute subject to remedies under the Disputes clause.

(j) Cost savings paid to the Contractor in accordance with the provisions of this clause do not constitute profit or fee within the limitations imposed by 10 U.S.C. 2306(d) and 41 U.S.C. 254(b).

(k) The Government reserves the right to use the cost saving initiatives developed in this contract wherever and whenever they would be determined advantageous to the Government.

(End of clause)

Section F - Deliveries or Performance

**SECTION F**

**SECTION F: DELIVERIES OR PERFORMANCE**

0200000 – Management and Administration DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.2.1.2	N/A	Request to Work Outside Government’s Regular Working Hours	At least seven calendar days prior to requested day.	KO	1	As required
0200000/ 2.3.4	N/A	Permits and Licenses	Before work commences and as requested by the KO.	KO	1	As specified
0200000/ 2.3.5	N/A	Certificate of Insurance	Within 15 calendar days after award.	KO	1	As specified
0200000/ 2.3.11	N/A	Cost Account Code (CAC) Report	First work day of each month.	KO	1	Monthly
0200000/ 2.6	N/A	Work Management Plan	No later than 15 calendar days prior to contract start.	KO	1	As specified
0200000/ 2.6.6	J-0200000-09	Service Provider Information Report	At the end of each workday when updates are required	KO	1	Daily
0200000/ 2.6.6	J-0200000-09	Asset Information Report	At the end of each workday when updates are required	KO	1	Daily
0200000/ 2.6.6	J-0200000-09	Sample Delimited Flat-file	Within 15 calendar days after award.	KO	1	As specified
0200000/ 2.6.7.1	N/A	Quality Management Plan	Within 15 calendar days after award and within seven calendar days of changes.	KO	1	As specified
0200000/ 2.6.7.2	N/A	QC Inspection File	Within five calendar days of completion/ termination of the contract.	KO	1	As specified
0200000/ 2.6.7.3	N/A	Contractor Quality Inspection and Surveillance Report	First work day of each month.	KO	1	Monthly

0200000 – Management and Administration  
DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.6.8	N/A	Property Management Plan	Within 45 calendar days after award.	KO	1	As specified
0200000/ 2.7.1	N/A	List of Key Personnel and Qualifications	Within 15 calendar days after award.	KO	1	As specified
0200000/ 2.7.1	N/A	Organizational Chart	Within 15 calendar days after award.	KO	1	As specified
0200000/ 2.7.2.8	N/A	Proof of Legal Residency	Prior to be admitted to site of work.	KO	1	As specified
0200000/ 2.7.3	N/A	Contractor Labor Hours (eCMRA) Report	No later than 31 October	KO	1	Annually for labor executed during the period of performance during each Government fiscal year (FY)
0200000/ 2.8.1	N/A	Employee List	Upon request.	KO	1	As required
0200000/ 2.8.8	N/A	Personnel Security Investigation (PSI) and Fingerprint Card (FD87)	Prior to employee access to sensitive unclassified information.	KO/ Security Manager	1	As required
0200000/ 2.8.9	N/A	Key Control Plan	Within 15 calendar days after award.	KO	1	As specified
0200000/ 2.9.1	N/A	Accident Prevention Plan	Within 15 calendar days after award and within seven calendar days of changes.	KO	1	As specified
0200000/ 2.9.2	N/A	Activity Hazard Analysis	Together with the Accident Prevention Plan and for changes.	KO	1	As specified
0200000/ 2.9.3	N/A	Occupational Risk and Compliance Plans and Programs	Together with the Accident Prevention Plan and for changes.	KO	1	As specified
0200000/ 2.9.4	N/A	NAVFAC Contractor Incident Reporting System (CIRS)	Within five calendar days of accident.	KO	1	As required

0200000 – Management and Administration  
DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.9.4	N/A	Weight Handling Equipment Accident Report	Within 30 calendar day of accident.	KO	1	As required
0200000/ 2.9.6	N/A	Monthly On-Site Labor Report	First work day of each month.	KO	1	Monthly
0200000/ 2.9.7	N/A	OSHA Citations and Violations Corrective Action Report	Within 48 hours after receiving a citation.	KO	1	As required
0200000/ 2.9.9	N/A	Safety Certifications	Within 15 calendar days after award and as old certifications expire.	KO	1	As specified
0200000/ 2.10.1.1	N/A	Water Conservation Plan	Within 15 calendar days after award and for changes.	KO	1	As specified
0200000/ 2.10.2	N/A	Detailed Environmental Compliance Plan	Within 15 calendar days after award and for changes.	KO	1	As specified
0200000/ 2.10.2.1	N/A	Class I ODS Report	Within 24 hours following delivery of refrigerant to DLA	KO	1	As required
0200000/ 2.10.2.5	J-0200000-18	Emergency Planning and Community Right- To-Know Act (EPCRA) Report	Within 15 calendar days after contract award and not less than 10 working days prior to planned use of hazardous material.	KO	2	As specified
0200000/ 2.10.2.5	J-0200000-16	Contractor Hazardous Material Inventory Log	Within 15 calendar days after the end of each calendar year and at termination of the contract.	KO	2	Annually
0200000/ 2.10.3	N/A	Sustainable Procurement and Practices Plan	Within 15 calendar days after award and within 15 calendar days after exercised option periods.	KO	1	Annually

0200000 – Management and Administration DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.10.3	N/A	Sustainable Delivery of Services Report	Within five calendar days after each contract period.	KO	1	Annually
0200000/ 2.10.3.2	N/A	Recovered Material Certification	As specified	KO	1	When a product containing recovered materials is equal to or better than the original and could be used.

1502000 – Facility Investment DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1502000/ 2.2.1	N/A	Certification and Licenses	Within 15 days after award or as requested by the KO	KO	1	Once for initial submittal, then as requested
1502000/ 3	N/A	Monthly Maintenance Report	Five work days prior to the beginning of each month	KO	2	Monthly
1502000/ 3.1	N/A	Service Order Summary Report	First work day of each month	KO	2	Monthly
1502000/ 3.2	N/A	Integrated Maintenance Program Plan	30 calendar days after contract award	KO	2	Annually
1502000/ 3.2	N/A	Monthly IMP Schedule and IMP Maintenance and Repair Status	Five work days prior to the beginning of each month	KO	1	Monthly
1502000/ 3.2	N/A	Recommended Equipment Replacement List	First work day of each quarter	KO	2	Quarterly
1502000/ 3.2.7	N/A	Monthly Auxiliary Generator Report	First work day of the week following the maintenance event	KO	2	Monthly

1502000 – Facility Investment  
DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1502000/ 3.2.8	N/A	Medical Gas Maintenance Report	First work day of each quarter	KO	4	Quarterly
1502000/ 3.2.11	N/A	Intrusion Detection System Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3	N/A	Preventive Maintenance Program Plan	30 calendar days after contract award	KO	2	Annually
1502000/ 3.3	N/A	Monthly PM Work Schedule	Five work days prior to the beginning of each month	KO	1	Monthly
1502000/ 3.3.2	N/A	ATS Maintenance Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3.3	N/A	Aboveground and Underground Storage Tank Maintenance Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3.4	N/A	Automatic Door Maintenance Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3.4	N/A	Annual Automatic Door Inspection Report	Five working days after the completion of the annual inspection cycle	KO	2	Annually
1502000/ 3.3.10	N/A	Line Isolation Monitor Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3.11	N/A	Nurse Call System Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3.12	N/A	DDC Maintenance Report	First work day of the week following the	KO	2	Per accepted maintenance plan.

1502000 – Facility Investment  
DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
			maintenance event			
1502000/ 3.3.13	N/A	Negative and Positive Pressure Rooms Inspection and Repair Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.3.14	N/A	Fire Stop Inspection Report	Ten working days after inspection is completed	KO	2	Quarterly
1502000/ 3.3.15	N/A	Electrical Panel Inspection, Cleaning, and Repair Report	Ten working days after maintenance is completed	KO	2	Quarterly
1502000/ 3.3.16	N/A	Electrical Receptacle Inspection and Repair Report	Ten working days after maintenance is completed	KO	2	Annually
1502000/ 3.4	N/A	Inspection, Testing, and Certification Program Summary Report	First work day of each month	KO	2	Monthly
1502000/ 3.4	N/A	Inspection, Testing and Certification Schedule and Equipment Certifications	First work day of each month	KO	2	Monthly
1502000/ 3.4.2	N/A	Chilled Water Testing and Treatment Program	30 calendar days following award/Annually. Ten calendar days following a change	KO	2	Annually
1502000/ 3.4.2	N/A	Water Treatment Test Reports	15 calendar days following receipt of test results	KO	2	Per maintenance event.
1502000/ 3.4.3	N/A	Boiler Water Testing and Treatment Program	30 calendar days after contract award	KO	2	Annually
1502000/ 3.4.4	N/A	Domestic Hot Water Temperature Log	Next working day after completion of the week's	KO	2	Weekly

1502000 – Facility Investment  
DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
			readings and checks			
1502000/ 3.4.4	N/A	Hot Water Tank Cleaning Report	First work day of the week following the maintenance event	KO	2	Per accepted maintenance plan.
1502000/ 3.5	N/A	Other Recurring Services Program Summary Report	First work day of each month	KO	2	Monthly
1502000/ 3.5.1	N/A	Schedule for Cleaning and Sanitizing Grease Traps	30 calendar days after contract award	KO	2	Annually
1502000/ 3.5.2	N/A	Schedule for Cleaning Plaster Traps	30 calendar days after contract award	KO	2	Annually
1502000/ 3.5.6	J-1502000-44	Monthly Fire Extinguisher Inspection and Maintenance Report	First work day of each month following inspection	KO	2	Monthly
1502000/ 3.5.7	N/A	Fire Door Inspection and Repair Report	First work day of the week following the conclusion of quarterly inspection	KO	2	Quarterly
1502000/ 3.5.8	N/A	Fire Hydrant Flow Test Program	30 days following award/Annually	KO	2	Annually
1502000/ 3.5.8	N/A	Fire Hydrant Flow Test Report	Five working days after the completion of all annual flow test	KO	3	Annually
1502000/ 3.5.10	N/A	Ceiling Tile Maintenance Report	First work day of each month following inspection	KO	N/A	Quarterly
1502000/ 3.5.11	N/A	Light Fixture Repair Report	Immediately after maintenance is completed	KO	2	Per maintenance event
1502000/ 3.5.11	N/A	Light Fixture Maintenance Program	30 days following award/Annually	KO	2	Annually
1502000/ 3.5.11	N/A	Locksmith	First work day	KO	N/A	Monthly

1502000 – Facility Investment DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
3.5.12		Services Report	of each month			
1502000/ 3.5.13	N/A	Daily Rounds Schedule	30 days following award/Annually	KO	2	Annually

END OF SECTION F

#### DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 16-DEC-2015 TO 15-DEC-2016	N/A	PUBLIC WORKS DEPARTMENT THUY LE PWD BETHESDA 4655 TAYLOR RD. BLDG. 27, 2ND FL. BETHESDA MD 20889-5639 301-295-2954 FOB: Destination	N40080
0002	POP 16-DEC-2015 TO 15-DEC-2016	N/A	N/A FOB: Destination	
0003	POP 16-DEC-2016 TO 15-DEC-2017	N/A	N/A FOB: Destination	
0004	POP 16-DEC-2016 TO 15-DEC-2017	N/A	N/A FOB: Destination	
0005	POP 16-DEC-2017 TO 15-DEC-2018	N/A	N/A FOB: Destination	
0006	POP 16-DEC-2017 TO 15-DEC-2018	N/A	N/A FOB: Destination	
0007	POP 16-DEC-2018 TO 15-DEC-2019	N/A	N/A FOB: Destination	
0008	POP 16-DEC-2018 TO 15-DEC-2019	N/A	N/A FOB: Destination	
0009	POP 16-DEC-2019 TO 15-DEC-2020	N/A	N/A FOB: Destination	

0010	POP 16-DEC-2019 TO 15-DEC-2020	N/A	N/A FOB: Destination
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Section G - Contract Administration Data

SECTION G

G.1 CONTRACT ADMINISTRATION

This solicitation will result in the award of one contract. Upon award of this contract, Contract Administration shall be assigned to the following Facilities Contracting Department.

PWD BETHESDA  
4655 TAYLOR RD.  
BLDG. 27, 2ND FL.  
BETHESDA MD 20889-5639

G.2 RELEASE OF CLAIMS

The contractor shall, with the final invoice for the base term and each option period, provide a release of claims worded similar to the following:

“The undersigned Contractor does, and by the receipt of said sum shall for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising to day out of said contract.”

CLAUSES INCORPORATED BY REFERENCE

252.204-0001	Line Item Specific: Single Funding	SEP 2009
252.204-0006	Line Item Specific: Proration	SEP 2009
252.204-7006	Billing Instructions	OCT 2005
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012

CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

NAVY CONSTRUCTION / FACILITIES MANAGEMENT INVOICE

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N64929

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N40080
Admin DoDAAC	N64929
Inspect By DoDAAC	N64929
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N64929
Accept at Other DoDAAC	N/A
LPO DoDAAC	N64929
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Mario Henriquez: 301-295-3049, [mario.henriquez@navy.mil](mailto:mario.henriquez@navy.mil)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

## Section H - Special Contract Requirements

### SECTION H

#### Special Contract Requirements

##### H.1 Government Purchase Card:

Indefinite Quantity work may be ordered at the prices offered in one of two ways:

- 1) by the issuing activity using a DD Form 1155 "Order for Supplies and Services", or
- 2) by an authorized Government user via a Government Purchase Card (GPC through the DoD Email. When receiving DoD Email orders against Section B, the contractor shall provide the supplies and services at the offered price without additional markup or handling fee.

##### H.2 Contractor Support of Electronic Facilities Support Contracting (e-FSC):

The contractor is required to offer IQ pre-priced line item services to authorized Government personnel when they are ordering the work directly via the Government Purchase Card (GPC) program. When receiving GPC orders against Section B, the contractor shall provide the supplies and services at the offered price without additional markup or handling fee.

The contractor agrees to accept and process electronically submitted GPC orders for IQ services, including those orders issued through the DoD EMALL. The DoD EMALL is a U.S. Government (USG) owned and operated web-based ordering system that enables any Department of Defense (DoD) or Federal activity to search for and order goods and services. Authorized GPC users will receive approved accounts on DoD EMALL to view and order IQ line items. The current list of GPC users authorized to place orders with the contractor for services will be furnished by letter to the contractor from the Contracting Officer.

