

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
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2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 11)

CODE	FACILITY CODE
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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers 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 your 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	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 is not, 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.)

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)
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	(Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED

a. Delete the Table of Contents page and replace with the attached Table of Contents page.

b. Delete Section A, Standard Form (SF) 33 and replace with the attached SF 33 as page A-1.

c. Delete Section B, Supplies or Services and Prices/Costs in its entirety and replace with the attached Section B.

d. Delete Section C, Description/Specifications/Work Statement and replace with the attached Section C.

e. Section G, Contract Administration Data, clause G.3, 52.201-7000, Contract Administration Data. Change paragraph (a)(3) of clause to read as follows:

"(3) Payment Office:
USACE Finance Center
ATTN: CEFC-AO
5722 Integrity Drive
Millington, TN 38054-5005"

f. Section I, Contract Clauses. Make the following changes:

(1) Clause I.16, 52.216-19, Order Limitations (Oct 1995). Change paragraph (a) to read as follows:

"(a) Minimum Order. When the Government requires supplies or services covered by this contract in an amount of less than \$2500, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract."

(2) Clause I.31, 52.222-42, Statement of Equivalent Rates for Federal Hires. Add the following information:

Laborer (WG02, Step 2)	\$10.51
Electrician, Maintenance (WG10, Step 2)	\$19.33
Plumber, Maintenance (WG09, Step 2)	\$18.27
Appliance Mechanic (WG09, Step 2)	\$18.27
Carpenter, Maintenance (WG09, Step 2)	\$18.27
Machinery Maintenance Mechanic (WG10, Step 2)	\$19.33
Painter, Maintenance (WG09, Step 2)	\$18.27
Fire Alarm System Mechanic (WG10, Step 2)	\$19.33
Fire Extinguisher Repairer (WG06, Step 2)	\$14.91
Locksmith (WG09, Step 2)	\$18.27
Laborer, Grounds Maintenance (WG03, Step 2)	\$11.61

(3) Clause I.50, 52.232-25, Prompt Payment, paragraph (b)(1), Due dates for recurring financing payments. Add "N/A" to the blank in the second sentence of this paragraph.

g. Section J, List of Attachments. Make the following changes to the attachments.

(1) Delete Attachment 7, Client Authorization Letter, and replace with the attached Client Authorization Letter.

(2) Attachment 8, Past Performance Questionnaire should be an enclosure to the Client Authorization Letter mailed to offerors' references.

h. Section L, Instructions, Conditions, and Notices to Offerors. Make the following changes:

(1) Add the attached Clause 52.215-1, Instructions to Offerors - Competitive Acquisitions (Oct 1997).

(2) Delete clause 52.222-24, Evaluation of Compensation for Professional Employees (Feb 1993) in its entirety.

(3) Paragraph L.10(a)(4) - Change the number of technical proposals to be submitted to an "original and six (6) reproduced copies".

i. DATE OF RECEIPT OF PROPOSALS IS EXTENDED TO 4:00 P.M. (CST), 27 AUG 99.

South Carolina Schools

Total Maintenance Contract

Table of Contents

<u>Item</u>	<u>Description</u>
Section A	Solicitation , Offer and Award
Section B	Supplies or Services, and Prices/Costs
Section C	Description/Specifications/Work Statement
Section D	<i>Not Used</i>
Section E	Inspection and Acceptance
Section F	Deliveries or Performance
Section G	Contract Administration Data
Section H	Special Contract Requirements
Section I	Contract Clauses
Section J	List of Attachments
Section K	Representations and Certifications, and Other Statements of Offerors
Section L	Instructions to Offerors
Section M	Evaluation Factors for Award

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY		CODE	8. ADDRESS OFFER TO (If other than Item 7)		

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

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____ (Hour) _____ (Date)

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

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS
		AREA CODE	NUMBER	EXT.

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					

OFFER (Must be fully completed by offeror)

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

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

13. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I, Clause No. 52.232-8)</i>	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <i>(Type or print)</i>		
15B. TELEPHONE NUMBER		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE		18. OFFER DATE
AREA CODE	NUMBER				

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)) <input type="checkbox"/> 41 U.S.C. 253(c) ()			23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM
24. ADMINISTERED BY (If other than Item 7)		CODE	25. PAYMENT WILL BE MADE BY		CODE
26. NAME OF CONTRACTING OFFICER (Type or print)			27. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>		28. AWARD DATE

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

PROVIDE TOTAL MAINTENANCE CONTRACT SERVICES FOR DODEA FACILITIES LOCATED AT FORT JACKSON, SC, AND BEAUFORT MARINE CORPS AIR STATION, LAUREL BAY, SC

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
BASE CONTRACT PERIOD: 01 OCTOBER 1999, OR DATE OF AWARD, WHICHEVER IS LATER, THROUGH 30 SEPTEMBER 2000.					
0001	Preventative Maintenance: All labor, materials, equipment, subcontracts, and other contractor expenses necessary for the scheduled maintenance and inspections as specified herein for the period of 01 October 1999 through 30 September 2000	12	MO	\$ _____	\$ _____
0002	Elevator Maintenance: Services for the period of approximately 01 June through 30 September 2000 only for the base period.	4	MO	\$ _____	\$ _____
0003	Demand Maintenance (TASK ORDER): Additional labor as required for the execution of work requests for the period of 01 October 1999 through 30 September 2000. This Line Item is the sum of labor categories listed below in Line Items 0003AA through 0003AT.	4	LS	\$ _____	\$ _____
0003AA	Building Maintenance Mechanic Normal Duty Hours	7,288	HRS	\$ _____	\$ _____
0003AB	Plumber/HVAC Journeyman Normal Duty Hours	1,064	HRS	\$ _____	\$ _____
0003AC	Electrician Journeyman Normal Duty Hours	532	HRS	\$ _____	\$ _____
0003AD	Appliance Mechanic	16	HRS	\$ _____	\$ _____
0003AE	Asbestos Worker	16	HRS	\$ _____	\$ _____
0003AF	Bricklayer	16	HRS	\$ _____	\$ _____
0003AG	Carpenter (includes drywall hanging and bold insulation)	40	HRS	\$ _____	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0003AH	Cement Mason/Concrete Finisher	8	HRS	\$ _____	\$ _____
0003AJ	Elevator Maintenance Mechanic	8	HRS	\$ _____	\$ _____
0003AK	Fire-Alarm System Mechanic	8	HRS	\$ _____	\$ _____
0003AL	Fire Extinguisher Repair	8	HRS	\$ _____	\$ _____
0003AM	Glazier	16	HRS	\$ _____	\$ _____
0003AN	Locksmith	24	HRS	\$ _____	\$ _____
0003AP	Painter (includes drywall finishing)	40	HRS	\$ _____	\$ _____
0003AQ	Plasterer	24	HRS	\$ _____	\$ _____
0003AR	Roofer	32	HRS	\$ _____	\$ _____
0003AS	Soft Floor Layer (Carpet, Vinyl, VCT)	40	HRS	\$ _____	\$ _____
0003AT	Tile Setter	24	HRS	\$ _____	\$ _____
0003AU	Percentage of Unit Bid Price to add to all of the above rates for work performed during hours other than those defined as "normal duty hours". (See Note 4 in the Notes to Offerors).			_____ %	
0004	Demand Maintenance Parts, Materials and Equipment Allowance. Costs shall be reimbursed as to actual cost shown on the purchase invoices or equipment rental receipts. This lump sum amount will be included as a separate Line Item on the Task Orders issued under Line Item 0003.	4	LS	175,000.00	175,000.00
TOTAL BASE PERIOD: (Line Items 0001 through 0004)				ESTIMATED	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
OPTION PERIOD ONE: 01 OCTOBER 2000 THROUGH 30 SEPTEMBER 2001.					
0005	Preventative Maintenance: All labor, materials, equipment, subcontracts, and other contractor expenses necessary for the scheduled maintenance and inspections as specified herein for the period of 01 October 2000 through 30 September 2001, including elevator maintenance.	12	MO	\$ _____	\$ _____
0006	Demand Maintenance (TASK ORDER): Additional labor as required for the execution of work requests for the period of 01 October 2000 through 30 September 2001. This Line Item is the sum of labor categories listed below in Line Items 0006AA through 0006AT.	4	LS	\$ _____	\$ _____
0006AA	Building Maintenance Mechanic Normal Duty Hours	4,680	HRS	\$ _____	\$ _____
0006AB	Plumber/HVAC Journeyman Normal Duty Hours	684	HRS	\$ _____	\$ _____
0006AC	Electrician Journeyman Normal Duty Hours	342	HRS	\$ _____	\$ _____
0006AD	Appliance Mechanic	10	HRS	\$ _____	\$ _____
0006AE	Asbestos Worker	10	HRS	\$ _____	\$ _____
0006AF	Bricklayer	10	HRS	\$ _____	\$ _____
0006AG	Carpenter (includes drywall hanging and bold insulation)	26	HRS	\$ _____	\$ _____
0006AH	Cement Mason/Concrete Finisher	6	HRS	\$ _____	\$ _____
0006AJ	Elevator Maintenance Mechanic	6	HRS	\$ _____	\$ _____
0006AK	Fire-Alarm System Mechanic	6	HRS	\$ _____	\$ _____
0006AL	Fire Extinguisher Repair	6	HRS	\$ _____	\$ _____
0006AM	Glazier	10	HRS	\$ _____	\$ _____
0006AN	Locksmith	16	HRS	\$ _____	\$ _____
0006AP	Painter (includes drywall finishing)	26	HRS	\$ _____	\$ _____

