

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 44
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE 12-Feb-2016	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVFAC MID ATLANTIC HAMPTON ROADS IPT 9324 VIRGINIA AVENUE NORFOLK VA 23511-3095	CODE N40085	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N40085-16-R-6110	
		X	9B. DATED (SEE ITEM 11) 20-Jan-2016	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) GROUNDS MAINTENANCE AND LANDSCAPING SERVICES AT JOINT EXPEDITIONARY BASE LITTLE CREEK –FORT STORY, VIRGINIA BEACH, VIRGINIA AND NAVAL WEAPONS STATION YORKTOWN, YORKTOWN, VIRGINIA This amendment is issued to incorporate Section J, J-1503050-07 - Guiding Regulations. Also to incorporate revisions to Section C, Section F, Section J (J-0200000-04 - ELINs and J-1503050-05 - Maps) and Section L. In addition this amendment provides proposal inquiries and responses related to the proposal and extends the proposal due date of Friday 19 February 2016 to Tuesday, 23 February 2016. All other terms and conditions remain the same.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 12-Feb-2016

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

INQUIRIES AND RESPONSES

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

ANNEXES 1, 2 AND 15

C.1 Annexes 1, 2 and 15

0100000 – General Information		
Spec Item	Title	Description
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 locations listed below. The type of contract anticipated for this procurement, is a combination firm-fixed price (FFP) and indefinite delivery-indefinite quantity (IDIQ). The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements. The annex numbers are identified as 1 through 18 in the description column, but the full expanded annex numbers include seven digits (e.g., Annex 1 expanded number is 0100000 as shown in the header row at the top of this page).</p> <p>Annex 1 General Information 0100000 General Information</p> <p>Annex 2 Management and Administration 0200000 Management and Administration</p> <p>Annex 3 Command and Staff N/A</p> <p>Annex 4 Public Safety N/A</p> <p>Annex 5 Air Operations N/A</p> <p>Annex 6 Port Operations N/A</p> <p>Annex 7 Ordnance N/A</p> <p>Annex 8 Range Operations N/A</p> <p>Annex 9 Health Care Support N/A</p> <p>Annex 10 Supply N/A</p> <p>Annex 11 Personnel Support N/A</p> <p>Annex 12 Morale, Welfare and Recreation Support N/A</p> <p>Annex 13 Galley N/A</p>

0100000 – General Information		
Spec Item	Title	Description
		Annex 14 Housing N/A Annex 15 Facilities Support 1503050 Grounds Maintenance and Landscaping Annex 16 Utilities N/A Annex 17 Base Support Vehicles and Equipment N/A Annex 18 Environmental N/A
1.2	Project Location	<p>The work shall be performed at various locations and could vary from location to location. The following is an example of the dispersion of work at the various locations. Work may be extended to any Government controlled facility within a 50 mile radius of the locations mentioned.</p> <p>(1) Naval Weapons Station, Yorktown Va., Grounds Maintenance and Landscaping</p> <p> a) Cheatham annex, Yorktown, Va., Grounds Maintenance and Landscaping.</p> <p> b) Any government facility within a 50 mile radius of these locations may be added by contract modification..</p> <p>(2) Joint Expeditionary Base Little Creek-Fort Story, Virginia Beach., Grounds Maintenance and Landscaping.</p> <p> a) Any government facility within a 50 mile radius of these locations may be added by contract modification..</p>
1.3	Acquisition of Additional Work	<p>The Government reserves the right to acquire additional Grounds Maintenance and Landscaping services at additional locations in addition to the services and locations identified in the Firm-Fixed Price requirements of this contract. Additional services will be incorporated into the contract in accordance with the CHANGES clause, SECTION I or ordered under the indefinite delivery indefinite quantity 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.</p>
1.4	Background Information	Left Blank

0100000 – General Information		
Spec Item	Title	Description
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	Virginia's climate results from global-scale weather patterns that are modified by the diverse landscape of the Commonwealth. In the Hampton Roads Area the Atlantic Ocean and its "river of warm water", commonly called the Gulf Stream, plays a dominant role in differentiating Virginia's precipitation and climate. Winter storms in the vicinity of the east coast generally move northeastward paralleling the coast and Gulf Stream. The climate is generally mild and wet, but with the exceptions, some period of years have had moderate to severe drought and some period of years have had very wet conditions. The summer months are mostly quite dry with some recovery during the fall and winter months.
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>
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:

0100000 – General Information		
Spec Item	Title	Description
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, 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 Firm Fixed-Price (FFP) requirements. Specification item 4 will always contain the Indefinite Delivery-Indefinite Quantity (IDIQ) requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all firm fixed 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 15.</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.

0100000 – General Information		
Spec Item	Title	Description
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.

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2	Management and Administration
2.1	Definitions and Acronyms
2.2	General Information
2.2.1	Government Regular Working Hours
2.2.1.1	Observed Federal Holidays
2.2.1.2	Restriction to Contractor Working Hours
2.2.2	Wage Determinations
2.2.3	Requirements Hierarchy
2.3	General Administrative Requirements
2.3.1	Required Conferences and Meetings
2.3.2	Partnering
2.3.2.1	Informal Partnering
2.3.2.2	Contract Partnering Administration
2.3.2.3	Contract Partnering Session Attendees
2.3.3	Permits and Licenses
2.3.4	Insurance
2.3.4.1	Certificate of Insurance
2.3.4.2	Minimum Insurance Amounts
2.3.5	Protection of Government Property
2.3.6	Directives, Instructions, and References
2.3.7	Invoicing Procedures
2.3.8	Forms
2.4	Government-Furnished Property, Materials and Services
2.4.1	Government-Furnished Facilities (GFF)
2.4.2	Government-Furnished Utilities
2.4.3	Government-Furnished Materials (GFM)
2.4.4	Government-Furnished Equipment (GFE)
2.4.5	Government-Furnished Services (GFS)
2.5	Contractor-Furnished Items
2.6	Management
2.6.1	Work Reception
2.6.2	Work Control
2.6.3	Work Schedule
2.6.4	Deliverables
2.6.5	Quality Management System (QMS)
2.6.5.1	Quality Management (QM) Plan
2.6.5.2	Quality Inspection and Surveillance
2.6.5.3	Quality Inspection and Surveillance Report
2.7	Personnel Requirements
2.7.1	Key Personnel
2.7.1.1	Project Manager (PM)
2.7.1.2	Quality Manager

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.2	Employee Requirements
2.7.2.1	Employee Certification and Training
2.7.2.2	Employee Appearance
2.7.2.3	Employee Conduct
2.7.2.4	Identification as Contractor Employee
2.7.2.5	Removal of Employees
2.7.2.6	Proof of Legal Residency
2.7.3	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Installation
2.8.4.1	NCACS Program
2.8.4.2	One-Day Passes
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances
2.8.8	Employee Status
2.9	Contractor Safety Program
2.9.1	Accident Prevention Plan (APP)
2.9.2	Activity Hazard Analysis (AHA)
2.9.3	Occupational Risk and Compliance Plans
2.9.3.1	Alcohol and Drug Abuse Prevention Plan
2.9.3.2	Chemical Hazard Communication Program
2.9.3.3	Fire Prevention Program
2.9.3.4	Hazardous Energy Control Program
2.9.3.5	Health Hazard Control Program and Hazard Communication Program
2.9.3.6	Heat/Cold Stress Monitoring Plan
2.9.4	Accident and Damage Reporting
2.9.4.1	Accident Reporting and Notification Criteria
2.9.5	Fire Protection
2.9.6	Monthly On-Site Labor Report
2.9.7	OSHA Citations and Violations
2.9.8	Safety Inspections and Monitoring
2.9.9	Safety Certification
2.9.10	Safety Apparel on Jobsites
2.10	Environmental Management and Sustainability
2.10.1	Energy Management Program
2.10.2	Environmental Protection
2.10.2.1	Non-Hazardous Waste Disposal
2.10.2.2	Hazardous Waste Disposal
2.10.2.3	Spill Prevention, Containment, and Clean-up
2.10.2.4	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.2.5	Noise Control
2.10.3	Use of Biobased Products
2.11	Disaster Preparedness