The contractor is required to receive electronic IQ orders from the DoD EMALL using 128-bit encrypted email. The contractor agrees to purchase, install, and utilize the most recent version of PGP Personal software, or a comparable solution, for the purpose of decrypting order notification emails from the DoD EMALL.

The contractor shall post updates on order delivery schedule and performance to the DoD EMALL in a timely manner.

The contractor shall track quantities and report total ordered quantity in DOD EMALL and approved DD 1155's by line item number each month and year-to-date. The report shall be due to the Contracting Officer by the fifth day of each preceding month. The contractor must track and report when total dollar value of all orders from both GPC purchases and DD 1155s exceed 75% of the combined Section B Pre-Priced Line Item quantities.

##### H.3 Historical and Archaeological Resources:

Carefully protect in-place and report immediately to the Contracting Officer historical and archaeological items or human skeletal remains discovered in the course of work. Stop work in the immediate area of the discovery until directed by the Contracting Officer to resume work. The Government retains ownership and control over historical and archaeological resources.

##### H.4 Submittals:

See Section F Deliverables

END OF SECTION H

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	SEP 2007
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	APR 2010
52.203-14	Display of Hotline Poster(s)	DEC 2007
52.203-15	Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009	JUN 2010
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-1	Approval of Contract	DEC 1989
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.204-13	System for Award Management Maintenance	JUL 2013
52.207-3	Right of First Refusal of Employment	MAY 2006
52.209-5	Certification Regarding Responsibility Matters	APR 2010
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	DEC 2014
52.211-16	Variation In Quantity	APR 1984
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-14	Integrity of Unit Prices	OCT 2010
52.216-18	Ordering	OCT 1995
52.216-19	Order Limitations	OCT 1995
52.216-22	Indefinite Quantity	OCT 1995
52.217-5	Evaluation Of Options	JUL 1990
52.217-8	Option To Extend Services	NOV 1999
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.219-1 Alt I	Small Business Program Representations (Oct 2014) Alternate I	MAY 2014
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-14	Limitations On Subcontracting	NOV 2011

52.219-28	Post-Award Small Business Program Rerepresentation	JUL 2013
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-19	Child Labor -- Cooperation with Authorities and Remedies	JAN 2014
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	JUL 2014
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	JUL 2014
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-42	Statement Of Equivalent Rates For Federal Hires	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.222-44	Fair Labor Standards And Service Contract Labor Standards- Price Adjustment	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	AUG 2013
52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts	SEP 2013
52.223-3	Hazardous Material Identification And Material Safety Data	JAN 1997
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-1	Buy American--Supplies	MAY 2014
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	FEB 2013
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-23	Assignment Of Claims	MAY 2014
52.232-25	Prompt Payment	JUL 2013
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-36	Payment by Third Party	MAY 2014
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1	Disputes	MAY 2014
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996

52.242-13	Bankruptcy	JUL 1995
52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-6	Subcontracts for Commercial Items	MAR 2015
52.245-1	Government Property	APR 2012
52.245-2	Government Property Installation Operation Services	APR 2012
52.245-9	Use And Charges	APR 2012
52.246-20	Warranty Of Services	MAY 2001
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	OCT 2010
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.252-2	Clauses Incorporated By Reference	FEB 1998
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.204-7000	Disclosure Of Information	AUG 2013
252.204-7002	Payment For Subline Items Not Separately Priced	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	DEC 2014
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.215-7000	Pricing Adjustments	DEC 2012
252.216-7006	Ordering	MAY 2011
252.217-7012	Liability and Insurance	AUG 2003
252.223-7001	Hazard Warning Labels	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.223-7008	Prohibition of Hexavalent Chromium	JUN 2013
252.225-7001	Buy American And Balance Of Payments Program-- Basic (Nov 2014)	NOV 2014
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 2012
252.225-7012	Preference For Certain Domestic Commodities	FEB 2013
252.225-7031	Secondary Arab Boycott Of Israel	JUN 2005
252.225-7036	Buy American--Free Trade Agreement--Balance of Payments Program--Basic (Nov 2014)	NOV 2014
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7009	Mandatory Payment by Governmentwide Commercial Purchase Card	DEC 2006
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7003	Requirements	DEC 1991
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.247-7011	Period of Contract	OCT 2001
252.247-7012	Ordering Limitation	DEC 1991
252.247-7023	Transportation of Supplies by Sea	APR 2014

## CLAUSES INCORPORATED BY FULL TEXT

## 52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (OCT 2014)

(a) Definitions. See 13 CFR 125.6(e) for definitions of terms used in paragraph (d).

(b) Evaluation preference. (1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except--

(i) Offers from HUBZone small business concerns that have not waived the evaluation preference; and

(ii) Otherwise successful offers from small business concerns.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) When the two highest rated offerors are a HUBZone small business concern and a large business, and the evaluated offer of the HUBZone small business concern is equal to the evaluated offer of the large business after considering the price evaluation preference, award will be made to the HUBZone small business concern.

(c) Waiver of evaluation preference. A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraphs (d) and (e) of this clause do not apply if the offeror has waived the evaluation preference.

\_\_\_ Offeror elects to waive the evaluation preference.

(d) Agreement. A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) General construction. (i) At least 15 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

(ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

(iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns; or

(4) Construction by special trade contractors. (i) At least 25 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

(ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

(iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns.

(e) A HUBZone joint venture agrees that the aggregate of the HUBZone small business concerns to the joint venture, not each concern separately, will perform the applicable percentage of work requirements.

(f)(1) When the total value of the contract exceeds \$25,000, a HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business concern manufacturers.

(2) When the total value of the contract is equal to or less than \$25,000, a HUBZone small business concern nonmanufacturer may provide end items manufactured by other than a HUBZone small business concern manufacturer provided the end items are produced or manufactured in the United States.

(3) Paragraphs (f)(1) and (f)(2) of this section do not apply in connection with construction or service contracts.

(g) Notice. The HUBZone small business offeror acknowledges that a prospective HUBZone awardee must be a HUBZone small business concern at the time of award of this contract. The HUBZone offeror shall provide the Contracting Officer a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award

that could affect its HUBZone eligibility. If the apparently successful HUBZone offeror is not a HUBZone small business concern at the time of award of this contract, the Contracting Officer will proceed to award to the next otherwise successful HUBZone small business concern or other offeror.

(End of clause)

#### 252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

(a) Definitions. As used in this clause--

Adequate security means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

Attribution information means information that identifies the Contractor, whether directly or indirectly, by the grouping of information that can be traced back to the Contractor (e.g., program description or facility locations).

Compromise means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

Contractor information system means an information system belonging to, or operated by or for, the Contractor.

Controlled technical information means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information is to be marked with one of the distribution statements B-through-F, in accordance with DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

Cyber incident means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

Exfiltration means any unauthorized release of data from within an information system. This includes copying the data through covert network channels or the copying of data to unauthorized media.

Media means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

Technical information means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data--Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) Safeguarding requirements and procedures for unclassified controlled technical information. The Contractor shall provide adequate security to safeguard unclassified controlled technical information from compromise. To provide adequate security, the Contractor shall—

(1) Implement information systems security in its project, enterprise, or company-wide unclassified information technology system(s) that may have unclassified controlled technical information resident on or transiting through them. The information systems security program shall implement, at a minimum—

(i) The specified National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 security controls identified in the following table; or

(ii) If a NIST control is not implemented, the Contractor shall submit to the Contracting Officer a written explanation of how—

(A) The required security control identified in the following table is not applicable; or

(B) An alternative control or protective measure is used to achieve equivalent protection.

(2) Apply other information systems security requirements when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this

clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

Table 1--Minimum Security Controls for Safeguarding

Minimum required security controls for unclassified controlled technical information requiring safeguarding in accordance with paragraph (d) of this clause. (A description of the security controls is in the NIST SP 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations"

(<http://csrc.nist.gov/publications/PubsSPs.html>.)

<u>Access Control</u>	<u>Audit &amp; Accountability</u>	<u>Identification and Authentication</u>	<u>Media Protection</u>	<u>System &amp; Comm Protection</u>	
AC-2	AU-2	IA-2	MP-4	SC-2	
AC-3(4)	AU-3	IA-4	MP-6	SC-4	
AC-4	AU-6(1)	IA-5(1)	<u>Physical and Environmental Protection</u>	SC-7	
AC-6	AU-7			SC-8(1)	
AC-7	AU-8		PE-2	SC-13	
AC-11(1)	AU-9	<u>Incident Response</u>	PE-3	SC-15	
AC-17(2)	<u>Configuration Management</u>	IR-2	PE-5	SC-28	
AC-18(1)		IR-4	<u>Program Management</u>		
AC-19		IR-5		PM-10	
AC-20(1)		CM-2	IR-6		<u>System &amp; Information Integrity</u>
AC-20(2)		CM-6			SI-2
AC-22	CM-7	<u>Maintenance</u>	<u>Risk Assessment</u>	SI-3	
	CM-8	MA-4(6)			

<u>Awareness &amp; Training</u> AT-2	<u>Contingency Planning</u> CP-9	MA-5 MA-6	RA-5	SI-4

Legend:

AC: Access Control

AT: Awareness and Training MP:

AU: Auditing and Accountability

CM: Configuration Management

CP: Contingency Planning

IA: Identification and Authentication

IR: Incident Response

MA: Maintenance

MP: Media Protection

PE: Physical & Environmental Protection

PM: Program Management

RA: Risk Assessment

SC: System & Communications Protection

SI: System & Information Integrity

(c) Other requirements. This clause does not relieve the Contractor of the requirements specified by applicable statutes or other Federal and DoD safeguarding requirements for Controlled Unclassified

Information as established by Executive Order 13556, as well as regulations and guidance established pursuant thereto.

(d) Cyber incident and compromise reporting.

(1) Reporting requirement. The Contractor shall report as much of the following information as can be obtained to the Department of Defense via (<http://dibnet.dod.mil/>) within 72 hours of discovery of any cyber incident, as described in paragraph (d)(2) of this clause, that affects unclassified controlled technical information resident on or transiting through the Contractor's unclassified information systems:

(i) Data Universal Numbering System (DUNS).

(ii) Contract numbers affected unless all contracts by the company are affected.

(iii) Facility CAGE code if the location of the event is different than the prime Contractor location.

(iv) Point of contact if different than the POC recorded in the System for Award Management (address, position, telephone, email).

(v) Contracting Officer point of contact (address, position, telephone, email).

(vi) Contract clearance level.

(vii) Name of subcontractor and CAGE code if this was an incident on a subcontractor network.

(viii) DoD programs, platforms or systems involved.

(ix) Location(s) of compromise.

(x) Date incident discovered.

(xi) Type of compromise (e.g., unauthorized access, inadvertent release, other).

(xii) Description of technical information compromised.

(xiii) Any additional information relevant to the information compromise.

(2) Reportable cyber incidents. Reportable cyber incidents include the following:

(i) A cyber incident involving possible exfiltration, manipulation, or other loss or compromise of any unclassified controlled technical information resident on or transiting through Contractor's, or its subcontractors', unclassified information systems.

(ii) Any other activities not included in paragraph (d)(2)(i) of this clause that allow unauthorized access to the Contractor's unclassified information system on which unclassified controlled technical information is resident on or transiting.

(3) Other reporting requirements. This reporting in no way abrogates the Contractor's responsibility for additional safeguarding and cyber incident reporting requirements pertaining to its unclassified information systems under other clauses that may apply to its contract, or as a result of other U.S. Government legislative and regulatory requirements that may apply (e.g., as cited in paragraph (c) of this clause).

(4) Contractor actions to support DoD damage assessment. In response to the reported cyber incident, the Contractor shall—

(i) Conduct further review of its unclassified network for evidence of compromise resulting from a cyber incident to include, but is not limited to, identifying compromised computers, servers, specific data and users accounts. This includes analyzing information systems that were part of the compromise, as well as other information systems on the network that were accessed as a result of the compromise;

(ii) Review the data accessed during the cyber incident to identify specific unclassified controlled technical information associated with DoD programs, systems or contracts, including military programs, systems and technology; and

(iii) Preserve and protect images of known affected information systems and all relevant monitoring/packet capture data for at least 90 days from the cyber incident to allow DoD to request information or decline interest.

(5) DoD damage assessment activities. If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor point of contact identified in the incident report at (d)(1) of this clause provide all of the damage assessment information gathered in accordance with paragraph (d)(4) of this clause. The Contractor shall comply with damage assessment information requests. The requirement to share files and images exists unless there are legal restrictions that limit a company's ability to share digital media. The Contractor shall inform the Contracting Officer of the source, nature, and prescription of such limitations and the authority responsible.

(e) Protection of reported information. Except to the extent that such information is lawfully publicly available without restrictions, the Government will protect information reported or otherwise provided to DoD under this clause in accordance with applicable statutes, regulations, and policies. The Contractor shall identify and mark

attribution information reported or otherwise provided to the DoD. The Government may use information, including attribution information and disclose it only to authorized persons for purposes and activities consistent with this clause.

(f) Nothing in this clause limits the Government's ability to conduct law enforcement or counterintelligence activities, or other lawful activities in the interest of homeland security and national security. The results of the activities described in this clause may be used to support an investigation and prosecution of any person or entity, including those attempting to infiltrate or compromise information on a contractor information system in violation of any statute.

(g) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (g), in all subcontracts, including subcontracts for commercial items.

(End of clause)

#### 252.225-7048 EXPORT-CONTROLLED ITEMS (JUNE 2013)

(a) Definition. "Export-controlled items," as used in this clause, means items subject to the Export Administration Regulations (EAR) (15 CFR Parts 730-774) or the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). The term includes--

(1) "Defense items," defined in the Arms Export Control Act, 22 U.S.C. 2778(j)(4)(A), as defense articles, defense services, and related technical data, and further defined in the ITAR, 22 CFR Part 120; and

(2) "Items," defined in the EAR as "commodities", "software", and "technology," terms that are also defined in the EAR, 15 CFR 772.1.

(b) The Contractor shall comply with all applicable laws and regulations regarding export-controlled items, including, but not limited to, the requirement for contractors to register with the Department of State in accordance

with the ITAR. The Contractor shall consult with the Department of State regarding any questions relating to compliance with the ITAR and shall consult with the Department of Commerce regarding any questions relating to compliance with the EAR.

(c) The Contractor's responsibility to comply with all applicable laws and regulations regarding export-controlled items exists independent of, and is not established or limited by, the information provided by this clause.

