

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 49
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE 04-Nov-2016	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY COMMANDER NAVFAC ATLANTIC 6506 HAMPTON BLVD NORFOLK VA 23508-1278	CODE N62470	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. N62470-15-R-4007	
		X	9B. DATED (SEE ITEM 11) 19-Sep-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 type="checkbox"/> is extended, <input checked="" 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 _____ 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.) BASE OPERATIONS SUPPORT (BOS) CONTRACT AT, CAMP LEMONNIER, DJIBOUTI, AFRICA This amendment is issued to update various sections of the Solicitation as noted on the Continuation Page. (SEE CONTINUATION PAGE) CS: Jennifer Jordan Jennifer.s.jordan@navy.mil 757-322-4649				
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	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		04-Nov-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:

AMENDMENT 0005

This amendment is issued to direct offerors to destroy all copies of Section J attachment J-0200000-11 Current and Historical HCN Labor Allocation Rates in its entirety and replace that attachment with NEW Section J attachment J-0200000-11 Rev. 1 Current and Historical HCN Labor Allocation Rates included with this amendment. This amendment also adds a requirement in Section L for offerors to certify that they destroyed all copies of attachment J-0200000-11 Current and Historical HCN Labor Allocation Rates when submitting a proposal.

This amendment is also issued to revise Section C, technical specification 0200000 C, specifically Spec Item 2.7.1; revise Section J, deleting original attachment J-0200000-11 Current and Historical HCN Labor Allocation Rates in its entirety and replacing it with NEW attachment J-0200000-11 Rev.1 Current and Historical HCN Labor Allocation Rates; adding new Attachment J-0200000-11A Collective Bargaining Agreement; revising Section J Table of Contents to reflect changes in Attachments; and, revising Section L, Paragraph L.3 of the solicitation. Revisions to Sections C, J, and L are indicated through use of **red font**.

The listed Section annexes files are added and incorporated in this Amendment.

UPDATED AND REVISED SECTION C

0200000 C Management and Administration A5

Revising Section J Table of Contents to reflect changes in Attachments A5

UPDATED AND REVISED SECTION L

REVISED Section L, L.3 PRICE AND NON-PRICE PROPOSAL CONTENTS Paragraph L.3

UPDATED AND REVISED J ATTACHMENTS POSTED ON NECO:

NEW J-0200000-11 Current and Historical HCN Labor Allocation Rates rev1 A5

J-0200000-11A Collective Bargaining Agreement Feb 2016 A5

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

ANNEX 0200000

0200000 – Management and Administration Amendment 0005	
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

0200000 – Management and Administration Amendment 0005	
Table of Contents	
Spec Item	Title
2.2.1.1	Observed Federal Holidays
2.2.1.2	Djiboutian Holidays
2.2.1.3	Kenyan Holidays
2.2.1.4	Restriction to Contractor Working Hours
2.2.2	Requirements Hierarchy
2.3	General Administrative Requirements
2.3.1	Required Conferences and Meetings
2.3.1.1	Performance Evaluation Meetings
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment
2.3.3	Partnering
2.3.3.1	Formal Partnering
2.3.3.2	Contract Partnering Administration
2.3.3.3	Contract Partnering Session Attendees
2.3.4	Permits and Licenses
2.3.5	Insurance
2.3.5.1	Certificate of Insurance
2.3.5.2	Minimum Insurance Amounts
2.3.6	Protection of Government Property
2.3.7	Directives, Instructions, and References
2.3.8	Invoicing Procedures
2.3.9	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)
2.4.5.1	Government-furnished Email and Internet Services
2.4.5.2	Government-Furnished Medical and Dental Services
2.4.5.3	Government-Furnished Navy Exchange Privileges and MWR Recreation Services
2.4.6	Government-Furnished Fuel
2.4.7	Camp Simba (Manda Bay) Berthing
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	Service Interruptions
2.6.6	NAVFAC MAXIMO
2.6.6.1	MAXIMO Data
2.6.6.2	MAXIMO Method of Data Entry
2.6.6.3	MAXIMO Access
2.6.6.4	MAXIMO Training
2.6.7	Quality Management System (QMS)
2.6.7.1	Quality Management (QM) Plan
2.6.7.2	Quality Inspection and Surveillance
2.6.7.3	Quality Inspection and Surveillance Report
2.6.8	Property Management Plan

0200000 – Management and Administration Amendment 0005	
Table of Contents	
Spec Item	Title
2.6.9	System and Equipment Replacement
2.7	Personnel Requirements
2.7.1	Hiring of HCNs
2.7.2	Key Personnel
2.7.2.1	Project Manager (PM)
2.7.2.2	Quality Manager
2.7.2.3	Site Safety and Health Officer (SSHO)
2.7.2.4	Environmental/Energy Manager
2.7.2.5	24/7 Available Personnel
2.7.3	Employee Requirements
2.7.3.1	Employee Certification and Training
2.7.3.2	Employee Appearance
2.7.3.3	Employee Conduct
2.7.3.4	Identification as Contractor Employee
2.7.3.5	Removal of Employees
2.7.3.6	Employee Screening
2.7.4	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)
2.7.5	Synchronized Pre-Deployment and Operational Tracker (SPOT)
2.8	Security Requirements
2.8.1	OPSEC and INFOSEC Training
2.8.2	Employee Listing
2.8.3	Vehicles
2.8.4	Passes and Badges
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances
2.8.8	Access to Sensitive Unclassified Information
2.8.9	Employee Status
2.9	Contractor Safety Program
2.9.1	Accident Prevention Plan (APP)
2.9.2	Activity Hazard Analysis (AHA)
2.9.3	Safety and Occupational Health (SOH) Risks 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	Confined Space Program
2.9.3.4	Critical Lift Plan
2.9.3.5	Fall Prevention and Protection Plan
2.9.4	Crane Operations
2.9.4.1	Crane Inspections
2.9.4.2	Rigging Gear
2.9.4.3	Crane Operators
2.9.5	Accident and Damage Reporting
2.9.5.1	Accident Reporting and Notification Criteria
2.9.6	Fire Protection
2.9.7	Monthly On-Site Labor Report
2.9.8	Safety Inspections and Monitoring
2.9.9	Safety Certification
2.9.10	Safety Apparel on Jobsites

0200000 – Management and Administration Amendment 0005	
Table of Contents	
Spec Item	Title
2.9.11	Emergency Medical Treatment
2.10	Environmental Management and Sustainability
2.10.1	Energy Management Program
2.10.1.1	Water Conservation Plan
2.10.1.2	Energy Efficient Products
2.10.2	Environmental Protection
2.10.2.1	ODS Requirements for Refrigerant Recycling
2.10.2.2	Non-Hazardous Waste Disposal
2.10.2.3	Hazardous Waste Disposal
2.10.2.4	Spill Prevention, Containment, and Clean-up
2.10.2.5	Hazardous Material Management
2.10.2.6	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.2.7	Noise Control
2.10.2.8	Salvage
2.10.2.9	Asbestos Containing Material (ACM)
2.10.3	Sustainable Procurement and Practices
2.10.3.1	Environmentally Preferable Products
2.10.3.2	Use of Recovered Materials
2.10.3.3	Use of Bio-based Products
2.11	Disaster Preparedness
2.12	Other General Administrative and Logistics Requirements
2.12.1	Food Facilities
2.12.2	Food Charges
2.12.3	Laundry
2.12.4	Off CLDJ Local Area Travel
2.12.5	Contractor Security
2.12.6	Contingency Plan
2.12.7	Liberty, Force Protection and Security Requirements
2.13	Technical Library
2.14	Warranty Management
2.15	Recurring Work Procedures
2.15.1	Service Orders
2.15.2	Notification to the Government for Work Above the Recurring Work Limitations
2.15.3	Recurring Work Exhibit Line Item Numbers (ELINs)
2.16	Non-recurring Work
2.16.1	Unit Priced Task (UPT) Work (Non-Negotiated)
2.16.1.1	Acceptance and Performance
2.16.1.2	Invoicing and Receiving Payment
2.16.2	Unit Priced Labor (UPL) Work (Negotiated)
2.16.2.1	Non-recurring Preparation of Proposals
2.16.2.1.1	Labor Requirements
2.16.2.1.2	Material and Equipment Requirements
2.16.2.2	Issuance of Final Task Order
2.16.3	Non-recurring ELINS
2.17	Demobilization
2.17.1	Demobilization Plan
2.18	Inventory Data Quantity Variation

0200000 - Management and Administration		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	<p>The Government's regular working hours at Camp Lemmonnier and Chebelley Air Field are from 0800-1700 Monday through Friday and from 1200 to 1700 on Saturday, except observed Federal holidays.</p> <p>The Government's regular working hours at Camp Simba, Manda Bay, are from 0800-1700 Monday through Friday and from 0800 to 1200 on Saturday.</p> <p>Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior KO approval.</p>
2.2.1.1	Observed Federal Holidays	<p>The Government observes the following holidays: New Year's Day, Thanksgiving Day, and Christmas Day, and observes the remaining seven Federal holidays; Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, and Veterans' Day as permitted by operational schedules and Task Force Commander/CLDJ directives.</p> <p>The Government recognizes the above holidays but does not observe them at Camp Simba, Manda Bay.</p>
2.2.1.2	Djiboutian Holidays	New Year's Day, Labor Day, Lailat al Miraj (Night of Ascension), Djiboutian Independence Day, Eid al-Fitr (End of Ramadan), Eid al-Adha (Feast of Sacrifice), El am Hejir (Islamic New Year), Milad un Nabi (Birth of the Prophet Muhammad), Christmas Day.
2.2.1.3	Kenyan Holidays	New Year's Day, good Friday, Easter Monday, Labor Day, Madaraka Day, Eid Al Fitr, Geast of the Sacrifice, Mashujaa Day, Jamhuri Day, Christmas Day, Boxing Day
2.2.1.4	Restriction to Contractor Working Hours	Except as otherwise specified, all work shall be performed during Government regular 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	Requirements Hierarchy	<p>Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1, and so on.</p> <p>Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.</p>
2.3	General Administrative Requirements	

0200000 - Management and Administration		
Spec Item	Title	Description
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings.
2.3.1.1	Performance Evaluation Meetings	The Contractor shall meet with the Government's representative at least weekly throughout the life of the contract. A mutual effort will be made to resolve all problems identified at the lowest level. A monthly performance review meeting will be held and attended by both Government and Contractor representatives. The Contractor shall record in writing minutes of, and reference documents used at, these meetings which shall be mutually reviewed and accepted by the Government and Contractor during the following meeting. Should the Contractor not concur with the monthly performance evaluation, the Contractor shall notify the KO in writing of any areas of disagreement within five working days of the review.
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend Government provided training, as applicable, for maintenance and operation of new and replacement systems and equipment at no additional cost to the Government.
2.3.3	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 EURAFSWA, 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.
2.3.3.1	Formal Partnering	The initial session should be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award. The initial Partnering Meeting will be at least one day in duration and held at a neutral location off the installation that is acceptable to the Contractor and to the Government. Follow-on sessions should be scheduled every three to six months and typically last a full day. The frequency, duration, and locations of follow-on sessions should be agreed to by both parties during the initial Partnering Meeting. The Contractor shall pay all costs associated with the partnering effort including facilitator, meeting room, and other incidental items. Before the partnering session, the Contractor shall coordinate with the facilitator the requirements for incidental items (audio-visual equipment, computer(s), two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session. The Contractor will provide copies of any documents used for the Partnering Meeting for distribution to all attendees. The facilitator must be acceptable to both the Contractor and the Government. The participants shall pay their own costs for meals,