0200000 – Management and Administration	
Table of Contents	
Spec Item	Title
2.12	FFP Work Procedures
2.12.1	Notification to the Government for Work Above the FFP Limitations
2.12.2	FFP Exhibit Line Item Numbers (ELINs)
2.12.3	Common Output Level Standards (COLS) Options
2.12.3.1	Optional COLS CLINs for Region Funded Facility Services
2.12.3.2	Option to Change COLS at Contract Award
2.12.3.3	Option to Change COLS at Exercise of an Option Period
2.13	IDIQ Work
2.13.1	Unit Priced Task (UPT) Work (Non-Negotiated)
2.13.1.1	Acceptance and Performance
2.13.1.2	Invoicing and Receiving Payment
2.13.2	Unit Priced Labor (UPL) Work (Negotiated)
2.13.2.1	IDIQ Preparation of Proposals
2.13.2.1.1	Labor Requirements
2.13.2.1.2	Material and Equipment Requirements
2.13.2.2	Issuance of Final Task Order
2.13.3	IDIQ ELINS

0200000 - Management and Administration		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from, 0700-1600, 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. 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.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F.
2.2.2	Wage Determinations	Wage Determinations are included in J-0200000-02.
2.2.3	Requirements Hierarchy	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. 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

0200000 - Management and Administration		
Spec Item	Title	Description
		tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. The Contractor shall attend meetings as directed.
2.3.2	Partnering	<p>To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who will receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.</p> <p>Partnering should accomplish three goals:</p> <ul style="list-style-type: none"> - The first goal is to develop a cohesive team with common purpose, commitment and established communication processes. - The second goal of partnering is contract specific, identifying risks and opportunities for the team to address. - The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.
2.3.2.1	Informal Partnering	<p>The Contracting Officer shall organize the initial Partnering Meeting with key personnel of the project team, including Contractor's personnel and Government personnel. The initial session will be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award and will be held at a Government provided facility as designated by the KO.</p> <p>The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by Contracting Officer. The senior Government stakeholder present will lead the meeting, however, the Contractor's PM or senior representative is encouraged to participate as co-lead.</p> <p>The Partners will determine the frequency of the follow-on sessions.</p>
2.3.2.2	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. 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</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		desire or as recommended by the partners.
2.3.2.3	Contract Partnering Session Attendees	The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel. President/Vice President * Project Manager * Quality Manager Site Safety and Health Officer
2.3.3	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.
2.3.4	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.4.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.4.2	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 Workmen's 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.
2.3.5	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.6	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-0200000-03. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.7	Invoicing Procedures	Refer to Section G for invoicing instructions.
2.3.8	Forms	Forms will be provided on request by the Contracting Officer.
2.4	Government-Furnished Property, Materials and Services	In accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials,

0200000 - Management and Administration		
Spec Item	Title	Description
		equipment and services for use in connection with this contract as stated below.
2.4.1	Government-Furnished Facilities (GFF)	NNSY may provide a lay down area for temporary equipment storage to be maintained by the contractor at no cost to the Government. Oceana may provide a lay down area for temporary equipment storage to be maintained by the contractor at no cost to the Government. Storage areas are subject to availability of space and the operational needs of the Government and shall be maintained in a neat and clean manner at the total cost to the Contractor.
2.4.2	Government-Furnished Utilities	The Government will furnish water and electricity at existing outlets required for the work to be performed under the contract at no cost to the Contractor. Information concerning the location of existing outlets may be secured from the KO. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Meet all Federal, State, local, and installation codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.
2.4.3	Government-Furnished Materials (GFM)	NONE
2.4.4	Government-Furnished Equipment (GFE)	NONE
2.4.5	Government-Furnished Services (GFS)	NONE
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO may at any time require Samples, Material Safety Data Sheets (MSDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.
2.6.1	Work Reception	The Contractor shall provide the capability to receive, prioritize, correspond, and respond to customer complaint calls and task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours.
2.6.2	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit

0200000 - Management and Administration		
Spec Item	Title	Description
		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 when requested by the KO. A status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.
2.6.3	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.
2.6.4	Deliverables	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. 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.
2.6.5	Quality Management System (QMS)	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: <ul style="list-style-type: none"> ... Accurate documentation of work processes, procedures, and output measures. ... A systematic procedure for assessing compliance with performance objectives and standards. ... Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. ... Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.
2.6.5.1	Quality Management (QM) Plan	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. The Contractor's QM Plan shall include, at a minimum, the following: <ul style="list-style-type: none"> • Policy and objectives of Quality Management System (QMS) • Quality organization <ul style="list-style-type: none"> ○ List of personnel ○ Responsibilities & lines of authority ○ Training and qualifications • Approach to assuring quality of services provided and conformance with performance objectives and standards • Methods and procedures for effective planning, operation and control of processes and performance of work • Procedures for inspection and surveillance of services

0200000 - Management and Administration		
Spec Item	Title	Description
		<ul style="list-style-type: none"> ○ Scheduling and performance of inspection and surveillance ○ Measurement, data collection and analysis ○ Corrective action, preventive action, and continuous improvement ○ Oversight of subcontracted work • Documentation and records management • Communication with government (customers)
2.6.5.2	Quality Inspection and Surveillance / QC Inspection File	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 termination of the contract. per Section F
2.6.5.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a summary and results of the quality inspection and surveillance events performed and assessment-driven corrective actions and process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	<p>Key Personnel.</p> <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 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>
2.7.1.1	Project Manager (PM)	<p>The Contractor shall provide a PM and designated alternate, as applicable, who has the 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 one hour after the Government's regular working hours.</p> <p>The PM shall have satisfactory relevant experience at a comparable level of responsibility on contracts of similar size, scope and complexity.</p>
2.7.1.2	Quality Manager	<p>The Quality Manager must report directly to a senior corporate official.</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 satisfactory experience in preparing and</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager may be the same person as the SSHO.
2.7.1.3	Site Safety and Health Officer (SSHO)	<p>The SSHO must meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one Competent Person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.</p> <p>A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office.</p> <p>The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p> <p>The SSHO shall have satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past, and have completed the OSHA 30-hour construction safety class or equivalent. The SSHO shall maintain competency through 24 hours of formal safety and health related coursework every four years.</p>
2.7.2	Employee Requirements	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.
2.7.2.1	Employee Certification and Training	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.
2.7.2.2	Employee Appearance	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.
2.7.2.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient,

0200000 - Management and Administration		
Spec Item	Title	Description
		courteous and businesslike manner.
2.7.2.4	Identification as Contractor Employee	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.
2.7.2.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.6	Proof of Legal Residency	no employee or representative of the Contractor will be admitted to the site of work unless satisfactory Proof of Legal Residency is furnished per Section F.
2.7.3	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: https://doncmra.nmci.navy.mil.</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 https://doncmra.nmci.navy.mil.</p>
2.8	Security Requirements	The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained.
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's name, supervisor, company, and level of security clearance.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Contractor employees must be able to obtain Common Access Cards (CAC) in accordance with security requirements. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned within 10 calendar days.