(d) Nothing in the terms of this contract adds, changes, supersedes, or waives any of the requirements of applicable Federal laws, Executive orders, and regulations, including but not limited to—

(1) The Export Administration Act of 1979, as amended (50 U.S.C. App. 2401, et seq.);

(2) The Arms Export Control Act (22 U.S.C. 2751, et seq.);

(3) The International Emergency Economic Powers Act (50 U.S.C. 1701, et seq.);

(4) The Export Administration Regulations (15 CFR Parts 730-774);

(5) The International Traffic in Arms Regulations (22 CFR Parts 120-130); and

(6) Executive Order 13222, as extended.

(e) The Contractor shall include the substance of this clause, including this paragraph (e), in all subcontracts.

(End of clause)

#### NFAS CLAUSES

5252.201-9300

#### CONTRACTING OFFICER AUTHORITY (JUN 1994)

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the Contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

(End of clause)

5252.209-9300

#### ORGANIZATIONAL CONFLICTS OF INTEREST (JUN 1994)

The restrictions described herein shall apply to the Contractor and its affiliates, consultants and subcontracts under this contract. If the Contractor under this contract prepares or assists in preparing a statement of work, specifications and plans, the Contractor and its affiliates shall be ineligible to bid or participate, in any capacity, in any contractual effort which is based on such statement of work or specifications and plans as a prime contractor, subcontractor, consultant or in any similar capacity. The Contractor shall not incorporate its products or services in such statement of work or specification unless so directed in writing by the Contracting Officer, in which case the restriction shall not apply. This contract shall include this clause in its subcontractor's or consultants' agreements concerning the performance of this contract.

(End of clause)

5252.216-9300 APPOINTMENT OF ORDERING OFFICER(S) (OCT 1996)

Ordering Officers under this contract are authorized by the Contracting Officer to execute delivery/task orders provided the total price for the delivery/task order does not exceed the individual Contracting Officer(s) warrant limitations. The ordering officers and their specific authority shall be stated in this contract or in an appointment letter.

(End of clause)

5252.216-9306 PROCEDURES FOR ISSUING ORDERS (NOV 2009)

(a) Services to be furnished under this contract shall be furnished at such times as ordered by the issuance of task orders by the Ordering Officer designated by the Contracting Officer. All orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any order. A task order will be considered "issued" for the purpose of this contract at the time the Government deposits the order in the mail or, if transmitted by other means, when physically delivered to the Contractor.

(b) Except in emergency situations, only a Contracting Officer may modify task/delivery orders. An Ordering Officer, when authorized by the designation official (Contracting Officer), may issue modifications to task/delivery orders only during an emergency. Modifications to task/delivery orders will be issued on a Standard Form (SF 30).

Task orders may be modified orally by the Ordering Officer in emergency circumstances. Oral modifications will be confirmed in writing by issuance of a SF 30 within two (2) working days from the time the oral direction is issued.

(End of clause)

5252.216-9316 UNDEFINITIZED TASK/DELIVERY ORDERS (OCT 2007)

(a) Prior to the issuance of a task/delivery order under this contract, it is anticipated that the government and the contractor will reach agreement on the price or total cost and fee (if applicable) for the services to be provided under the order. The Contracting Officer may authorize commencement of work prior to final agreement on cost or price. In such case, the contractor shall immediately commence performance of the services specified in the order and shall submit a pricing proposal within 15 days of receipt of the order. Upon completion of negotiations, the final negotiated cost or price will be set forth in a supplemental agreement that is executed by the contractor and the Contracting Officer. Failure to agree upon the cost or price shall be considered a dispute subject to the Disputes clause of this contract.

(b) Undefinitized task/delivery orders shall indicate a "not to exceed" amount for the order; however, such amount shall not exceed 50 percent of the estimated cost of the order. The order shall only require the Contracting Officer's signature, but shall also comply with all other order requirements. Undefinitized task/delivery orders shall indicate the date by which the government anticipates that the cost or price of the order will be definitized.

(End of clause)

5252.217-9301 OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)

(a) The Government may extend the term of this contract for a term of one (1) to twelve (12) months by written notice to the Contractor within the performance period specified in the Schedule; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

5252.237-9301                      SUBSTITUTIONS OF KEY PERSONNEL (JUN 1994)

The Contractor shall provide complete resumes for proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 days after receipt of all required information of the consent on substitutes. No change in fixed unit prices may occur as a result of key personnel substitution.

(End of clause)

5252.242-9300                      GOVERNMENT REPRESENTATIVES (OCT 1996)

The contract will be administered by an authorized representative of the Contracting Officer. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of this contract. The authorized representative as indicated hereinafter:

X The Contracting Officer's Representative (COR) will be designated by the Contracting Officer as the authorized representative of the Contracting Officer. The COR is responsible for monitoring performance and the technical management of the effort required hereunder, and should be contacted regarding questions or problems of a technical nature.

X The designated Contract Specialist will be the Administrative Contracting Officer's representative on all other contract administrative matters. The Contract Specialist should be contacted regarding all matters pertaining to the contract or task/delivery orders.

\_\_\_\_\_ The designated Property Administrator is the Administrative Contracting Officer's representative on property matters. The Property Administrator should be contacted regarding all matters pertaining to property administration.

(End of clause)

5252.242-9305                      PRE-PERFORMANCE CONFERENCE (JUL 1995)

Within 15 days of contract award, prior to commencement of the work, the Contractor will meet in conference with representatives of the Contracting Officer, at a time to be determined by the Contracting Officer, to discuss and develop mutual understanding relative to scheduling and administering work.

(End of clause)

5252.245-9300 GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES (SEP 2014)

In accordance with FAR clause 52.245-1, Government Property (APR 2012), Section I, the Government will provide the Contractor the use of Government-owned !MODIFY AS REQUIRED! facilities, equipment, materials, and utilities for use only in connection with this contract. All such facilities, equipment, and materials will be provided in "as is" condition and their use is at the option of the Contractor. The use of Government-furnished property and services for other purposes is prohibited.

(a) Government-Furnished Facilities. The Government will furnish or make available to the Contractor the facilities described in Attachment J-C. The Contractor shall be responsible and accountable for such facilities accepted for use and shall take adequate precautions to prevent fire hazards, odors, and vermin. Janitorial and refuse collection services for Government-furnished facilities shall be provided by the Contractor. The Contractor shall obtain written approval from the Contracting Officer prior to making any modifications or alterations to the facilities. Any such modifications or alterations approved by the Government will be made at the expense of the Contractor. At the completion of the contract all facilities shall be returned to the Government in the same condition as received, except for reasonable wear and tear.

(b) Government-Furnished Equipment. The Government will provide the Contractor the use of existing and available Government-owned equipment as listed in Attachment J-C\_\_.

(1) The Contractor shall provide periodic servicing, maintenance, and repair of the equipment accepted for use. Servicing, maintenance, and repair shall be provided in accordance with the manufacturer's recommendations, and records of all work performed shall be maintained and made available to the Contracting Officer upon request.

(2) The total or partial breakdown or failure of the Government-furnished equipment shall not relieve the Contractor of responsibility to fully perform the work of the contract. Upon completion or termination of the contract, all Government-owned equipment shall be returned to the Government in the same condition as received, except for normal wear and tear. Equipment which becomes worn out due to normal wear and tear shall be returned to the Government and its replacement shall be the responsibility of the Contractor at no additional cost to the Government. The Contractor shall be responsible for the cost of any repairs or replacement caused by negligence or abuse.

(3) The Contractor and the Contracting Officer shall conduct a joint inventory before commencing work under this contract to determine the exact number and serviceability of Government-furnished equipment. The Contractor shall then certify the findings of this inventory, assume accounting responsibility, and subsequently report inventory discrepancies to the Contracting Officer. Government-furnished equipment shall not be removed from the military base/facility unless approved by the Contracting Officer in writing.

(c) Government-Furnished Material. The Government will furnish the material described in Attachment J-C to the Contractor on a one-time basis. The Contractor and the Contracting Officer shall conduct a joint inventory before commencing work to determine the exact amount and serviceability of Government-furnished materials. The Contractor shall then certify the findings of this inventory, assume accounting responsibility for all materials accepted for use, and provide documentation supporting issue/use of such material. Upon depletion of material provided to the Contractor by the Government, the Contractor shall furnish all material to perform the work of the contract, except as otherwise specified herein. Upon completion or termination of this contract a second joint inventory shall be conducted, if necessary, of all unused Government-furnished materials. The Contractor shall be held liable for all materials which cannot be accounted for by issue/use documentation.

(d) Availability of Utilities. The Government will furnish (indicate utilities provided such as electricity, steam, natural gas, fresh water, and sewage services) at existing outlets for use in those facilities provided by the Government, and as may be required for the work to be performed under the contract. Information concerning the location of existing outlets may be obtained from the Contracting Officer. The Contractor shall provide and maintain, at his expense, the necessary service lines from existing Government outlets to the site of work.

(1) Utilities specified above will be furnished at no cost to the Contractor.

OR

(1) The Contractor shall pay for utilities consumed and shall, at its expense, install meters as required by the Contracting Officer to measure consumption of utilities provided by the Government. Rates for reimbursement to the Government of metered utilities will be list the rates of reimbursement per type of service provided.

(2) A restricted telephone line (USOC Class RS4) for on base calls will be provided by the Government at no cost to the Contractor. The Contractor shall install commercial telephone service, and all service and toll charges shall be paid for by the Contractor.

(e) Availability of Services. The Government will/will not provide custodial services and/or refuse collection from existing collection points. Attachment J-C\_\_\_ contains a listing of the services provided by the government. If the Government does not provide refuse collection, the contractor will be required to dispose of all garbage and other waste materials generated by his work at a licensed off site landfill.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

**SECTION J**

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J-0200000-21	EXHIBIT LINE ITEM NUMBERS

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
Access and Haul Road Plan	A written plan delivered by the Contractor to explain how it will: (1) manage patron and pedestrian traffic with warning signs displays, and hours of operation; (2) layout roads with road widths and horizontal and vertical curve data with line of sight distances; (3) sign and signal person requirements, location of road markings, and traffic control devices; (4) drainage controls; (5) points of contact between Contractor's equipment and pedestrian and patron traffic with safety controls from point to point; (6) maintenance requirements during non-operation hours and also considering roadway hardness, smoothness, and dust control; and (7) other hazards located adjacent to the road such as bodies of water, embankments, etc.
Assessment	A general term referring to either a survey or inspection of a facility to determine condition.
Asset	A general term used to refer to an item, such as a component, system, building or facility, which is managed by an automated data management program.
Business Management System (BMS)	A web-based tool that provides a systematic method for the management of business processes, common practices, and process quality improvements that produce and support the most efficient and effective delivery of NAVFAC's products and services.
Competent Person	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment.
Component Inventory Management Unit (CIMU)	An organization of like-kind real property into manageable maintenance units. CIMU is a building component, group of components or component assemblies, serving a specific purpose in a facility that can be expected to follow a common and predictable lifecycle behavior. This class of non-equipment will include items such as exterior walls, exterior windows, interior finish, and roofs. This class of equipment will include items such as fan coil units, air handling units, lighting, and water closets. CIMUs can include one or more items of installed equipment typically subject to routine scheduled maintenance.
Confined Work Space	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
Contracting Officer (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
Contractor	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall insure that subcontractors comply with the provision of this contract.

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
Contractor Representative	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
Direct Material Costs	The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.
Electronic Operation And Maintenance And Support Information (eOMSI)	A set of consultant-prepared data and document files that contain detailed, as-built technical information that describes the efficient, economical and safe operation, maintenance and repair of a facility, plant, equipment or system throughout its life cycle. Generally it is prepared during construction and submitted upon completion of a new facility or major facility upgrade. eOMSI's typically include asset information, staffing and budgeting information, supply support including critical spare parts, operating procedures, troubleshooting and diagnostic guides, extended warranty data, maintenance task frequencies and documentation, technical data, repair procedures and manufacturer's product data. eOMSI data and document files are provided in electronic formats.
Equipment	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.
Facility	A building or structure designed and created to serve a particular function.
Fixed Burden Rate (FBR)	<p>The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials and repair parts. For example, if the offeror's Fixed Burden Rate for materials in the Base Period is 10% then:</p> $\$100,000.00 + (\$100,000.00 \times 10\%) = \$110,000.00$ <p>The Government will compensate the Contractor for the required parts and materials and not the total amount shown in Schedule of Indefinite Delivery Indefinite Quantity Work.</p>

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
Frequency Of Service	<p>Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days.</p> <p>Biennial (B). Services performed once during each 24-month period of the contract at intervals of 670 to 790 days.</p> <p>Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.</p> <p>Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays.</p> <p>Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 15 to 31 calendar days. For WRNMMC emergency generator testing per TJC requirements, emergency generator testing is performed monthly anytime within a given calendar month.</p> <p>Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days.</p> <p>Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.</p> <p>Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.</p> <p>Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.</p> <p>Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.</p> <p>Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.</p>
Government Furnished Property (GFP)	<p>Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.</p>
Infrastructure Condition Assessment Program (ICAP)	<p>A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.</p>
Inspection	<p>A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.</p>
Job or Work Order	<p>An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.</p>
Maintenance And Repair	<p>The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.</p>

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
NAVFAC MAXIMO	A specially configured software version of MAXIMO®, a commercially available computerized maintenance management system (CMMS), adopted by NAVFAC for enterprise facility asset data management. The terms “MAXIMO”, “NAVFAC MAXIMO” or “Government’s MAXIMO” shall be used interchangeably in the document.
Performance Assessment	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
Performance Assessment Representative (PAR)	That individual designated by the KO to be responsible for the monitoring of Contractor performance.
Pre-Expended Bin Materials And Supplies	The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods, and touch up paint.
Property Administrator	An authorized representative of the Contracting Officer who is responsible for administering contract property requirements, terms and conditions of the contract
Property Management Program	A Government program established for the purpose of reviewing and approving the Contractor’s Property Management Plan and System through performance of a system analysis whenever government property is in the possession of the Contractor.
Quality Assurance (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
Quality Control (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. Means	A data collection and organization system developed by the R. S. Means Company which can be used to prepare accurate, dependable construction, mechanical, and electrical estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
Real Property Inventory Equipment (RPIE)	A Government owned or leased individual pieces of equipment, apparatus, or fixture that are essential to the function of the real property (i.e. plumbing, electrical, heating, cooling and elevators). It is physically attached to, integrated into, and built in or on the property. Individual RPIE’s can be combined to make a CIMU to facilitate facilities management. An individual RPIE can also be a CIMU if the equipment is complex enough to require its own management planning.
Response Time	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
System	A group of devices, parts or components forming a network and related items to provide, distribute and/or circulate steam, condensate, HVAC, sewage, electricity, fuels, gas, communications, water, etc.
Unit Priced Labor (UPL) Hour	The unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit price includes all indirect and direct costs associated with performing work. The price includes the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; costs for pre-expended bin materials, union agreements, crew sizes, hand tools, payroll burdens and fringes, overtime, job (field) overhead (including clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance), general and administrative (home office) overhead, and profit. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements are included.