AMENDMENT 0001
DACA63-99-R-0024

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0006AQ	Plasterer	16	HRS	\$ _____	\$ _____
0006AR	Roofer	20	HRS	\$ _____	\$ _____
0006AS	Soft Floor Layer (Carpet, Vinyl, VCT)	26	HRS	\$ _____	\$ _____
0006AT	Tile Setter	16	HRS	\$ _____	\$ _____
0006AU	Percentage of Unit Bid Price to add to all of the above rates for work performed during hours other than those defined as "normal duty hours". (See Note 4 on Notes to Offerors).			_____ %	
0007	Demand Maintenance Parts, Materials and Equipment Allowance. Costs shall be reimbursed as to actual cost shown on the purchase invoices or equipment rental receipts. This lump sum amount will be included as a separate Line Item on the Task Orders issued under Line Item 0006.	4	LS	\$114,750.00	\$114,750.00
TOTAL OPTION PERIOD ONE: (Line Items 0005 through 0007)				ESTIMATED	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
OPTION PERIOD TWO: 01 OCTOBER 2001 THROUGH 30 SEPTEMBER 2002.					
0008	Preventative Maintenance: All labor, materials, equipment, subcontracts, and other contractor expenses necessary for the scheduled maintenance and inspections as specified herein for the period of 01 October 2001 through 30 September 2002, including elevator maintenance.	12	MO	\$ _____	\$ _____
0009	Demand Maintenance(TASK ORDER): Additional labor as required for the execution of work requests for the period of 01 October 2001 through 30 September 2002. This Line Item is the sum of labor categories listed below in Line Items 0009AA through 0009AT.	4	LS	\$ _____	\$ _____
0009AA	Building Maintenance Mechanic Normal Duty Hours	3,380	HRS	\$ _____	\$ _____
0009AB	Plumber/HVAC Journeyman Normal Duty Hours	494	HRS	\$ _____	\$ _____
0009AC	Electrician Journeyman Normal Duty Hours	247	HRS	\$ _____	\$ _____
0009AD	Appliance Mechanic	8	HRS	\$ _____	\$ _____
0009AE	Asbestos Worker	8	HRS	\$ _____	\$ _____
0009AF	Bricklayer	8	HRS	\$ _____	\$ _____
0009AG	Carpenter (includes drywall hanging and bold insulation)	20	HRS	\$ _____	\$ _____
0009AH	Cement Mason/Concrete Finisher	4	HRS	\$ _____	\$ _____
0009AJ	Elevator Maintenance Mechanic	4	HRS	\$ _____	\$ _____
0009AK	Fire-Alarm System Mechanic	4	HRS	\$ _____	\$ _____
0009AL	Fire Extinguisher Repair	4	HRS	\$ _____	\$ _____
0009AM	Glazier	8	HRS	\$ _____	\$ _____
0009AN	Locksmith	12	HRS	\$ _____	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0009AP	Painter (includes drywall finishing)	20	HRS	\$ _____	\$ _____
0009AQ	Plasterer	12	HRS	\$ _____	\$ _____
0009AR	Roofer	16	HRS	\$ _____	\$ _____
0009AS	Soft Floor Layer (Carpet, Vinyl, VCT)	20	HRS	\$ _____	\$ _____
0009AT	Tile Setter	12	HRS	\$ _____	\$ _____
0009AU	Percentage of Unit Bid Price to add to all of the above rates for work performed during hours other than those defined as "normal duty hours". (See Note 4 in Notes to Offerors).			_____ %	
0010	Demand Maintenance Parts, Materials and Equipment Allowance. Costs shall be reimbursed as to the actual cost shown on the purchase invoices or equipment rental receipts. This lump sum amount will be included as a separate Line Item on Task Orders issued under Line Item 0009.	4	LS	\$95,375.00	\$95,375.00
TOTAL OPTION PERIOD TWO: (Line Items 0008 through 0010)				ESTIMATED	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
OPTION PERIOD THREE: 01 OCTOBER 2002 THROUGH 30 SEPTEMBER 2003.					
0011	Preventative Maintenance: All labor, materials, equipment, subcontracts, and other contractor expenses necessary for the scheduled maintenance and inspections as specified herein for the period of 01 October 2002 through 30 September 2003, including elevator maintenance.	12	MO	\$ _____	\$ _____
0012	Demand Maintenance (TASK ORDER): Additional labor as required for the execution of work requests for the period of 01 October 2002 through 30 September 2003. This Line Item is the sum of labor categories listed below in Line Items 0012AA through 0012AT.	4	LS	\$ _____	\$ _____
0012AA	Building Maintenance Mechanic Normal Duty Hours	2,210	HRS	\$ _____	\$ _____
		323	HRS	\$ _____	\$ _____
0012AB	Plumber/HVAC Journeyman Normal Duty Hours				
0012AC	Electrician Journeyman Normal Duty Hours	162	HRS	\$ _____	\$ _____
0012AD	Appliance Mechanic	4	HRS	\$ _____	\$ _____
0012AE	Asbestos Worker	4	HRS	\$ _____	\$ _____
0012AF	Bricklayer	4	HRS	\$ _____	\$ _____
0012AG	Carpenter (includes drywall hanging and bold insulation)	10	HRS	\$ _____	\$ _____
0012AH	Cement Mason/Concrete Finisher	2	HRS	\$ _____	\$ _____
0012AJ	Elevator Maintenance Mechanic	2	HRS	\$ _____	\$ _____
0012AK	Fire-Alarm System Mechanic	2	HRS	\$ _____	\$ _____
0012AL	Fire Extinguisher Repair	2	HRS	\$ _____	\$ _____
0012AM	Glazier	4	HRS	\$ _____	\$ _____
0012AN	Locksmith	6	HRS	\$ _____	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0012AP	Painter (includes drywall finishing)	10	HRS	\$ _____	\$ _____
0012AQ	Plasterer	6	HRS	\$ _____	\$ _____
0012AR	Rofer	8	HRS	\$ _____	\$ _____
0012AS	Soft Floor Layer (Carpet, Vinyl, VCT)	10	HRS	\$ _____	\$ _____
0012AT	Tile Setter	6	HRS	\$ _____	\$ _____
0012AU	Percentage of Unit Bid Price to add to all of the above rates for work performed during hours other than those defined as "normal duty hours". (See Note 4 in Notes to Offerors).			_____ %	
0013	Demand Maintenance Parts, Materials and Equipment Allowance. Costs shall be reimbursed as to actual cost shown on the purchase invoices or equipment rental receipts. This lump sum amount will be included as a separate Line Item on Task Orders issued under Line Item 0012.	4	LS	\$82,500.00	\$82,500.00
TOTAL OPTION PERIOD THREE: (Line Items 0011 through 0013)				ESTIMATED	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
OPTION PERIOD FOUR: 01 OCTOBER 2003 THROUGH 30 SEPTEMBER 2004.					
0014	Preventative Maintenance: All labor, materials, equipment, subcontracts, and other contractor expenses necessary for the scheduled maintenance and inspections as specified herein for the period of 01 October 2003 through 30 September 2004, including elevator maintenance.	12	MO	\$ _____	\$ _____
0015	Demand Maintenance: Additional labor as required for the execution of work requests for the period from 01 October 2003 through 30 September 2004. This Line Item is the sum of labor categories listed below in Line Items 0015AA through 0015AT.	4	LS	\$ _____	\$ _____
0015AA	Building Maintenance Mechanic Normal Duty Hours	2,088	HRS	\$ _____	\$ _____
0015AB	Plumber/HVAC Journeyman Normal Duty Hours	304	HRS	\$ _____	\$ _____
0015AC	Electrician Journeyman Normal Duty Hours	152	HRS	\$ _____	\$ _____
0015AD	Appliance Mechanic	4	HRS	\$ _____	\$ _____
0015AE	Asbestos Worker	4	HRS	\$ _____	\$ _____
0015AF	Bricklayer	4	HRS	\$ _____	\$ _____
0015AG	Carpenter (includes drywall hanging and bold insulation)	8	HRS	\$ _____	\$ _____
0015AH	Cement Mason/Concrete Finisher	2	HRS	\$ _____	\$ _____
0015AJ	Elevator Maintenance Mechanic	2	HRS	\$ _____	\$ _____
0015AK	Fire-Alarm System Mechanic	2	HRS	\$ _____	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>U/I</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0015AL	Fire Extinguisher Repair	2	HRS	\$ _____	\$ _____
0015AM	Glazier	4	HRS	\$ _____	\$ _____
0015AN	Locksmith	6	HRS	\$ _____	\$ _____
0015AP	Painter (includes drywall finishing)	8	HRS	\$ _____	\$ _____
0015AQ	Plaster	6	HRS	\$ _____	\$ _____
0015AR	Roofer	8	HRS	\$ _____	\$ _____
0015AS	Soft Floor Layer (Carpet, Vinyl, VCT)	8	HRS	\$ _____	\$ _____
0015AT	Tile Setter	6	HRS	\$ _____	\$ _____
0015AU	Percentage of Bid Rate to add to all of the above rates for work performed during hours other than those defined as "normal duty hours". (See Note 4 in Notes to Offerors).			_____ %	
0016	Demand Maintenance Parts, Materials and Equipment Allowance. Costs shall be reimbursed as to actual cost shown on the purchase invoices equipment rental receipts. This lump sum amount will be included as a separate Line Item on Task Orders issued under Line Item 0015.	4	LS	\$82,500.00	\$82,500.00
TOTAL OPTION PERIOD FOUR: (Line Items 0014 through 0016)				ESTIMATED	\$ _____
GRAND TOTAL FOR BASE AND OPTION PERIODS 1, 2, 3, AND 4 (Line Items 0001 through 0016)				ESTIMATED	\$ _____