0200000 - Management and Administration		
Spec Item	Title	Description
2.8.4	Access to Installation	<p>All Contractor personnel shall obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge.</p> <p>The Contractor shall furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at http://www.uscis.gov/portal/site/uscis by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Contracting Officer.</p>
2.8.4.1	NCACS Program	<p>NCACS is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit.</p> <p>The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON).</p> <p>Information on costs and requirements to participate and enroll in NCACS is available at http://www.rapidgate.com/vendors/how-to-enroll or by calling 1-877-727-4342.</p>
2.8.4.2	One-Day Passes	<p>Participation in the NCACS is not mandatory, and if the Contractor chooses to not participate, the Contractor's personnel will 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.</p>
2.8.5	Access to Buildings	<p>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.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	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. 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 contact if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., trouble calls, may require a longer wait for an escort.
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.
2.8.8	Employee Status	The Contractor shall notify the KO of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.
2.9	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.
2.9.1	Accident Prevention Plan (APP)	The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the abbreviated format and include, as a minimum, elements addressed in paragraph 11 of Appendix A of EM 385-1-1. 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.
2.9.2	Activity Hazard Analysis (AHA)	The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. Submit per Section F. 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

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>are required. AHAs for non-recurring and one-time (e.g., IDIQ task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically: For combination FFP/IDIQ contracts, the Contractor shall submit an AHA on task orders, with the associated proposal, whenever the service environment or required task is different from the firm-fixed-priced services.</p> <p>AHAs shall follow format of Figure 1-2 of EM 385-1-1 and shall explain the following as detailed in the EM 385-1-1:</p> <ul style="list-style-type: none"> ... The steps of the service process; ... Identify potential hazards that exist as a result of the Contractor's service process within the environment; ... Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment; ... Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment; ... Inspection requirements to assure service activity is safe; and ... Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment. <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p>
2.9.3	Occupational Risk and Compliance Plans	The Contractor shall develop, provide and implement occupational risk and compliance plans, as specified below, as necessary for the situation or types of work to be performed under this contract. These plans shall be submitted with the APP and shall be updated as situations change. Additional plans as referenced in Appendix A of EM 385-1-1 shall be developed as applicable when new types of work are required under this contract. Submit per Section F.
2.9.3.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.9.3.2	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 06.B.01 of EM 385-1-1 and 29 Code of Federal Regulations (CFR) 1910.120 or 1926.59 requirements.
2.9.3.3	Fire Prevention Program	The Contractor shall develop a fire prevention program to include a fire prevention plan and annual survey to include elements addressed in paragraph 06.C and 09.A of EM 385-1-1, NFPA 10, NFPA 241, NFPA 51B, NFPA 70, and NFPA 70E.
2.9.3.4	Hazardous Energy Control Program	The Contractor shall develop a hazardous energy control program to include elements addressed in paragraph 12.A.12 of EM 385-1-1.
2.9.3.5	Health Hazard Control Program and Hazard Communication	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

0200000 - Management and Administration		
Spec Item	Title	Description
	Program	Code of Federal Regulations (CFR) 1910.120 or 1926.59 requirements.
2.9.3.6	Heat/Cold Stress Monitoring Plan	The Contractor shall develop a heat/cold stress monitoring plan to include elements addressed in paragraph 06.I.02 of EM 385-1-1.
2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any Weight Handling Equipment (WHE) accident. Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.</p> <p>The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F.</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> <p>The Contractor shall conduct an accident investigation for any weight handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident, complete the WHE Accident Report (Crane and Rigging Gear) form and submit per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer.</p>
2.9.4.1	Accident Reporting and Notification Criteria	<p>The following criteria and definitions apply to the accident reporting requirements specified above:</p> <p>Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ol style="list-style-type: none"> 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 3) Restricted work; 4) Transfer to another job; 5) Medical treatment beyond first aid; 6) Loss of consciousness; or 7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>High Visibility Accident. Any mishap which may generate publicity or high visibility.</p> <p>Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.</p> <p>WHE Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.)</p>
2.9.5	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.9.6	Monthly On-Site Labor Report	The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.
2.9.7	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and provide a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.9.8	Safety Inspections and Monitoring	<p>The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> The site is safe and free of job-site hazards ... Proper PPE is being utilized and worn. ... Safe work practices and processes are being followed. ... Workers are familiar with the hazards covered in the respective AHA for that work activity. ... All equipment and tools are in good condition and being used safely. <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		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.
2.9.9	Safety Certification	The Contractor shall submit copies of all the required Federal, state, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.
2.9.10	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting ANSI/ISEA 107-2010 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 107-2010 Class I compliant apparel.
2.10	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"> ... Reduce purchase and use of toxic and hazardous materials; ... Expand purchase of green products and services; increase recycling; ... Reduce energy and water use; ... Increase use of alternative fuels and renewable energy; ... Integrate green building concepts in major renovations and new construction; ... Prevent pollution at the source; and ... Continual improvement. <p>Policy:</p> <ul style="list-style-type: none"> ... Protect public health and the environment by being an environmentally responsible member of the community; ... Preserve our natural, historic and cultural resources; ... Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; ... Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>material, as well as the planning and implementation of military training activities;</p> <ul style="list-style-type: none"> ... Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; ... Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; ... Enhance our program as we develop and implement an Environmental Management System; and ... Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. <p>The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO when requested. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.</p>
2.10.1	Energy Management Program	<p>The Contractor shall comply with the installation's energy management program. The Contractor PM, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board.</p> <p>The Contractor shall attend periodic meetings with the Installation Energy Manager, where energy and water efficiency goals and project status will be discussed to ensure that any Contractor work complements and optimizes efficiency efforts.</p>
2.10.2	Environmental Protection	<p>The Contractor shall comply with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Installation Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. 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>
2.10.2.1	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</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>base-wide instructions, standards, and permit requirements.</p> <p>All non-hazardous, non-regulated debris and rubbish resulting from the work under this contract excluding recyclable materials shall be disposed of at appropriate off installation waste handling facilities.</p> <p>All regulated, non-hazardous waste shall be disposed of in accordance with all applicable Federal, state, and local laws, regulations, and with base-wide instructions.</p>
2.10.2.2	Hazardous Waste Disposal	The Contractor shall turn in all hazardous waste to the Government for disposal by Government forces.
2.10.2.3	Spill Prevention, Containment, and Clean-up	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 at no additional cost to the Government.
2.10.2.4	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.5	Noise Control	The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.3	Use of Biobased Products	The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS. Information about these products is available at http://www.usda.gov/biopreferred .
2.11	Disaster Preparedness	The Contractor shall comply with the installation's Contingency Instruction contingency response plan The Contractor shall support the installation contingency response plan as directed by the KO.
2.12	FFP Work Procedures	
2.12.1	Notification to the Government for Work Above the FFP Limitations	The Contractor is fully responsible for work up to the FFP limits. FFP limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the FFP 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 IDIQ portion of the contract detailed below or accomplish the work by means other than this contract.
2.12.2	FFP Exhibit Line Item Numbers (ELINs)	FFP ELINS are provided in J-0200000-04.
2.12.3	Common Output Level Standards (COLS) Options	The Contractor shall provide pricing for multiple COLS where indicated. The Government reserves the right to award options changing the specified COLS as detailed below.
2.12.3.1	N/A	N/A
2.12.3.2	Option to Change COLS at Contract Award	The Government intends to procure services at, COL4 Additional Measures Level 2 for, 1503050 Grounds Maintenance and Landscaping. Upon initial contract award the Government reserves the right to award options to increase or decrease COLS for the base period.
2.12.3.3	Option to Change COLS at Exercise of an Option Period	The Government reserves the right to increase or decrease the COLS at the time it exercises its option to extend the contract at the prices indicated in the schedule for COL4 Additional Measures Level 2. The Government will provide 60 calendar days preliminary notice of its intent to change the COLS. Notice of intent will be in writing in a manner prescribed by the

