

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

REQUEST FOR INFORMATION

Bridge 667 – RFP N40080-39-1-2830

RFI Questions and Responses

QUESTION 1: Specifications indicate the following with regard to crack cleaning.

Crack Cleaning and Preparation. Remove existing deteriorated filler using equipment capable of removing the material to ¾ inch depth without damaging the sides of the pavement within the crack. Do not use equipment that creates a “V” shaped groove. Repair damage done to sound pavement resulting from construction operations.

Based on field conditions this is not possible. The cracks were previously sealed using the over-band method (sealant was place using a squeegee; 1” on either side of crack on pavement surface). The sealant currently existing on pavement cannot be removed with-out grinding of the surface. Is it the intent to remove this material from the current riding surface? Removing old sealant with-out creating a new clean crack face is not possible. Removal of existing sealant to ¾” depth is not feasible, if the government wants old sealant removed all existing sealant must be removed it is not possible to remove only a portion of current sealant in place.

RESPONSE 1: Narrative has been modified to eliminate removal of deteriorated filler. Grinding, sawing, and routing are not required for crack preparation.

QUESTION 2: Will a vacuum truck be required to clean the surface of the bridge deck of all debris created by crack cleaning operations?

RESPONSE 2: The Contractor shall remove all debris from the surface of the deck at the end of each work day using a Contractor selected method. A vacuum truck may be used but is not required by the Government.

QUESTION 3: Will the bridge be closed to traffic during construction or will a traffic pattern have to be set-up to alternate traffic. Will have flagman be required on each end of bridge?

RESPONSE 3: See paragraph 2.8 TRAFFIC PROVISIONS.

QUESTION 4: Since the bridge was previously sealed using the over-band method will it be acceptable vs. leaving cracks 1/8” low as indicated? The old sealant will still be visible and over-banding again would be a more aesthetically pleasing finished product.

RESPONSE 4: Seal previously sealed and new cracks wider than 1/8". Over-band method is acceptable. Grinding off previous over-banding is not required.

QUESTION 5: Will backer-rod be acceptable to fill voids on larger cracks?

RESPONSE 5: Backer rod is used in routed cracks that have a uniform shape. As routing isn't allowed in this contract, backer rod is not acceptable.

QUESTION 6: What will work hours be?

RESPONSE 5: Work shall be during daylight hours. Exact work hours are established after award.

QUESTION 7: Reference: Solicitation Page 8 of 37, Section 2.3, Crack Filling, paragraph 5 – What products other than HMA Superpave 4.75 mm are acceptable?

RESPONSE 6: In order to be certain your proposal meets the requirement and will be considered for award, your proposal should be for HMA Superpave 4.75 mm. After award, value engineering may allow for an alternate product in place of HMA Superpave 4.75 mm. The project engineer will make the final determination as to whether an alternate product is an acceptable alternative.

QUESTION 8: Are pot holes to be filled?

RESPONSE 8: No. Filling pot holes is not included in this requirement.

REVISED SOW

PROJECT TITLE: **Bridge 667, Seal Asphalt Pavement Cracks**
REFERENCE NUMBER: **1371967**

SECTION 1: GENERAL SPECIFICATIONS AND CONDITIONS

1.1 GENERAL DESCRIPTION:

PW PRIMARY POC: Mike Groeger
PW PRIMARY PHONE: 301-757-4736
TEAM: PMEB
LOCATION: NAS Patuxent River, MD
FACILITY: Bridge 667

SPECIAL REQUIREMENTS:

- 1) Safety EM-385-1-1, Current Edition.

- 2) Work shall take place during normal business hours.
- 3) MUTCD, Manual on Uniform Traffic Control Devices, current edition

PROJECT DESCRIPTION: Clean and seal approximately 25,000 linear feet of cracks in asphalt pavement. Work includes maintaining traffic flow thru the project site.

(Refer to Section 2 for detailed description of work to be performed.)

1.2 LOCATION: See attachment 1.

1.3 TIME OF COMPLETION: Work shall be prosecuted diligently and shall be completed for use within the time indicated in the award document.

1.4 Contractor is required to furnish proof of any cause for delay and must request an extension of the completion date in writing through the Contracting Officer.

1.5 SITE VISIT: Contact the Government Representative to arrange a site visit if one has not already been scheduled. Contractor shall verify all conditions, dimensions and methods at site.

1.6 PAYMENT: Payment will be made in one lump sum after completion and acceptance of the work by the Government Representative. Progress payment decisions will be on a case-by-case basis. All invoices shall be submitted through WAWF.