NOTES TO OFFERORS:

1. Offerors must bid on all items in the schedule. Omission of any item may result in rejection of the proposal.

2. For the purpose of this solicitation, the unit of measure is defined as follows:

"HRS" = HOURS
"MO" = MONTH
"LS" = LUMP SUM

3. Offerors are requested to limit the unit price to two decimal places. When multiplying the estimated quantity by the unit price, **DO NOT** round the extended amount up or down.

4. The total number of hours estimated to be performed outside of normal duty hours is estimated at less than 5%.

5. Any travel costs between Fort Jackson and Laurel Bay should be included in the line item prices above.

6. Elevator maintenance services after the Base Period of the contract will be included under the unit price for preventative maintenance.

7. Rates for all line items should be fully burdened to include all fringe benefits, overhead, G&A overhead, profit, subcontractors' costs, and mobilization and demobilization costs. Overhead and G&A overhead for Line Items 0004, 0007, 0010, 0013 and 0016 should be included in the unit price rates for the labor category line items.

8. Furnish the DUNS NUMBER and CAGE CODE applicable to that name and address, if know, of the offeror.
DUNS: _____
CAGE CODE: _____

9. All prospective awardees must be registered in the Central Contractor Register database prior to award, during performance, and through final payment of any contract resulting from this Solicitation. See Section "L", paragraph L.8.

10. This procurement is a 100% set-aside for small business.

11. Reference Section C, paragraph C.17.2.9.4, EMCS. If it is necessary for Contractor to attend a system manufacturer's training session, the total costs for this shall be included in the costs for Line Items 0001, 0005, 0008, 0011, and 0014.

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

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- C.3 DOCUMENTS, DEFINITIONS, AND ACRONYMS
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SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 GENERAL

The work described herein includes the execution of maintenance, minor repair work and/or construction requiring carpentry, masonry, painting, plumbing, electrical, heating, ventilation and air conditioning, fire protection, metal work, roofing, and grounds maintenance to include landscaping, etc. for Department of Defense Education Activity – Domestic Dependent Elementary & Secondary Schools (DoDEA - DDESS) facilities.

It is the intent of the Government to preserve an allowance to correct known and as yet undiscovered existing deficiencies. Within 90 days following contract award, the Contractor shall identify and document existing deficiencies. Work Requests will be generated outlining the work required to correct these deficiencies. Work Requests will be assigned to the Contractor within 30 days after Government concurrence with said Work Requests. The intent of the Government is to bring the facilities up to an acceptable level of maintainability and at the same time keep the facilities operating in a safe, efficient manner with a minimum of disruptions at the facilities while maintaining security.

The contractor shall provide all necessary labor, materials, tools, and equipment to maintain the facilities. The contractor will procure all materials (except those specifically referred to as "U.S. Government Furnished"), and develop a comprehensive preventative maintenance plan for all of the facilities included in this contract. In addition, the contractor will provide transportation, mobile communications as required, and supervision of contractor employees involved with the maintenance, repair, and construction at the DDESS facilities presented herein.

All work shall be accomplished in a timely and workmanlike manner and in compliance with the terms of the latest applicable standards and provisions for maintenance and repair work, as well as with U.S. regulations, technical manuals and federal specifications as referenced in various sections of these specifications, and specific DDESS criteria.

C.1.1 Performance Period

The contract term is for a one year period with provisions for the exercise of four (4) one year option periods.

C.1.2 Services Not Included in this Contract

The following services are excluded from this contract:

- a. Public street repairs. However, school parking lots and recreational blacktop surfaces are included in the contract;
- b. Cafeteria/Kitchen equipment except as noted herein;
- c. Furniture Assembly and Repairs;
- d. Repairs to personal property;
- e. Additions, Alterations or Projects as defined in Section C, paragraph C.3.3, Definitions and Acronyms;

- f. Audio visual and LAN/WAN Active Components, cleaning of computers is included in the custodial option to the contract;
- g. Telephone systems including equipment and lines.

C.2 LOCATION OF WORK

The sites for the work are located at the following facilities:

C.2.1 Fort Jackson, Columbia, SC.

Fort Jackson is located in a warm, moist climate with hot, humid summers. Average annual precipitation is 49.91 inches. Annual snowfall, including sleet averages 1.7 inches.

Hood Street Elementary School

- Main Building – Building #5615

The original building nearest Hood Street along the NE was constructed in 1964. Subsequent additions were added to the SW in 1966 and to the S in 1967. The total gross building area is 29,213 sf. The original building is 17,945 sf. The additions are 4,369 sf and 6,899 sf, respectively. The foundation systems consists of reinforced concrete shallow spread and continuous footings. Load bearing concrete masonry exterior walls are clad in brick veneer. The roof structure consists of purlin beams bearing on the masonry walls and interior columns and beams with poured gypsum roof deck on bulb tee subpurlin. The roof is multiple ply built up with gravel ballast. Exterior windows are aluminum framing with typical glazing. Finishes consist of carpeted classroom and office spaces, ceramic tile restrooms and corridors, with suspended acoustical ceilings and painted CMU walls throughout. The mechanical system at Hood Street Elementary consists of three multi-zone direct expansion air handling units located on the roof. One multizone unit serves the classrooms on the south extension of the building. The other two multizone units serve the main part of the building located to the north. One unit serves the multi-purpose room and offices while the other unit serves the remaining classrooms. These multizone rooftop units were installed in the summer of 1999.

- Temporary Portable Building – Building #P-1

Prefabricated building installed in 1997. Building area is 846 sf. This building is likely constructed of lightgauge metal stud framing. Roofing and exterior siding are metal panel. The building is supported upon masonry foundation elements, is fully skirted with wall paneling and has pressure treated wood stairs and landing leading up to the entrance. Finishes consist of carpeting, suspended acoustical ceiling, and painted walls. The building includes a single toilet facility. The HVAC system consists of a single wall mounted through wall heat pump unit with electric heat.