0200000 - Management and Administration		
Spec Item	Title	Description
		Contracting Officer.
2.13	IDIQ Work	IDIQ work is identified in each applicable annex or sub-annex. IDIQ work may consist of Unit Priced Task (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all IDIQ task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. IDIQ 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 IDIQ Exhibit Line Items (ELINs) provided in Section J on an as needed basis.
2.13.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as an IDIQ work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The FFP for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.13.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform IDIQ work via an electronic medium with supported commands utilizing their Government Purchase Card (GPC). DoD EMALL is the electronic medium for authorized Government personnel to place orders for service to the Contractor. DoD EMALL is located at www.emall.dla.mil under NAVFAC contract. The Contractor is required to report all IDIQ quantities ordered via EMALL monthly to the KO.
2.13.1.2	Invoicing and Receiving Payment	Payment for completed EMALL orders will be made using the GPC. Reference "payment by third party" clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for IDIQ work via an electronic medium with supported command representatives utilizing their GPC. No partial or advance payments will be provided.
2.13.2	Unit Priced Labor (UPL) Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as IDIQ 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 FFP task order.
2.13.2.1	IDIQ Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit an IDIQ Proposal to the KO within two working days following receipt for each potential task order which includes: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.13.2.1.1	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 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 IDIQ Exhibit Line Items (ELINs) provided in Section J.
2.13.2.1.2	Material and Equipment	Accepted industry and Government material and equipment costs published in R. S. Means cost data, national material supplier catalogues,

0200000 - Management and Administration		
Spec Item	Title	Description
	Requirements	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 FFP portion of the contract.
2.13.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.13.3	IDIQ ELINS	IDIQ ELINs are provided in J-0200000-04.

1503050 – Grounds Maintenance and Landscaping	
Table of Contents	
Spec Item	Title
1	General Information
1.1	Concept of Operations
2	Management and Administration
2.1	Definitions and Acronyms
2.2	Personnel
2.2.1	Certification, Training, and Licensing
2.3	Special Requirements
2.3.1	Vehicles on Sidewalks or Lawns
2.3.2	Equipment Restrictions
2.3.2.1	Herbicide Use
2.3.2.2	Equipment Use
2.3.2.3	Herbicide mixing on Government property
2.3.2.4	Personal Protective Equipment (PPE)
2.3.2.5	Disposal
2.3.3	Safety
2.3.4	Work Identification
2.3.5	Working Adjacent to Parking Areas
2.3.6	Access Coordination
2.4	References and Technical Documents
3	FFP Work
3.1	Improved Grounds
3.1.1	Lawn Care

1503050 – Grounds Maintenance and Landscaping	
Table of Contents	
3.1.1.1	Mowing and Trimming
3.1.1.2	Edging
3.1.1.3	Lawn Maintenance
3.1.2	Vegetation Control
3.1.3	Irrigation Systems Operation
3.1.4	Debris Removal
3.1.5	Shrub and Hedge Maintenance
3.1.6	Plant Maintenance
3.1.7	Plant Bed Maintenance
3.1.8	Tree Maintenance
3.1.9	Maintenance of Artificial Turf
3.1.10	Maintenance of Xeriscape Area
3.2	Semi-improved Grounds
3.2.1	Grounds Care
3.2.2	Tree Control
3.2.2.1	Tree Control for NWS Yorktown in fire break areas (Base year only)
3.2.2.2	Tree Control for NWS Yorktown and Cheatham around perimeter fence line areas (Base year only)
3.2.3	Vegetation Control
3.2.3.1	Vegetation Control for Yorktown and Cheatham (Base year only)
3.3	Unimproved Grounds
3.3.1	Grounds Care
3.3.2	Tree Control
3.4	Storm Drainage Systems
4	IDIQ Work

1503050 - Grounds Maintenance and Landscaping		
Spec Item	Title	Description
1	General Information	The Contractor shall provide all labor, management, supervision, tools, materials, and equipment necessary to provide grounds maintenance and landscaping services located at Joint Expeditionary Base Little Creek- Fort Story, Virginia Beach, Va., and Naval Weapons Station Yorktown, Yorktown, Va. Additional locations within a 50-mile radius of these locations may be added by modification to the contract.
1.1	Concept of Operations	The intent of 1503050 Grounds Maintenance and Landscaping is to specify the requirements related to lawn maintenance, vegetation removal, and debris removal within installation grounds parcels designated as improved, semi-improved and unimproved areas. Services include, but are not limited to, mowing and trimming, edging, irrigation systems maintenance. Weed control is intended to be primarily accomplished by application of herbicides.

1503050 - Grounds Maintenance and Landscaping		
Spec Item	Title	Description
2	Management and Administration	

1503050 - Grounds Maintenance and Landscaping		
Spec Item	Title	Description
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1503050-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide grounds maintenance and landscaping services.
2.2.1	Certification, Training, and Licensing	Certified arborist shall be used for all tree pruning. All employees using herbicides shall be properly trained and if required shall be licensed by the State of Virginia. Consult with the NAVFAC PPMC to determine applicable certification requirements for the specific state or country.
2.3	Special Requirements	
2.3.1	Vehicles on Sidewalks or Lawns	Vehicles shall not be permitted on sidewalks or lawns without prior approval from the KO. The Contractor's request shall include the methods on how he intends to protect the lawns and sidewalks from damage. Replace or restore all lawns, plants, and property damaged by the Contractor to their original condition or better at no additional cost to the Government.
2.3.2	Equipment Restrictions	Use of grazing animals is not allowed.
2.3.2.1	Herbicide Use	All herbicide use must be approved by the Contracting Officer. Typical herbicide use is for unwanted vegetation in lawns, or for areas to be maintained free of vegetation.
2.3.2.2	Equipment Use	The Contractor shall provide repair and maintenance as necessary to keep all herbicide equipment in good operating condition, and take appropriate action regarding the following: All tanks, hoses, pumps, control valves, and gauges shall be free of visible deterioration, shall not leak, and shall operate at the manufacturer's recommended rates and pressures. Equipment that has failed shall be replaced or repaired by the Contractor prior to resuming operations.
2.3.2.3	Herbicide mixing on Government property	The Contractor shall not mix herbicides on Government property unless specifically authorized by the KO. If mixing is authorized, it shall be done at an approved Government furnished facility or over an approved containment device. All water sources shall be equipped with proper back-flow prevention devices. An air gap shall be maintained between the water source and the pesticide tank.
2.3.2.4	Personal Protective Equipment (PPE)	The Contractor shall provide PPE to each of their vegetation control applicators. This equipment shall include, at a minimum, the PPE required by the pesticide label and MSDS.
2.3.2.5	Disposal	All herbicides, rinse water, and containers shall be disposed of per herbicide label directions. The Contractor shall dispose of any herbicides, herbicide containers, herbicide residue, herbicide rinse water, or any herbicide contaminated articles at an authorized disposal area off-site from the installation.
2.3.3	Safety	Grounds maintenance and landscaping equipment shall be approved for use around ammunition bunkers.
2.3.4	Work Identification	The Contractor shall identify and recommend IDIQ work as appropriate to the KO.
2.3.5	Working Adjacent to Parking Areas	Work shall be performed with care on grounds adjacent to parking areas so as to prevent damage to parked vehicles.
2.3.6	Access Coordination	The Contractor shall coordinate all access to performance areas such as airfields and firing ranges through the KO. If required, the Contractor shall be in radio contact with the controlling authority during work performance.