1.7 GOVERNMENT FURNISHED MATERIALS /UTILITIES: All material, equipment, labor, and supervision shall be supplied by the contractor. The Contractor shall provide and maintain, at his/her expense, the necessary service lines from existing Government outlets to the site of the work.

1.8 EXECUTION OF WORK: No work shall be performed on Government holidays or weekends unless expressly allowed by the Officer in Charge, NAVFAC Contracts.

1.9 CONTRACTOR'S PRODUCTION REPORT: The Contractor is required to submit a "Contractor Production Report" on the form furnished by the Government Quality Assurance Representative for this purpose. The form shall be completed daily and be provided

electronically to the Government Quality Assurance Representative/ET, by 10:00 AM the following day.

1.10 **SUBMITTALS:** The Contractor shall submit the following within 15 days after award:

1.10.1 Activity Hazard Analysis in accordance with EM 385-1-1. See Attachment I for blank form and sample. See paragraph 3.6.2 for additional information.

1.10.2 Manufacturer's Data / Catalog Cut sheets for equipment/materials.

1.10.3 Work Schedule

1.10.4 Accident Prevention Plan

1.10.5 Traffic Control Plan

Submittals shall be approved by the Government Representative prior to the start of work.

1.11 **CLEAN-UP OF SITE:** Shall be performed on a daily basis. Contractors are not permitted to use Government dumpsters or other Contractor dumpsters for disposal of debris.

1.12 **HOT WORK:** A hot work permit is required as needed. A permit may be obtained through the Government inspector with 48 hours prior notice. Hot work in electrical or mechanical room space requires a gas-free test prior to the Government fire inspector granting approval. In accordance with the Government fire inspector's requirements, the Contractor must perform this test daily. The Government fire inspector shall approve the instrument used.

1.13 **DUST CONTROL:** The amount of dust resulting from demolition shall be controlled to prevent the spread of dust to occupied portions of the construction site and to avoid creation of a nuisance in the surrounding area. Use of water will not be permitted when it will result in, or create, hazardous or objectionable conditions such as ice, flooding and pollution.

1.14 **LIST OF ATTACHMENTS:**

1.14.1 Attachment 1: Site map

1.14.2 Attachment 2: Pavement condition photos

1.15 **INSPECTION OF WORK:** Contractor shall inspect all work in accordance with FAR 52.246-12 "Inspection of Construction."

SECTION 2: DETAILED DESCRIPTION:

Bridge 667 is a wooden bridge with an asphalt pavement driving surface. Provide crack repairs as follows:

GENERAL CONDITIONS

- ... All work to be performed at Bridge 667.
- ... Government will provide area for equipment and material storage.
- ... Government will provide access to area for workers and equipment.

- ... All Work to be in accordance with OSHA and Army Corp of Engineers Safety Manual, EM-385-1-1 Current Edition Safety requirements.
- ... All Work to be in accordance with Safety and Health Standards for Construction Industry (29 CFR PART 1929 2007).

2.1 **DESCRIPTION.** Clean and fill cracks 1/8 to 1-3/4 in. wide. Cracks less than 1/8 in. wide do not need to be filled. Cracks more than 1-3/4 in. wide are not included in this work. See attachment 2 for photos of typical existing cracking patterns.

2.2 **MATERIALS.**

Crack Filler: ASTM D 6690, Type 1 or 2. Ensure that all materials for crack filling are inspected and approved before incorporating them into the work. Each container of crack filler shall have a shelf life of at least six months. Material more than six months old shall be retested.

2.3 **CONSTRUCTION.**

Contractor shall coordinate with the Contracting Officer prior to commencement of work to ensure all scheduling and access issues have been worked out properly. All questions shall be directed to the Contracting Officer.

Crack Cleaning and Preparation.

Clean cracks by using high pressure water blasting, oil free air blowing, a heat lance, or a combination thereof. The Government may suspend operations when weather conditions might create a hazard to the traveling public.

Before filling, completely dry the cracks using a continuously moving heat lance. Do not use a direct flame and do not allow the lance to remain stationary over an area. Overheated pavement shall be removed to uncharred asphalt using a saw or router (vertical spindle type with diamond bit) and repaired as directed by the Government.

The Government will inspect the prepared cracks for debris, adherent dust, and dryness prior to filling. Repeat clean and dry operation to cracks as directed.