0200000 - Management and Administration		
Spec Item	Title	Description
		lodging, and transportation associated with partnering.
2.3.3.2	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. Commence discussions with the Contractor to select a facilitator and location that are acceptable to both partners. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member.</p> <p>The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.</p>
2.3.3.3	Contract Partnering Session Attendees	<p>The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel.</p> <p>President/Vice President</p> <ul style="list-style-type: none"> * Contract/Project Manager * Supervisor/Superintendent * Quality Assurance Manager * Site Safety and Health Officer * Business/Operations Manager
2.3.4	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, CLDJ, and Host Nation and regulations. The Contractor shall submit copies of Permits and Licenses per Section F.
2.3.5	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.
2.3.5.1	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.
2.3.5.2	Minimum Insurance Amounts	<p>The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage:</p> <ol style="list-style-type: none"> 1. Comprehensive General Liability: \$500,000 per occurrence 2. Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage 3. Workmen's Compensation: As required by Federal and state worker's compensation and occupational disease statutes 4. Employer's Liability coverage: \$100,000, except in states where

0200000 - Management and Administration		
Spec Item	Title	Description
		worker's compensation may not be written by private carriers 5. Other as required
2.3.6	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. This includes restoration of damage to facilities and equipment that are the direct result of the Contractor's failure to perform the performance objectives as specified in this contract.
2.3.7	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-0200000-02. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.8	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to Invoice Form in J-0200000-03 for sample.
2.3.9	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included among the Forms in J-0200000-04.
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, equipment and services for use in connection with this contract as stated below. A list of Government Furnished Property, Materials, and Services is provided in J-0200000-05. The Contractor and the Contracting Officer shall conduct a joint inventory before commencing work under this contract to determine the exact numbers and serviceability of Government furnished property. The Contractor shall then certify the findings of this inventory, assume accounting responsibility, and subsequently report inventory discrepancies to the Contracting Officer. Government furnished equipment shall not be removed from the installation unless approved by the Contracting Officer in writing.
2.4.1	Government-Furnished Facilities (GFF)	The Government will make available land within the Camp Lemonnier installation for the Contractor to use for a Contractor camp compound. The current facilities located on the current Contractor camp compound are owned by the incumbent Contractor, and under the stipulations of the current contract the incumbent Contractor must demobilize the facilities from the installation or negotiate a transfer to the follow-on Contractor upon the termination of the contract. The existing Contractor camp compound consists of a berthing area of approximately 6 acres containing and an operations area of approximately 9.5 acres. The berthing area consists of the following facilities: ... 117 Dry Container Living Units (CLU) - 3 person ... 124 Wet CLU's - 2 person ... 9 Ablution Units

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>... 8 Multi-purpose Units</p> <p>The operations areas consists of the following facilities:</p> <p>... Management Offices (7,208 SF)</p> <p>... Shop Offices (8,050 SF)</p> <p>... Trades Facility (3,866 SF)</p> <p>... Technical Library (933SF)</p> <p>... Supply Building (15,373 SF)</p> <p>... Materials Warehouse (6,981 SF)</p>
2.4.2	Government-Furnished Utilities	<p>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. The Contractor shall provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. The Contractor shall meet all Federal, 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.</p> <p>The Government will provide electrical, potable water, and wastewater utilities to the Contractor camp compound located in the designated area on Camp Lemonnier.</p>
2.4.3	Government-Furnished Materials (GFM)	There will be no Government Furnished Material.
2.4.4	Government-Furnished Equipment (GFE)	<p>The Government will provide the Contractor the use of GFE listed in J-0200000-05. The listing of GFE shall not be construed as being sufficient or adequate to meet the requirements of this contract. Upon completion or termination of the contract, all GFE shall be returned to the Government in the same condition as received, except for normal wear and tear.</p> <p>All GFE shall be managed in accordance with the guidelines set forth in the Government-Furnished Property clauses of this contract and maintained in accordance with the appropriate technical specifications of this contract. The Contractor shall ensure GFE inventory is updated monthly in MAXIMO no later than ten working days following the end of the month. The listing shall include as minimum:</p> <ol style="list-style-type: none"> 1. GFE type 2. Property number 3. Property nomenclature, serial number, and model number 4. Quantity and unit price 5. Purchase order number and date
2.4.5	Government-Furnished Services (GFS)	The Government will provide services as described below.
2.4.5.1	Government- Furnished Email and Internet Services	The Government will provide email and internet services for the Contractor's use in the performance of this contract only. A separate ISP will provide personal email services for all CLDJ berthing facilities.
2.4.5.2	Government- Furnished Medical Services	The Government will provide emergency medical services only as required.

0200000 - Management and Administration		
Spec Item	Title	Description
		The Contractor shall screen prospective employees with the objective to exclude those with admitted chronic disorders from traveling to Djibouti. The Contractor should advise prospective employees of the limited medical services available at CLDJ and explain the Contractor's policy concerning the extent of liability and coverage for required treatment. Every reasonable attempt shall be made to prevent personnel with chronic disorders, which may require treatment, such as pregnancy, cardiovascular problems, diabetes, tuberculosis, mental health problems, alcoholism, and other medical disorders that would prevent the individual working effectively in the environment at CLDJ. The CLDJ CO will have the discretion to direct the return of any Contractor personnel who require repeated medical treatments. The Contractor shall provide first aid for minor and emergency treatment at worksites and berthing areas.
2.4.5.3	Government- Furnished Navy Exchange Privileges and MWR Recreation Services	The Government will make available Navy Exchange privileges and MWR recreation facilities to authorized Contractor personnel in accordance with CLDJ regulations. These privileges may be revoked individually or as a group.
2.4.6	Government Furnished Fuel	The Government will provide all fuel required for contract operations.
2.4.7	Camp Simba (Manda Bay) Berthing	Berthing facilities will be provided by the Government for Contractor employees (FN and US Citizens) at Camp Simba (Manda Bay). Due to the nature of the operation and mission at this location, sub-contracted Host Country Nationals are not eligible for direct hire employment that requires them to live on the site.
2.5	Contractor-Furnished Items	<p>Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, spares, critical spares, 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.</p> <p>The Contractor shall maintain sufficient material and equipment on hand to support all work requirements. Lack of availability of material or equipment will not relieve the Contractor from the requirement to complete all work within the time limits specified.</p>
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 service orders and task orders 24 hours per day, seven days per week. The Contractor shall have the capability to receive simultaneous requests for services via local phone, facsimile, email, or in person from Government designated Facility Management

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Representatives (FMR) for CLDJ facilities and from residents for personal living spaces. Work reception locations and contact information shall be published or otherwise made available to all customers receiving services.</p> <p>Work reception personnel shall be fluent in the English language and trained to extract necessary information from the requester in order to produce an accurate description of the work.</p>
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 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. An electronic status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0900 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	<p>Records and reports are specified in Section C and listed as deliverables in Section F. The Contractor shall submit accurate and complete documents within the required timeframes as specified in Section F.</p> <p>Government acceptance of deliverables will not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.</p> <p>The Contractor shall establish and maintain a secure website for posting an electronic copy of all deliverables listed in Section F. The Contractor shall allow only authorized Government and Contractor personnel to access the website. Government personnel access shall be limited to viewing and downloading of deliverables, but restricted from posting to the website. The Contractor shall notify the Government by email whenever there are new or updated deliverables posted to the website. Each deliverable posting on the website and each email notification shall include the title of the deliverable, the spec item requiring the deliverable, and the date and time the deliverable was posted. All deliverables shall be available to authorized Government personnel 24 hours/day and 365 days/year for the duration of the contract.</p>
2.6.4.1	Contingency Plans	<p>The Contractor shall submit contingency plans for Government approval for each annex per Section F. Each contingency plan shall at a minimum address how the Contractor will maintain services in the event of :</p> <ul style="list-style-type: none"> ... System failures (hardware/software) ... Equipment failures ... Staffing interruptions/shortages ... Installation lockdown (FPCON) ... Social strife