1503050 - Grounds Maintenance and Landscaping		
Spec Item	Title	Description
2.4	References and Technical Documents	References and Technical Documents are listed in J-1503050-02.

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall maintain Improved grounds, Semi-improved grounds, and Unimproved grounds to ensure a slightly appearance, as well as maintenance of storm drainage systems in all three types of areas.	<p>Work includes routine, seasonal and cyclic services.</p> <p>This specification contains three different types of areas for grounds maintenance; Improved, Semi improved and Unimproved, as well as maintenance of storm drainage systems in all three types of areas.</p> <p>Common Output Level Standards (COLS) are defined by Commander, Navy Installations Command (CNIC) for Navy Shore Commands. Services for improved grounds maintenance and landscaping are specified for the Base Measures of COL2, COL3 and COL4 along with one level of Additional Measures for COL3 and COL4, respectively, as defined in J-1503050-03. Grounds acreage and current COL level per area is listed in the Site Maps provided in J-1503050-05. The Contractor shall provide services as specified based on the awarded CLINs (for the selected COL level) listed in Elins J-1503050-04 and shown on the site maps J-1503050-05.</p> <p>ELINS in J-0200000-04 include pre-priced Line Items which if change in COLs level is approved by CNIC can be added or deleted to increase or decrease the COLS level of performance.</p> <p>The Government reserves the right to change COLS levels of performance at the ELIN prices stated, without further negotiations, by unilateral modification to the contract.</p> <p>The Contractor shall submit MSDS sheets and catalog cut sheets or samples of all proposed fertilizers and mulch per Section F.</p> <p>Grounds areas to be maintained are identified on the Site Maps provided in J-1503050-05.</p>	Improved Grounds are maintained per the specified Common Output Level Standards provided in J-1503050-03. Semi improved Grounds are maintained by operational requirements (e.g., BASH and OP-5). Unimproved Grounds are maintained to minimal services to maintain perimeter fences, fire breaks and roadway clearances.
3.1	Improved	The Contractor shall	The Contractor shall maintain	Appearance of

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
	Grounds	maintain improved grounds to ensure a sightly appearance.	<p>improved grounds areas.</p> <p>Remove all clippings and trimmings, excluding grass clippings, daily to promote a neat and healthy appearance.</p> <p>Grass clippings not removed shall promote a neat and healthy appearance.</p> <p>Fertilize vegetation in a manner that promotes health, growth, color and appearance. Fertilizer shall be applied in accordance with the manufacturer's printed instructions. Fertilizer type shall be determined by the soil analysis tests performed by the Contractor. Provide a copy of the soil analysis test results and the proposed type of fertilizer to be used for acceptance prior to applying fertilizer per Section F.</p>	Improved Grounds is consistent with the specified COLS.
3.1.1	Lawn Care	The Contactor shall maintain lawns to ensure a sightly appearance.		Lawns are healthy and present a uniform appearance and a rich natural color consistent with the specified COLS.
3.1.1.1	Mowing and Trimming	The Contractor shall maintain lawns to ensure a uniform grass height.	<p>The acceptable grass heights for improved grounds work are identified within the Common Output Level Standards in J-1503050-03. Maximum growth heights are based on the dominant species.</p> <p>In the event that undesirable vegetation species becomes the dominant species, lawns shall still be maintained to a uniform height. That height shall be consistent with the dominant species of grass for the general geographic location.</p> <p>Grass adjacent to fencing, poles, walls, valves, trees, signs, statues, valve boxes and other similar objects shall be trimmed to match the height and appearance of surrounding grass.</p> <p>Prior to mowing or trimming, the Contractor shall remove and</p>	<p>Grass is uniform in appearance.</p> <p>Services are performed as specified by COLS.</p>

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			appropriately dispose of debris that interferes with the mowing or trimming operation.	
3.1.1.2	Edging	The Contractor shall maintain an edged cut to ensure a neat appearance.	Edge where grass meets any concrete or asphalt surface, where grass abuts planter beds, or wherever needed to maintain grass delineation. Care shall be taken when edging asphalt to prevent damage to the asphalt.	Edging is uniform in appearance and services are performed as specified by COLS.
3.1.1.3	Lawn Maintenance	The Contractor shall maintain lawns to ensure proper lawn health and promote growth.	Lawn maintenance service includes fertilization, weed control, de-thatching, aeration, over seeding, and treatment for prevention or correction of bare areas, ruts, holes, or dead vegetation.	Lawns are healthy and services are performed as specified by COLS.
3.1.2	Vegetation Control	The Contractor shall control undesired vegetation to ensure areas are free of undesired vegetation.	Remove unwanted vegetation from fence lines, fence fabric, brick walls, sidewalks, curbs, gutters, aggregate areas and paved surfaces including parking lots. The Contractor shall develop and submit a schedule for the control of undesired vegetation per Section F.	Areas are maintained clear of undesired vegetation per the Contractor's schedule. Services are performed as specified by COLS.
3.1.3	Irrigation Systems Operation	The Contractor shall operate irrigation systems to provide the appropriate amount of water to lawns and other vegetation.	Irrigation shall be performed in a manner that promotes the health and growth of all vegetation and minimizes water consumption regardless of irrigation system conditions (coverage or functionality). The Contractor shall be responsible for the proper application of water to performance areas. Areas that do not need to be watered are identified on the Site Maps provided in J-1503050-04.	Irrigation provides proper health, growth, color, and appearance of grounds consistent with the specified COLS. Irrigation is minimized to promote water conservation.
3.1.4	Debris Removal	The Contractor shall remove debris to ensure a clean and neat appearance.	The Contractor shall remove and appropriately dispose of all debris including seasonal debris, e.g., fruit, seed pods, dry brush throughout improved grounds areas. Fallen leaves and other seasonal debris shall be removed as necessary to present an overall neat appearance. Increased attention shall be provided seasonally to ensure no build-up of natural debris. The Contractor shall develop and	Debris is removed as necessary to present an overall neat appearance. Areas are maintained clear of debris per the Contractor's schedule. Services are performed as specified by COLS.

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			submit a schedule for debris removal per Section F.	
3.1.5	Shrub and Hedge Maintenance	The Contractor shall maintain shrubs and hedges to ensure a healthy, uniform, neat appearance and to ensure there is no interference with pedestrians, vehicular traffic, and building encroachment.	Remove and properly dispose of dead, broken, damaged or diseased areas, and all other trimmings. Contractor is responsible for plant, shrub, and hedge replacement up to \$50 per plant not to exceed 30 plants annually.	Shrubs and hedges are healthy and present a neat and uniform appearance consistent with the specified COLS. Shrubs and hedges do not encroach on structures, pedestrian traffic, or vehicular traffic.
3.1.6	Plant Maintenance	The Contractor shall maintain plants to ensure a healthy appearance and to ensure there is no interference with pedestrians, vehicular traffic, and building encroachment.	Remove and properly dispose of dead, broken, damaged or diseased areas, and all other trimmings. Contractor is responsible for plant replacement up to \$50 per plant not to exceed 30 plants annually.	Plants are healthy and present a neat appearance consistent with the specified COLS. Plants do not encroach on structures, pedestrian traffic, or vehicular traffic.
3.1.7	Plant Bed Maintenance	The Contractor shall maintain plant beds to ensure a neat appearance and promote plant health.	Fertilize, edge, weed, and mulch plant beds as appropriate.	Plant beds present a neat appearance and promote the health of the plants consistent with the specified COLS.
3.1.8	Tree Maintenance	The Contractor shall provide tree maintenance to ensure tree health and to prevent interference with pedestrian and vehicular traffic, and structure encroachment.	Tree maintenance includes staking, adjustment of ties and supports, removal of stakes; maintaining watering berms for existing plantings; fertilization; pruning for health and safety, grass clearance, seasonal cleanup; removing dead, damaged or diseased wood, or structurally weak limbs and branches; removing or pruning branches to clear roofs, adjacent structures, low hanging limbs and fronds which encroach onto walks, roadways and parking lots. Pruning shall be accomplished by or under guidance of a certified arborist. Climbing devices that may cause damage to trees shall not be used. Remove and properly dispose of dead, damaged or diseased limbs and	Trees are healthy consistent with the specified COLS. Trees do not encroach on structures, pedestrian traffic, or vehicular traffic. All debris is removed and disposed of properly and within the specified time.