- The Campus

The campus consists of 8.68 acres of predominantly open, grassed area including the building and parking areas. The site does contain numerous trees around its

perimeter as well as intermittently spaced throughout. The parking area and service drives are paved in asphaltic concrete. Also included on this campus are several sand filled play areas containing prefabricated steel playground equipment, a hard surfaced, fenced in play area with 2 tennis courts and 4 basketball goals. A small teaching greenhouse building is also considered part of the campus facilities. Sidewalks, stoops and steps and curb and gutter are concrete.

Pierce Terrace Elementary School

- Main Building – Building #5715

Originally constructed in 1971. Gross building area is 38,346 sf. An addition is scheduled to be constructed on the lower west side of the school for completion in August 2000. Maintenance services for this additional space would start no earlier than the period covered under Option One of the contract. The school is comprised of a main upper floor and a ½ area lower floor built into the natural hillside topography. The building is constructed of load bearing masonry clad in exterior brick veneer on shallow spread and continuous strip footings. The roof and floor framing systems are steel beam and open web joists supporting corrugated metal form decking and concrete. The roof is multiple ply built up with gravel ballast. Exterior windows are aluminum framing with typical glazing. Finishes consist of carpeted classroom, office and corridor spaces, ceramic tile restrooms, with suspended acoustical ceilings and painted CMU walls throughout. Both Pierce and Pinckney Elementary Schools have two rooftop multi-zones with gas-fired heating and DX cooling for the classroom areas. These units were installed in approximately 1988 according to the local maintenance personnel and records. These units are Carrier Weather Masters. They are nominal 40 ton cooling units with a gas burner system rated at 650 MBH input. The two units are 12-zone gas-fired/DX cooled rooftop multi-zone unit. The north unit (tagged MZ-2) serves the northern classrooms and the lower level gymnasium, while the southern unit (tagged MZ-1) serves the south classrooms, offices and the media center. According to the mechanical plans available, the following is the rating for these units. The northern unit MZ-2 has ten zone damper header and has a total airflow rate of 15400 CFM. The southern unit MZ-1 has eleven zone damper header and has a total airflow rate of 15380 CFM. However, many of the classrooms have been converted to split-system heat pumps.

There are two ground level single zone gas-fired heating and DX cooling units serving the lower level Kindergarten room and the Kitchen. These units were installed in early 1980s. A gas-fired makeup air unit is serving the Kitchen and its makeup air exhaust hoods. The restrooms each have their own exhaust fan. Cafeteria/gymnasium has a 100% untempered outside air ventilation fan.

- Temporary Portable Building – Building #P-1

Prefabricated building installed in 1997. Building area is 846 sf. This building is likely constructed of lightgauge metal stud framing. Roofing and exterior siding are metal panel. The building is supported upon masonry foundation elements, is fully skirted with wall paneling and has pressure treated wood stairs and landing

leading up to the entrance. Finishes consist of carpeting, suspended acoustical ceiling, and painted walls. The building includes a single toilet facility. The HVAC system consists of a single wall mounted through wall heat pump unit with electric heat.

- The Campus

The campus consists of 8.68 acres of predominantly open, grassed area including the building and parking areas. The site does contain numerous trees around its perimeter as well as intermittently spaced throughout. The parking area and service drives are paved in asphaltic concrete. Also included on this campus are several sand filled play areas containing prefabricated steel playground equipment, a hard surfaced, fenced in play area with 2 tennis courts and 4 basketball goals. A small teaching greenhouse building is also considered part of the campus facilities. Sidewalks, stoops and steps and curb and gutter are concrete.

Pinckney Elementary School

- Main Building – Building #5900

Originally constructed in 1985. Gross building area is 81,605 sf. No additions have been constructed. The original mechanical system using hot and cold water has been mostly replaced with rooftop mounted heatpump units. Portions of the building still utilize the water system. The building consists of brick veneer on load bearing concrete masonry with steel framing. The foundation system consists of shallow spread and continuous footings. Roofing is standing seam metal on insulation and gypsum plank decking. Finishes consist of filled and painted CMU walls, carpeted floors with resilient base and suspended acoustical tile ceilings. There is an auditorium with wooden stage surface and fixed seating. A flagpole and lighted school sign are in the front area of the school. Both Pierce and Pinckney Elementary Schools have two rooftop multi-zones with gas-fired heating and DX cooling for the classroom areas. These units were installed in approximately 1988 according to the local maintenance personnel and records. These units are Carrier Weather Masters. They are nominal 40 ton cooling units with a gas burner system rated at 650 MBH input. The two units are 12-zone gas-fired/DX cooled rooftop multi-zone units. The north unit (tagged MZ-2) serves the northern classrooms and the lower level gymnasium, while the southern unit (tagged MZ-1) serves the south classrooms, offices and the media center. According to the mechanical plans available, the following is the rating for these units. The northern unit MZ-2 has ten zone damper headers and has a total airflow rate of 15400 CFM. The southern unit MZ-1 has eleven zone damper headers and has a total airflow rate of 15380 CFM. However, many of the classrooms have been converted to split-system heat pumps.

There are two ground level single zone gas-fired heating and DX cooling units serving the lower level Kindergarten room and the Kitchen. These units were installed in early 1980s. A gas-fired makeup air unit is serving the Kitchen and its makeup air exhaust hoods. The restrooms each have their own exhaust fan. Cafeteria/gymnasium has a 100% untempered outside air ventilation fan.

- The Campus

The total site area contained within the property lines is 43.31 acres. A large portion of that area (approximately 22.67 acres), however is wooded, natural area which will not require grounds maintenance. The parking areas and service drives are paved in asphaltic concrete. Also included on this campus are several sand filled play areas containing prefabricated steel playground equipment, an asphaltic concrete, fenced in play area with 2 basketball courts, a little league sized baseball diamond with backstop and 4 foot outfield fence and a football field with goalposts. The cooling tower fenced enclosure yard, maintenance shed and emergency generator are also included in the campus facilities. Sidewalks, stoops and steps and curb and gutter are concrete. A lighted sign and flagpole are in the front area of the school.

C.2.2 Beaufort Marine Corp Air Station, Laurel Bay, SC

Laurel Bay is located in a warm, moist climate with hot, humid summers. Average annual precipitation is 49.22 inches. Annual snowfall, including sleet averages 0.4 inches.

School 1 – Laurel Bay Primary School

- Main Building - # 1516

Constructed in 1963, with addition at the end of the North wing constructed several years later. The original building contains 44827 sf and the addition encompasses 6000 sf additional. The original building is constructed of load bearing masonry on shallow continuous reinforced concrete footings with open web steel joist and poured gypsum roof deck. The addition is constructed with precast concrete beams, tees and columns and load bearing masonry on spread and shallow reinforced continuous concrete footings. Roofing is multiple ply built-up with gravel ballast. Exterior walls are brick veneer and plaster. Exterior windows are aluminum framed with typical glazing. Finishes consist of carpeting in the classrooms and offices, with quarry and ceramic tile in the corridors and restrooms. Cafeteria areas are VCT. Ceilings consist predominantly of suspended acoustical tile. Wall finishes are primarily painted CMU, with some ceramic tile wainscot and vinyl wall fabric. The school is served by an air-cooled chiller, which is located outside in the middle of the school on the south side. A mechanical room is located directly to the north of the chiller, outside of the school, and houses the chilled water pumps. The boiler is located in the mechanical room on the East Side of the school. The boiler is gas-fired and is served by two heating water pumps. The domestic water heater is also in the boiler mechanical room. The chiller and the boiler serve a multizone unit, which supplies air to the Library and the Multimedia support areas. The chiller and the boiler also serve several smaller single zone air handlers, which supply conditioned air to the offices and the teacher support rooms. The majority of the classrooms are served by Bard wall-mounted heat pump units. Also, the portable classrooms located around the school are served with Bard wall mounted heat pumps. The kindergarten classrooms are connected to the school by a breezeway and are served by rooftop DX units with gas heating. Gas-fired DX rooftop units also serve several of the interior areas. Each bathroom in the facility has an exhaust fan. The bathrooms in the main school also have electric resistance unit heaters. The kitchen has an exhaust hood with a fire suppression system. Several of the refrigerators and freezers have remote air-cooled condensers mounted on the roof. There is also a walk-in refrigerator located outside of the kitchen to the north. Several large exhaust fans also serve the kitchen.