Crack Filling. Perform crack filling when the ambient and pavement surface temperatures are least 45 degrees F and rising, unless otherwise recommended by the manufacturer and approved by the Contracting Officer.

For cracks from 1/8 to 1 in. in width, heat the hot applied filler material as recommended by the manufacturer, in a double boiler, indirect heating kettle using oil as a heat transfer medium, or other approved equipment. The kettle shall have a mechanically operated agitator, recirculation pumps, and a positive thermostatic temperature control. Insulate the applicator wand and all connecting hoses. Do not overheat the filler or apply direct heating.

Withdraw and waste all filler that has been overheated, heated more than four hours, or that remains in the applicator at the end of the day's operation. Prior to the start of each day's operation, withdraw and waste at least 1 gallon of filler through the applicator wand.

Fill prepared and approved cracks until the material is 1/16 in. below or level with the pavement surface. If after two hours any filled crack is not in conformance with this requirement, refill the crack as directed.

If cracks cannot be filled due to filler drainage into a large void, repair the crack by plugging the void with HMA Superpave 4.75 mm or other approved material. Complete filling the crack as specified above. Remove excess filler from the surface of the pavement. If cracks are not filled on the same day they are prepared, reclean and dry them prior to filling. Do not allow traffic on the filled pavement until the crack filler has cured. Filler that pulls loose within 96 hours after opening the pavement to traffic shall be repaired at no additional cost to the Government.

2.4 The Contractor shall verify all on-site dimensions, conditions, methods and locations during pre-site visit and prior to installation.

2.5 The Contractor shall apply, monitor and remove (upon completion of work) proper lockout and tag out devices on all equipment undergoing repairs in accordance with the latest version of the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1.

2.6 The Contractor shall ensure that all trash and debris created by this project is cleaned up and removed off site.

2.7 All equipment and parts furnished and installed by the Contractor shall be warranted against defects and workmanship for a period of not less than one year from the date of acceptance at no additional cost to the Government during regular working hours. Manufacturer's warranty for all parts shall take effect upon the expiration date of the Contractor's one year warranty.

2.8 TRAFFIC PROVISIONS

2.8.1 Maintenance of Traffic

a. Obtain approval from the Contracting Officer prior to starting any activity that will obstruct traffic at least 15 calendar days prior to the proposed work date, and provide a Traffic Control Plan detailing the proposed controls to traffic movement for approval. The plan must be in accordance with the MUTCD, Part VI.

b. Conduct work so as to minimize obstruction of traffic, and maintain traffic on at least half of the roadway width at all times.

c. Provide, erect, and maintain, at contractor's expense, lights, barriers, signals, watchmen and flagmen, passageways, detours, and other items that may be required by Part VI.

SECTION 3: ADMINISTRATIVE AND SAFETY REQUIREMENTS

3.1 **Directives:** The Contractor and his employees shall comply with all referenced regulations, directives, and Instructions. Applicable Department of Defense (DOD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, and regulations are available from the Contracting Officer.

3.2 **Station Regulations:**

3.2.1 The Contractor and his employees shall become acquainted with and obey all Government regulations as posted or as requested by the Contracting Officer.

3.2.2 The Contractor shall participate actively in the activity energy conservation program. The Contractor shall comply with the base energy conservation program and shall become familiar with its requirements. Use of high-energy consuming tools or equipment must be approved by the Contracting Officer prior to use.

3.3 **Fire Protection:** The Contractor and his employees shall know where fire alarms are located and how to turn them on. 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. Contractor employees operating critical equipment shall be trained to properly respond during a fire alarm or fire in accordance with activity instructions.

3.4 **Environmental Protection:** The Contractor shall comply with all federal, state and local environmental protection laws and the regulations and standards. The Contractor shall coordinate all environmental protection matters with the Contracting Officer. If a regulatory agency assesses a monetary fine against the Government for violations resulting from Contractor actions, the Contractor shall reimburse the Government for the amount of the fine and related costs. The Contractor shall clean up any oil or chemical spills resulting from his operations at his own expense. The Contractor shall not create a nuisance or hazard to the health of military or civilian personnel.

RECORD OF CATEGORICAL EXCLUSION

SUBJECT PROPOSED ACTION:

Bridge 667 clean and seal crack in asphalt

SUMMARY OF ADDITIONAL ENVIRONMENTAL REQUIREMENTS:

These action items must be added to the specifications section of the contract or resolved before contract award.