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Acronym	Title
ACO	Administrative Contracting Officer
BUMED	Bureau of Medicine and Surgery
BW	Biweekly
CDR	Contract Discrepancy Report
CDO	Command Duty Officer
CFR	Code of Federal Regulations
CIA	Controlled Industrial Area
CIMU	Component Inventory Management Unit
CMMS	Computerized Maintenance Management System
COR	Contracting Officer Representative
COR	Condition of Readiness
DBH	Diameter at Breast Height
DCR	Direct Condition Rating
DFARS	Defense Federal Acquisition Regulations Supplement
DoD	Department of Defense
DoN	Department of Navy
DRMO	Defense Reutilization Management Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPS	Engineered Performance Standards
FAR	Federal Acquisition Regulation
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FSC	Facility Support Contract
FSCM	Facility Support Contract Manager
GIS	Geospatial Information System
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
ICP	Integrated Contingency Plan
iNFADS	Internet Navy Facilities Assets Data Store
IPM	Integrated Pest Management
IMAP	Installation Management Accounting Project
IPMIS	Integrated Pest Management Information System
IPMP	Integrated Pest Management Plan
ISSA	Inter-Service Support Agreement
JCAHO	Joint Council on Accreditation of Healthcare Organizations
KO	Contracting Officer
LAN	Local Area Network
M	Monthly
MAP	Maintenance Action Plan
MDI	Mission Dependency Index
MEP	Mechanical, Electrical and Plumbing
MRI	Mission Readiness Index
MSDS	Material Safety Data Sheets
NAVFAC	Naval Facilities Engineering Command
NMCI	Navy Marine Corps Intranet
NMMC	National Naval Medical Center
NOSC	Navy-On-Scene Coordinator
PAP	Performance Assessment Plan

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Acronym	Title
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PEO	Program Executive Officer
PM	Project Manager
PM	Planned Maintenance or Preventative Maintenance
PRCSP	Permit Required Confined Space Program
PWS	Performance Work Statement
PWO	Public Works Officer
Q	Quarterly
QC	Quality Control
RPIE	Real Property Inventory Equipment
RSL	Remaining Service Life
SC	Security Clearances
SM	Semimonthly
SPAR	Senior Performance Assessment Representative
TE	Technical Exhibit
VIQ	Variation in Quantity
WBS	Work Breakdown Structure
WRNMMC	Walter Reed National Military Medical Center

ATTACHMENT J-0200000-02  
SITE SPECIFIC CONTRACTOR HOURS OF OPERATION AND WORK PLACE POLICIES

SITE SPECIFIC CONTRACTOR HOURS OF OPERATION AND WORK PLACE POLICIES

Walter Reed National Military Medical Center (WRNMMC), Bethesda

The Contractor shall organize the Contractor workforce and assign employees to a shift schedule in accordance with sound facility maintenance management practices to provide the services described in this Performance Work Statement (PWS). The Contractor’s work and shift assignment schedules are only constrained in that the Contractor shall conform to the following requirements and criteria:

- The Contractor’s Site Manager shall be on site during normal duty hours (0730 to 1630, Monday-Friday excluding Federal Holidays).
- The Contractor shall normally assign a minimum of one skilled craftsmen (maintenance mechanic, plumber, electrician, or HVAC mechanic) to a second each shift on site ending at 2330 on 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.
- Scheduled work will be performed such that disruption to medical center operations is minimized. The Contractor should consider performing the majority of scheduled work during shifts other than normal duty hours.
- Operating hours for the medical center facilities are listed below to aid in planning work.
- When a Federal Holiday falls on a Saturday, the preceding Friday will be considered the holiday. When the Federal Holiday falls on a Sunday, the succeeding Monday will be considered the holiday.
- Mission situations may require the contractor to work personnel other than normal scheduled shifts and during weekends and Federal Holidays. Examples of these situations are military exercises, contingency operations, weather emergencies, and special events that include, but are not limited to an open house, distinguished visitor support, exercises, change of commands, inspection preparation, and banquets. The Contractor shall reschedule without additional cost to the Government the Contractor’s work that is canceled due to the medical center’s mission requirements.

Building Number	Name/Function	Government Normal Operating Schedule
B-1 (Floors 1-4) through B-10, B-9A, B-19, B-241, B-100	Medical Center complex, Armed Forces Blood Bank, MRI Unit	365/366 days per year, 24 hours per day
B-1 (Floors 5-20), B51, B-53, B-98, B-149, B-203, B-54, B-55, B-63	Administration, NiCOE, NEX Satellite Pharmacy, Satellite Pharmacy, Medical Warehouses, Parking Garages	5 days per week, 10 hours per day, closed weekends and Federal Holidays

The Contractor shall conform to all installation policies and procedures, and the following medical center general workplace polices:

- a. In the case of an emergency, call the installation facility help desk at (301) 295-1070.
- b. The Contractor shall demonstrate knowledge of healthcare facility codes, standards, directives, and criteria governing the operation, maintenance and repair of medical treatment facilities.
- c. All installation buildings to include the medical center are smoke-free facilities. Designated smoking areas are available in marked areas outside. Contractor will comply with local smoking

policy instructions. Contractor personnel caught smoking will be removed from the premises and not permitted to return.

- d. Contractor will prepare and forward an Outage Request for coordination/ authorization for all work that requires equipment to be taken out of service, or for digging, that may interfere with the normal flow of traffic or disruption of utilities. Scheduled outages shall be coordinated through the Facilities Management Department (FMD) with a written notification of the proposed outage a minimum of 14 calendar days prior to the projected outage work.
- e. All keys for medical center access shall be signed in/ out each day with the FMD Key Custodian.
- f. The Government will assist the Contractor by locating shut-off valves. The Contractor shall provide all labor and materials to drain down affected systems prior to starting work.
- g. When the sprinkler system is not operational as a result of Contractor work, the Contractor shall provide a fire watch to all areas affected by the outage including afterhours coverage. This work will also be coordinated through the installation fire department through the outage request process.
- h. In today's security environment, loose materials and tools may be considered potential weapons. The Contractor shall provide lockable work carts for use by its craftsmen so that, in the event that the cart is left unattended by a craftsman, all tools and materials will be secured within the cart so they may not be accessed by unauthorized personnel. This requirement shall apply in all areas of work throughout the medical center complex.
- i. Project/ work related materials will be stored only in medical center approved designated staging areas.
- j. At all times, work areas including mechanical and electrical rooms shall be kept clean and free from accumulation of waste material, rubbish, tools, scaffolding, equipment, and materials. Upon completion of the job or when away from the work site, the Contractor shall provide a sufficient cleanup of the work area so that additional cleaning will not be required by either the facility user or custodian.
- k. The contractor shall remove all waste material and by-products resulting from work performed from each work area, at the end of each day and at the completion of the job. The Contractor shall return usable material to a designated storage area for reuse.
- l. The Contractor shall dispose of hazardous and non-hazardous wastes and other job-related waste material according to the local installation procedures.
- m. Noise producing operations such as masonry demolition, core drilling, saw cutting, and sheet metal work shall normally be performed after 1900 and before 0500.
- n. Work in the Basement shall normally be performed after 1900 and before 0500 weekdays, and any time on weekends.
- o. Contractor shall provide temporary fans and associated ductwork and power to the exterior of the building to maintain the work area under negative pressure to prevent the spread of dust into occupied areas.
- p. Contractor shall provide filter media over all supply openings to the work area. Filters shall be replaced at least monthly unless conditions dictate more frequent changing.
- q. Contractor-owned vehicles used in the performance of services under this Contract and on this installation will be legibly and conspicuously marked with the Contractor's name and telephone number. Markings should be placed on both sides of the vehicle.
- r. While traveling on the installation, all speed limits and parking restrictions will be observed.
- s. Use of cellular phones is prohibited while driving on the installation.

WAGE DETERMINATIONS

<p>Refer to Department of Labor web site <a href="http://www.wdol.gov">http://www.wdol.gov</a> for most current version of the following wage determinations:</p>	<p>SCA WD 2005-2103 Rev. (15 or most current)</p> <p>CBA Wage Schedule for the Mechanical Contractors Association Metropolitan Washington, Inc. Local 602 effective 8/1/2010 through 7/31/2013.</p> <p>CBA Wage Schedule for the International Union of Operating Engineers Local 99-99A effective 12/16/2010 through 12/15/2013.</p> <p>CBA Wage Schedule for the International Union of Operating Engineers Local 99 effective 4/1/2011 through 9/30/2013.</p> <p>DBA WD MD140057 (MD57)</p>
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ATTACHMENT J-0200000-04  
DIRECTIVES, INSTRUCTIONS, AND REFERENCES

<u>Reference</u>	<u>Title</u>
EM 385-1-1	U.S. Army Corps Of Engineers Safety And Health Requirements
P.L. 91-596	Occupational Safety And Health Act
UFGS 01 35 26	Unified Facilities Guide Specifications
NAVFACINST 11013.40	Project Partnering Policy
FAR 52.228-5	Insurance – Work On A Government Installation
FAR 52.237-2	Protection Of Government Buildings, Equipment, And Vegetation
NAVFAC Clause 5252.245-9300	Government-Furnished Property, Materials And Services
Current	Joint Commission Standards
NFPA 99	Health Care Facilities Code
NFPA 110	Standard For Emergency And Standby Power Systems
Standard EC. 1.6	Emergency Preparedness Management Plan
FAR 52.237-3	Continuity Of Services
FAR 52.246-4	Inspection Of Services – Fixed Price
FAR 52.243	The "CHANGES" Clause, Section I
CQM-C	U.S. Army Corps Of Engineers Construction Quality Management For Contractors
OSHA	30-Hour Construction Safety Class
NAVMED 6230.4	Adult Immunizations Record
NAVMED P-5010	Manual Of Naval Preventive Medicine
Public Law 91-596	The Occupational Safety And Health Act
DFARS Clause 252.223-7004	Drug-Free Work Force
29 CFR 1910	Occupational Safety And Health Standards
29 CFR 1915	Occupational Safety And Health Standards For Shipyard Employment
29 CFR 1926	Safety And Health Regulations For Construction
ASME B30.5	Mobile And Locomotive Cranes
ANSI A10.32	Fall Protection Systems For Construction And Demolitions
ANSI Z359.1	Fall Protection Code

ATTACHMENT J-0200000-04  
DIRECTIVES, INSTRUCTIONS, AND REFERENCES

NFPA 10	Standard For Portable Fire Extinguishers
NFPA 241	Standard For Safeguarding Construction, Alteration, And Demolition Operations
NFPA 51B	Standard For Fire Prevention During Welding, Cutting, And Other Hot Work
NFPA 70	National Electrical Code
NFPA 70E	Standard For Electrical Safety In The Workplace
29 CFR 1910.120	Hazardous Waste Operations And Emergency Response
29 CFR 1926.59	Hazard Communication
29 CFR 1910.1025	Toxic And Hazardous Substances
29 CFR 1926.62	Occupational Health And Environmental Controls
29 CFR 1910.134	Respiratory Protection
29 CFR 1904	Recording And Reporting Occupational Injuries And Illness
ANSI/IESNA RP-29-06	Lighting For Hospitals And Health Care Facilities
ANSI/ISEA 107	Standard For High-Visibility Safety Apparel And Headwear
40 CFR 82	Protection Of Stratospheric Ozone
FAR 52.223-3	Hazardous Material Identification And Material Safety Data
Executive Order 13423	Strengthening Federal Environmental, Energy, And Transportation Management
Executive Order 13514	Federal Leadership In Environmental, Energy, And Economic Performance
40 CFR 247	Comprehensive Procurement Guideline For Products Containing Recovered Materials
FAR 52.223-2	Affirmative Procurement Of Bio-based Products Under Service And Construction Contracts
FAR Clause 52.232-36	Payment By Third Party

DOCUMENT TYPE	WEBSITE
Code of Federal Regulations	<a href="http://www.gpoaccess.gov/cfr/index.html">http://www.gpoaccess.gov/cfr/index.html</a>
Consumer Product Safety Commission	<a href="http://www.cpsc.gov/index.html">http://www.cpsc.gov/index.html</a>
DoD Instructions	<a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a>
Federal Acquisition Regulations	<a href="http://www.acquisition.gov/far/">http://www.acquisition.gov/far/</a>
Installation Management Accounting Project (IMAP)	
NAVFAC (Instructions, Maintenance and Operations Manuals, P-Publications)	<a href="http://www.navfac.navy.mil/">http://www.navfac.navy.mil/</a>
NAVMED	<a href="http://www.med.navy.mil/">http://www.med.navy.mil/</a>
Navy Directives	<a href="http://doni.daps.dla.mil/">http://doni.daps.dla.mil/</a>
United States Code	<a href="http://uscode.house.gov/search/criteria.php">http://uscode.house.gov/search/criteria.php</a>



ATTACHMENT J-0200000-05  
INVOICING PROCEDURES

WAWF ELECTRONIC INVOICING

1. Scan invoice and sign off.
2. Go to: [wawf.eb.mil](http://wawf.eb.mil) and sign on.
3. Click on (+) VENDOR.
4. Click on: Create new document.
5. Enter contract number, DO#, and Cage # (drop down). Continue, Continue.
6. Select Navy Construction/Facilities Management. Continue
7. Next screen leave date as is, add the DoDAAC numbers and Populate CLIN's.
8. Select CLINs number and continue. If no CLINs, select boxes and add info.
9. In HEADER tab, Enter invoice # (the DO#), put today's date.
10. In ADDRESS tab, verify the address.
11. In COMMENTS tab, enter brief description of the job.
12. In LINE ITEM tab, click on ACTION tab. Go to the 2<sup>nd</sup> page of the DO and enter the item number in the ITEM BOX, enter QTY and AMOUNT. This may be filled in already. In Description Box enter brief description of the job.
13. Go to HEADER tab.
14. Create DOCUMENT and hit okay when gray screen pops up.
15. Return to the HEADER tab. You will now have a MISC tab, click on this tab and attach a copy of the scanned document. (Click on the boxes)
16. Go back to the HEADER tab and click on the SUBMIT key to send the invoice to the Government.
17. Add the Contracting Officer to the email list.
18. Submit.