- Chiller Plant - # 1517

Constructed in 1963, as a portion of the original facility. This building houses the pump and piping equipment serving the chillers in the adjacent yard. Constructed of load bearing masonry on shallow continuous reinforced concrete footings with open web steel joist and poured gypsum roof deck. Roofing is multiple ply built-up with gravel ballast. Exterior walls are brick veneer and plaster. Exterior windows are aluminum framed with typical glazing. Finishes consist of carpeting in the classrooms and offices, with quarry and ceramic tile in the corridors and restrooms. Cafeteria areas are VCT. Ceilings consist predominantly of suspended acoustical tile. Wall finishes are primarily painted CMU, with some ceramic tile wainscot and vinyl wall fabric.

- Portable Buildings - # P-1 through P-9

Prefabricated buildings installed in the early 1990's. Buildings are approximately 850 sf each. Buildings are likely constructed of lightgauge metal stud framing. Roofing and exterior siding are metal panel. The buildings are supported on masonry foundation elements, is fully skirted with wall paneling and have pressure treated wood landings and stairs to the entrances. Finishes are carpet, suspended acoustical ceilings and painted walls. Each building has a single toilet room. HVAC system consists of a single through wall heat pump unit with electric heat.

- Storage Buildings - # 1543, 1518, 1520, and 1544

These are miscellaneous prefabricated structures placed at various times. Materials consist of wood, lightgauge steel, metal panel, wood siding, shingle and metal roofing, etc; no finish out and no mechanical generally speaking. However, building 1544 was reconstructed in its current location in early 1999 and has a through wall "hotel-type" unit air conditioning an office as well as a through wall heat pump unit conditioning the general storage area. This building is a pre-engineered metal building with metal wall and roof panel, batt insulation and a small interior office constructed of metal stud and drywall. The total square footage of these structures is 1180 sf.

- Administration Annex

Constructed in 1994 and containing 9576 sf. This building is constructed of steel framed construction with metal stud walls and face brick veneer on shallow spot and continuous reinforced concrete footings. The roofing system is lightgauge framing supporting a standing seam metal panel system. The majority of the mechanical equipment is located on a concrete mezzanine floor in the attic space. Floor finishes are comprised of carpeting in the admin areas and classrooms with ceramic tile corridor and restrooms. Walls are painted gypsum wallboard on metal stud. Ceilings are lay-in suspended acoustical tile with some suspended painted gypsum wallboard. The Administration Building is served by an air-cooled chiller, which is located outside on the West Side. A mechanical room is located inside the building directly to the east of the chiller and houses the chilled water pumps. The domestic water heater is also in the boiler mechanical room. The chiller and the boiler serve several single zone air handling units. The air handling units are located in the attic of the administration building. Heating is accomplished through electric resistance located in the ductwork directly downstream of the air handling units. The chilled water piping enters the building in the mechanical room. The chilled water piping then rises in the mechanical room to serve the units in the attic. Each bathroom in the facility has an exhaust fan.

- The Campus

The total site area to be maintained within the real property limits is 16.4 acres. The parking areas and access drives are asphaltic concrete, mostly without concrete curb and gutter. There is a sand filled play area with playground equipment, outdoor furnishings and miscellaneous concrete site paving. There is a brick fenced enclosure containing the chillers for the main building and a wooden fenced enclosure containing the admin chiller.

School 2 – Laurel Bay Intermediate School

- Main Building - # 1523

Constructed in 1963, with additions at the ends of the East and West wings constructed several years later. The original building contains 44,827 sf and the additions encompass 5300 sf additional. The original building is constructed of load bearing masonry on shallow continuous reinforced concrete footings with open web steel joist and poured gypsum roof deck. The addition is constructed with precast concrete beams, tees and columns and load bearing masonry on spread and shallow reinforced continuous concrete footings. Roofing is multiple ply built-up with gravel ballast. Exterior walls are brick veneer and plaster. Exterior windows are aluminum framed with typical glazing. Finishes consist of carpeting in the classrooms and offices, with quarry and ceramic tile in the corridors and restrooms. Cafeteria areas are VCT. Ceilings consist predominantly of suspended acoustical tile. Wall finishes are primarily painted CMU, with some ceramic tile wainscot and vinyl wall fabric. A 10 classroom, media center and gymnasium addition is currently in the planning stages, but has not yet been funded. The earliest expected start of construction would be Aug 2001; therefore, maintenance services would not begin until the period covered by Option Three in the contract. The school is served by an air-cooled chiller, which is located outside in the middle of the school on the West Side. A mechanical room is located directly to the east of the chiller, outside of the school, and houses the chilled water pumps. The boiler is located in the mechanical room on the East Side of the school. The boiler is gas-fired and is served by two heating water pumps. The domestic water heater is also in the boiler mechanical room. The chiller and the boiler serve a multizone unit, which supplies air to the Library and the Multimedia support areas. The chiller and the boiler also serve several smaller single zone air handlers, which supply conditioned air to the offices and the teacher support rooms. The majority of the classrooms are served by Bard wall-mounted heat pump units. The kindergarten classrooms are connected to the school by a breezeway and are served by rooftop DX units with gas heating. Gas-fired DX rooftop units also serve several of the interior areas. Each bathroom in the facility has an exhaust fan. The bathrooms in the main school also have electric resistance unit heaters. The kitchen has an exhaust hood with a fire suppression system. Several of the refrigerators and freezers have remote air-cooled condensers mounted on the roof. There is also a walk-in refrigerator located outside of the kitchen to the north. Several large exhaust fans also serve the kitchen.

- Chiller Plant - # 1524

Constructed in 1963, as a portion of the original facility. This building houses the pump and piping equipment serving the chillers in the adjacent yard. Constructed of load bearing masonry on shallow continuous reinforced concrete footings with open web steel joist and poured gypsum roof deck. Roofing is multiple ply built-up with gravel ballast. Exterior walls are brick veneer and plaster. Exterior windows are aluminum framed with typical glazing. Finishes consist of carpeting in the classrooms and offices, with quarry and ceramic tile in the corridors and

restrooms. Cafeteria areas are VCT. Ceilings consist predominantly of suspended acoustical tile. Wall finishes are primarily painted CMU, with some ceramic tile wainscot and vinyl wall fabric.

- Portable Buildings - # R-1 through R-5

Prefabricated buildings installed in the early 1990's. Buildings are approximately 850 sf each. Buildings are likely constructed of lightgauge metal stud framing. Roofing and exterior siding are metal panel. The buildings are supported on masonry foundation elements, are fully skirted with wall paneling and have pressure treated wood landings and stairs to the entrances. Finishes are carpet, suspended acoustical ceilings and painted walls. Each building has a single toilet room. HVAC system consists of a single through wall heat pump unit with electric heat.

- Storage Buildings - # 1545 and 1546

These are miscellaneous prefabricated structures placed at various times. Materials consist of wood, lightgauge steel, metal panel, wood siding, shingle and metal roofing, etc. No finish out and no mechanical equipment are included. The total square footage of these structures is 960 sf.

- The Campus

The total site area to be maintained within the real property limits is 9.84 acres. The parking areas and access drives are asphaltic concrete, mostly without concrete curb and gutter. There is a sand filled play area with playground equipment, outdoor furnishings and miscellaneous concrete site paving. There is a brick fenced enclosure containing the chillers for the main building and a wooden fenced enclosure containing the admin chiller.

See the drawings in Section J for floor and roof plans of the above buildings. The grounds of these facilities are as defined herein and indicated in the site plan drawings attached in Section J.

C.3 DOCUMENTS, DEFINITIONS, AND ACRONYMS

C.3.1 Contractor Compliance

The contractor shall follow and adhere to entire documents, and to specific paragraphs in instances where only a portion of the document is referenced. Supplements or amendments to required publications shall be considered to be in full force and effective upon receipt by the contractor.