0200000 - Management and Administration		
Spec Item	Title	Description
		<ul style="list-style-type: none"> ... Inventory lead times (spares, critical spares, materials) ... Travel ... Logistics ... Natural disasters ... Sabotage ... Overall risk
2.6.5	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, affected tenants, and customers in accordance with local procedures. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO, affected tenants and customers as soon as practicable.
2.6.6	NAVFAC MAXIMO	<p>MAXIMO is the Computerized Maintenance Management System (CMMS) used by the Government for work order history, asset management, and condition assessment. The Contractor shall provide all required data for NAVFAC MAXIMO as identified below:</p> <p>The Government uses NAVFAC MAXIMO for work order and asset management. The Contractor shall provide all required data for NAVFAC MAXIMO as identified below:</p> <p>Required data fields for Service Provider Information indicated in J-0200000-06, Asset information indicated in J-0200000-07, Asset Specification information indicated in J-0200000-08 and Characteristic Meter information indicated in J-0200000-09 shall be provided for all work performed in 1502000 Facility Investment, 1602000 Electrical, 1604000 Wastewater, 1606000 Water, and 1700000 BSVE. Further instructional information detailing the process for submitting the specified information for NAVFAC MAXIMO Data Reporting is provided in J-1501000-02 and J-1601000-02.</p> <p>The Service Provider, Asset, Characteristic Meter Reading and AssetSpec Interfaces are used for multiple processes (for loading data into MAXIMO) by the Government and the format may be updated annually. Service Provider interface provides work order information, the Asset interface provides common asset information, AssetSpec interface provides asset specific information and the Characteristic Meter Reading interface provides asset condition information.</p> <p>As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor also shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days notice of modifications to the Service Provider, Asset, Characteristic Meter Reading or Assetspec Interfaces file format.</p> <p>The Contractor shall manually enter required work order, asset, condition meter and specification data directly into NAVFAC MAXIMO. The Contractor shall ensure all information is updated by the end of each workday for all work performed.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		Note: The Government's MAXIMO is not available for the Contractor's use as a work management system.
2.6.6.1	MAXIMO Data	<p>Required data fields for work orders are indicated in the Service Provider Information provided in J-0200000-06. Asset inventory data requirements are indicated in the Asset Information provided in J-0200000-07, including additional data for Utilities assets listed in Specification Information in J-0200000-08. Required data for documenting condition assessments is indicated in the Characteristic Meter Reading Information provided in J-0200000-09.</p> <p>Specified data shall be provided for all work performed in 1501000 Facility Management, 1502000 Facility Investment, 1601000 Utilities Management, 1602000 Electrical, 1604000 Wastewater, 1606000 Water, and 1700000 BSVE. Further instructional information detailing the process for submitting the specified information for NAVFAC MAXIMO Data Reporting is provided in J-1501000-02 and J-1601000-02.</p> <p>The Service Provider, Asset, Specification, and Characteristic Meter Reading Interfaces are used in multiple processes for loading data into MAXIMO by the Government and the format may be updated periodically.</p> <p>As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor also shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days notice of modifications to the Service Provider, Asset, Specification, or Characteristic Meter Reading Interfaces file format.</p>
2.6.6.2	MAXIMO Method of Data Entry	<p>The Contractor shall provide data for NAVFAC MAXIMO using the methods detailed below:</p> <p>DIRECT ENTRY: The Contractor shall manually enter required work order and condition assessment data directly into NAVFAC MAXIMO. The Contractor shall ensure all information is updated by the end of each workday for all work performed.</p> <p>If the Contractor does not have access to NAVFAC MAXIMO at contract start, work order and condition assessment data shall be submitted in a pipe delimited flat-file following the NAVFAC MAXIMO Data Reporting process per Section F. Any failures in processing of the flat-file shall be corrected and resubmitted by the Contractor. In order to demonstrate the ability to properly format the flat-file, the Contractor shall provide a Sample Pipe Delimited Flat-file prior to contract performance per Section F. Flat file submission of work order and condition assessment data will be allowed for a period not to exceed six months unless an extension is approved in writing by the KO.</p>
2.6.6.3	MAXIMO Access	<p>The process for obtaining access and establishing MAXIMO accounts are detailed in the NAVFAC MAXIMO System Access Procedures provided in J-0200000-10.</p> <p>Once accounts have been established, MAXIMO can be accessed at</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>https://maximo.navfac.navy.mil.</p> <p>The Contractor shall provide all necessary computer equipment and Internet Service Provider (ISP) accounts to access MAXIMO for Direct Entry of required data.</p> <p>A maximum of five MAXIMO accounts will be approved for the Contractor. Changes of personnel requiring MAXIMO accounts more than once per year may result in required compensation to the Government for the administrative costs in processing account requests.</p> <p>The Contractor shall provide a list of personnel requiring MAXIMO accounts per Section F.</p>
2.6.6.4	MAXIMO Training	<p>The Government will provide or make available initial training on NAVFAC MAXIMO to Contractor personnel responsible for direct entry of work order, asset, specification, and condition assessment data. Additional training will be provided by the Government when there are significant changes to the NAVFAC MAXIMO software or data entry requirements. Training due to changeover of personnel will be the responsibility for the Contractor. The Contractor will be provided a general user guide, local instructions, and other materials by the Government as reference material for the use of NAVFAC MAXIMO.</p>
2.6.6.1	System Access	<p>MAXIMO System Access Procedures are provided in J 0200000 10.</p> <p>The Contractor shall submit a complete list of personnel requiring access to the MAXIMO system per Section F. The Contractor shall provide information on each employee as required by Government information technology personnel.</p> <p>The Contractor shall be responsible for all costs associated with obtaining and maintaining a CAC or alternate token card.</p> <p>Each person requesting an account will need a PKI cert in order to access the website. IA training is required to access government sites.</p>
2.6.6.2	System Training	<p>The Government will provide one, three day training session on the systems identified above. In addition, the Government will provide technical assistance to the Contractor's functional systems manager for five working days prior to full performance start date.</p> <p>Periodically, the Government will provide no cost training on new systems and system enhancements to a limited number of Contractor personnel who are expected to provide training to remaining Contractor personnel. The Contractor shall send employees to Government directed training on forthcoming systems either on site or at a location specified by the Government. All costs of attendance at either on site or off site training, including, but not limited to, wages, travel, and per diem shall be borne by the Contractor. Historically, there has been a requirement for approximately five man days of such off site training per year.</p>
2.6.7	Quality Management System (QMS)	<p>The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address:</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>... Accurate documentation of work processes, procedures, and output measures.</p> <p>... A systematic procedure for assessing compliance with performance objectives and standards.</p> <p>... Accurate documentation of quality inspections and surveillance conducted throughout the execution of work.</p> <p>... Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.</p>
2.6.7.1	Quality Management (QM) Plan	<p>The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, submit to the KO a revised QM Plan for acceptance.</p> <p>The Contractor's QM Plan shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> • Policy and objectives of Quality Management System (QMS) • Quality organization <ul style="list-style-type: none"> ○ List of personnel ○ 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 <ul style="list-style-type: none"> ○ Scheduling and performance of inspection and surveillance ○ Measurement, data collection and analysis ○ Corrective action, preventive action, and continuous improvement ○ Oversight of subcontracted work • Documentation and records management • Communication with government (customers)
2.6.7.2	Quality Inspection and Surveillance	<p>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.</p>
2.6.7.3	Quality Inspection and Surveillance Report	<p>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.</p>
2.6.8	Property Management Plan	<p>The Contractor shall establish and maintain a plan that meets the contract clause requirements of Specification Item 2.4, Government-Furnished Property, Materials and Services, of this Annex. This plan shall identify</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		the Contractor's policies, procedures, and practices in receiving and performing physical inventories, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession. The Property Management Plan shall be submitted per Section F.
2.6.9	System and Equipment Replacement	The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same model/style or equivalent as the component being replaced. Substitutes for replacement components must be accepted by the KO prior to use. The KO will furnish available information for the existing systems and equipment.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Hiring of HCNs	<p>The Contractor shall comply with the applicable Djiboutian labor laws, applicable Collective Bargaining Agreement, and the USAFRICOM Statement of Requirement to employ a minimum of 1037 Djiboutian nationals under this contract. NEW Attachment J-0200000-11 Rev 1 provides historical information on rates required to be paid for these personnel under this prior contract. NEW Attachment J-0200000-11 as provided by the incumbent contractor. The rates starting on Page 28 of NEW Attachment J-0200000-11 are the most current. Attachment J-0200000-11A is a copy of the current Collective Bargaining Agreement dated February 2016. This information is provided for reference and informational purposes only. The Contractor will be required to utilize a Djiboutian Government approved labor broker to negotiate actual rates applicable under the contract. The Contractor is encouraged to provide job training programs geared to expanding the expertise of the HCN workforce and providing upward mobility job opportunities with a goal of integrating them into mid-level or higher positions currently held by TCNs.</p> <p>The Contractor shall comply with the USAFRICOM Statement of Requirement to employ a minimum of 1037 Djiboutian nationals under this contract. Attachment J-0200000-11 provides historical information on rates required to be paid for these personnel under this prior contract. The rates starting on Page 21 of Attachment J-0200000-11 are the most current. This information is provided for reference and informational purposes only. The Contractor will be required to utilize a Djiboutian Government approved labor broker to negotiate actual rates applicable under the contract. The Contractor is encouraged to provide job training programs geared to expanding the expertise of the HCN workforce and providing upward mobility job opportunities with a goal of integrating them into mid-level or higher positions currently held by TCNs.</p>
2.7.2	Key Personnel	<p>The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO necessary to certify their qualifications.</p> <p>The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, Quality</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Manager, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.</p> <p>Key personnel shall speak, read, and comprehend English to the extent that they can read and understand printed regulations, detailed written orders, operating procedures, training instructions, and materials and carry on work related conversations.</p>
2.7.2.1	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 30 minutes after the Government's regular working hours.</p> <p>The PM shall have at least five years of experience in managing a workforce providing services on contracts of similar size, scope and complexity.</p> <p>The PM and designated alternate must possess a Secret clearance.</p>
2.7.2.2	Quality Manager	<p>The Contractor shall provide a Quality Manager or designated alternate shall be on-site within during the Government's regular working hours and shall be available on-site within two hours after after the Government's regular working hours. The Quality Manager must report directly to a senior corporate official and shall not report directly to the Project Manager.</p> <p>The Quality Manager shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract:</p> <p>The Quality Manager shall have at least five years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager shall not be the same person as the SSHO.</p>
2.7.2.3	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>

0200000 - Management and Administration		
Spec Item	Title	Description
		<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 completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three years experience if he possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four years. The SSHO shall not be the same person as the project manager.</p>
2.7.2.4	Environmental/Energy Manager	<p>The Contractor shall provide an Environmental/Energy Manager whose primary duty and responsibility is to ensure Contractor operations adhere to the goals and policies of the Environmental Management System, the Installation Energy Plan, and other specified Sustainability requirements affecting this contract. The Environmental/Energy Manager shall develop, implement and monitor environmental strategies, policies and programs that promote sustainable development and examine the contract activities to establish where improvements can be made and ensure compliance with environmental legislation and energy policy.</p> <p>The Environmental/Energy Manager shall have a minimum two years experience with environmental procedures similar to those of this contract; familiarity with Environmental Management Systems (EMSs); and knowledge of environmental regulations and federal energy laws and policy (including energy and water reduction requirements and renewable energy requirements) that are applicable to operations similar to those of this contract.</p>
2.7.2.5	24/7 Availability Personnel	Particular annexes may specify personnel requirements that involve 24/7 availability. The Contractor shall ensure that personnel assigned to these positions are available at all times while on the installation and have designated alternates with proper training and certifications available within specified response times when they are off-site.
2.7.3	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.
2.7.3.1	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.
2.7.3.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the

0200000 - Management and Administration		
Spec Item	Title	Description
		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.
2.7.3.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.3.4	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.
2.7.3.5	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.
2.7.3.6	Employee Screening	All U.S. and TCN employees shall hold a current passport and host country Visa, as required.
2.7.4	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>
2.7.5	Synchronized Pre-Deployment and Operational Tracker (SPOT)	The Contractor shall comply with the latest SPOT business rules for Contractor personnel performing in the USAFRICOM Area of Responsibility for all deployed personnel and equipment used in the performance of this contract. SPOT business rules can be found at: http://www.acq.osd.mil/log/PS/spot.html .
2.8	Security Requirements	The Contractor shall comply with all CLDJ security 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	OPSEC and INFOSEC Training	Contractor personnel must receive operations security and information security awareness training. The CNIC annual OPSEC refresher training and CNIC annual INFOSEC training will satisfy these requirements and are available through the CNIC Security Office.
2.8.2	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's name, nationality, identification number, occupation, supervisor, status and level of security clearance.
2.8.3	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. Vehicles shall meet all safety standards and shall carry proof of insurance and state registration, if applicable.