ATTACHMENT J-0200000-05  
INVOICING PROCEDURES  
(Form 7300-30 and 7300-31 Invoice Forms)

See attached PDF Files

ATTACHMENT J-0200000-05  
INVOICING PROCEDURES  
(Form 4330-7 Contractors Release)

See attached PDF document.

ATTACHMENT J-0200000-06  
 GOVERNMENT-FURNISHED PROPERTY, MATERIALS, AND SERVICES  
 Walter Reed National Military Medical Center (WRNMMC)

Real Property (Class 2)

Facility	Bldg. No.	Description	Serial No.	Govt. ID.	Qty.	U/M
WRNMM C	013	Hazardous/Flammable STRHS (Partial)			377	SF
WRNMM C	013	Locksmith Shop			435	SF
WRNMM C	013	Painting & Related OPNS Bldg (Partial)			4,162	SF
WRNMM C	013	Public Works Shop			9,072	SF
WRNMM C	013	PW Maintenance Storage			4,040	SF
WRNMM C	015	Public Works Maintenance Shop			10,636	SF
WRNMM C	143	PW Maintenance Storage			1,511	SF
WRNMM C	149	PW Maintenance Storage			3,500	SF
WRNMM C	225	Equipment Shed			3,900	SF

Plant Property (Class 4)

Facility	Bldg. No.	Description	Serial No.	Govt. ID.	Qty.	U/M
WRNM MC	015	Drill Press	M05427E	77-8883-SER	1	EA
WRNM MC	015	Disk Sander	M0569E	16376	1	EA
WRNM MC	015	Drill Press	M0221C		1	EA
WRNM MC	015	Grinder	M0541E	658AI-693487	1	EA
WRNM MC	015	Large Scroll Saw	M0536E	35-3102	1	EA
WRNM MC	015	Large Table Router	NMNCR #4943176-8586	4943	1	EA
WRNM MC	015	Saw/Band Wood & Metal	M0020C	168109939	1	EA
WRNM MC	015	Shaper/Planer		168-110683	1	EA
WRNM MC	015	Small Planer		49430901729 SER	1	EA
WRNM MC	015	Table Saw	M0543E	6681-A-SER	1	EA
WRNM	015	Table Saw	M0538E	85-2192-SER	1	EA

MC						
WRNM MC	015	Wood Planer	M0019C	99-2969-SER	1	EA
WRNM MC	015	Drill Press	M0178C		1	EA
WRNM MC	015	Drill Press	M0175C		1	EA
WRNM MC	015	Band Saw	M0534E	35448-SER	1	EA
WRNM MC	015	Uni Trimmer	M40539E		1	EA
WRNM MC	015	Drum Sander	M0545E	YDY4269- SER	1	EA
WRNM MC	015	Lettering Machine	M0739E	168-135596	1	EA
WRNM MC	015	Delta Router	M0544E	168-138471	1	EA
WRNM MC	015	Planer Jointer	M0548E	8093-A-SER	1	EA
WRNM MC	015	Cut Off Saw	M0542E			

ATTACHMENT J-0200000-07  
SERVICE PROVIDER INFORMATION

See attached Excel file "J-0200000-07 - SERVICE PROVIDER INFORMATION"

ATTACHMENT J-0200000-08  
ASSET INFORMATION

See attached Excel file "J-0200000-08 - ASSET INFORMATION"

NAVFAC MAXIMO DATA REPORTING

PURPOSE AND OVERVIEW

The purpose of this attachment is to provide guidance on how data is to be provided by the Contractor and outline the options by which the Contractor can report Service Provider Information and Asset Information for NAVFAC MAXIMO. This document outlines options that may be utilized by a Contractor and associated NAVFAC business process and procedures for how data is to be submitted. The Contractor may review the existing options and choose the most suitable method considering their organizational constraints and resources. However it is mandatory that the Contractor choose and declare a method to provide all the required data to NAVFAC in a consistent, timely and accurate manner.

GENERAL TYPES OF DATA

Work Order Data

Work order data includes all necessary information for the documentation of all completed work orders, including, but not limited to, service orders, preventive maintenance (as performed under the PM program or as part of IMP), and work issued as non-recurring work. Specific NAVFAC MAXIMO fields required for work order data are listed on the Service Provider Information spreadsheet provided in J-0200000-07.

Asset Data

Asset data includes the specific details necessary for proper identification and tracking of assets when updated for all completed work orders where an asset is repaired, replaced, installed, or otherwise affected. Specific NAVFAC MAXIMO fields required for asset data are listed on the Asset Information spreadsheet provided in J-0200000-08. When replacing existing assets, the Contractor shall change the status of the current asset which will remove it from the maintenance plan and add the new asset.

METHODS FOR DATA SUBMISSION

Per Section C, The Contractor may provide data using one of the two options detailed below for submission of work order and asset data.

OPTION 1: Direct Data Entry

In this method a Contractor directly enters data into NAVFAC MAXIMO in a secure method via the internet or using a NMCI workstation. Detailed guidance NAVFAC MAXIMO System Access Procedures is provided in J-0200000-10. All reference value verification is provided by NAVFAC MAXIMO.

All Contractors who obtain authorized access will be able enter data directly into the work order and asset screens within NAVFAC MAXIMO. Further details and a user guide will be provided by the Government on how to use the data entry screens.

Contractors are only allowed to view, edit, report or otherwise access data related to their work. Any unauthorized attempt to do otherwise may be grounds for removal of access privileges. Contractors will be assigned a specific work center code for their work and shall utilize this code for all such data entry and retrieval.

The Contractor will be provided local instructions, desk guides and other materials by the Government on the direct entry of work order and asset data.

**OPTION 2: NAVFAC MAXIMO Flat File Data Exchange**

The Contractor will utilize the data formats contained in the Service Provider Information provided in J-0200000-07 and Asset Information provided in J-0200000-08. The Contractor shall use their own internal systems to generate the flat file data into the format required. The Contractor is responsible for ensuring that data is correct and validated. If any data gets rejected the Contracting Officer will send the “rejected” data back to Contractor and the Contractor shall correct and resubmit the data. In all cases of data rejects the Contractor shall communicate with the Contracting Officer to rectify the data rejects.

**Flat File Data Validation and Preparation**

NAVFAC MAXIMO has several interfaces to assist in data transfer, many interfaces are used for multiple purposes to efficiently load or modify existing data in the system. Because of those multiple uses for each interface there are strict rules on how the data must be prepared for successful submission and loading.

The format required for flat files is detailed in the Service Provider Information and Asset Information spreadsheets described below:

- SERVICE PROVIDER INFORMATION – (Spreadsheet provided in J-0200000-07) –contains the format and data elements for submission of Work Order Information.
- ASSET INFORMATION – (Spreadsheet provided in J-0200000-08) – contains the format and data elements for submission of new or updated Asset Information.

**Service Provider & Asset Information Spreadsheet Format**

- Tab 1 – General Information - Version number, change log, etc.
- Tab 2 – Field Information – Field Name, Data Type, short description on field use and related information including Content Notes and NAVFAC MAXIMO Field Name.
- Tab 3 – Flat File Data Layout

The Contractor is required to validate their data prior to submission to minimize data rejects. To assist the contractor in data validation lists of appropriate reference values will be provided by the Government and updated as changes occur. The reference files contain the valid list of values in NAVFAC MAXIMO at a specific time. The value list will change/update because of work completed by the contractor, or new records added by the Government at other installations. Due to the frequent nature of changes in some tabs (i.e. new assets added or status being changed) this file will be directly transferred from a local PW Representative to the Contractor as changes occur or upon request. Reference value files containing information on field values consistent across NAVFAC can be found at the following NAVFAC portal page: [https://portal.navy.mil/portal/page/portal/pw/pw\\_it\\_info/maximo](https://portal.navy.mil/portal/page/portal/pw/pw_it_info/maximo)

Example information tabs:

- A current list of the valid Manufacturers (Company) Name values in NAVFAC MAXIMO. When adding a new asset, the contract will select the appropriate Company value so it will permit the successful asset record insert.

Company	Description	Company Type	Organization
MCQUAY	McQuay International; HVAC equipment	M	NAVFAC

- A current list of the valid Assets for the contract. The file must be refreshed periodically to reflect assets added over the contract period. Assets must be added prior to Work Order being submitted for work on the asset or the Work Order will be rejected.

**Sample Reference Value “asset”**

Asset	Description	Location	Parent	Rotating Item	Work Center	Site
WNY111-AHU-05	SPLIT SYSTEM #1A	WNY-111	WNY111-AHU-CIMU-02		WCCP22	10101

- For some fields, NAVFAC MAXIMO may have many valid values however the contractor will have one authorized value. Examples include SiteID, Work Center, and Contract Number. The reference values for these fields will be provided by the Government.

#### Delimited Flat File Submission

In this method the Contractor will prepare data in flat files for submission. These documents have strict requirements that must be followed to permit the successful processing by the Government to import into NAVFAC MAXIMO. Flat files are text files which are pipe delimited (the '|' symbol on the keyboard) with one record per line in the file. The Contractor is responsible to verify data against the reference values to prevent record rejects for required information.

Service Provider Information Reports and Asset Information Reports submitted as delimited flat-files must be prepared as follows:

An individual flat file record is made up of over 30 individual fields, stored in a text file and delimited by the piping symbol ( '|'). Not all of the fields must have data. Fields that are not required to have data must still exist in the flat file record but are allowed to have no data present for that field. See below for illustration for fields not required. A flat file is a text file that contains one or more of these individual records.

Example of a single line from a Service Provider work order flat file:

```
04|SC|181|131: RPL FLORESCENT LIGHT COVER|ELCENT-131|ENS
SUMMERS||COMP|8/31/2005 16:37:16|3|8/30/2005 0:00:00|8/30/2005
13:30:00||0.50|8.73|0|0.00|131|||8/29/2005 9:13:28|UTIL|8/30/2005 10:53:49|9/6/2005
10:55:47|8/31/2005 16:37:25|CHARLIE|
```

There are a couple things worth noting in this example. First, notice the places where two or three piping symbols appear in a row. Anytime two piping symbols are located next to each other, it means a NULL value is being submitted for that field. Three pipes in a row would signify two NULL fields.

The second item worth noting is the last field in the line. The line ends with "|CHARLIE|". This is the 26<sup>th</sup> field and represents the CHANGE BY field. Since no more data are being sent with this individual record, no other piping symbols need to be included on this row. It would have been acceptable to include extra pipes to indicate the NULL values being sent for the remainder of the fields identified on the flat file format sheet.

ATTACHMENT J-0200000-10  
NAVFAC MAXIMO SYSTEM ACCESS PROCEDURES

Purpose and Overview

The Contractor must obtain access to the NMCI network and request an account for NAVFAC MAXIMO. There are several steps in receiving approval to access the NMCI network and a separate process to request a NAVFAC MAXIMO username and password. The instructions in the following section are accurate at the time of solicitation but are subject to change.

NMCI Network Access

The contractor methods to obtain network access to include:

Common Access Card (CAC)

The FEC or local PWD can sponsor a limited number of CACs for Contractor personnel. The Contractor must buy a card reader and required software and utilize their own workstation. The Contractor can use a CAC to connect to NAVFAC MAXIMO via the internet if the workstation has a compatible CAC card reader. A NMCI workstation is not required in order to use a CAC.

NMCI Seat

If deemed suitable by the Contracting Officer, the Contractor may buy NMCI seats directly from NMCI to enable the Contractor to staff their resources onsite. The Contracting Officer will provide local assistance to initiate the process to purchase the NMCI seat and also to get CAC access. Onsite resources must have a CAC card to use the NMCI workstation. Contact the Contracting Officer for information on approximate costs. This option may be removed with 30 calendar days notification at no charge to the Government. The Contractor shall be liable for all charges associated with the workstation, including, but not limited to, Move/Add/Change requests.

DoD PKI External Certificate

The Contractor may purchase external DoD PKI certificates from one of the approved ECA vendors listed on the DISA website: <http://iase.disa.mil/pki/eca/index.html>. The Contractor may purchase as many external certificates as required using this method. This website has full details on purchase, cost and FAQ details for these certificates. The Contractor may contact the Contracting Officer for more details. The contractor is advised this method is subject change by the Navy or DoD Policy with limited or no warning. The cost to accommodate these changes shall be born fully by the contractor.

The Contractor may choose a combination of the above methods for direct access depending on the volume of work and location of their resources.

The following web links give more details on how/where to purchase the CAC card readers, software and steps to install and use the CAC cards and DOD certificates

<http://militarycac.com/>

[http://www.dmdc.osd.mil/smartcard/docs/FAQ\\_PKI-PKE.pdf](http://www.dmdc.osd.mil/smartcard/docs/FAQ_PKI-PKE.pdf)

or

<http://www.nmci-isf.com/downloads/userinfo/PKIInstallationGuide.pdf>

NAVFAC MAXIMO Account Request

The Contractor shall submit a request for NAVFAC MAXIMO account access to the Contracting Officer.

The Contractor must satisfy security clearance requirements of the local Information Assurance Manager (IAM) before access will be granted. Steps will include:

- Submit required SAAR form
- Request a NITC portal SSO account

- Request a STS account
- Create a STS ticket requesting a new Maximo account
- Take required initial and recurring Information Assurance training
- Complete New User Request Form

The local NAVFAC Business Office will determine level of access and restrictions for users by configuring NAVFAC MAXIMO Work Center access. The Contractor will receive notification that the NAVFAC MAXIMO account has been created, as well as USER ID, password and NAVFAC MAXIMO access URL details.

ATTACHMENT J-0200000-11

DEFENSE MEDICAL LOGISTICS SUPPORT SYSTEM (DMLSS) ACCESS PROCEDURES

Walter Reed National Military Medical Center (WRNMMC) requires Common Access Cards (CACs) for all Contractor personnel identified to enter Defense Medical Logistics Support System Facility Management (DMLSS-FM) records in support of this contract. WRNMMC Facility Management staff shall be contacted to initiate formal access to DMLSS-FM prior to the start of the contract.

Refer to Attachment J-0200000-12 DMLSS Data Reporting for more specifics about DMLSS-FM.

ATTACHMENT J-0200000-12  
DMLSS DATA REPORTING

The contractor shall use the Government-provided Defense Medical Logistics Standard Support Facility Management (DMLSS-FM) system as the primary automated system to manage all work within the medical center. The contractor shall be responsible for obtaining training for their on-site staff in the use and maintenance of the DMLSS-FM system.