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			branches, and all other cuttings within two working days following operations.	
3.1.9	Artificial Turf Maintenance	The Contractor shall maintain outdoor artificial turf to ensure a slightly appearance.	<p>The Contractor shall remove noxious weeds and grass and fluff artificial turf, clean liquid spills, remove bird droppings and any other debris.</p> <p>The Contractor shall develop and submit a maintenance schedule per Section F. The maintenance schedule shall be developed based on an economical approach, manufacturers' recommended procedures, OEM standards, and maintenance required to satisfy warranty requirements.</p>	<p>Artificial turf presents a slightly appearance per the Contractor's schedule.</p> <p>Services are performed as specified by COLS.</p>
3.1.10	Maintenance of Xeriscape Areas	The Contractor shall maintain xeriscape areas to ensure a slightly appearance.	<p>The Contractor shall remove noxious weeds and grass, replenish rocks as needed, evenly distribute and level rocks, and fertilize plants.</p> <p>The Contractor shall submit a work schedule per Section F. The work schedule shall be developed based on an economical approach.</p>	<p>Xeriscape areas present a slightly appearance per the Contractor's schedule.</p> <p>Services are performed as specified by COLS.</p>
3.2	Semi-improved Grounds	The Contractor shall maintain semi-improved grounds to ensure grounds present a slightly appearance and do not interfere with operational requirements.	<p>Vegetation height in ammunition storage areas must comply with NAVSEA OP 5 requirements. Vegetation height around airfields must comply with Bird Aircraft Strike Hazard (BASH) requirements. Some Yorktown area perimeter fences are subject to an agreement between NWS Yorktown and the National Park Service.</p> <p>The Contractor is not responsible for bring areas unto compliance with ATFP regulations that are overgrown when the contract starts, but must maintain them in their current condition until they are cleared by other means. The contractor will then be responsible for maintaining those areas to full regulation.</p> <p>Areas governed by specific requirements are identified on the Site Maps provided in J-1503050-04. Copies of the governing regulations will be provided to the Contractor upon request..</p>	<p>Semi-improved grounds present a slightly appearance and do not interfere with operational requirements, and the National Park Service agreement.</p>

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2.1	Grounds Care	The Contractor shall maintain grounds to ensure no interference with operational requirements.	<p>In areas with mixed species, the accepted height shall be based on the dominant species.</p> <p>Prior to mowing or trimming, the Contractor shall remove and appropriately dispose of debris that interferes with the mowing or trimming operation.</p> <p>Vegetation adjacent to fencing, poles, walls, valves, valve boxes and other similar objects shall be trimmed to a height not to exceed the height of surrounding vegetation.</p> <p>Due to weight restrictions or erosion prevention requirements on mounds and magazines these areas shall be cut with string trimmers or approved push type mowers.</p> <p>The specified turf heights for semi improved grounds areas are identified on the Site Maps provided in J-1503050-04.</p>	All vegetation is maintained in accordance with operational requirements.
3.2.2	Tree Control	The Contractor shall provide tree control to prevent encroachment on roads, buildings, ammunition storage firebreaks, perimeter fences , and structures.	<p>Tree control includes maintaining a 50 foot firebreak around ammunition storage areas, and keeping perimeter fence lines clear of trees.</p> <p>Tree control shall be accomplished by or under guidance of a certified arborist.</p> <p>Remove and properly dispose of all tree trimmings.</p>	Trees do not encroach on roads, buildings, ammunition storage firebreaks, perimeter fences , and structures.
3.2.2.1	Tree Control for NWS Yorktown in fire break areas (Base year only) Elin A002	The Contractor shall provide a onetime cleanup of trees and brush from the current fire breaks around ammunition storage areas out to the required 50 foot	<p>In the Contract prior to this one not all of the fire breaks around ammunition storage areas have been maintained fully out to the required 50 foot distance.</p> <p>Tree root balls shall not be disturbed. Trees requiring removal shall be cut off flush with existing ground level leaving no stump above ground.</p>	The Contractor clears fire breaks of trees and brush out to the required 50 feet distance then maintains them at that level according to 3.2.2.
3.2.2.2	Tree Control for NWS Yorktown and Cheatham	The Contractor shall provide a onetime cleanup of trees and brush from perimeter fences	The Contractor shall take note that there are some areas where conflicts exist with other property owners. Property lines prevent the 20 foot outside clearance from being attained	The Contractor clears perimeter fence lines of trees and brush out to the required 20 feet outside and 30 foot

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
	around perimeter fence line areas (Base year only) Elin A003 Elin A011	that have not been maintained to regulation of 20 foot outside and 30 foot inside of fence lines.	in those areas. Tree root balls shall not be disturbed. Trees requiring removal shall be cut off flush with existing ground level leaving no stump above ground. In the Contract prior to this perimeter fences were not maintained on the contract. Unwanted trees were removed only periodically. For Yorktown the last clearing was done about 1 year ago and at Cheatham the last cleaning was about 5 years ago. It shall be further noted that some perimeter fences are subject to an agreement between NWS Yorktown and the National Park Service. Those areas shall be worked in accordance with that Agreement.	inside then maintains them at that level according to 3.2.2.
3.2.3	Vegetation Control	The Contractor shall control undesired vegetation to ensure areas are free of undesired vegetation.	Remove unwanted vegetation from airfields, fence lines, fence fabric, brick walls, sidewalks, curbs, gutters, aggregate areas and paved surfaces including parking lots. It shall be further noted that some perimeter fences are subject to an agreement between NWS Yorktown and the National Park Service. Those areas shall be maintained in accordance with that Agreement. The Contractor shall develop and submit a schedule for the control of undesired vegetation per Section F.	Areas are maintained clear of undesired vegetation per the Contractor's schedule (and the National Park Service agreement Yorktown area only).
3.2.3.1	Vegetation Control for Yorktown and Cheatham (Base year only) Elin A003 Elin A011	The Contractor shall provide a onetime cleanup of perimeter fences that are overgrown with vegetation.	In the Contract prior to this perimeter fences were not maintained on the contract. Unwanted vegetation was removed only periodically. For Yorktown the last clearing was done about 1 year ago and at Cheatham the last cleaning was about 5 years ago. It shall be further noted that some perimeter fences are subject to an agreement between NWS Yorktown and the National Park Service. Those areas shall be worked in accordance with that Agreement.	The Contractor clears unwanted vegetation off of perimeter fencing then maintains them at that level according to 3.2.3
3.3	Unimproved	The Contractor shall	Anti-Terrorism Force Protection	Unimproved grounds