C.3.2 Applicable Documents

C.3.2.1 Government Publications

AR 11-27	Army Energy Conservation Program
AR 200-1	Environmental Quality, Environmental Protection and Enhancement
AR 380-5	Information Security Program
AR 105-23	Communications Electronic Administrative Policies and Procedures for Telecommunications Services
AR 200-1	Environmental Protection and Enhancement
AR 385-10	Army Safety Program
AR 385-32	Protective Clothing and Equipment
AR 385-40	Accident Reporting and Records

AR 420-43	Electrical Services
AR 420-47	Solid and Hazardous Waste Management
AR 420-90	Fire Protection
AR 600-63	Army Health Promotion
EM 385-1-1	Corps of Engineers Safety Manual
TM 5-670	

C.3.2.2 Non-Government Publications

U.S. Consumer Product Safety Commission; “Handbook for Public Playground Safety”
 Underwriter’s Laboratories, Inc. (UL)
 National Electric Code (NEC)
 National Fire Protection Association (NFPA)
 Environmental Protection Agency (EPA)
 Code of Federal Regulations (C.F.R)
 Americans with Disabilities Act (ADA)
 Standard Educational Specifications

C.3.2.3 Forms

ENG Form 3394:	US Army Corps of Engineers Accident Investigation Report
DA Form 5479-R:	Contractor Discrepancy Report
FS Form 123:	Operator’s Checklist
FS Form 1523:	Water Treatment Log

C.3.3 Definitions and Acronyms

As used throughout the contract, the following terms shall have the meaning set forth below:

- a. **Addition:** A change to a real property facility that adds to its overall external dimension or footprint. Additions are not part of this contract.
- b. **Advisory Documents:** Directives which the contractor may use for information and guidance and which are not binding for compliance.
- c. **AHERA:** Asbestos Hazardous Emergency Response Act
- c. **Alteration:** A change to interior or exterior facility arrangements or components to improve current use. This includes installed equipment made a part of an existing facility. Additions are not alterations. **Alterations are not part of this contract.**
- d. **ANSI:** American National Standards Institute.
- e. **Asbestos:** A generic name given to a number of naturally occurring hydrated mineral silicates that possess a unique crystalline structure, are incombustible in air, and are separable into fibers. Asbestos includes the asbesti-form varieties of chrysotile (serpentine), crocidolite (ribeckite), amosite (cummingtonite-grunerite), tremolite, anthophyllite, and actinolite.
- f. **Asbestos-Containing Material (ACM) and Asbestos Containing Building Materials (ACBM):** Any material or building material containing more than 1% by weight of asbestos of any type or mixture of types.
- g. **Asbestos-Containing Waste Material/Debris:** Any material or debris which is suspected of being or is contaminated with an asbestos-containing material and is to be removed from a work for disposal.

- h. **DLE or D.L.E.:** Directorate of Logistics and Engineering
- i. **DPW or D.P.W.:** Directorate of Housing and Public Works
- j. **Breakdown:** The stoppage or collapse of equipment of a facility, or a component thereof, that requires immediate corrective action to restore it to an operating condition.
- k. **Contract Discrepancy Report (CDR) DA Form 5479-R:** A formal, written documentation of contractor poor performance or lack of performance for contracted work.
- l. **Contracting Officer (KO):** The individual with the authority to enter into, administer, and/or terminate contracts. The Contracting Officer is the exclusive Government official authorized to execute changes and authorize deviations or variations from this contract and make equitable adjustments in price to this contract.
- m. **Contracting Officer's Representative (COR):** Whenever COR is used in this contract, it indicates the authorized designee of the Contracting Officer or his alternate.
- n. **Contractor Workdays:**
- o. 0730 - 1630, Monday thru Friday (Federal Holidays excluded)
- p. **Critical Equipment and Facilities:** Equipment or facilities that must operate continuously or throughout the respective season in order to support school operations. Failure of equipment or facilities to meet design output requirement may affect the health and welfare of personnel or damage Government equipment or properties. Emergency or urgent work requests are sometimes required to restore critical equipment to optimum operating condition and provide the output required, e.g., fire prevention and protection systems, electrical system, and utility systems, etc.
- q. **Defective Service:** A unit of service which contains one or more defects, or nonconformance with specified requirements, or service that has not been performed by the scheduled completion time.
- r. **Demand Maintenance:** All required work not classified as preventative maintenance and beyond the capability of the contractor's normal on-site work force shall be considered demand maintenance. This work shall be scheduled and accomplished in accordance with the procedures set forth in Section C.5.2.
- s. **Department of Defense Domestic Dependent Elementary and Secondary Schools (DoD-DDESS):** The Regional Headquarters responsible for the operations of all military schools located in the United States. In particular, the Facilities Branch of the DDESS Logistics Division, is charged with providing the professional architectural and engineering services required to manage the maintenance and repair of all DoD DDESS school facilities.
- t. **Demolition:** The wrecking or taking out of any load supporting structural member and/or removal of any building component, system or finish of a facility together with any related handling operations.
- u. **Direct Materials and Supplies:** Materials which enter directly into the end product or service, or which are used or consumed directly in connection with furnishing of such product or service.
- v. **Emergency Maintenance:** Demand maintenance work required to protect the health and safety of personnel and provide the protection of property from serious damage. Any equipment failure which precludes school operations shall be treated as an emergency.
- w. **Encapsulant:** A liquid that surrounds or embeds asbestos fibers in place in an adhesive matrix to prevent release of fibers. There are three types used in asbestos work:
 1. Bridging encapsulant – an encapsulant that forms a discrete layer on the surface of asbestos matrix.
 2. Penetrating encapsulant – an encapsulant that is absorbed by the asbestos matrix without leaving a discrete surface layer.

3. Removal Encapsulant – a penetrating encapsulant specifically designed for keeping asbestos-containing materials wetted during removal.
- x. **EPA:** Environmental Protection Agency.
- y. **Equipment-in Place (EIP):** EIP is a special category of personal property. It consists of capital equipment and other nonexpendable supplies of a movable nature that are not affixed as an integral part of the facility and may be removed without destroying or reducing the usefulness of the facility. EIP maintenance is excluded from this contract except as specifically indicated herein.
- z. **Facilities:** Any interest in land, structures or complex of structures, supporting road and utility improvements necessary to support the functions of an activity or mission.
- aa. **Federal Holidays**
 Work shall not be required on the following ten (10) Federal Holidays:
- | | | |
|-----|-----------------------------------|---|
| 1. | New Years Day | 1 January |
| 2. | Martin Luther King Jr.'s Birthday | 3 rd Monday in January |
| 3. | President's Day | 3 rd Monday in February |
| 4. | Memorial Day | Last Monday in May |
| 5. | Independence Day | 4 July |
| 6. | Labor Day | First Monday in September |
| 7. | Columbus Day | 2 nd Monday in October |
| 8. | Veterans Day | 11 November |
| 9. | Thanksgiving Day | 4 th <u>Thursday</u> in November |
| 10. | Christmas Day | 25 December |
- Should any holiday fall on Saturday, the preceding Friday is the observed holiday; should it fall on Sunday, the following Monday will be observed.
- Friable Asbestos Material:** Material that contains more than 1.0% asbestos by weight and that can be crumbled, pulverized, or reduced to powder by hand pressure when dry.
- bb. **Industrial Hygienist (I.H.):** An individual trained in occupational health and the identification, evaluation, and control of environmental contaminants. There are three categories of Industrial Hygienist.
1. Certified Industrial Hygienist (CIH) – an individual who by virtue of successfully passing examination is certified in the practice of industrial hygiene by the American Board of Industrial Hygiene and a registered Diplomate in the American Academy of Industrial Hygiene.
 2. Professional Industrial Hygienist – an individual possessing either a baccalaureate degree in engineering, chemistry or physics, or a baccalaureate in a closely related biological physical science from an accredited college or university and who has a minimum of three (3) years of industrial hygiene experience. A current EPA Certification as an Asbestos Abatement Supervisor or Project Designer is also required.
 3. Industrial Hygienist – an individual with one (1) year minimum experience level in asbestos air monitoring, assessment, and abatement or a four (4) year university technical curriculum which includes specific course work in air contaminant monitoring techniques. A current EPA Certification as an Asbestos Abatement Supervisor or Project Designer is also required.
- cc. **IAW:** In accordance with.
- dd. **Inspection:** Procedures for the evaluation and determination of the actual condition of the facility and of the technical equipments of a system. The procedures include:
- Preparation of inspection plan
 - Preparation for the inspection execution
 - Inspection execution
 - Presentation of the findings