DMLSS-FM may be installed on any Government-furnished computer but cannot be installed on any computers provided by the contractor. The Government will maintain all hardware and software in support of DMLSS-FM.

The contractor shall be responsible for completion of all data input and for maintaining the accuracy of the data in the system for the following DMLSS-FM modules as described below.

**Work Request Module.** The contractor shall document all information relating to work requests in this module. Each work request shall contain the following information as a minimum: description of work requested, name of requester, date and time received, piece of equipment, priority, building number, scheduled completion date, description of work performed, labor hours, labor cost (using hourly rate and fringes as stated on wage decision), parts cost (to include expendable items), total cost, date and time work completed, and name of employee performing work. All screens and fields (Detail, Assigned, Estimate, Status, Coordination, and Close Out) must be completed before close out of the work request. When recording the man-hours of work performed indicate the hours of work by trade regardless of the skill level of the individual who performed the work. Actions and notes feature is used to document other entries that cannot be added into individual screens. Two examples of required data entries are: (1) Estimate screen shall be completed to show the estimated work hours and materials needed to perform work. (2) Coordination with the COR shall be documented to show complete coordination that has taken place. Actions and notes entry examples are: (1) maintenance workers notes explaining work performed. These notes are nominally written on the work requests form. (2) Reasons for canceling a work request, who canceled it, etc. These are examples and shall not be misconstrued as the only data inputs required. No work request shall be deleted or archived without permission of the COR. A monthly report shall be submitted to the COR by the fifth working day of the month. It shall list the incomplete work orders. The report shall include work order number, description of work, date received, scheduled completion date, and an explanation for all work orders not completed within the required time frame.

**Facility Systems Inventory (PSI) Module.** The contractor shall document all information relating to PSI (also known as Real Property Installed Equipment (RPIE)) in this module. All screens and fields (Classification, Features, Manufacturer, Warranty, and Costs) must be completed. The contractor shall, while performing work, gather data to complete the entries and input any missing data into this module. The contractor shall gather and input all data into this module when the contractor replaces or adds new systems or equipment to a building within 14 work days of acceptance of new or replacement equipment. When work is performed by another contractor and systems/ equipment are replaced/ added, the contractor shall ensure that all systems and equipment are inventoried and labeled, and shall enter all data into the PSI module within 14 calendar days of the COR's acceptance of new equipment. No system/ equipment shall be changed, deleted or archived without permission of the COR.

The contractor must ensure that all RPIEs have a valid room number assigned in the room number field. Additional information can be entered in the Other Location field, if needed.

The Contractor must ensure that all RPIEs have information in the following fields: Installation, Facility (Facility Number -Facility Name), Room Number, Facility System, Facility Subsystem, Assembly Category, Nomenclature, Index Number, Condition Code, Date (date condition code was established), and Risk Assignment. Additional fields include Bar Code Number, Parent, RPIE Group, RPIE Group Risk Factor, RPIE Spare, Capacity, Specification, Equipment Hazard, Area Supported, Rooms Supported, Manufacturer, Model Number, Serial Number, Catalog Number, Life Expectancy, Reference Documents

(Record Company performing the inspection and date), Purchase Order Number, Vendor, Vendor POC, POC Telephone, Installation Date, Warranty Start Date, Parts Duration, Labor Duration (only applicable if under warranty), Acquisition Cost, and Replacement Costs. The fields in italic style text above are the fields that will be converted into the General Fund Enterprise Business System (GFEBs) program.

**Maintenance Procedures Module.** The contractor shall document all information relating to maintenance procedures in this module. All screens and fields (Detail, Tasks, Safety Precautions, Tools and Materials) shall be completed. The contractor shall ensure in their daily performance of PM that all maintenance procedures maintain manufacturers' warranties, adhere to manufacturers' recommended PM, and adhere to code mandated maintenance, adhere to TJC requirements, and adhere to industry/ craft standards/ recommendations of maintenance. Maintenance procedures for new equipment shall be entered into this module within 30 calendar days of COR acceptance. The contractor shall be responsible for making all changes to a maintenance procedure. However, no procedure shall be changed, added, deleted or archived without permission of the COR. The process for acceptance of new PM procedures or changes to existing PM procedures is as follows.

The PM procedures will be provided by the contractor and approved by the Government. In the event that unique equipment exists or is procured, where the manufacturer's unique PM procedures are required, they shall be entered by the contractor upon approval of the COR. The Government retains the right to have any PM procedure modified.

When through experience or when required by a regulatory body having jurisdiction (e.g., TJC, NFPA, RCM, etc.) the contractor may modify the PM procedures, add procedures or to increase intervals of performance. However no procedures may be modified without prior approval from the COR.

**Preventive Maintenance Schedule Module.** The contractor shall document all information relating to PM scheduling in this module. All screens and fields (Detail, Assignment) shall be completed. The contractor shall ensure all frequencies of maintenance meet manufacturer's recommendations, codes, and the Joint Commission (TJC) requirements. New equipment entered into DMLSS per paragraph 1.3.2.2.2 shall have PM scheduled against it within 14 calendar days of FSI data entry. No PM shall be scheduled, unscheduled, deleted, or archived without permission of the COR.

The contractor shall generate the monthly PM schedule from DMLSS (to include any and all PMs, tests and/or inspections scheduled to be accomplished during the month (i.e. quarterly, semi-annual, annual, 5 year, etc. scheduled for that month). The schedule shall identify each PM by work request number, equipment number, nomenclature, tasking number and date scheduled. The date scheduled shall comply with all regulatory requirements (i.e. generator tests must be within a 20 to 40 day window of the previous monthly test). Provide a copy of the schedule to the COR no later than five working days before the end of the month prior to the month in which the PMs are to be performed. All PMs shall be performed in the month it is scheduled in the DMLSS-FM system. If a PM, test or inspection cannot be performed on the date scheduled, the COR must be notified prior to the originally scheduled date.

The contractor shall generate the weekly PM schedules from DMLSS and shall provide a copy of the schedule to the COR. The weekly schedules shall be in the same format as the monthly PM schedule, but shall also identify the date and time of day (morning/afternoon) when each PM is scheduled to be performed. The weekly schedule shall be provided to the COR no later than the last working day of the week prior to the week the PMs are scheduled to be performed.

Performance of PM services may identify the need for repair of the equipment or facility being serviced. Any such repair work shall be entered into DMLSS-FM and performed as a work request under the Maintenance and Repair work requirements of this contract. Repair requirements discovered during performance of a PM outside the scope of the PM tasks may be performed by PM personnel only when such work does not interfere with the PM weekly schedule. If the repair interferes with the weekly PM schedule, a separate work request shall be submitted for the repair.

Control of Materials. The automated system shall provide an audit trail from the time of purchase to the point of installation. The system shall provide a part-history on each part and spare. This shall include all issues, receipts, and adjustments by individual stock number. Work order number shall be listed with each issue, contractor purchase order number shall be listed with each receipt, and an appropriate control number shall be listed with each adjustment entry. The system shall provide an adjustment log that will capture all inventory adjustments. It shall also provide an issue report which will list stock number, description of part, date where used, work order number, and cost. The automated system shall be capable of providing a report of all in-stock material. The contractor shall maintain separate records for government furnished parts and materials, and contractor furnished parts and materials, unless otherwise specified in the Task Order.

Quality Control. The automated system shall be used by the Quality Control Manager in selecting work to be inspected. The results of the Quality Control inspections shall be automated and monthly reports generated containing the number of inspections performed, number satisfactory, number unsatisfactory, equipment inspected, work order number, date inspected, description of problem, date of follow-up inspection, and corrective action taken.

The automated system shall provide records required by the Joint Commission. Specifically, the Plant, Technology, and Safety Management standards shall be met. Report format shall be submitted to the Contracting Officer for approval no later than two weeks after award.

A Preventive Maintenance (PM) Program which includes written procedures and schedules shall be submitted to the COR 15 days prior to start of task order. Corrections shall be made and returned to the COR within five days of receipt. The program shall define the inspection interval for each individual item of equipment and records shall be maintained to reflect the dates of inspection and maintenance as well as the status of all equipment. The PM program shall be based on Defense Health Agency's approved PM standards.

ATTACHMENT J-0200000-13 INTERIM LIFE SAFETY MEASURES
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See attached PDF file "J-0200000-13 – Interim Life Safety Permit Request Form"
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ATTACHMENT J-0200000-14 BURN PERMIT REQUEST FORM
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See attached PDF file "J-0200000-14 – Burn Permit Request"
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ATTACHMENT J-0200000-15 PROCEDURE FOR REQUESTING A DIG PERMIT
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See attached PDF file "J-0200000-15 – Procedure for Requesting a Dig Permit"
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ATTACHMENT J-0200000-16 FIRESTOP INSTALLATION PERMIT PROGRAM
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See attached PDF file "J-0200000-16 – Firestop Installation Permit Program"
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ATTACHMENT J-0200000-17 INSTALLATION SPILL CONTROL PLAN
See attached PDF file "J-0200000-17 – Emergency Procedure for Spills"

ATTACHMENT J-0200000-18 CONTRACTOR HAZARDOUS MATERIAL INVENTORY LOG
Insert local required form. Sample provided in attached PDF document.

ATTACHMENT J-0200000-19 RADIOLOGY SPACES REQUIRING SPECIAL CONSIDERATION
See PDF file "J-0200000-19 – Radiology Spaces Requiring Special Consideration"

<p>ATTACHMENT J-0200000-20 <u>THE JOINT COMMISSION (TJC) ACCREDITATION REQUIREMENTS</u></p>
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1. 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 of the Emergency Management related to utility failures and backup systems.
2. Contractor shall have a management program that is used to identify and document EC and LS problems, failures, and user errors that are or may be a threat to the patient care environment. The Contractor shall identify problems. When problems are identified, the Contractor shall take actions to resolve them through the Contracting Officer, document the actions, and evaluate the actions for effectiveness.
3. The Contractor shall develop, implement and semi-annually measure the effectiveness of a Building Maintenance Program (BMP). The BMP will be approved by the Contracting Officer.
4. The Contractor will participate in Environmental Tours on a schedule promulgated by the medical center – normally once a week.
5. Contractor shall provide formal Joint Commission training to the Contract Facility Site Manager, Deputy Site Manager, and supervisors. Training will consist of at least 24 hours per year for each of these individuals.
6. The Contract personnel shall participate in activities of the medical center that are designed to meet the requirements of TJC pertaining to Performance Improvement (PI) programs. These include participation in a comprehensive PI program for the services required, including PI monitors, data collection, report preparation, and presentation. Any findings of the quality improvements monitor will be presented to the Contractor by the Contracting Officer for appropriate action. The Contractor's proper performance of maintenance and management tasks shall ensure safety and patient care requirements are met and ensure that TJC accreditation is maintained. The Contractor shall adhere to the medical center's policies related to TJC compliance.
7. Contractor shall attend a quarterly in-process, line item review of their program with Government personnel. Contractor shall prepare and distribute minutes of those meetings within 7 calendar days of the meeting. Contractor shall take action to resolve discrepancies identified in the line item review.
8. The standards can change during the life of the contract and the Contractor shall ensure that all work supports any changes made by TJC. The standards can be found on TJC's web site <http://www.jointcommission.org> under the Environment of Care.
9. The Contractor shall be prepared for an unannounced survey at any time, and shall have plans and documents in place at all times. This includes any document reviews immediately upon request.

<b>ATTACHMENT J-0200000-21</b> <b><u>EXHIBIT LINE ITEM NUMBERS</u></b>
See attached Excel file for ELINs.

END OF SECTION J

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	J-1502000-14 Emergency Generator Maintenance Data		14-MAY-2015
Attachment 2	J-0200000-21 ELINs for Contractor's Prices		14-MAY-2015
Attachment 3	J-0200000-18 Contractor Hazardous Material Inventory Log		14-MAY-2015
Attachment 4	J-0200000-05 Form 7300-31 Invoice		14-MAY-2015
Attachment 5	J-0200000-05 Form 7300-30 Invoice		14-MAY-2015
Attachment 6	J-0200000-05 Form 4330-7 Contractor's Release		14-MAY-2015

## Section K - Representations, Certifications and Other Statements of Offerors

## CLAUSES INCORPORATED BY REFERENCE

52.203-2	Certificate Of Independent Price Determination	APR 1985
52.204-8	Annual Representations and Certifications	DEC 2014
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	DEC 2014
52.209-7	Information Regarding Responsibility Matters	JUL 2013
52.219-1	Small Business Program Representations	OCT 2014
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-25	Affirmative Action Compliance	APR 1984
52.222-38	Compliance With Veterans' Employment Reporting Requirements	SEP 2010
52.225-2	Buy American Certificate	MAY 2014
52.225-20	Prohibition on Conducting Restricted Business Operations in Sudan--Certification	AUG 2009
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-- Representation and Certifications.	DEC 2012
252.225-7001	Buy American And Balance Of Payments Program-- Basic (Nov 2014)	NOV 2014

## CLAUSES INCORPORATED BY FULL TEXT

## 252.204-7007 ALTERNATE A, ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2015)

Substitute the following paragraphs (d) and (e) for paragraph (d) of the provision at FAR 52.204-8:

(d)(1) The following representations or certifications in the System for Award Management (SAM) database are applicable to this solicitation as indicated:

(i) 252.209-7003, Reserve Officer Training Corps and Military Recruiting on Campus--Representation. Applies to all solicitations with institutions of higher education.

(ii) 252.216-7008, Economic Price Adjustment--Wage Rates or Material Prices Controlled by a Foreign Government. Applies to solicitations for fixed-price supply and service contracts when the contract is to be performed wholly or in part in a foreign country, and a foreign government controls wage rates or material prices and may during contract performance impose a mandatory change in wages or prices of materials.

(iii) 252.222-7007, Representation Regarding Combating Trafficking in Persons, as prescribed in 222.1771. Applies to solicitations with a value expected to exceed the simplified acquisition threshold.

(iv) 252.225-7042, Authorization to Perform. Applies to all solicitations when performance will be wholly or in part in a foreign country.

(v) 252.225-7049, Prohibition on Acquisition of Commercial Satellite Services from Certain Foreign Entities--Representations. Applies to solicitations for the acquisition of commercial satellite services.

(vi) 252.225-7050, Disclosure of Ownership or Control by the Government of a Country that is a State Sponsor of Terrorism. Applies to all solicitations expected to result in contracts of \$150,000 or more.

(vii) 252.229-7012, Tax Exemptions (Italy)--Representation. Applies to solicitations when contract performance will be in Italy.