0200000 - Management and Administration		
Spec Item	Title	Description
2.8.4	Passes and Badges	All Contractor employees shall obtain the required employee passes. Each employee shall wear the Government issued badge over the outer clothing in clear view. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned the same day as separation.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office 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 Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	<p>The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO will provide information on applicable buildings, spaces and the appropriate point of contact.</p> <p>The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the Government Performance Assessment Representative (PAR) and appropriate point of contract if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., service orders, may require a longer wait for an escort.</p>
2.8.7	Security Clearances	<p>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.</p> <p>Required personnel clearances are addressed in individual annex specifications. For example, specific security clearances required for 0501050 Airfield Facilities Air Operations Manager, CDDAR Manager, and Senior Supervisor are discussed in Spec Item 2.2 of that annex.</p>
2.8.8	Access to Sensitive Unclassified Information	<p>The Contractor personnel whose work involves access to sensitive unclassified information shall undergo a National Agency Check Investigation (NACI) to verify their suitability. If the Contractor personnel currently have a favorably adjudicated NACI the Contractor shall notify the Government Command Security Manager who will validate this in the Joint Personnel Adjudication System (JPAS).</p> <p>The Contractor shall request from the Government for access to the E-QIP Direct program for the Contractor employees to complete the SF-85 form</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>on line for an NACI. The Security Manager will determine suitability. Upon a favorable NACI, the Contractor personnel shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements, applicant fingerprint card (FD87), and an OF-306 Declaration for Federal Employment per Section F. The Contractor shall be responsible for providing the fingerprint card.</p> <p>The request shall be renewed annually or for the duration of the contract if less than one year.</p>
2.8.9	Employee Status	<p>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.</p>
2.9	Contractor Safety Program	<p>The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1 and Public Law 91-596, Occupational Safety and Health Act.</p> <p>Any reference to "USACE" facilities, property, or equipment specified in EM 385-1-1 should be interpreted as Government facilities, property, and equipment.</p>
2.9.1	Accident Prevention Plan (APP)	<p>The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site.</p> <p>The APP shall follow the format and include all elements addressed in Appendix A of EM 385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and compliance plans addressing all applicable Safety and Occupational Health (SOH) risks that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract.</p> <p>The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and applicable compliance plans, programs, and procedures as specified below.</p> <p>The Contractor shall not commence work until the APP has been accepted and no activity shall be started on site until the applicable AHAs and compliance plans have been accepted.</p> <p>Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., non-recurring work task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically:</p> <ul style="list-style-type: none"> ... For contract modifications to recurring work requirements where changes are germane to the original contract, the Contractor shall revise applicable AHAs within 15 calendar days after modification is signed. ... For contracts with non-recurring work ELINs, the Contractor shall submit an AHA on non-recurring work task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work priced services. ... For construction (including renovation or alteration) task orders placed on the non-recurring work portion of contract, the Contractor shall submit a separate AHA for each task order with the associated proposal. <p>The Contractor shall follow the Risk Management Process for the development of Activity Hazard Analysis (AHA) in accordance with paragraph 01.A.14 and Appendix A of EM 385-1-1. A formatted outline of an AHA is provided in Figure 1-2 of EM 385-1-1.</p> <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	Safety and Occupational Health (SOH) Risks and Compliance Plans	<p>Based on a risk assessment of recurring and non-recurring work requirements and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in Appendix A, paragraph 3.i of EM 385-1-1.</p> <p>These plans shall be submitted with the APP and shall be updated as situations change. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract.</p> <p>Additional requirements for specific compliance plans are provided below.</p>
2.9.3.1	Alcohol and Drug Abuse Prevention Plan	<p>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.</p>
2.9.3.2	Chemical Hazard Communication	<p>The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph</p>

0200000 - Management and Administration		
Spec Item	Title	Description
	Program	06.B.01 of EM 385-1-1 and applicable OSHA requirements in 29 Code of Federal Regulations (CFR) 1910.120 and 29 CFR 1926.59.
2.9.3.3	Confined Space Program	The Contractor shall develop an activity/site-specific confined space program to include elements addressed in paragraph 34.A of EM 385-1-1 and comply with relevant requirements in 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100 and any other Federal, state and local regulatory standards.
2.9.3.4	Critical Lift Plan	<p>The Contractor shall develop a critical lift plan to explain how it will conduct lifts for any of the following conditions:</p> <ol style="list-style-type: none"> 1) Lifts over 75 percent of the capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift; 2) Lifts involving more than one crane, hoist, or LHE 3) Lifts of personnel; 4) Lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks 5) Lifts involving hazardous materials (e.g., explosives, highly volatile substances); 6) Lifts where the center of gravity could change; 7) Lifts without the use of outriggers using rubber tire load charts; 8) Lifts using more than one hoist on the same crane, hoist, or LHE; 9) Lifts involving Multiple Lift Rigging (MLR) Assemblies or other non-routine or technically difficult rigging arrangements; 10) Lifts involving submerged loads. Exception: lifts that were engineered to travel in guided slots throughout the lift and have fixed rigging and/or lifting beams, i.e., intake gates, tailgates/logs); 11) Lifts out of the operator's view. (Exception: if hand signals used by a signal person in view of the operator or radio communications are available and in use, load does not exceed two tons AND is determined a routine lift by the lift super.) <p>The critical lift plan shall include elements addressed in paragraph 16.H of EM 385-1-1, paragraph 1.7.2 of NAVFAC P-307, and comply with requirements in ASME B30.22, ASME B30.3; ASME B30.5, and ASME B30.8.</p> <p>The Contractor shall complete and maintain a copy of the Crane Operating Checklist For Critical Lifts, provided within the Forms in J-0200000-04, for each lift.</p>
2.9.3.5	Fall Prevention and Protection Plan	The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.D of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. The fall prevention and protection plan shall include a Rescue and Evacuation Plan in accordance with EM 385-1-1, Section 21.N. A competent person for fall protection shall prepare and sign the plan.
2.9.4	Crane Operations	<p>All operations of Cranes, Multi-Purpose Machines and Material Handling Equipment shall comply with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926.</p> <p>The Contractor shall comply with paragraph 1.7.2 of NAVFAC P-307 and notify the Contracting Officer at least 24 hours prior to bringing any crane</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>(including delivery vehicles with crane boom attachments), multi-purpose machines, material handling equipment, or construction equipment that may be used in a crane-like application to lift suspended loads on board a Navy Installation. Written documentation of the last weight test of the crane and all related weight handling equipment (e.g. attachments, rigging gear, etc.) shall be maintained on site.</p> <p>A joint verification with the Government representative must be performed to ensure that a legible and indelible completed copy of Appendix P, Figure P-1 of NAVFAC P-307 is maintained on the crane, multi-purpose machine, and material handling equipment or construction equipment used in a crane-like application to lift suspended loads. The following certification and testing documentation shall be on site prior to entry and use on any Navy Installation:</p> <ol style="list-style-type: none"> 1) Crane, multi-purpose machine, material handling equipment or construction equipment used in a crane-like application to lift suspended load certification 2) Load testing 3) Yearly, monthly and daily inspection logs 4) Rope/sling certifications 5) Operator certifications/designations 6) Designation of person performing log inspections 7) Cranes that are permanently located on a Navy Installation shall have a quarterly joint verification.
2.9.4.1	Crane Inspections	<p>The Contractor shall ensure all inspections are performed in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 (daily, monthly, quarterly, yearly), and retain the current documentation of inspections. Documents shall be kept on site. Daily pre-use inspections and testing shall be performed on all load hoisting and lowering mechanisms, boom hoisting and lowering mechanisms, swinging mechanisms, travel mechanisms (if to be used that day), and safety devices. Cranes that have to be re-rated shall be in accordance with SAE Recommended Practices, Crane Load Stability Test Code J765 and documentation maintained on site. The Contractor shall have an operational anti-two block device or a two-block damage prevention feature for all points of two blocking and a boom hoist disconnect, shutoff, or hydraulic relief to automatically stop the boom hoist when the boom reaches a predetermined high angle.</p>
2.9.4.2	Rigging Gear	<p>The Contractor shall ensure rigging gear and below the hook lifting devices and personnel comply with the following requirements:</p> <ol style="list-style-type: none"> 1) Personnel performing rigging shall have an understanding of all signs, notices, and operating instructions, and be familiar with the applicable hand signals prescribed by the ASME B30 standard for the type of crane in use. 2) Personnel performing rigging shall be familiar with the rigging requirements in EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926. 3) The Contractor shall inspect rigging gear in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 and paragraph 1.7.2 of NAVFAC P-307. Certification records shall be made available for review upon request.
2.9.4.3	Crane Operators	<p>Crane operators shall meet the personnel qualifications requirements in paragraph 16.B of EM 385-1-1 and paragraph 1.7.2 of NAVFAC P-307.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		For mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 2,000 pounds or greater, designate crane operators as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators).
2.9.5	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. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment (LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures.</p> <p>Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.</p> <p>The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms are provided within the Forms in J-0200000-04.</p> <p>For any weight handling equipment accident (including rigging gear accidents) the Contractor shall conduct an accident investigation to establish the root cause(s) of the accident and comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12. The Contractor shall submit a WHE Accident Report (Crane and Rigging Gear) 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> <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>For a near miss involving crane or rigging operations, the Contractor shall report verbally to the Contracting Officer as soon as management becomes</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		aware but not later than 4 hours of such event and comply with additional requirements and procedures for near-misses in accordance with NAVFAC P-307, Section 12. A near miss occurs when an accident was avoided by mere chance or when intervention prevented an ongoing sequence of events that would have resulted in an accident (e.g. unplanned encroachment, improper crane set-up, improperly rigged load, etc.). The Contractor shall submit a Crane and Rigging Gear Near Miss Report per Section F.
2.9.5.1	Accident Reporting and Notification Criteria	<p>The following criteria and definitions apply to the accident reporting requirements specified above:</p> <p>Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ol style="list-style-type: none"> 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 3) Restricted work; 4) Transfer to another job; 5) Medical treatment beyond first aid; 6) Loss of consciousness; or 7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. <p>High Visibility Accident. Any mishap which may generate publicity or high visibility.</p> <p>Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.</p> <p>WHE Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents, even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.)</p>
2.9.6	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.
2.9.7	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 broken down by each annex and sub-annex for all site workers, both prime and subcontractor.

0200000 - Management and Administration		
Spec Item	Title	Description
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> <p>Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p>
2.9.9	Safety Certification	The Contractor shall submit copies of all the required Federal, state, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.
2.9.10	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting ANSI/ISEA 107-2010 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.
2.9.11	Emergency Medical Treatment	The Contractor shall arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical

0200000 - Management and Administration		
Spec Item	Title	Description
		treatment to Contractor personnel.
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 material, as well as the planning and implementation of military training activities; ... Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; ... Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; ... Enhance our program as we develop and implement an Environmental Management System; and ... Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. <p>The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO when requested. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.</p>
2.10.1	Energy Management Program	The Contractor shall comply with CLDJINST 4100.1, 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.