- ... The Contractor will ensure proper handling, storage and proper disposal of all hazardous material.
- ... The Contractor is responsible for ensuring that personnel are trained in the Hazardous Communication (HAZCOM) Standard prior to hazardous material usage.
- ... The Contractor will maintain record throughout the course of the project of all manpower and material expenditures and will ensure accountability for material in the Contractors possession.

- ... Ensure contractors working on new construction projects remove all hazardous materials and waste.
- ... COMFISCSINST 5090.1
- ... COMNAVREGMIDLANT 6820.1A
- ... You must contact the Regulated Waste Program Manager, 301-995-3627 if hazardous waste will be generated. This could include but is not limited to lead paint and remaining unused or excess hazmat supplies. If waste is generated, it must be placed on a manifest and obtain signatures for Department of Transportation shipment through the Regulated Waste Program Manager.
- ... Ensure the hazardous waste is properly stored, labeled/marked, and disposed in accordance with the following local, state, and federal regulations:
 - Title 40, Code of Federal Regulations, Parts 260-279
 - OPNAVINST 5090.1D
 - COMAR, Title 26.13
 - NASPAXRIVINST 5090.5
- ... Do not apply an adhesive/sealant with a VOC content in excess of the corresponding limit specified in COMAR 26.11.35.04. These include adhesives, sealants, adhesive primers, and sealant primers. This chapter contains additional requirements for adhesives, sealants, as well as associated surface prep and cleanup solvents. Contact the Air Quality Program Manager, Leslie Churilla 301-757-4930 for assistance and additional information.

3.5 **Disposal:** Debris, rubbish, non-hazardous waste and non-usable material resulting from the work under this contract shall be disposed of by the Contractor at his expense off Government property, unless otherwise directed. In either case, the Contractor must dispose of all hazardous waste in accordance with all applicable environmental law, including but not limited to, the Resource Conservation and Recovery Act and its associated state and local regulations. Prior to disposal of any hazardous waste, the Contractor shall obtain approval from the Contracting Officer.

3.5.1 Segregate and recycle all debris generated by the work and remove off station to a licensed facility. Debris shall be removed and transported in such a manner that prevents spillage on streets or adjacent areas. Local regulations regarding hauling and disposal shall apply.

3.5.2 Submit a report with invoice that includes the following:

- a. Amount (by weight) and type of waste materials disposed of in a landfill or incinerator. Provide destination and the tip fee per ton.
- b. Amount (by weight) and type of materials salvaged for sale, salvaged for reuse, and recycled. Provide destination and revenue generated for each material.

3.6 **Safety Requirements and Reports:**

3.6.1 All work shall be conducted in a safe manner and shall comply with all requirements of the latest version of the U. S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1. The Contractor shall be responsible for instructing his employees in appropriate safety measures and shall not permit them to place machines and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. The Contractor shall

employ a competent person as defined in EM-385-1-1 to function as the Site Safety and Health Officer (SSHO). The following paragraphs denote minimum safety requirements. Contractor shall consult EM-385-1-1 for additional information or any safety issues not discussed in this specification.

3.6.1.1 **Personal Protective Equipment Minimum Requirements:**

- a. Head Protection: All persons working in or visiting hard-hat areas shall be provided with and required to wear Type I or Type II, Class G meeting the requirements of ANSI Z89.1. Hardhat areas are those areas with potential hazard of head injury.
- b. Clothing: Employees shall wear clothing suitable for the weather and work conditions: the minimum for construction sites shall be short sleeve shirt, long pants (excessively long or baggy pants are prohibited).
- c. Protective Footwear: Employees shall wear safety-toed boots meeting ANSI Z41 while working on Construction sites.
- d. Eye and Face Protection: All eye and face protection shall meet the requirements of ANSI/ASSE Z87.1, employees shall also use eye side protection.
- e. High visibility vests shall be worn when working around construction equipment or when working on highways.

3.6.1.2. **Display of Safety Information:** Within one calendar day after commencement of work, erect a safety bulletin board at the job site. The following information shall be displayed on the safety bulletin board in clear view of the on-site construction personnel, maintained current, and protected against the elements and unauthorized removal.

- a. Map denoting the route to the nearest emergency care facility.
- b. Emergency phone numbers.
- c. Copy of AHA's.
- d. OSHA 300A form.

3.6.1.3 **Emergency Medical Treatment:** Contractor shall arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical treatment.