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
	Grounds	maintain unimproved grounds to ensure grounds do not interfere with operational requirements.	(ATFP). Unimproved grounds areas governed by specific requirements are identified on the Site Maps provided in J-1503050-04.	do not interfere with operational requirements.
3.3.1	Grounds Care	The Contractor shall maintain grounds to ensure no interference with operational requirements.	<p>Vegetation adjacent to fencing, poles, walls, valves, valve boxes and other similar objects shall be maintained.</p> <p>The Contractor shall maintain fire lanes to the dimensions defined in the Fire Protection Handbook.</p> <p>Maintain roadway clearances up to 30 feet of either side of the roadway center. Maintain fire lanes and roadways free of all debris that interferes with vehicular passage. Maintain areas adjacent to perimeter fences within 20 feet from outside and 30 feet from the inside of the fence, and vegetation height not to exceed one foot. Maintain firebreaks clear of vegetation.</p> <p>The Contractor shall maintain fire lanes and roadways free of all debris that interferes with vehicular passage.</p> <p>Prior to mowing or trimming, the Contractor shall remove and appropriately dispose of all debris that interferes with the mowing or trimming operation.</p> <p>The Contractor shall develop and submit a schedule for the control of undesired vegetation per Section F.</p>	<p>Fire lanes, areas adjacent to perimeter fences, and roadway clearances are maintained clear of vegetation as specified.</p> <p>Fire lanes and roadways are clear of obstructions that interfere with vehicular passage.</p> <p>Areas are maintained clear of undesired vegetation per the Contractor's schedule.</p>
3.3.2	Tree Control	The Contractor shall provide tree control to ensure trees do not encroach on firebreaks, roadways, utility lines, and fence lines.	<p>Maintain a 20 feet clear zone from either side of the fence.</p> <p>Maintain roadway clearances up to 30 feet of either side of the roadway center.</p> <p>Tree control shall be accomplished by or under guidance of a certified arborist.</p> <p>The Contractor shall maintain fire</p>	Trees do not encroach on firebreaks, roadways, utility lines, and fence lines.

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			lanes to the dimensions defined in the Fire Protection Handbook. Remove and properly dispose of all tree trimmings.	
3.4	Storm Drainage Systems	The Contractor shall remove obstructions and control vegetation in storm drainage systems to ensure unrestricted flow of storm water runoff.	Storm drainage maintenance is provided for all grounds areas, it is included for all COLs 1 through 4 including additional measures, it is included in Semi improved grounds and unimproved grounds areas. . Storm drainage maintenance shall consist of remove of obstructions and control of vegetation in storm drainage systems to ensure unrestricted flow of storm water runoff. Storm drainage systems include both natural and manmade; swales, ditches, brow ditches, drainage channels, catch basins, yard drains, curb gutters, curb inlets and other devices used to direct the flow of runoff. Excluded are underground storm drainage pipes and systems. Drain covers and grates of underground systems shall be maintained clear of obstructions, however, covers and grates shall not be removed for cleaning drainage systems. The KO shall be notified within 24 hours, in writing, of obstructions in subsurface drain lines beyond Contractor responsibility. Missing or damaged yard drain covers and grates shall be reported immediately to the KO and the PAR.	No evidence of obstructions in the visible area of the drainage systems.

1503050 - Grounds Maintenance and Landscaping				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
4	IDIQ Work	IDIQ 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 IDIQ 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 IDIQ work will be the same as those in Spec Item 3 where applicable.	

C.2 Reporting Requirements. A detailed report allocating value of work/quantities performed by Contract Line Items (CLINs)/Sub-Line Items (SLINs) identified in the schedule and any accompanying Exhibits with Exhibit Line Items (ELINs) is to be submitted monthly, including all Firm Fixed Price (FFP) and Indefinite Quantity (IQ) Work items completed. The Contracting Officer shall be notified when 75% of any IQ Line Item (CLIN/SLIN/ELIN) is reached.

C.3 Government Purchase Card Program. The contractor shall accept orders placed by authorized GPC users. The Government Purchase Card is a purchasing instrument issued through a commercial bank to a Government Agency to facilitate micro purchases. A micro purchase is any order for supplies or services of \$2,500.00 or less, or order for construction services of \$2,000.00 or less. The Contractor processes micro purchases under the GPC program exactly as they would process a charge by an individual using a personal credit card.

- a. Limitation of GPC Pricing for IQ Work: The Contractor shall be 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 Program. The Contractor shall be required to offer the pre-priced IQ line item services, at the same prices in accordance with the schedule of pricing information, Section B and Exhibits (if any). Contractor is responsible for tracking quantities and reporting total used each month and year to date to the Contracting Officer by the fifth day of each month. See Section H for additional details.

C.4 ADDITIONAL REPORTING REQUIREMENTS (Enterprise-wide Contractor Manpower Reporting Application (ECMRA)). The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Governmental fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

Proposal Inquiry Questions and Answers

Questions:

1. Please define what is required for the following: Semi-Improved Grounds, Un-Improved Grounds and COL4 Base Measures.

Government Response: See Section J, 1503050-03 – Common Output Level Standards Semi Improved Area Unimproved Areas and Storm Drainage System

2. Does the CPARs and PPQs count towards the total of 75 pages for the Technical Proposal?

Government Response: Yes

3. Should the acre changes made for ELINs A001, A002, A024, A027, A034, A041, A045, A052, A056, A063, and A067 also be made on the similar schedules for the four (4) Option Years (B, C D, and E).

Government Response: See Amendment 003

4. Are ALL perimeter fence lines on all 4 installations included in the acres listed on the revised amendment ?

Government Response: Yes

5. Will the fence lines be maintained to ATFP standards throughout the year?

Government Response: Some of the fence areas are have been cleared and the Contractor will be expected to maintain that are cleared to full ATFP standards. Some of our fence areas have minimum vegetation on them now from recent one time clearance. The Contractor will be expected to use a reasonable level of effort to bring those areas into full ATFP compliance over the course of the first year of the contract. Some of our fence lines have very moderate to heavy vegetation on the fences and even some small trees in the 20 or 30 foot zones. THE CONTRACTOR IS NOT RESPONSIBLE FOR BRINGING THOSE AREAS INTO ATFP COMPLIANCE ONLY FOR MAINTAINING THEM AT CURRENT LEVELS AND NOT ALLOWING FURTHER DETERIORATION, PER AMENDMENT 0003, ANNEX 15.

Yorktown and Cheatham have chosen to add one time clean up line items for their critical areas to the Recurring work Elins. The Contractors will bid those cleanups just as they will

the Maintenance line items. For Little Creek and Fort story: Some of our fence areas are clear and the Contractor will be expected to maintain those areas clear and to full ATFP standards. Some of our fence areas have a minimum of vegetation on them now from recent one time clearance. The Contractor will be expected to use a reasonable level of effort to bring those areas into full ATFP compliance over the course of the first year of the contract. Some of our fence lines vary from moderate to heavy vegetation on the fences and even some small trees in the 20 or 30 foot zones. The Contractor shall maintain these areas as is assuring that vegetation does not get worse. During the TERM of the contract the Activities will issue Non recurring work to clean up fence lines as funds become available. The Contractor will then be expected to maintain those cleaned areas to full ATFP requirements.

6. Is the fence line maintenance included in the current base contract ?

Government Response: No

7. Are the fence lines on all installations currently in compliance with the ATFP standards (including the 30 and 20 feet clear zones inside and outside the fences)?

Government Response: See Response to question 5.