0200000 - Management and Administration		
Spec Item	Title	Description
		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.
2.10.1.1	Water Conservation Plan	The Contractor shall develop, submit and implement a Water Conservation Plan per Section F.
2.10.1.2	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.
2.10.2	Environmental Protection	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.
2.10.2.1	ODS Requirements for Refrigerant Recycling	<p>The Contractor shall develop a plan to explain how it will manage refrigerants and ozone depleting substances and the maintenance and repair of equipment containing refrigerants and ozone depleting substances in compliance with applicable federal, state, and local environmental regulations. This plan shall address relevant procedures, requirements, and protocols to ensure compliance with the requirements of 40 CFR 82 – Protection of Stratospheric Ozone. See Section F.</p> <p>The Contractor shall employ an electronic data management system to document the status of refrigerants and ozone depleting substances from the cradle-to-the grave and shall generate and maintain all records necessary to document Contractor and facility compliance with federal, state, and local regulations pertaining to refrigerants and ozone depleting substances. Compliance records shall be maintained up to date and made available to the Government per Section F.</p> <p>The Contractor shall periodically provide reports regarding refrigerant and ozone depleting substance management to the Installation Environmental Office for the purpose of regulatory reporting. See Annex 18.</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>Technicians must be certified through an EPA approved program. Copies of the certifications shall be maintained at the employee's place of business and/or carried as a wallet card by the technician.</p> <p>Records are maintained for all refrigerant removal operations performed prior to small appliance or motor vehicle air condition appliance disposal. The recovery date, technician's name and a statement that all refrigerant that had not previously leaked was removed in accordance with 40 CFR 82 shall be included in the disposal records.</p> <p>Records kept for all refrigerant recovery operations/services performed on equipment that normally contains 50 pounds or more refrigerant will include the service date, service description, amount of refrigerant purchased, and amount of refrigerant added.</p> <p>Refrigerant leaks on equipment, which normally contain 50 pounds or more refrigerant, are repaired within 30 days of leak discovery. Leak repairs for equipment normally containing 50 pounds or more refrigerant are documented, including the date of leak discovery and date repaired, technician's name, amount of refrigerant vented, and amount purchased and added. Satisfactory leak repair verification tests are documented within 30 days of repair.</p> <p>Records detailing accidental venting of ODS are maintained; these records shall include as a minimum the date, type, location, amount vented, and reason for venting.</p> <p>Records detailing the type and amount of refrigerant purchases shall be kept.</p> <p>Only excess Class I All ODS is to be returned to DLA and not private contractors (R-11, 12, 113, 114, 500, 502). All reclaimed recovered Class I ozone depleting refrigerants and halons listed above shall be stored in approved containers, made for the intended purpose and transported shipped by the Contractor to the Defense Logistics Agency (DLA) at the following address:</p> <p style="text-align: center;">DLA Distribution Richmond, VA SW0400 ODS Cylinder Operations Open Shed 6 Chippenham Pkwy Entrance, Gate 13* Richmond, VA 23297-5900</p> <p>Once the Contractor has delivered shipped the refrigerant to DLA in Richmond, the Contractor shall provide an Class I ODS Report per Section F.</p> <p>Contractor ODS records shall be available to the KO upon request.</p>
2.10.2.2	Non-Hazardous Waste Disposal	<p>The Contractor shall dispose all wastes in accordance with OEBGD, applicable Federal and local laws regulations, and base-wide instructions, standards, and permit requirements.</p> <p>All non-hazardous, non-regulated debris and rubbish resulting from the</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>work under this contract shall be disposed of at the installation waste handling facility.</p> <p>All regulated, non-hazardous waste shall be disposed of in accordance with OEBGD, applicable Federal and local laws, regulations, and base-wide instructions.</p>
2.10.2.3	Hazardous Waste Disposal	<p>The Contractor shall dispose of all hazardous waste in accordance with the OEBGD, CLDJ Hazardous Waste Management Plan, and applicable Federal and local laws and regulations. No disposal of hazardous waste onboard the installation is allowed.</p> <p>The Contractor shall inform the CLDJ Environmental Officer of any material that may be hazardous and not acceptable for disposal off-site at the municipal landfill.</p>
2.10.2.4	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 and local laws and regulations, and with the Installation Spill Control Plan at no additional cost to the Government.
2.10.2.5	Hazardous Material Management	<p>The Contractor shall support the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP).</p> <p>The Contractor shall receive approval from the KO prior to bringing hazardous material on Government Property or prior to any other use in conjunction with this contract. For approval to use any hazardous material, allow a minimum of 10 working days for processing the request. The Contractor shall post Material Safety Data Sheets (MSDS) at the worksite where the products are being used. Should the Government determine that a chemical the Contractor will use needs to be tracked, the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements.</p> <p>The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA.</p> <p>Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. The Contractor shall notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.</p>
2.10.2.6	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area

0200000 - Management and Administration		
Spec Item	Title	Description
		of the discovery until directed by the KO to resume work.
2.10.2.7	Noise Control	The Contractor shall comply with all applicable Federal and local laws, ordinances, and regulations relative to noise control.
2.10.2.8	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government. The Contractor shall deliver this material and equipment at the Contractor's expense to an area designated by the KO.
2.10.2.9	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written ACM Notification within 24 hours.
2.10.3	Sustainable Procurement and Practices	<p>The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, state and local laws and regulation, including E.O. 13423, E.O. 13514, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the following components:</p> <ul style="list-style-type: none"> ... Recycled Contents Products ... Energy/Water efficiency ... Energy Efficient Tools and Equipment ... Alternate Fuels and Alternate Fuel Vehicles ... Biobased Products ... Non-Ozone Depleting Products ... Environmental Preferred Products and Services ... Low/Non-Toxic and Hazardous Materials <p>The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.</p>
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (<i>e.g.</i> , Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website

0200000 - Management and Administration		
Spec Item	Title	Description
		(http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm). Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products must be accepted by the KO before it is used.
2.10.3.3	Use of Bio-based 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, and Chemical, Biological, Radiological and Nuclear Defense Plan. The Contractor shall support the installation contingency response plan as directed by the KO.
2.12	Other General Administrative and Logistics Requirements	
2.12.1	Food Facilities	Non-HCN/LN Contractor personnel may eat at CLDJ dining facilities. HCN/LNs shall not be permitted to eat or work in food facilities without specific Government approval.
2.12.2	Food Charges	Contractor personnel eating at the CLDJ dining facility shall pay the BDFFA rate for all meals consumed.
2.12.3	Laundry	Only Contractor employees residing on the installation may use CLDJ laundry facilities.
2.12.4	Off CLDJ Local Area Travel	All vehicles leaving CLDJ shall have a minimum of two persons in each vehicle.
2.12.5	Contractor Security	The Contractor shall be responsible for maintaining security in the Contractor berthing and work areas.
2.12.6	Contingency Plan	The Contractor shall prepare a contingency plan to address how CLDJ contract services will be provided in the event of a lockdown scenario where HCN workers are not allowed on site.
2.12.7	Liberty, Force Protection and Security Requirements	All Contractor personnel residing on the installation are subject to the CLDJ liberty, force protection, security regulations and requirements.
2.13	Technical Library	The Contractor shall maintain a technical library as specified in Annex 150100 Facility Management. Existing technical library contents, including facility drawings, operation & maintenance manuals, warranties, Government publications, record drawings and other appropriate material, will be furnished by the Government. The Contractor shall continually update library material to ensure all data is current, complete, accurate and suitable for intended use. The

0200000 - Management and Administration		
Spec Item	Title	Description
		Contractor shall monitor the use of the libraries to ensure materials are returned and data integrity is not compromised. The Contractor shall maintain the libraries until completion or termination of the contract and make the libraries available for inspection by prospective offerors for successive contracts. The technical library contents are the property of the Government and shall be turned over to the KO upon completion or termination of the contract.
2.14	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.15	Recurring Work Procedures	
2.15.1	Service Orders	<p>The purpose of a service order is to provide the Government with a means of issuing unplanned work up to a defined Limit of Liability (LOL) for work requirements occurring outside of the normal recurring work. Performance objectives and standards for service orders related to work throughout this contract are specified in 1502000 Facility Investment, except where unscheduled services are detailed within a technical annex. The Government may utilize service orders to accomplish any work up to the service order LOL at the discretion of the KO. The Government may combine multiple repair requirements received for the same trade in the same building or structure at the same time into one service order as long as the service order LOL is not exceeded.</p> <p>The Government may issue service orders for work requirements at any location within the identified project location(s) described in Spec Item 1.2 of Annex 0100000. Service order work is not limited to work performed to existing facilities, structures, assets, equipment and systems identified in the respective Section J attachments or spec items for each Annex. Any facilities, structures, assets and equipment added or newly installed during the course of the contract will become part of the service order program at no additional cost to the Government as long as the volume of work does not exceed the Inventory Quantity Variation detailed in Annex 0200000 Spec Item 2.18.</p> <p>Service orders are utilized to accomplish a wide variety of work and may include; repairs to existing facility assets and equipment as well as newly installed facility assets and equipment, work to facilities and structures located on the installation but not listed in the facilities listing, facilities and equipment that are not maintained through a recurring work schedule or program, labor hour support for non-contract projects, and any work requirements typical to the annexes and sub-annexes contained in the statement of work.</p> <p>Historical data and supporting information provided is intended to illustrate the type of service orders issued and examples of work that has been performed in the past and is not to be construed as a limiting factor to services ordered and performed in the future. As part of the service order program the Contractor shall expect to be issued and respond to service order work requirements that may not be listed in the historical data and</p>

0200000 - Management and Administration		
Spec Item	Title	Description
		supporting information but fall within the LOL.
2.15.2	Notification to the Government for Work Above the Recurring Work Limitations	The Contractor is fully responsible for work up to the recurring work limits. Recurring work limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the recurring work limits, the Contractor shall notify the KO within two hours of identification for further direction. The Government may issue a task order in accordance with the non-recurring work portion of the contract detailed below or accomplish the work by means other than this contract.
2.15.3	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work ELINs are provided in J-0200000-12.
2.16	Non-recurring Work	Non-recurring work is identified in each applicable annex or sub-annex. Non-recurring work may consist of Unit Priced Task (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all non-recurring task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. Non-recurring work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the Non-recurring Work Exhibit Line Items (ELINs) provided in Section J on an as needed basis.
2.16.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as a non-recurring 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 fixed price 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.
2.16.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform non-recurring work via an electronic medium with supported commands utilizing their Government Purchase Card (GPC). DoD EMALL is the electronic medium for authorized Government personnel to place orders for service to the Contractor. DoD EMALL is located at www.emall.dla.mil Error! Hyperlink reference not valid. under NAVFAC contract. The Contractor is required to report all non-recurring work quantities ordered via EMALL monthly to the KO.
2.16.1.2	Invoicing and Receiving Payment	Payment for completed EMALL orders will be made using the GPC. Reference "payment by third party" clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for non-recurring work via an electronic medium with supported command representatives utilizing their GPC. No partial or advance payments will be provided.
2.16.2	Unit Priced Labor (UPL) Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as non-recurring work that utilizes negotiated labor hours and materials to accomplish a task not required by the recurring work 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 the fixed price for the task order. Common procedures for processing UPL work are included below as examples.
2.16.2.1	Non-recurring Work	In response to the Government's Request for Proposal (RFP), the