3.6.1.4 4 **Use of Hand and Power Tools:** Hand and power tools shall be of a manufacturer listed by a nationally recognized testing laboratory for the specific application for which they are to be used. Use, inspection and maintenance:

- a. Hand and power tools shall be used, inspected, and maintained in accordance with the manufacturer's instructions and recommendations and shall be used only for the purpose for which designed.
- b. Hand and power tools shall be inspected, tested, and determined to be in safe operating condition before use. Continued periodic inspections shall be made to assure safe operating condition and proper maintenance.
- c. Hand and power tools shall be in good repair and with all required safety devices installed and properly adjusted. Tools having defects that impair their strength or render them unsafe shall be removed from service.
- d. Loose and frayed clothing, loose long hair and dangling jewelry (including

dangling earrings, chains and wristwatches) shall not be worn while working with any power tools.

- e. Guarding - Power tools designed to accommodate guards shall be equipped with such guards.
- f. All guards must be functional.
- g. Reciprocating, rotating, and moving parts of equipment shall be guarded if exposed to contact by employees or otherwise create a hazard.

3.6.1.5 **Portable Extension Cords:** Portable extension cords shall be sized in accordance with manufacturer ratings for the tool to be used and shall be protected from damage. All damaged extension cords shall be immediately removed from service. Portable extension cords shall meet the requirements of NFPA 70.

3.6.1.6 **Ladders:** All portable ladders shall be of sufficient length and shall be placed so that workers will not stretch or assume a hazardous position. The top or top step of a stepladder shall not be used as a step unless it has been designed to be so used by the manufacturer. Ladders may be used as work platforms only when use of small hand tools or handling of light material is involved.

3.6.1.7 **Lockout/Tag Out:** Coordinate all control activities with the Designated Government Representative. Apply, monitor, and remove proper lockout and tag out devices.

3.6.1.8 **Sanitation Requirements:** Provide drinking water and toilets as needed for construction personnel.

3.6.1.9 **Fire Protection:** Provide two ABC fire extinguishers at the work site to guard against potential fires.

3.6.1.10 **Fuel-Powered Tools:** When fuel-powered tools is used, they will not be fueled while running, while hot, or near an open flame.

3.6.1.11 **Machinery and Mobile Equipment:** The Contractor shall complete an equipment checklist for any construction equipment (backhoes, lift trucks, bobcats) that will be used on site.

3.6.1.12 **Excavation:** All digging requires the Contractor to contact the

3.6.1.13 **Confined Space:** For Confined Space areas follow procedures outlined in Section 34 of EM-385-1-1.

3.6.1.14 **Activity Hazard Analysis:**

The principle purpose of an Activity Hazard Analysis (AHA) is to reduce the overall risk of the hazards associated with construction work. An AHA shall be developed by the Contractor for every operation involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform work.

The analysis must identify and evaluate hazards and outline the proposed methods and techniques for the safe completion of each phase of work. At a minimum, define activity being performed (can use the Definable Features of Work). A Definable Feature of Work (DFOW) is a task, which is separate and distinct from other tasks, has the same control requirements and work crews, sequence of work, specific safety and health hazards

anticipated (slip or trips, cuts, dust or chips in eyes), control measures (to include personal protective equipment) to eliminate or reduce each hazard to acceptable levels, equipment to be used (hand tools, backhoe), inspection requirements (list the inspection requirements for the activity to ensure the controls are working, and equipment is inspected to ensure proper operation), training requirements for all involved (any unique training required to make the established controls work) and the competent person in charge of that phase of work.

The AHA shall be continuously reviewed and, when appropriate, modified to address changing site conditions or operations. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls. Activity Hazard Analysis shall be updated as necessary to provide an effective response to changing work conditions and activities.

3.6.2 **Accident Reports and Notifications:**

3.6.2.1 **Accident Reports:** For recordable injuries and illnesses, and property damage accidents resulting in a least \$2,000 in damages, the prime Contractor shall conduct an accident investigation to establish the root cause of the accident, complete the Navy Contractor Significant Incident Report (CSIR) and provide the report to the Contracting Officer within five calendar days of the accident. The Contracting Officer will provide copies of required forms.

3.6.2.2 **Accident Notification:** Notify the Contracting Officer as soon as practical, but not later 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. Information shall 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 construction 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.

3.6.2.3 **Definition of a Recordable Injury or Illness:** Any work related injury or illness that results in:

- a. Death, regardless of the time between the injury and death, or the length of the illness;
- b. Days away from work;
- c. Restricted work;
- d. Transfer to another job;
- e. Medical treatment beyond first aid;
- f. Loss of consciousness;
- g. A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in a. through f. listed above.