8. If not in compliance, how long will the contractor have to bring all perimeter fence lines into full ATFP compliance?

Government Response: See Amendment 0003, Annex 15, Section 3.2

9. How many miles of fence line are there at each installation?

Government Response: Yorktown 17 miles, Cheatham 6 miles, Little Creek 11 miles, Fort Story 4 miles. See Amendment 0003, Section J, J-1503050-05 - Maps

10. Are there any special requirements, regulations, or inter government agency agreements (ie environmental, archaeological, historical preservation) currently in place that would impact contractor fence line maintenance activities?

Government Response: Yes, See Amendment 0003, Section J, 1503050-07 – Guiding Regulations

11. Will any one time efforts to obtain compliance be negotiated over and above the base contract prices submitted in this proposal ?

Government Response: Amendment 0003 includes FFP (Recurring Work) clean up ELINs to be priced for Yorktown and Chatham, and IDIQ (Non- Recurring Work) ELINs in the form of task orders.

12. Under Section B.15 it states "in accordance with the "Term of Contract" clause in Section F" We find no such clause in Section F. Can this clause be provided to bidders ?

Government Response: Amendment 0003

13. Under Section C Annex 2.12.3.1 (page 34 of 112) Optional COLS CLINs for Region Funded Facility Services, it states that " Changes to specified COLS will be made in accordance with Section H, TERMS FOR THE USE OF OPTIONAL COLS CLINs"

Government Response: See Amendment 0003 Annex 2

14. Under Section C Annex 3.2 Semi- Improved Grounds the Related Information column references that vegetation height in ammunition storage areas must comply with NAVSEA OP 5 requirements and that airfields must comply with BASH standards. What height requirements will apply to the general field and warehouse area of Yorktown NWS and Cheatham Annex that are not ammunition storage areas. ?

Government Response: See Coles Definition in Section J.

They drive grass height requirements. Can the Government provide more specific information to bidders on the requirements of NAVSEA OP 5 regulations?

Government Response: See Amendment 0003, Section J, 1503050-07.

15. Under Section C Annex 3.3 Unimproved Grounds the Related Information column references Anti-Terrorism Force Protection (ATFP) regulation as governing Taken in combination with the language in Section J-1503050 and Section J-15030050, it seems that the areas around perimeter fences are properly classified as Unimproved Grounds and should be broken out as such in the Solicitation. Can the Government provide more specific information to bidders on the requirements of ATFP regulations for grounds maintenance of perimeter fence lines ?

Government Response: See Amendment 0003, Section J, 1503050-07.

16. Under Attachment J-1503050-3 COL DEFINITIONS, the COL 4 Baseline requires that areas within 36" of all playgrounds, athletic fields, jogging tracks and sidewalks be maintained at grass heights specified while all other grass is allowed to grow to 12'. Can the Government provide maps showing the sidewalks, jogging tracks, athletic fields and playgrounds that will be maintained to these standards on each installation to assist in proper pricing ?

Government Response: GIS maps provided show aerial views of entire area under contract. It is the contractors responsibility to determine the scope of work based on maps, specifications/COL levels.

17. Tree control along roadways.. Does this requirement include dirt and gravel "patrol roads" that are scattered throughout all 4 installations?

Government Response: Yes

How many total miles of roadways are included in the solicitation ?

Government Response: The contractor can use the total miles of fence line to get an estimate of the rock "patrol roads". The measurement tool in .pdf will allow the contractor to determine the miles of any other roads.

Can the contractor be provided a map highlighting these roadways?

Government Response: Those maps are provided in Section J

Is the tree control along these roadways currently in compliance with the new contract requirements ?

Government Response: The full level of compliance has not been determined.

18. Bed and shrub maintenance. What are the estimated square feet of plant beds and quantity of shrubs that exist on each installation?

Government Response: The contractor is responsible for determining scope based on site visits, Maps and acre of grounds to be maintained.

Have these been maintained during the last year?

Government Response: No

19. IDIQ line item quantities. Several IDIQ ELINs have quantities that seem inappropriately high (example Seeding with Bermuda). Are the IDIQ line item quantities based on historical usage or realistic future expected requirements? Inclusion of excessive requirement in certain line items could result in skewed proposal prices among contractors.

Government Response: IDIQ Line Items are based on activity anticipated need but execution is based on yearly availability of funds and operational needs.

SECTION F - DELIVERIES OR PERFORMANCE

The following have been modified:

F.2 PERFORMANCE PERIOD OF CONTRACT

The contract term shall be for a period of **12 months** commencing within **30 days** after notice of award/date of award. The Government has the option to extend the term of the contract in accordance with "OPTION TO EXTEND THE TERM OF THE CONTRACT - SERVICES" (FAC 5252.217-9301) (JUN 1994) clause, Section I. The total term of the contract shall not exceed 60 months. In the option periods the Government will adjust the prices, as required, based on new Department of Labor Wage Rate Determinations.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

TABLE OF CONTENTS

SECTION J DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS TABLE OF CONTENTS	
Attachments Provided in Separate Files	
<u>ATTACHMENT NUMBER</u>	<u>ATTACHMENT TITLE</u>
J-0200000-01	DEFINITIONS AND ACRONYMS
J-0200000-02	WAGE DETERMINATIONS
J-0200000-03	DIRECTIVES, INSTRUCTIONS, AND REFERENCES
J-0200000-04	EXHIBIT LINE ITEM NUMBERS (ELINS)
J-0200000-05	PAST PERFORMANCE/CORPORATE EXPERIENCE QUESTIONNAIRE FORM

<u>ATTACHMENT NUMBER</u>	<u>ATTACHMENT TITLE</u>
J-1503050	Functional Assessment Plan (FAP)
J-1503050-01	Definitions and Acronyms
J-1503050-02	References and Technical Documents
J-1503050-03	Common Output Level Standards Semi Improved Areas, Unimproved Areas, and Storm Drainage Systems
J-1503050-04	Reserved
J-1503050-05	Site Maps
J-1503050-06	Vegetation Management Requirements
J-1503050-07	Guiding Regulations

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

5252.237-9302 SITE VISIT (JUL 1995)

The site will be available for visitation on:

Naval Station Yorktown

Tuesday, 16 February 2016 at 10:00 A.M., Pass and Identification Office at Gate 3, directions (map) to the pass office are enclosed. **A NAVFAC liaison will be at the Pass and Identification Office to assist as needed.**

Site Visit Registration Requirements: The Government Representative for the site visit will be Mr. James Bomboy. You must send the completed base access spreadsheet by email to Mrs. LeeArjetta W. Hamilton at leearjetta.hamilton@navy.mil by Monday, 08 February 2016 at 12:00 P.M.. Attendees must be US Citizens and must present a valid photo ID. You must also have a valid driver's license, registration and proof of insurance in order to gain access to the base.

Joint Expedition Base Little Creek – Fort Story

Wednesday, 17 February 2016 at 9:00 A.M., Pass and Identification Office at Gate 3 off of Shore Drive. Turn right as soon as you turn into Gate 3. The small building/parking lot to the right is the Pass and Identification Office. A NAVFAC liaison will be at the Pass and Identification Office to assist as needed.

Site Visit Registration Requirements: The Government Representative for the site visit will be Mr. James Bomboy. You must send the completed base access spreadsheet by email to Mrs. LeeArjetta W. Hamilton at leearjetta.hamilton@navy.mil by Monday, 08 February 2016 at 12:00 P.M.. Attendees must be US Citizens and must present a valid photo ID. You must also have a valid driver's license, registration and proof of insurance in order to gain access to the base.

NOTE: As of 24 December 2013, DOD now requires all individuals not associated with the military WILL provide two (2) forms of valid state or federal government issued identifications. For a list of acceptable forms please refer to the Form I-9 (<http://www.uscis.gov/i-9>), page 9.

(End of Summary of Changes)