0200000 - Management and Administration		
Spec Item	Title	Description
	Preparation of Proposals	Contractor shall submit a non-recurring work proposal to the KO within two working days following receipt for each potential task order which includes: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.16.2.1.1	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 Non-recurring Work Exhibit Line Items (ELINs) provided in Section J.
2.16.2.1.2	Material and Equipment Requirements	Accepted industry and Government material and equipment costs published in R. S. Means cost data, national material supplier catalogues, U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8), equipment rental catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the material and equipment estimate. Projected material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of materials since the cost for these items are to be included in the labor hour unit price. Material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts and rebates for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Equipment costs shall include rental and lease costs, ownership costs where Contractor-owned, equipment mobilization, and tools, not priced under the recurring work portion of the contract.
2.16.2.2	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.
2.16.3	Non-recurring work ELINS	Non-recurring Work ELINs are provided in J-0200000-12.
2.17	Demobilization	Services performed under this contract are vital to the Government and shall be continued without interruption. Upon contract expiration, the Contractor shall exercise its best efforts and cooperate to effect an orderly and efficient transition to a successor.
2.17.1	Demobilization Plan	Prior to the expiration of this contract, after selection of a successor Contractor, the Contractor and the successor Contractor shall jointly prepare a mutually agreeable detailed demobilization plan for approval of the KO for the phase-out of the current Contractor and the phase-in of the successor. The plan shall specify an orientation program to familiarize the successor with the plants, equipment, and operating environment. The plan shall be submitted to the KO for approval not less than 30 calendar days prior to the expiration of the contract. The Contractor agrees, as part of the Recurring Work price, to provide these phase-in/phase-out services for a period of not more than 30 calendar days prior to the expiration of this contract.
2.18	Inventory Data	Inventory data reflecting item quantities supporting contract requirements (as priced in individual ELINs) for each annex represent the latest

0200000 - Management and Administration		
Spec Item	Title	Description
	Quantity Variation	information available. Inventory data include, but are not limited to, facilities, areas (e.g., acreage, square footage, etc), systems, equipment, and distances (lengths and heights). Due to potential expansion and mission dynamics of CLDJ, inventory quantities may fluctuate during the contract period. A contract modification will not be processed for inventory fluctuations up to and including +/- 10%. The Contractor shall provide an inventory when requested and annually, at the end of each contract period in MAXIMO. The Government and the Contractor will jointly verify the change in inventory amounts. If an inventory quantity supporting a contract ELIN exceeds +/-10%, then a contract modification will be executed for the full increase or decrease in inventory quantity. Technical specification inventory quantities indicated at contract award will be the baseline for monitoring fluctuations annually until a contract modification for a change in inventory is awarded. The total inventory quantity as verified for the contract modification will be used as the new baseline for determination of future annual fluctuation adjustments.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

SECTION J:

SECTION J DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS TABLE OF CONTENTS

NOTE: The individual files for Section J are attached separately. (Note: The documents are provided under “additional documents” on NECO under the solicitation number.)

This contract incorporates by reference the following attachments as if they were fully set forth herein. Please see the following attachments as part of this solicitation:

SECTION J AMENDMENT 00005 DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS TABLE OF CONTENTS	
ATTACHMENT NUMBER	ATTACHMENT TITLE
J-1	Corporate Experience Form (<i>File is a separate Word attachment</i>)
J-2	Past Performance Questionnaire (<i>File is a separate Word attachment</i>)
J.B-1	FTE Worksheet (<i>File is a separate Excel attachment</i>)
J-3	One Day Pass Request (<i>File is a separate Excel attachment</i>)
J-4	Pre-Award Inquiry Form (<i>File is a separate Excel attachment</i>)
J-0200000	Management and Administration (Includes J-0200000-01 through J-0200000-12)

J-0200000-11	Current and Historical HCN Labor Allocation Rates
NEW J-0200000-11	Current and Historical HCN Labor Allocation Rates rev1 A5
J-0200000-11 A	Collective Bargaining Agreement Feb 2016 A5
J-0200000-12	Exhibit Line Item Numbers (<i>File is a separate Excel attachment</i>)
J-0401000	Force Protection (Includes J-0401000-01 through J-0401000-08)
J-0402000	Fire & Emergency Services (Includes J-0402000-01 through J-0402000-06)
J-0403000	Emergency Management (Includes J-0403000-01 through J-0403000-05)
J-0501050	Airfield Facilities (Includes J-0501050-01 through J-0501050-07)
J-0501070	Passenger Terminal & Cargo Handling (Includes J-0501070-01 through J-0501070-04)
J-0700000	Ordnance (Includes J-0700000-01 through J-0700000-02)
J-1001000	Material Management (Includes J-1001000-01 through J-1001000-02)
J-1002000	Supply Services (Includes J-1002000-01 through J-1002000-03)
J-1200000	MWR (Includes J-1200000-01 through J-1200000-11)
J-1300000	Galley (Includes J-1300000-01 through J-1300000-07)
J-1402000	Unaccompanied Housing (Includes J-1402000-01 through J-1402000-05)
J-1501000	Facility Management (Includes J-1501000-01 through J-1501000-08)
J-1502000	Facilities Investment (Includes J-1502000-01 through J-1502000-27)
J-1503010	Custodial (Includes J-1503010-01 through J-1503010-04)
J-1503020	Pest Control (Includes J-1503020-01 through J-1503020-11)
J-1503030	ISWM (Includes J-1503030-01 through J-1503030-06)
J-1503050	Grounds Maintenance (Includes J-1503050-01 through J-1503050-04)
J-1503060	Pavement Clearance (Includes J-1503060-01 through J-1503060-02)
J-1601000	Utilities Management (Includes J-1601000-01 through J-1601000-11)
J-1602000	Electrical (Includes J-1602000-01 through J-1602000-07)
J-1604000	Wastewater (Includes J-1604000-01 through J-1604000-08)
J-1606000	Water (Includes J-1606000-01 through J-1606000-10)
J-1700000	BSVE (Includes J-1700000-01 through J-1700000-05)
J-1800000	Environmental (Includes J-1800000-01 through J-1800000-04)

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

SECTION L:

SECTION L:**L.1 PROPOSAL REQUIREMENTS**

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

b. Team Arrangements: FAR 9.6 define contractor team arrangements. Team arrangements mean: (1) two or more companies form a partnership or joint venture to act as a potential prime contractor or (2) a potential prime contractor agrees with one or more other companies to have them act as its subcontractor under a specified Government contract or acquisition program. All offerors proposing a partnership, joint venture, other teaming arrangement, or resource of a parent company/subsidiary/affiliate shall submit the following information in the front of the price and non-price proposals:

- i. Provide a listing of the team members’ corporate name (no abbreviations), address, point of contact, phone number, DUNS Number, and CAGE Code.
- ii. Submit a letter of commitment from the team members. The commitment letter shall clearly identify the expected relationship, role and responsibility of the team member.
- iii. If proposing as a Joint Venture, submit a copy of the Joint Venture Agreement.

c. The signature of the Offeror provided in Box 17 of the SF33 agrees, if this offer is accepted within 180 calendar days from the date of receipt of offers specified as the due date in Box 9 of the SF33 or any extended due date, to furnish any or all items upon which the prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

d. SUBMITTING YOUR PROPOSAL

Proposals must be submitted via express mail carriers or hand –carried the following address:

Naval Facilities Engineering Command, Atlantic Attn: Jennifer Jordan Code ACQ22
Bldg A - Mail Room
6506 Hampton Blvd
Norfolk, Virginia 23508-1278

Annotate solicitation number N62470-15-R-4007 on the bottom of the envelope/box. Proposals must be received and date stamped at the stated address above no later than the date and time identified in block 9 on the SF33.

Security Information

Offerors are advised the Contracting Office is on the Lafayette River Annex, Norfolk Virginia which a secured base and passes are required to enter the Base. Offerors who would like to hand deliver their proposal and who do not currently have a valid badge issued by the Department of Defense (DoD) must have a background check performed prior to receiving their temporary vehicle pass. Offerors who do not possess either a DoD CAC Badge or a RAPIDGATE Badge with access to enter Naval Support Activity Hampton Roads Headquarters, Norfolk Virginia must do the following:

1. Submit a One Day Pass request spreadsheet (Attachment J-3) which is separate from a site visit request) NO LESS THAN 5 BUSINESS DAYS prior to the proposal due date. Please email the completed One Day Pass Request (Attachment J-3) spreadsheet sent via email to Iris Gholston (iris.gholston@navy.mil) and Steve Anderson (steven.k.anderson@navy.mil) with a copy to Jennifer Jordan at (jennifer.s.jordan@navy.mil).

2. Offerors must pick up the temporary visitor one day pass at Naval Station Norfolk Pass & ID Office presenting the following information: Valid Driver’s License, Current Vehicle Registration and/or Rental Car Contract, Current State Safety Inspection, and Current Proof of Insurance.

Naval Station Norfolk Pass & ID Office is located at 9040 Hampton Blvd, Building #CD9, Norfolk, VA 23505. All potential offerors must adhere to this notice in order to avoid delay in submitting your proposal. The level of security at Lafayette River Annex may change at any time. As the level of security heightens, the amount of time required to gain access to the Lafayette River Annex also increases.

It is recommended that if visitors are expected to visit NAVFAC Atlantic frequently that they voluntarily obtain a RAPIDGATE ID badge and request access to Naval Support Activity Hampton Roads which includes access to the LRA. Visitors can access the following link to get more details on how to obtain RAPIDGATE badges.

http://www.cninc.navy.mil/navycni/groups/public/@cnrma/documents/document/cnicp_a269063.pdf

e. PRE-AWARD INQUIRIES/REQUEST FOR PROPOSALS (RFP INFORMATION / CLARIFICATIONS/QUESTIONS

Contractors are required to review the entire solicitation package before submitting questions. Submit all questions via one document using Attachment J-4, Pre-award Inquiry Form, by E-mail to jennifer.s.jordan@navy.mil no later than fifteen (15) days prior to the RFP due date. This is the most efficient way to ensure all questions are addressed in a timely manner.

f. REQUEST FOR PROPOSAL (RFP) FILES

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

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

L.2 EVALUATION FACTORS FOR AWARD

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

Factor 1 – Corporate Experience

Factor 2 – Technical Approach/Management Approach

Factor 3 – Safety

Factor 4 – Past Performance

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

2. The relative order of importance of the non-price evaluation factors is as follows: Factors 1 and 2 are of equal importance to each other and, when combined, are equal in importance to the past performance evaluation/performance confidence assessment, Factor 4. When the proposal is evaluated as a whole, Factors 1, 2, and past performance evaluation/ performance confidence assessment combined are approximately equal to price. Factor 3, will be rated Acceptable or Unacceptable. An offeror rated Unacceptable for Factor 3 will be considered ineligible for award, unless discussions are conducted and the Unacceptable rating is corrected through discussions and proposal revisions (if discussions are conducted –Section M, M.1., BASIS FOR AWARD, paragraph 2).