3.6.2.4 **Monthly Exposure Report:** This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractors, and shall be recorded daily on the Contractor Production Report.

3.6.2.5 The Contractor's workspace may be inspected periodically for OSHA and Navy violations. Abatement of violations shall be the responsibility of the Contractor and/or the Government as determined by the Contracting Officer. The Contractor shall provide assistance to the Safety Office escort and the federal or state OSHA inspector if a complaint is filed. Any fines levied on the Contractor by federal or state OSHA offices due to safety/health violations shall be paid promptly. If the Contractor fails or refuses to promptly comply with safety requirements, the Contracting Office may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop order shall be made the subject of claim for extension of time or for excess costs or damages to the Contractor.

3.6.2.6 The Safety Office will investigate all complaints of unsafe or unhealthful working conditions received from Contractor's employees, federal civilian employees, or military personnel. The Safety Office will notify the Contracting Officer of the results of such investigations.

3.7 Passes and Badges: All Contractor employees, including subcontractors, and subcontractors' employees, suppliers, and suppliers' employees shall be required to comply with the latest edition of NASPAXRIVINST 5510.15 "REGULATIONS FOR ADMISSIONS TO THE NAVAL AIR STATION, PATUXENT RIVER, MARYLAND COMPLEX". A copy of the regulations may be obtained from the PAX RIVER Pass and ID Office. Nothing in the contract shall be construed in any way to limit the authority of the Commanding Officer to prescribe new, or to enforce existing security regulations governing the admission or exclusion of persons and the conduct of persons while aboard the station, including but not limited to, the rights of search of all persons or vehicles aboard the station.

3.7.1 Obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS) or by obtaining passes each day from the Pass and Identification Office. Both methods require vetting of Contractor employee's by the Pass and ID Office. For vetting, the Contractor shall submit a list to the Contracting Officer's Representative indicating that all individuals are bona fide employees. The list shall contain the following information:

- a. Name of employee
- b. Social Security Number
- c. Date of Birth
- d. Place of Birth
- e. Citizenship, Statement of (U.S.) or proof of documented legal residency

The Pass and ID Office will require a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at <http://www.uscis.gov/i-9>. DHS FORM I-9 requires Contractor employees to present either 1) a US Passport or 2) both a Driver's License AND Social Security Card or Birth Certificate (or other forms a documentation as described on the Form). Immediately report instances of lost or stolen badges to the Contracting Officer.

3.7.1.1 NCACS Program: 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. 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). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com/vendors/how-to-enroll> or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

3.7.1.2 One-Day Passes: Participation in the NCACS is not mandatory, and if the Contractor chooses not to participate, the Contractor's personnel shall have to obtain daily passes, be subject to daily mandatory vehicle inspection, and will have limited access to the installation. The Government will not be responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in the NCACS. The PASS and ID Office will not issue more than 30 one-day passes for an individual in one year.

3.7.1.3 Access to Buildings/ Occupied Buildings: The Contractor may work in or around existing occupied buildings. The Contractor is responsible, via the Contracting Officer, to obtain access to building and facilities and arrange for them to be opened and closed. Do not enter the building(s) without prior approval of the Contracting Officer. Keep the existing buildings and their contents secure at all times. Provide temporary closures as required to maintain security. Contract personnel will not be permitted in security-regulated buildings or areas unless cleared by the Security Officer.

3.8 **Identification of Contractor Employees:**

3.8.1 The Contractor shall provide to the Contracting Officer the name or names of the responsible supervisory person or persons authorized to act for the Contractor.

3.8.1 The Contractor shall furnish sufficient personnel to perform all work specified within the contract.

3.8.2 Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.

3.8.3 The Contractor shall remove from the site any individual whose continued employment is deemed by the Contracting Officer to be contrary to the public interest or inconsistent with the best interests of National Security.

3.8.4 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.

3.9 Identification of Contractor 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 and safety inspection sticker, if applicable, and shall be maintained in good repair.

3.10 Permits: The Contractor shall, without additional expense to the Government, obtain all appointments, licenses, and permits required for the prosecution of the work. The Contractor shall comply with all applicable federal, state, and local laws. Evidence of such permits and licenses shall be provided to the Contracting Officer before work commences.

3.11 Proof of Citizenship: No employee or representative of the Contractor will be admitted to the site of work unless satisfactory proof of citizenship is furnished, or, if an alien, legal residency within the United States is confirmed.

(End of Summary of Changes)