(viii) 252.229-7013, Tax Exemptions (Spain)--Representation. Applies to solicitations when contract performance will be in Spain.

(ix) 252.247-7022, Representation of Extent of Transportation by Sea. Applies to all solicitations except those for direct purchase of ocean transportation services or those with an anticipated value at or below the simplified acquisition threshold.

(2) The following representations or certifications in SAM are applicable to this solicitation as indicated by the Contracting Officer: [Contracting Officer check as appropriate.]

\_\_\_ (i) 252.209-7002, Disclosure of Ownership or Control by a Foreign Government.

\_\_\_ (ii) 252.225-7000, Buy American--Balance of Payments Program Certificate.

\_\_\_ (iii) 252.225-7020, Trade Agreements Certificate.

\_\_\_ Use with Alternate I.

\_\_\_ (iv) 252.225-7031, Secondary Arab Boycott of Israel.

\_\_\_ (v) 252.225-7035, Buy American--Free Trade Agreements--Balance of Payments Program Certificate.

\_\_\_ Use with Alternate I.

\_\_\_ Use with Alternate II.

\_\_\_ Use with Alternate III.

\_\_\_ Use with Alternate IV.

\_\_\_ Use with Alternate V.

(e) The offeror has completed the annual representations and certifications electronically via the SAM Web site at <https://www.acquisition.gov/>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in FAR 52.204-8(c) and paragraph (d) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below \_\_\_ [offeror to insert changes, identifying change by provision number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications located in the SAM database.

(End of provision)

## Section L - Instructions, Conditions and Notices to Bidders

SECTION L

**General Information:** The price proposal and non-price proposals shall be submitted in separate three ring binders, tabbed appropriately, and must include a cover page with the name of the prime contractor, addresses, phone and fax numbers, email addresses, solicitation number, and point of contact. Binders must be marked as “Volume 1: Price Proposal” and “Volume 2: Non-price Proposal”. Should there be a discrepancy between paper and electronic information, the paper copies shall govern.

L21. **CONTRACTOR PROPOSAL CERTIFICATION**

Contractor is required to certify in writing on page 1 of proposal the following:

\_\_\_\_\_ (Name of Offeror)  
warrants that its proposal \_\_\_\_\_ (of date or other identifier) incorporated herein by reference, including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives set forth in this contract during the execution thereof. The contractor is not excused from meeting such performance objectives in the event such proposal proves inadequate as conceived or executed to meet such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable additional (and/or alternative) means or methods of meeting the performance objectives.

L22. **PRICE & NON-PRICE PROPOSAL**

- a. **VOLUME 1: PRICE PROPOSAL** – The price proposal shall contain all the submission requirements listed in Section M. Submit one (1) original and one (1) copy in 8-1/2 x 11 format, font size 12 in a three ring binder along with two (2) CD copies. Documents should be in Word and Excel format. Please do not submit Adobe Acrobat format. Include the total price for the ELINS (Recurring and Non- Recurring) and CLINS.

**TAB 1 - COVER LETTER:** The cover letter shall be signed by an employee of the offeror who has authority to approve the positions listed in the cover letter. The cover letter shall include:

- i. The solicitation number.
- ii. The offeror’s name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments.

**TAB 2 - STANDARD FORM (SF) 33 SOLICITATION, OFFER AND AWARD AND SECTION B SUPPLIES OR SERVICES AND PRICES:** Offerors shall complete and submit the following:

- i. SF33, Page 1: Blocks 12 through 18 of the SF33. In Block 12, the offeror shall indicate that their offer is valid 180 days after the price proposal due date. In block 15a include telephone number, facsimile number, e-mail address, TIN, DUNS Number, and CAGE Code. The address provided shall match the offeror’s address listed in the System for Award Management at <https://www.sam.gov/portal/public/SAM/>
- ii. SF33, Section B, Supplies or Services and Prices, starting on page 2 – Complete each item number by entering the offeror’s proposed price.

**TAB 3 - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS:** The offeror shall complete all the representations,

certifications, and other statements required in Section K of the Solicitation (FAR 52.204-8 and DFAR 252.247-7022) on the ORCA website at [www.orca.bpn.gov](http://www.orca.bpn.gov). The Government will download the representations, certifications, and other statements from the ORCA website. The offeror shall ensure the data is accurate and complete prior to submitting a proposal. The offeror shall submit a VETS 100 report for the current period at the Vets 100 website, <http://www.dol.gov/vets/programs/fcp/main.htm>. If a new partnership, new joint venture, or other new business entity is created to propose on this solicitation, such that the offeror is not required to have a VETS 100 report, the offeror shall explain the circumstances which exempt the offeror from having a current VETS 100 report on file.

**TAB 4- PRICING INFORMATION:** Complete the Exhibit Line Item Numbers Spreadsheet (Attachment J-0200000-21 EXHIBIT LINE ITEM NUMBERS ELINs) for the base year and all option years. Submit the ELINs in Excel format totaling the (Recurring and Non-Recurring) portions and provide an overall total. Provide a completed Section J, Exhibit Line Item Number (ELIN) pricing Attachment J-0200000-21 for the base year and all option years. Offerors shall enter their proposed unit prices with total amounts for all Exhibit Line Item Numbers (ELINs) for the Base Period and all Option Periods. Please see the below information:

- i. ELIN unit prices must be rounded to two (2) decimal places only. If an offeror does not round ELIN unit prices to two (2) decimal places then the Government will round the prices to two decimal places and the rounded prices will be used for evaluation purposes.
  - ii. In the event there is a difference between a unit price and the total amount, the unit price will be held to be the intended offer and the total of the CLIN and ELIN will be recomputed to take into account the change in the contract ELINs. If the offeror provides a total amount for an ELIN, but fails to enter the unit price, the total amount divided by the ELIN quantity will be held to be the intended unit price.
  - iii. In the event there is a discrepancy between the Section J ELIN pricing and the Section B CLIN price, the Section J ELIN will be held to be the intended offer.
  - iv. Prices provided shall be fully loaded and no other allocations, fees, overheads, G&A, insurance, taxes, profits or any other markups shall be applied when an option is exercised or a task order for pre-priced work ordered is issued.
  - v. Costs for technical Specification 0100000 and 0200000 shall be considered overhead; therefore, these costs shall be allocated and included throughout the prices quoted for all other technical specifications.
  - vi. Offerors may escalate costs for option years one through four.
- b. **VOLUME 2: NON-PRICE PROPOSAL –**  
Submit one (1) original and three (3) copies in 8-1/2 x 11 format, font size 12 in three ring binders and tabbed appropriately by major evaluation factors along with two (2) CD copies. Documents should be in Adobe Acrobat format, except the FTE Worksheet should be in Excel format. No pen and ink changes are allowed. Page limit is 120 pages (60 sheets of paper). Pages exceeding the one hundred twenty (120) single-sided/sixty (60) double-sided page limitations shall not be evaluated.

**TAB 1 - COVER LETTER:** The cover letter shall be signed by an employee of the offeror who has authority to approve the positions listed in the cover letter. The cover letter shall include:

- i. The solicitation number.
- ii. The offeror's name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments.

- v. Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and;
- vi. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

**TAB 2 thru TAB 5– EVALUATION FACTORS:** The non-price proposal shall contain all the Submission requirements listed in Section M of the RFP for the non-price proposal.

**L23. NOTICE TO OFFERORS:**

- a. Your acquisition points of contact for this project are Contract Specialist Roya Sterner at 202-685-8052, or email [roya.sterner@navy.mil](mailto:roya.sterner@navy.mil) and Contracting Officer Jee Eun Blanton at 202-685-3299, or email [jeeun.blanton@navy.mil](mailto:jeeun.blanton@navy.mil).
- b. Proposal shall be sent **via FedEx** to the address and date stamped to the following address and POC no later than 14:00 EST on **JUNE 16, 2015**:

**NAVFAC Washington  
Attn: Roya Sterner  
1314 Harwood Street SE, Building 212, First Floor Mail Room  
Washington Navy Yard, DC 20374**

Please allow **SUFFICIENT TIME** for your proposal to be received prior to the proposed closing time. Technical and Price proposals shall be submitted in sealed envelopes/boxes marked in the bottom right corner "Solicitation N40080-15-R-0313, DO NOT OPEN IN MAILROOM."

\*\*All proposals must be received prior to the due date and time. Any proposals submitted after the time set for receipt will be stamped with the date and hour of receipt and held unopened until after award. The file shall be documented in accordance with FAR 14.304-4.

**L24. REQUEST FOR PROPOSALS (RFP) INFORMATION/CLARIFICATION QUESTIONS:**

All questions from offerors concerning any aspect of this request for proposal (RFP) must be submitted in writing. Prospective offerors are requested to submit written questions specifying the section paragraph of the specification for which clarification is desired. All inquiries will be answered in writing. Telephone questions will not be entertained. Offerors are specifically cautioned that verbal discussions and replies to question shall not have the effect of changing the provisions of the written RFP.

Prospective offerors are required to review the entire solicitation package before submitting questions. Requests for Information (RFI's) during the proposal preparation period shall be submitted by email to [roya.sterner@navy.mil](mailto:roya.sterner@navy.mil) and [jeeun.blanton@navy.mil](mailto:jeeun.blanton@navy.mil). RFI's must be submitted in a **WORD document** and submitted by the Prime Contractor only. Subcontractors with questions must submit them through the Prime Contractor.

**THE RFI CUT-OFF DATE IS COB THURSDAY, JUNE 4, 2015.**

**L25. FINANCIAL DATA**

In addition, the offer shall provide the latest three complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or at least by an authorized officer of the organization. Submit evidence of availability of working/operating capital,

which will be used for the performance of the resultant contract. For Joint Venture arrangements submit the latest three complete fiscal year financial statements for each Joint Venture companies and discuss the financial responsibilities among the companies. The Government may also utilize Dun & Bradstreet reports to evaluate the financial capacity of the offeror.

**L26. ADDITIONAL INFORMATION TO BE SUBMITTED WITH PRICE PROPOSAL**

- a. In addition, the offer shall provide the latest three complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or at least by an authorized officer of the organization. Submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements submit the latest three complete fiscal year financial statements for each Joint Venture companies and discuss the financial responsibilities among the companies. The Government may also utilize Dun & Bradstreet reports to evaluate the financial capacity of the offeror.
- b. In order to be eligible for award, your firm must be determined responsible in accordance with FAR Part 9, specifically 9.104-1, General Standards. Your firm shall provide the following with its price proposal:
  - i. One (1) Signed Bank Reference demonstrating adequate financial resources. If your firm has a line of credit – provide information on how many figures can your firm borrow against the line of credit (i.e. medium 6 figures – exact line of credit is not required).
  - ii. Three (3) signed credit references. Credit references must verify that your firm pays its creditors timely and in accordance with the terms negotiated with the creditor.
- c. Although required to be submitted with your firm’s price proposal, this information **will not** be evaluated as part of the price proposal. This information forms the basis of your firm’s responsibility determination should your firm be considered for award.

**L27. DISPOSITION OF PROPOSALS**

Proposals from unsuccessful offerors will not be returned to the offeror, but shall be destroyed by the Contracting Officer. No certificate of destruction will be issued.

**CLAUSES INCORPORATED BY REFERENCE**

52.204-7	System for Award Management	JUL 2013
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.216-1	Type Of Contract	APR 1984
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.237-1	Site Visit	APR 1984

**NFAS CLAUSE**

5252.215-9300                      CONTENT OF PROPOSALS (JAN 2003)

(a) **PROPOSAL REQUIREMENTS.** The technical proposal and the price/cost proposal shall be submitted in separate volumes. The technical proposal shall not contain any cost/pricing information, except for salary information provided on resumes. The technical proposal presented by the offeror to whom the award is made will be incorporated into the contract at time of award.

(b) The offeror shall submit the following information:

(1) See Paragraph L2 completed signed solicitation packages, including executed representations and certifications, and cost/prices in Section B and any accompanying exhibits.

(2) See Paragraph L2 copies of the technical proposal.

(3) See Paragraph L2 copies of the cost/price proposal.

(c) TECHNICAL PROPOSAL. Each technical proposal shall be precise, detailed, and complete as to clearly and fully demonstrate a thorough knowledge and understanding of the requirements. As a minimum, the proposal must contain sufficient detail so that it may be evaluated in accordance with the EVALUATION FACTORS provision, Section M.

(d) PRICE/COST PROPOSAL. Each price/cost proposal shall contain a breakdown of direct labor costs; direct material cost (identifying the quantity, type and unit price); subcontracting costs; overhead costs; general and administrative costs; and profit.

(1) Offers are solicited on an “all or none” basis and FAR 52.215-1, INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION (MAY 2001)” in Section L, is hereby modified. Failure to submit offers for all line items listed shall be cause for rejection of the offer.

(End of provision)

5252.237-9302            SITE VISIT (JUL 1995)

(a) The site will be available for visitation at TBD via a Solicitation Amendment.

(End of provision)

## Section M - Evaluation Factors for Award

## CLAUSES INCORPORATED BY REFERENCE

52.217-5

Evaluation Of Options

JUL 1990

**A BASIS FOR AWARD**

- 1 The Government reserves the right to eliminate from consideration for award any or all offers at any time prior to award of the contract; to negotiate with offerors in the competitive range; and to award the contract to the offeror submitting the lowest priced, technically acceptable offer (LPTA).
- 2 As stated in the solicitation, the Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In addition, if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- 3 The LPTA process is selected as appropriate for this acquisition because the best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price.
- 4 The of proposals to be evaluated for technical acceptability may be limited to the five lowest priced offers at the discretion of the contracting officer. If the number of proposals to be evaluated is limited, technical proposals shall be provided to the evaluator(s) without any identification of prices or any rank order of prices. If no proposals are found to be technically acceptable within the first group of proposals, then the process described will be conducted again as many times as necessary, until such time as the Government identifies a technically acceptable proposal.
- 5 An overall non-price factors rating must be at least "ACCEPTABLE" in order to be eligible for award. An "UNACCEPTABLE" rating in any factor results in the overall non-price factors proposal being rated "UNACCEPTABLE" unless corrected through discussions. An overall non-price factors rating of "UNACCEPTABLE" makes a proposal ineligible for award.

**B EVALUATION FACTORS FOR AWARD**

- 1 The solicitation requires the evaluation of price and the following non-price factors:

- Factor 1 – Corporate Experience
- Factor 2 – Technical/Management Approach
- Factor 3 – Safety
- Factor 4 – Past Performance

The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of size, scope, and complexity. Past performance pertains to both the relevance of recent efforts and how well a contractor has performed on the contracts.