The importance of price will increase if the Offerors' non-price proposals are considered essentially equal in terms of overall quality, or if price is so high as to significantly diminish the value of a non-price proposal's superiority to the Government. Award will be made to the responsible Offeror(s) whose offer conforms to the solicitation and represents the best value to the Government, price and non-price factors considered.

NAVFAC Atlantic Response-Format of proposals for Section L, L3(b) and Clause 5252.201-9300 has been updated to ensure consistency and will include the requirement for one (1) original, four (4) hard copies and two CD's.

L.3 PRICE AND NON-PRICE PROPOSAL CONTENTS

(a) Price:

Volume 1: PRICE PROPOSAL Binder

(1) Solicitation Submittal Requirements: Submit one (1) "Original" and two (2) copies of the price proposal in three-ring binders clearly marked as the Price Proposal. In addition to providing hard copies of the price proposal offerors shall provide two (2) electronic copies of the price proposal on a non-rewritable CD in Microsoft Excel format (Microsoft Office Version 2010 compatible). Offerors are advised that, in the event of a discrepancy between pricing information contained on the CD and the hard copy proposal, the original hard copy will govern. Each copy of the price proposal shall include a separate tab for each item specified below:

- Tab: A. Identify the Company profile to include, the Offeror's name, address, names of two (2) points of contact (including title, phone number and email address), the DUNS number and CAGE code;
- B. Completed and signed Standard Form 33 (SF-33)
- C. Completed Section B, Supplies or Services and Prices (CLINS 0001 through 0016) in U.S. Dollars;
- D. Completed Section J, Exhibit Line Item Number (ELIN) Pricing Attachment J-0200000-12.
- Offerors shall enter their proposed unit prices and total amounts in U.S. Dollars for all Exhibit Line Item Numbers (ELINS) for the Base Period and all Option Periods;
- E. Representations and Certifications (ref: <https://www.sam.gov>).
- F. Acknowledgement of all issued solicitation amendment(s) (SF-30's) related to this RFP.
- G. Any offeror proposing as a partnership, joint venture, other teaming arrangement, or resource of a parent company/subsidiary/affiliate shall submit the following information in the front of both the price and non-price proposals:
- i. Provide a listing of the team members' corporate name (no abbreviations), address, point of contact, phone number, DUNS Number, and CAGE Code.
 - ii. Submit a letter of commitment from the team members. The commitment letter shall clearly identify the expected relationship, role and responsibility of the team member.
 - iii. If proposing as a Joint Venture, submit a copy of the Joint Venture Agreement.

NOTES:

- i. Pricing data (Section B CLINS and Exhibit Line Item Numbers (ELINS) spreadsheet (Attachment J-0200000-12) shall be submitted in hard copy and in Excel format (Microsoft Office Version 2010 compatible) on a CD-ROM. Failure to do so may be cause to eliminate the proposal from the competition without further evaluation.
- ii. ELIN unit prices must be rounded to two (2) decimal places only. If an offeror does not round ELIN unit prices to two (2) decimal places then the Government will round the prices to two (2) decimal places and the rounded prices will be used for evaluation purposes. [Use of currency format in all Excel document cells is highly recommended].
- iii. All ELIN unit prices must be no less than \$0.01. If an offeror proposes a unit price less than \$0.01, then the Government will round the unit price to \$0.01 and that rounded price and resultant extended total price will be used for evaluation purposes.
- iv. In the event there is a difference between a unit price and the total amount, the unit price will be held to be the intended offer and the total of the CLIN and ELIN will be recomputed to take into account the change in the contract ELINS. If the offeror provides a total amount for an ELIN but fails to enter the unit price, the total amount divided by the ELIN quantity will be held to be the intended unit price.
- v. Because the pricing evaluation will primarily utilize the electronic files submitted; in the event there is a discrepancy between the Section J ELIN pricing and the Section B CLIN price, the Section J ELIN pricing will be held to be the intended offer.
- vi. Prices provided shall be fully loaded and no other allocations, fees, overheads, G&A, insurance, taxes, profits or any other markups shall be applied when an option is exercised or a Task Order is issued.
- vii. Costs for Annex 0100000 and Annex 0200000 shall be considered overhead; therefore, their costs shall be allocated and included throughout the prices proposed for all other annexes.

viii. Offerors may escalate prices for option years one (1) through seven (7).

Other items required to be submitted with the Price Proposal:

CONTRACTOR PROPOSAL CERTIFICATION:

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

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

(2) _____ (Name of Offeror) certifies that it has deleted and permanently destroyed any and all copies of initial solicitation Attachment J-0200000-11 entitled Current and Historical HCN Labor Allocation Rates.

CONTRACTOR RESPONSIBILITY INFORMATION:

Please submit the below items (a through c) with your price proposal in a SEALED envelope. Although this information is required to be submitted with your firm's price proposal, this information will not be evaluated as part of the price proposal. This information forms the basis of your firm's responsibility determination should your firm be considered for award. In order to be eligible for award, your firm must be determined responsible in accordance with FAR Part 9, specifically 9.104-1, General Standards.

a. Provide the latest three complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or at least by an authorized officer of the organization. Submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements submit the latest three complete fiscal year financial statements for each Joint Venture company and discuss the financial responsibilities among the companies. The Government may also utilize Dun & Bradstreet reports to evaluate the financial capacity of the offeror.

b. One (1) signed Bank Reference demonstrating adequate financial resources. If your firm has a line of credit, provide information on how many figures can your firm borrow against the line of credit (i.e. medium 6 figures-exact line of credit is not required).

c. Three (3) signed credit references. Credit references must verify that your firm pays its creditors timely and in accordance with the terms negotiated with the creditor.

(b) Non-cost/price Factors:

Solicitation Submittal Requirements: Submit one (1) original and (4) hard copies in 8-1/2 x 11 format, font size 12 in three ring binders and tabbed appropriately by major evaluation factors along with two (2) CD copies.

Documents should be in Adobe Acrobat format, except the Full Time Equivalent (FTE) Worksheet Attachment J-B-1 should be in Excel format. No pen and ink changes are allowed. Page limit is forty 40 50 pages. Pages exceeding the ~~forty (40)~~ fifty (50) single-sided / twenty-five (25) double-sided page limitation shall not be evaluated. Note: This page limit count does not include the following requested documents: Attachment J-B-1, Full Time Equivalent (FTE) worksheet, Attachment J-2, Past Performance Questionnaire, Teaming and/or Joint Venture Agreements, CPARS, Performance Recognition Documents, or organizational chart information outlined below. Statements such as "will comply", or "noted and understood, without supporting narrative to define compliance are not acceptable. Cursory responses or responses which merely reiterate or reformulate solicitation language may not be considered as satisfying the requirement of the RFP or as demonstrating the ability to perform. Elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork

and expensive visual or other presentation aids are not necessary. Organization, clarity, accuracy of information, relevance, and completeness are of prime importance. Each copy of the non-price proposal shall include a separate tab for each item specified below:

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

- i. The solicitation number.
- ii. The offeror's name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments.
- v. Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation.
- vi. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

TAB 2 – Teaming Info (If applicable):

- vii. Submit a letter of commitment from the team members. The commitment letter shall clearly identify the expected relationship, role and responsibility of the team member.
- viii. If proposing as a Joint Venture, submit a copy of the Joint Venture Agreement.

TAB 3 – Technical Factors:

(1) Factor 1, Corporate Experience:

(i) **Solicitation Submittal Requirements:** The offeror shall provide a minimum of one (1) and a maximum of five (5) examples of recent and relevant projects to be documented only on the Corporate Experience Project Data Sheet (Attachment J-1). The offeror shall clearly demonstrate recent and relevant experience on projects similar in size, scope, and complexity to the requirements described in the Performance Work Statement (PWS) within the last five (5) years preceding the release date of the solicitation. For purposes of this evaluation, a relevant project is further defined as Base Operations Support (BOS) services (or equivalent) encompassing technical specifications 1502000 – Facility Investment and 16060000 (Water, Specifically Reverse Osmosis (RO) Plant Operations) and a minimum of two other technical specification; at least one (1) year of contract performance completed and a contract value of \$5 Million or greater per year. Relevant corporate experience under this procurement can be demonstrated by the aggregate project experience of a contracting team (prime and teaming partners). Additionally individual contracts or task orders can be used only once in demonstrating a relevant project. As an example only: 1300000 – Galley (prime) and 1502000 - Facility Investment (team member A), 1606000 – RO Plant Operations (team member B), and 1700000 – BSVE (prime). Note: Technical specifications 0100000 – General Information, 0200000 – Management and Administration will not be considered or counted towards the minimum of one other technical specification section required to demonstrate corporate experience.

If the offeror is a Joint Venture, recent and relevant experience should be submitted for contract completed by the Joint Venture entity. Projects submitted by Joint Ventures, where the Joint Venture firms performed together (either as partners or in a prime-sub relationship) may be viewed more favorably than projects submitted in which the Joint Venture firms did not perform together. If the Joint Venture does not have such experience, relevant experience shall be submitted for each Joint Venture partner. JV Offerors are still limited to a total of five (5) recent and relevant projects.

Projects performed by the offeror as either a prime contractor or a Joint Venture may be considered more favorably than those submitted for evaluation performed by a subcontractor. If the offeror uses a proposed subcontractor(s) to demonstrate corporate experience, the offeror must: provide a letter of commitment from the subcontractor and the subcontractor's DUNS number if available; submit at least one (1) project for the proposed subcontractor(s); and,

demonstrate how the proposed subcontractor will use that corporate experience in the performance of the contract. Offerors are still limited to a total of five (5) recent and relevant contracts.

Offerors with experience performing work OCONUS, may be considered more favorably than offerors without such experience.

Offerors with experience in technical specification 0402000 – Fire and Emergency Services may be considered more favorably than offerors without such experience.

Projects performed by the offeror that demonstrate its experience managing multiple (four or greater) subcontractors may be considered more favorably than those submitted for evaluation without such experience.

If the offeror uses affiliates/subsidiaries/parent/LLC/LTD member companies (name is not exactly as stated on the SF33) to demonstrate corporate experience, the offeror shall clearly demonstrate that the affiliates/subsidiaries/parent/LLC/LTD member companies will have meaningful involvement in the performance of this contract.