- Evaluation of the findings
- Determination of the necessary consequences.
- ee. **Installed Building Equipment:** Equipment and furnishings required to make the facility usable and attached as a permanent part of the structure. Installed equipment maintenance is required under this contract.
- ff. **Major Components:** Roof structures, exterior walls, interior walls, heating systems, plumbing systems, chimneys, exterior contract, stairwells, interior and exterior caulking, interior ceiling tiles, floor coverings, wall covering, duct insulation, electrical service panels, transformers, exterior landscaping, site grading.
- gg. **Major Equipment:** A piece of equipment that is separate and distinct as well as critical and necessary to a system's functioning. An example of major pieces or equipment related to "Vertical Transportation System" is the elevator cars and the hoist mechanism. Floor indicator lights would not be considered major pieces of equipment.
- hh. **Maintenance:** Work required to preserve or maintain a facility or its components so that it may be used effectively for its designated purpose, and includes work undertaken to prevent damage which would otherwise be more costly to restore. Hence, Preventative Maintenance is a natural extension of maintenance. Maintenance also includes unscheduled work performed by the contractor which is designed to restore equipment and systems.
- ii. **Maintenance Backlog:** Equipment repair that has not been accomplished in the specified time.
- jj. **Mandatory Documents:** Directive with which the contractor is obliged to comply.
- kk. **Material Safety Data Sheet (MSDS):** Written or printed information, for a single substance or mixture, grouped into specific sections including but not limited to the following:
 1. Section I Manufacturer – Manufacturer, Address and Emergency Phone Number – Chemical number - Chemical name - Chemical Family – Formula.
 2. Section II Hazardous Ingredients – Chemical Name(s) – CAS Registry No. (s) – Threshold limit Value(s).
 3. Section III Physical Data – Boiling Point – Vapor Pressure – Specific Gravity – Volatile by Volume – Evaporation Rate – Vapor Density – Water Solubility – Material Type – Appearance and Odor.
 4. Section IV Fire and Explosion Hazard Data – Flash Point – Flammable Limits – Extinguishing Media – Special Firefighting Procedures – Unusual fire and Explosion Hazards.
 5. Section V Health Hazard Data – Effects of Overexposure – Primary Routes of Entry – Chemical Listed as carcinogen or Potential Carcinogen – Emergency and First Aid Procedure.
 6. Section VI Reactivity – Stability – Conditions to avoid – Incompatibility – a Hazardous Decomposition Products – Hazardous Polymerization – Conditions to Avoid.
 7. Section VII Spill or Leak Procedures – Steps to be taken in case material is spilled or released – Waste Disposal Methods.
 8. Section VIII Special Protection Information – Respiratory Protection – Ventilation – Eye and Glove Protection – Other Protective Clothing.
 9. Section IX Special Precautions – Handling and Storage – Other Situations.
- ll. **Mil:** Prefix meaning one-thousandth of an inch.
- mm. **Minor Construction:** Work required to erect, install, acquire or assemble a new facility. The addition to, alteration, expansion, extension, reconstruction, conversion, or replacement of an existing facility; the installation of or relocation of existing facilities or installed equipment; the adjustment to the interior arrangement or other physical

- characteristics of an existing facility; and land work such as excavation, fill, and exterior landscaping. Minor construction that alters the dimension, value or function of the facility or its major components is termed a “project”.
- mn. ***Noncritical Equipment or Facilities:*** Those categories of equipment or facilities that do not affect the health of personnel, cause damage to Government properties, or cause critical facilities to shut down in case of failure.
 - oo. ***NLT or N.L.T.:*** No later than.
 - pp. ***OSHA:*** The Occupational Safety and health Administration which was created by the Occupational Safety and health Act 1970; serves as the enforcement agency for safety and health in the workplace environment.
 - qq. ***Other than normal working hours rate:*** The rate for work other than official working hours, as defined in paragraph C.3.3.n.
 - rr. ***Personal Property:*** Any property not considered real property.
 - ss. ***Playground Equipment:*** Is that equipment which includes seesaws, swings, monkey bars, slides, basketball goals and other associated items.
 - tt. ***Preventative Maintenance:*** Is that scheduled maintenance performed by the contractor which is designed to keep the equipment and systems in an operating condition and to prevent deterioration beyond normal wear and tear.
 - uu. ***Project:*** Any addition, alteration or demolition which adds to, or takes away from the real property dimension or value. Projects are not included in this contract.
 - vv. ***Quality Assurance:*** Those actions taken by the government to assure services meet the requirements of Section C, Description, Specifications, Work Statement.
 - ww. ***Quality Assurance Surveillance Plan (QASP):*** A written Government plan that details what is to be evaluated, and how evaluations are to be accomplished.
 - xx. ***Quality Control Program (QCP):*** The contractor’s system of controlling the equipment, systems, or services to insure that requirements of the contract are met. The contractor is responsible for QC and for offering to the Government for acceptance only those supplies and services conforming to the contract requirements.
 - yy. ***Real Property:*** All land and interest in lands. Includes buildings, warehouses, right-of-way, basements, utility systems, and all other improvements such as equipment and building specialties that are permanently attached and ordinarily regarded as real estate. Does not include machinery, equipment, or fixed signal communication systems that may be removed without harming the usefulness of the structure.
 - zz. ***Renovation:*** Altering in any way one or more facility components.
 - aaa. ***Repair:*** The application of maintenance services or other maintenance action to restore serviceability to an item by correcting specific damage, fault, malfunction, or failure in a part, subassembly, module (component or assembly), end item, or system.
 - bbb. ***Response:*** To have personnel on site at school facility pursuing a solution to the stated problem.
 - ccc. ***Special Tools:*** Tools designed and manufactured specifically for operation, maintenance, and repair of given piece of equipment or system.
 - ddd. ***Work Request:*** User or contractor generated form used to identify, document and authorize maintenance tasks.

C.3.4 Contractor Furnished Documents

None of the publications referenced herein will be provided to the contractor by the Government. The contractor shall be thoroughly familiar with the mentioned publications, and shall fully comply with all requirements defined therein. These documents may be obtained by the contractor at his own expense from the Government if desired and will remain the contractors

property at completion or termination of this contract. Failure to comply with the requirements of these documents due to lack of knowledge or understanding shall not be considered good cause for the contractor to reduce any service or performance, or be acceptable reason not to comply with any contract term or condition.

C.4 CONTRACT MANAGEMENT CAPABILITY

The contractor shall develop the following Management Plans as evidence of his management capabilities. These plans shall be updated as required such that they remain current and the contractor shall submit them to the Contracting Officer's Representative. The plans shall be prepared in accordance with the requirements of this section and shall include as a minimum, but shall not be limited to the following contents indicated.

C.4.1 Staffing Plan

The contractor shall develop a staffing plan to include the minimum staffing identified herein as well as any and all other personnel, facilities, subcontract intentions, etc. that he feels would be required to optimally accomplish the scheduled maintenance and inspections required herein. It is the intent that innovative, unique approaches be considered in the accomplishment of the specified requirements.

C.4.2 Quality Control Plan

The Contractor shall submit and maintain a Quality Control Plan which addresses the Contractor's ability to provide for the requirements of this contract in a timely and efficient manner and of an acceptable quality.

Plan shall include:

- An inspection system covering all of the scheduled services indicated herein. It must specify the areas to be inspected on scheduled or unscheduled basis, frequency of inspections and title of the inspecting individual.
- Methods of recognizing and preventing defects in the quality of service performed prior to quality levels becoming unacceptable.
- This plan should also identify proposed corrective measures that the contractor intends to implement in the event of deficiencies in the preventative maintenance and inspection routines.
- Method of organizing and maintaining on-site records of all inspections conducted and the necessary corrective actions implemented.
- Indicate where and when routine testing will be required.

At any time it becomes determined by the Contracting Officer or his Representative that the quality control system, personnel, instructions, controls, tests or records are not providing results which conform to the contract requirements, action shall be taken by the Contractor to correct the deficiency. Representative actions could be replacement of personnel, additional QC inspections, additional staff, revision of the Quality Control Plan, etc.

C.4.3 MMS (Maintenance Management System) Plan

The contractor shall define and describe his proposed system. The minimum requirements are herein defined in section C.12. This system description shall include any unique or innovative approaches to the tracking of maintenance tasks, man-hour, and material costs.

C.4.4 Safety Program Plan

The contractor shall develop a safety program plan to describe procedures and plans for preventing accidents and for preserving the life and health of students, faculty, the public, the contractor, or government personnel performing, or in any way coming in contact with the performance of this contract.

- a. The plan shall address responsibilities and procedures that all contractor personnel and his subcontractors shall follow in the following areas:
 - fire safety (hazards prevention, reporting, evacuation layouts, and extinguisher locations)
 - maintenance shop safety
 - battery shop operations
 - protective clothing and equipment
 - storage of oils, lubricants, oxygen, and flammable materials
 - disposal of waste and contaminated oil
 - use of acetylene torches, electric welders, power equipment
 - any other systems necessary to protect the employee.
- b. Safeguarding of Government property is the responsibility of all contractor employees and his subcontractors. Accordingly, the contractor may be held liable for loss or damage of Government property due to negligence or willful misconduct.