- 2 Basis of Evaluation and Submittal Requirements for Each Factor.

## a Price:

## (1) Solicitation Submittal Requirements:

The evaluated price shall be the sum of the Recurring Services and Non-Recurring Services CLINs for the base period, and four (4) Option Periods. Total potential contract duration is 60 months. Provide a total price for all contract line items, including options, contained in Section B. Offerors must also complete and submit pricing information in the ELIN spreadsheet, Section J, Attachment J-0200000-01 Exhibit Line Item Numbers (ELINs).xls.

## (2) Basis of Evaluation: The Government will evaluate price based on the total price. Total price consists of the basic requirements and all option items (see Section B of the solicitation). The Government intends to evaluate all options and has included the provision FAR 52.217-5, Evaluation of Options (JUL 1990) in Section M of the solicitation. In accordance with FAR 52.217-5, Evaluation of Options will not obligate the Government to exercise the option(s). Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- (a) Comparison of proposed prices received in response to the RFP.
- (b) Comparison of proposed prices with the IGCE.
- (c) Comparison of proposed prices with available historical information.
- (d) Comparison of market research results

## b Technical Factors:

(1) **Factor 1, Corporate Experience:**

- (a) Solicitation Submittal Requirements: Submit a **TOTAL OF THREE (3)** contracts performed within the last five (5) years preceding the release date of the solicitation that best demonstrates your corporate experience as a prime contractor in successfully performing contracts of similar size, scope and complexity to this requirement.

Recent, Relevant project is defined as:

A facility support services contract completed by the offeror within the last five years preceding the release date of the solicitation similar in nature to the solicitation based on a comparison of size, scope, and complexity.

Size: 2.4 million or greater square feet of facilities (at least 1.1 million square feet of Healthcare Facilities; 840,000 square feet of Ambulatory; and 460,000 square feet of business occupancy)

Scope: Facility Support Services as set forth in the Performance Work Statement (PWS), including but not limited to (1) response to work order/service call type work; (2) scheduled and unscheduled maintenance and repair/alteration of various equipment items and systems founds in a medical treatment facility; and (3) urgent or emergency facility maintenance services of medical treatment facilities/complexes

Complexity: Maintenance of major medical treatment facilities/complexes, equipment and systems in mission critical, healthcare facilities where the mission of the facility cannot be impacted due to equipment and system failure.

It is the Offeror's responsibility to clearly explain and demonstrate to the Government how their work experience in each referenced contract is relevant to the contract requirements in this solicitation. If the Offeror does not clearly explain how its experience(s) is relevant to the solicitation requirements, the Government may interpret this failure to mean that the offeror lacks recent relevant experience performing contracts of similar size, scope and complexity resulting in an unacceptable rating for this Factor. Use of Attachment D - OFFEROR'S RELEVANT EXPERIENCE INPUT FORM is **MANDATORY** and **SHALL** be used. Except as specifically requested, the Government will not consider information submitted in addition to this form. Do not use more than 3 pages for each experience (i.e., the Attachment 'D' form itself and not more than 2 continuation pages).

If the Offeror is a Joint Venture (JV), relevant project experience should be submitted for projects completed by the Joint Venture entity. If the Joint Venture does not have shared experience, projects may be submitted for the Joint Venture members. Offerors are limited to a total of three (3) projects combined. The Offeror shall submit a signed copy of the Joint Venture agreement indicating the proposed participation of each Joint Venture member. Offerors contemplating a Joint Venture shall show evidence in their proposal that the joint venture agreement has been received by the SBA prior to proposal due date if SBA's approval is required. Teaming arrangements are not considered Joint Venture agreements.

Experience of proposed subcontractors will not be considered.

If an Offeror is utilizing experience information of affiliates/subsidiaries/parent/LLC/LTD member companies (name is not exactly as stated on the SF1442), the proposal shall clearly demonstrate that the affiliate/subsidiary/parent firm will have meaningful involvement in the performance of the contract.

(b) Basis of Evaluation:

Offerors will be evaluated based on their recent and relevant experience performing the RFP requirements, particularly the Performance Work Statement (PWS) requirements. Corporate experience will be considered technically acceptable when the offeror demonstrates experience performing at least one (1) relevant project similar in size, scope and complexity as defined in the solicitation requirements. The Government will evaluate the offeror's corporate experience for relevancy on the basis of the written information provided in the proposal.

(2) **Factor 2, Technical/Management Approach:**

(a) Solicitation Submittal Requirements: The Offeror shall submit a narrative response that clearly demonstrates its understanding of and approach to accomplishing the requirements set forth in the RFP. The Offeror must also address the six components/areas below. These six areas must be separately tabbed under this factor. :

i. Technical Approach

- a. Explain how you management approach and personnel will provide uninterrupted service.

- i. Use flowcharts to describe how you will process service/ work orders (emergency, urgent, routine, IMP and scheduled fill-in work). Include after hour to include weekend/ holiday responses.
    - ii. Demonstrate your understanding of The Joint Commission as it applies to facilities management.
    - iii. Demonstrate your understanding of managing the DMLSS-FM/ MAXIMO computerized maintenance management system data base in the accomplishment and documentation of work performed.
  - b. PM Program (PM) - Demonstrate your understanding PM requirements and describe the approach to be used to comply with the PM requirements outlined in the PWS.
    - i. Provide a narrative of the methodology to be used for PM at the equipment and system level. The narrative should address the planned approach for preventive maintenance to maximize reliability and performance and demonstrate understanding of the Offeror's responsibility under the limits of liability.
    - ii. Demonstrate your understanding of the difference in requirements for medical center equipment, buildings, systems, response times and completion times as compared to the remainder of the NSA-B installation.
  - c. Integrated Maintenance Program (IMP) - Demonstrate a clear understanding to IMP requirements and describe the approach to be used to comply with the IMP requirements outlined in the PWS. Provide a narrative of the methodology to be used for IMP at the equipment and system level to maximize reliability and performance of said equipment/ system. The narrative should address the planned approach for both preventive maintenance and repairs outside of scheduled maintenance (i.e., corrective maintenance). The narrative should also demonstrate: an understanding of required response and completion timeframes; understanding of how service tickets will be generated and managed for IMP equipment; as well as understanding of the Offeror's responsibility under the limits of liability.
  - d. Explain how the offeror will accomplish non-recurring work and not adversely impact the recurring work effort
- i. A Workforce Management Plan that:
  - a. Describes the lines of management authority, supervision, span of control and accountability, including the relationship between overall management (corporate and on-site), administration and subcontractors. A detailed organizational chart depicting levels of authority and chain of command to the lowest level including subcontractors shall be included.
  - b. Describe staffing levels for the entire contract effort. Provide a completed Full Time Equivalent (FTE) for the total effort to include the prime contractor and all subcontractors for each year (base year and option years). Provide the number of respective FTEs proposed for performing each technical specification aligned to the Exhibit Line Items Numbers (ELIN) spreadsheet. Provide the rationale for the Basis of Estimate (BOE) for each technical specification to include individual labor classifications and the number of FTEs per year (base year and

option years) for each full time and part time employee. Provide a staffing chart that includes FTE, labor hours by annex also include staffing for Overhead, Service desk and Quality Assurance.

- c. Identifies management positions and personnel, including specific details about the individual's qualifications.
- ii. Key personnel: Provide job descriptions, names, titles, qualification, responsibilities and authority level of key personnel proposed for this contract. Also, identify who your key personnel will report to directly. The offeror shall submit sufficient information demonstrating the experience of its proposed key personnel in each of the key personal positions on similar contract. Qualification requirements identified in Performance Work Statement Annex 0200000, Spec Item, 2.7.1 **MUST BE** met to be rated Acceptable. Describe your approach to replacing key personnel during temporary (up to six consecutive weeks) and permanent (beyond six consecutive weeks) periods of absence.
- iii. Subcontract Management

Provide your methods and procedures for monitoring and managing a subcontractor(s) effort to ensure its compliance with performance outcomes as stated in the solicitation.

- iv. Quality Control
  - a. Describe your Quality Management methodology and how you plan on providing an effective and efficient means of identifying and correcting problems encountered within the scope of this contract. Describe how you will correct a deficiency and provide the Government with the requisite information. Identify number of Quality Control (QC) personnel on site, and explain the rationale for this number.
  - b. Quality Management System (QMS) Program - Provide a summary of the proposed QMS program, including staffing, a quality management chart with lines of authority, inspection/surveillance methodology, corrective procedures and follow-up that will be used to ensure full compliance with all performance objectives and standards. Discuss the quality management processes (practices, resources, and activities), minimum controls and methodology and how quality management processes will address and ensure the following:
    - i. Accurate documentation of work processes, procedures, and output measures;
    - ii. A systematic procedure for controlling and assuring compliance with all performance objectives and standards as described in technical specification 0200000 Management and Administration;
    - iii. Accurate documentation of quality inspections and surveillance conducted throughout the execution of work; AND
    - iv. Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.

- v. Phase-in Plan Provide a phase-in plan detailing time frames and a milestone to assume full service to ensure there will be no negative impact to facility services for end-users during the transition. The Phase-in Plan shall include:
  - a. A schedule for all key events;
  - b. Personnel actions, training and responsibilities regarding employees at all levels; AND
  - c. Plans for acquisition, delivery, storage, inventory and disposal of equipment, working stock, and materials (to include inbound items as applicable).
- (b) Basis of Evaluation: Acceptability will be based upon the quality of the Offerors technical and management approach including the extent to which the Offeror's approach will achieve the facility support service requirements contained in the RFP.

This factor will be evaluated as an overall factor, the six areas/components are not considered subfactors. These six areas/components merely identify the minimum information an offeror is required to address under this factor. The Government will evaluate is factor to determine whether the Offeror understands and offers an approach that will meet the RFP requirements. Offerors that fail to address the six components/areas (i through vi) under this factor will be rated UNACCEPTABLE.

**(3) Factor 3, Safety:**

- (a) Submittal Requirements:

The Offeror shall submit the following information: (For a partnership or joint venture, the following submittal requirements are required for each contractor who is part of the partnership or joint venture; however, only one safety narrative is required. **EMR and DART Rates shall not be submitted for subcontractors.**)

- (1) Experience Modification Rate (EMR):

For the three previous complete calendar years 2012, 2013, 2014, submit your EMR (which compares your company's annual losses in insurance claims against its policy premiums over a three year period). If you have no EMR, affirmatively state so, and explain why. Any extenuating circumstances that affected the EMR and upward or downward trends should be addressed as part of this element. Higher EMRs may result in an Unacceptable rating.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the three previous complete calendar years 2012, 2013, 2014, submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration. If you cannot submit an OSHA DART Rate, affirmatively state so, and explain why. Any extenuating circumstances that affected the OSHA DART Rate data and upward or downward trends should be addressed as part of this element. Higher OSHA DART Rates may result in an Unacceptable rating.

- (3) Technical Approach for Safety:

Describe the plan that the Offeror will implement to evaluate safety performance of potential subcontractors, as a part of the selection process for all levels of subcontractors. Also, describe any innovative methods that the Offeror will employ to ensure and

monitor safe work practices at all subcontractor levels. The Safety Narrative shall be limited to two pages (single-sided) or 1 sheet of paper (double-sided).

(b) Basis of Evaluation:

The Government is seeking to determine that the Offeror has consistently demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors. The Government will evaluate the Offeror's overall safety record, the Offeror's plan to select and monitor subcontractors, any and innovative safety methods that the Offeror plans to implement for this procurement. The Government's sources of information for evaluating safety may include, but are not limited to, OSHA, NAVFAC's Facility Accident and Incident Reporting (FAIR) database, and other related databases. While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete safety information regarding these submittal requirements rests with the Offeror. The evaluation will collectively consider the following:

- Experience Modification Rate (EMR)
- OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate
- Offeror Technical Approach to Safety
- Other sources of information available to the Government

(1) Experience Modification Rate (EMR):

The Government will evaluate the EMR to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rating. Higher EMRs may result in an Unacceptable rating.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate:

The Government will evaluate the OSHA DART Rate to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rates. Higher OSHA DART Rates may result in an Unacceptable rating.

(3) Technical Approach to Safety:

The Government will evaluate the narrative to determine the degree to which subcontractor safety performance will be considered in the selection of all levels of subcontractors on the upcoming project. The Government will also evaluate the narrative to determine the degree to which innovations are being proposed that may enhance safety on this procurement. Offerors shall demonstrate a commitment to hire subcontractors with a culture of safety.

**(4) Factor 4, Past Performance:**

(a) Solicitation Submittal Requirements:

- (b) IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1. AN OFFEROR SHALL NOT SUBMIT A

PPQ WHEN A COMPLETED CPARS IS AVAILABLE. IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment C), which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Julie Monohan via email at [Julie.monohan@navy.mil](mailto:Julie.monohan@navy.mil) prior to proposal closing date.

Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the offeror's proposal, inquiries of owner representative(s), and any other known sources not provided by the offeror.

While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror.

***A copy of the blank Past Performance Questionnaire to be used for requesting client references is included as Attachment C.***

- (c) Basis of Evaluation: This evaluation focuses on how well the Offeror performed on the relevant projects submitted under Factor 1. In addition, all other past performance information reviewed by the Government (e.g., PPIRS, Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), performance recognition documents, and information obtained from any other source) reflect a trend of acceptable performance considering:
  - i. A pattern of successful completion of tasks;
  - ii. A pattern of deliverables that are timely and of good quality;
  - iii. A pattern of cooperativeness and teamwork with the Government at all levels (task managers, contracting officers, auditors, etc.);
  - iv. Recency of tasks performed that are identical to, similar to, or related to the task at hand; and
  - v. A respect for stewardship of Government funds

Past performance will be rated on an “**acceptable**” or “**unacceptable**” basis using the following definitions:

<b>Past Performance Evaluation Ratings</b>	
<b>Rating</b>	<b>Description</b>
Acceptable (A)	Based on the offeror's performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance record is unknown.
Unacceptable (U)	Based on the offeror's performance record, the Government has no

	reasonable expectation that the offeror will be able to successfully perform the required effort.
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At a minimum, past performance information SHALL be obtained for each project offered under Factor 1 in order to receive an acceptable rating. However, an overall Marginal rating on more than one of the projects offered in Factor 1 will result in a rating of unacceptable for this factor.

In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305(a)(2)(iv)). Therefore, the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability “unknown” shall be considered “acceptable”.