The corporate experience requested in Factor 1 (one) must demonstrate the relevancy of the project. The past performance information requested in Factor 4 (four) must be for the same projects the offeror submitted for Corporate experience under factor 1.

For each contract the offeror shall complete the Corporate Experience Questionnaire included as Attachment J.-1. All information shall be provided as requested on the form. Additional notes/directions for completing the form are provided below:

Block 1: The DUNS number requested shall be the DUNS under which the firm listed in Block 1 performed the contract presented-NOT THE DUNS NUMBER that contractor is using under the proposed contract, unless the contract was performed by the contractor under the same DUNS number as the entity submitting the proposal.

Block 2: (1) Check if the firm submitting the experience performed the work presented as a prime, subcontractor, member of a joint venture, or other.

(2) If contract provided was performed by the firm as a subcontractor, include company name, point of contact name, phone number and email address for prime contractor.

(3) If contract provided was performed by the firm as the Prime contractor, provide the percent of work and which technical specifications self-performed under the contract. (Note: If the firm performed the contract as a partner under a JV agreement, and the JV is not the same as a JV proposing under this solicitation, the percent of work and which technical specifications performed shall reflect the work performed by the JV partner providing the experience, not the JV as a whole.) For work performed as a subcontractor, the percent performed and which technical specifications should be based on the work self-performed by them under the subcontracted portion, and not work under the contract as a whole.

Block 3: Contract Information: Do not list a Multiple Award IDIQ contract or a Single Award IDIQ contract as an example of a completed project instead, list relevant completed task orders.

Block 4: Type of Contract/Task Order: (Check ALL that apply)

Block 5: Total Contract Value Amount includes value at award, amount added/deducted by modification, and final project amount. If project was performed as a subcontractor, this amount should reflect the value of the subcontract and not the total value of the project as a whole.

Block 6: Provide a detailed description of the contract and the relevancy to the contract requirements of the RFP. (Note: If contract was performed as a subcontractor, the contract description shall be for the subcontract work and not the contract as a whole.)

Block 7: Provide a detailed description of the work self-performed. The offeror/key subcontractor shall describe its primary role/duties in execution of the work (i.e., the major components of the project which were completed by their staff and major components which were subcontracted out.) Description of work self-performed, should include, as applicable: (1) technical, management and administrative functions- describe the complexity of functions performed; (2) distinctive and/or unique features of the project; and (3) summary of the work accomplished and how it relates to the work required by this solicitation.

IMPORTANT: It is the offeror's responsibility to clearly explain and demonstrate to the Government how its work experience, and the experience of each teaming partner (if applicable) in each submitted project is relevant to the contract requirements in this solicitation. If the offeror does not clearly explain how its experience(s) are relevant to the contract requirements in this specification, the Government may determine that the submitted project experience is not relevant.

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

(i) Solicitation Submittal Requirements: The offeror shall clearly demonstrate its understanding of current industry standards, policies, procedures, and processes utilized in accomplishing the complexity and magnitude of service requirements set forth in the performance objectives and standards of the Performance Work Statement for each of the technical specifications. The offeror shall address each of the following components separately.

a. Staffing Plan

I. Describe staffing levels for the entire contract effort. Provide a completed Attachment J.B-1, Full Time Equivalent (FTE), worksheet (delivered in Excel format) for the total effort to include the prime contractor and all subcontractors for each year (base year and option years). Provide the number of respective FTEs and corresponding labor hours proposed for performing each technical specification aligned to the Exhibit Line Items Numbers (ELIN) spreadsheet. Provide, in narrative form, the rationale for the Basis of Estimate (BOE) (annual productive hours used to develop an FTE) for each technical specification to include individual labor classifications and the number of FTEs per year (base year and option years) for each full time and part time employee. Describe how you will staff the organization including the relationship between overall management (corporate and on-site), administration, and subcontractors to include both indirect and direct personnel. Describe your ability to provide and maintain a qualified workforce including how you will staff each technical specification. Describe how you plan to manage the different workforce and competing priorities at various sites.

ii. Describe your plan on how you will utilize the 1037 LN in performance of the work. Also describe the plan to develop the skills of this workforce and provide information on how you will, over time, replace TCN's with LNs.

iii. Include the approach/methodology to accomplish the performance requirements and detail how the proposed approach will effectively achieve each performance objective and associated performance standard(s) for each technical specification.

b. Technical Approach/Management Approach

i. Demonstrate how the offeror's general management, administration structure and technical approach/methodology will ensure the successful performance of each technical specification while also coordinating, managing and supervising workforce personnel across all technical specifications simultaneously.

1. Organizational Chart – Provide a chart with lines of management authority, supervision, span of control, and accountability, including the relationship between overall management (corporate and on-site), administration,

major technical specification area organizations and subcontractors. Do not include the total number or count of FTEs in the organizational chart.

2. The Contractor shall provide a separate concise narrative of how it will implement: 1) data entry in the Government's Computerized Maintenance Management Systems (MAXIMO); 2) Infrastructure Condition Assessment Program (ICAP) requirements in technical specification 1501000 Facility Management; and 3) Utility Infrastructure Condition Assessment (UICAP) and Utility Infrastructure Risk Assessment (UIRA) requirements in technical specification 1601000 Utilities Management.

3. Subcontracting Plan – If proposing to use subcontractor(s), provide a commitment letter from the subcontractor and identify the work, by technical specification that the subcontractor will perform along with the subcontractor's DUNS number, if available. Demonstrate the ability to effectively manage subcontractor(s) across all technical specifications. Do not include the total number or count of FTEs in the subcontracting plan.

4. Quality Management System (QMS) Program - Provide a summary of the proposed QMS program, including staffing, a quality management chart with lines of authority, inspection/surveillance methodology, corrective procedures and follow-up that will be used to ensure full compliance with all performance objectives and standards. Describe the quality management processes (practices, resources, and activities), minimum controls and methodology and how quality management processes will address and ensure the following:

- a. Accurate documentation of work processes, procedures, and output measures;
- b. A systematic procedure for controlling and assuring compliance with all performance objectives and standards as described in technical specification 0200000 Management and Administration;
- c. Accurate documentation of quality inspections and surveillance conducted throughout the execution of work;
- d. Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.

5. Phase-in plan – Provide a “start-up” for performance plan for this contract to include: 1) a schedule for all key events; 2) personnel actions and responsibilities regarding employees at all levels; and 3) plans for acquisition, delivery, storage, inventory and disposal of equipment, working stock, and materials (to include inbound items as applicable). Include Phase-in methodology for hiring employees at all levels. Phase-in methodology should address employees, equipment, to include Government Furnished Property, and subcontractors as well as the approach for conducting initial training, indoctrination, and orientation of employees. Anticipated Phase-in to be up to but no more than 90 days.

6. Risk Management – Identify potential risks expected to be encountered under the performance objectives and standards in the PWS and how the proposed technical approach and contingency plans will mitigate those risks. Identified risks should include, but are not limited to, adverse weather conditions, complex base access procedures, transportation delays, and unanticipated surges in workload.

7. Service Orders – Provide a narrative clearly demonstrating your understanding of: 1) the scope of a service order; 2) the limits of liability for a service order; and 3) the contractor's financial responsibility when works exceeds the service order limits.

8. Preventive Maintenance Program (PM) - Describe the offeror's approach to PM requirements which demonstrates a clear understanding of PM requirements as outlined in the PWS. Provide a narrative of the methodology to be used for PM at the equipment and system level. The narrative should: 1) address the planned approach for preventive maintenance and repairs, and; 2) demonstrate the contractor's understanding of the limits of liability to include understanding of the contractor's financial responsibility.

9. Provide a narrative demonstrating your understanding of the Inventory Data Quantity Variation included in technical specification 0200000, Spec Item 2.18.

10. Integrated Maintenance Program (IMP) - Describe the offeror's approach to IMP requirements which demonstrates a clear understanding of IMP requirements outlined in the PWS. Using the Water Treatment System Plant inventory and Water Distribution System description provided in technical specification 1606000, J

Attachments J-1606000-03 and J-1606000-04 provide a narrative of the methodology to be used for IMP at the equipment and system level. The narrative should demonstrate your understanding of the system lines of demarcation for which the IMP is responsible. The narrative should address the planned approach for both preventive maintenance and repairs outside of scheduled maintenance. The narrative should also demonstrate understanding of required response and completion timeframes, as well as the offeror's responsibility under the limits of liability. The Offeror must also certify the methodology described for the RO Plant IMP will be utilized for all other equipment maintenance inventory if contract is awarded, unless amended or modified with government concurrence.

11. Long Lead Time Repair Parts - Describe the offeror's approach to ensuring the availability of long lead time repair parts. Ensure the description details the process to be implemented to meet specific downtime requirements described in technical specification 1700000 BSVE.

12. Critical Spare Parts - Describe the offeror's approach to maintaining critical spare parts for Utility technical specification (1602000 Electrical, 1604000 Wastewater, and 1606000 Water) requirements. Provide a narrative clearly demonstrating understanding of the management and financial responsibilities pertaining to the procurement of initial and replacement critical spare parts.

(3) Factor 3, Safety (**This factor will be evaluated as either Acceptable or Unacceptable**):

(i) Solicitation Submittal Requirements: Note: For a teaming arrangement, each contractor who is part of the teaming arrangement shall address its technical approach to safety outlined below; only one safety narrative that includes each partner's approach is required. The Offeror shall submit the following information:

Describe the technical approach for safety that the Offeror will implement to evaluate safety performance of its own employees and its potential subcontractors (if subcontractors are utilized), as a part of the selection process for all levels of subcontractors and the plan to monitor the safety performance of its own employee and any subcontractors during performance. Offerors must submit both: (1) a plan to include the safety performance of subcontractors in the selection process for all levels of subcontractors and (2) a plan to monitor the safety of its own employees and its subcontractors (if subcontractors are utilized), during contract performance.

(4) Factor 4, Past Performance:

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

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal.

If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (attachment J-2), which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Jennifer Jordan, via email at jennifer.s.jordan@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Also include performance recognition documents received within the last five (5) years such as awards, award fee determinations, customer letters of recommendation, and any other forms of performance recognition. For performance recognition documents to be considered under this factor, they are required to be dated and contain the

signature and position of the individual signing. Further, performance recognition documents solicited especially for the purposes of this factor may be considered less favorably than documents contemporaneously received for the work performed.

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

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

A copy of the blank Past Performance Questionnaire to be used for requesting client references is included as attachment J-2.

L.6 NOTIFICATION TO OFFERORS

It is the offeror's responsibility to ensure they are authorized to conduct business in Djibouti, specifically at the NSF Djibouti. The US Consulate and the Commercial Attache to the US Consulate may be able to advise US offerors who have questions on working and operating in Djibouti.

L.7 DISPOSITION OF PROPOSALS

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

(End of Summary of Changes)