The contractor shall comply with the U.S. Department of Labor Occupational Safety and Health Act (OSHA) and the latest revision of the Corps of Engineers Safety Manual, <http://www.usace.army.mil/inet/usace-docs/eng-manuals/em/385-1-1/toc.htm>. The contractor shall comply with all laws, standards, and requirements affecting the safety and health of contract employees while on duty at the Government facility/installation. If they differ, the contractor shall comply with the more stringent regulation or requirement.

C.4.5 Physical Security Plan

The contractor shall develop a physical security plan. The plan shall include as a minimum, security of facilities, buildings, vehicles, fuel, tools, equipment, and personal property which either belong to the contractor or are the responsibility of the contractor. The plan should include any inventory management systems that the contractor would propose to use. The contractor shall be responsible for both contractor-owned and Government furnished property.

C.4.6 Asbestos Management Plan

The Contractor shall submit an Asbestos Management Plan which demonstrates his ability and experience in performing building asbestos management in accordance with AHERA and EPA requirements. This Plan shall identify how key personnel are to or have been trained and/or certified. A contingency plan for how the asbestos will be handled when encountered unexpectedly during non-asbestos work shall be included. Currently, there are no known asbestos requirements that would be included as part of this contract.

C.5 MAINTENANCE

The contractor shall be responsible, within the real property limits, to repair and maintain in an operable condition, all building systems.

The contractor shall perform all operations and maintenance in accordance with Section C.17, Specific Tasks, Inspections And Standards, of these specifications. These tasks and standards are not all inclusive and the contractor will be required to identify and perform any additional tasks and comply with additional standards as required to meet the intent of this contract.

C.5.1 Preventative Maintenance (PM)

Preventative Maintenance (PM) is the orderly and repetitive accomplishment of work that is to be performed on a planned, uniform and continuous basis to prevent the breakdown of equipment and to prolong the life of real property.

The contractor shall make a comprehensive inspection of all facilities and establish a preventative maintenance service plan. This plan shall be submitted to the Contracting Officer for approval not later than ninety (90) days after award of the contract. The preventative maintenance plan shall be organized to prevent disruption of services and/or damages that could have otherwise been prevented. The plan shall list all PM schedules, discrepancies found, and include all work anticipated for the maintenance or repair of the facilities.

The contractor shall develop and submit weekly schedules of the work covering the following week in accordance with the Preventative Maintenance Plan. The schedule should be submitted NLT Thursday of the current week for work covering the following week. The first weekly schedule shall be submitted NLT ten (10) workdays prior to the commencement of work.

C.5.1.1 Scheduled Maintenance

Accomplishment of the routine services as scheduled herein for major equipment pieces. (See Section J, Attachment A-3).

C.5.1.2 Routine Inspections

The observation of things such as structures, building systems, pavements, sidewalks, playground equipment, etc. The contractor will conduct walk-through inspections of each facility. The primary intent of these inspections is to identify deficiencies or impending failures of and of the facilities systems which can be corrected or avoided. These checks will be an inspection of the integrity of the items being observed. These checks and inspections are intended to note deficiencies or conditions that may lead to a system failure such that failures or conditions detrimental to the facilities may be circumvented.

The contractor shall conduct routine inspections as indicated herein. The contractor shall complete inspection worksheets or checklists which will be developed as part of the maintenance management system (MMS) required by Section C.12. Noted defects or impending failure situations shall be additionally documented in the form of Work

Requests which shall be approved by the Contract Manager and submitted to the Contracting Officer's Representative.

C.5.1.3 Invoicing and Payment

- a. Upon completion of the work, the contractor shall inspect, test and document all services called for by the contract. The COR will monitor the Contractor's execution of the inspection and supervision of all services called for by the contract. The COR may perform spot inspections of performance, as necessary. The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- b. The contractor shall prepare a monthly invoice equal to unit contract price indicated in bid item 0001, 0005, 0008, 0011, or 0014, as appropriate for the current contract period.
- c. When the contractor is satisfied with compliance with the terms of this contract, the completed and scheduled maintenance work shall be entered into the MMS. The COR will then conduct any desired inspections. If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may:
 1. Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements.
 2. Reduce the contract price to reflect the reduced value of the services performed. Reductions will be based on actual area, unit, customer complaints and/or man-hours by non-performance. Reductions will be computed in accordance with paragraph C.18.4., Contractor Payment. Also, see Section E, Inspection and Acceptance.
- d. The COR will adjust the invoice for non performance as specified herein and submit to the U.S. Army Corps of Engineers, Fort Worth District for payment.

C.5.2 Demand Maintenance

Demand Maintenance is the accomplishment of tasks that arise on an as need basis, and are by their very nature unpredictable and non-quantifiable. It is acknowledged that the facilities covered by this contract have known defects and impending failures. It is the intent of the Government to utilize Demand Maintenance Work Requests identified by the Government and its personnel, as well as the contractor to identify these deficiencies and upgrade the facilities to an acceptable level of maintainability and operation. A Task Order will be issued quarterly by the Contracting Officer authorizing the Contractor to perform identified work requests as Demand Maintenance tasks which may include but are not limited to the following:

- Roof repair
- Exhaust Fan repair or replacement.
- Brick Veneer cleaning, mortar and sealant replacement
- Replacement or repair of hardware (locks, latches, hinges, screws, bolts, etc.)
- Adjustment of doors (wood, metal, rolling, roll-up, etc.), for proper operation.
- Repair and adjustment of windows, window blinds for proper operation.

- Repairs to surfaces of walls, ceilings, and/or floors.
- Replacement of damaged or missing floor tiles, spot repair damaged carpet; replacement of damaged or missing acoustical ceiling tiles.
- Replacement of glass in doors and windows.
- Replacement of mirrors in bathrooms.
- Painting of repaired areas or items of equipment for safety, prevention of deterioration, and/or to match adjacent surfaces in appearance.
- Lamp and ballast replacement.
- All other repairs necessary for proper appearance, prevention of deterioration, stability of the building, and the safety of its occupants for the continuance of the educational mission.
- Floor stripping and refinishing.
- Wood flooring refinishing.

Demand maintenance tasks that will not require more than 1 man-hour of labor and \$75.00 of materials are exempted from the usual Work Request approval process. The intent is to accomplish such tasks as lamp replacement, loose attachment repair, minor plumbing repair, and other tasks that can be performed during routine inspections without the undue burden of Work Request submission. These tasks when completed must still be logged in the MMS in the usual manner specified herein and should be invoiced for work in accordance with Line Items 0003, 0006, 0009, 0012 or 0015 as appropriate for the current contract period.

C.5.2.1 Emergency Maintenance and Repairs

Emergency Maintenance and Repair is a special form of Demand Maintenance that is excluded from the Work Request process. It consists of tasks that are of such pressing nature that concurrence with the Work Request would result in continued damage to a facility or increasing life safety and health risks.

The contractor shall provide the COR with the names, and local or long distance telephone numbers with reverse charges, as applicable, that is answered 24 hours per day, 7 days per week, including holidays, at which the contractor can be notified of emergency work. The Government shall not be expected to place more than one phone call in order to solicit response from the contractor or his designated representative. Only authorized personnel designated by the Contracting Officer will call for emergency maintenance. The contractor shall respond within thirty (30) minutes by telephone and report to the job site within a maximum of one (1) hour to failures in:

- Ruptured, leaking, or overflowing interior water lines or sanitary/sewer lines, including overflowing toilet and plumbing fixtures.
- Leaking gas lines.
- Persons trapped in an elevator.
- Emergency power generation failures.
- Doors discovered unlocked or unsecured during unoccupied hours. It shall be the responsibility of the contractor to secure doors during these times.

The contractor shall diagnose problem or equipment failure and perform maintenance. Situations of emergency nature shall not require concurrence of the demand Work Request. A Work Request, however, must be filed and input into the MMS within 24 hrs of initial notification. When the contractor is called for emergency maintenance, immediate action shall be taken to perform maintenance on such equipment/items, on a

time is of the essence basis. The contractor shall find the necessary repair parts or perform the required actions to stabilize the system. The contractor will stay at the job site and maintain continuous effort until the repairs are completed and the failed system is operating satisfactorily or the situation is sufficiently stabilized to prevent further damage to the facility or continue to be a safety threat or hazard to the building occupants.

C.5.2.2 Demand Maintenance Work Requests

Work Requests will be generated under Demand Maintenance Task Orders facilities require work other than the regularly scheduled routine maintenance and inspections. Work Requests will receive concurrence by the COR and will be prioritized as indicated herein. This work will be accomplished in accordance with the procedure outlined below.

- a. Work Requests submitted to the COR and requests which are generated by the COR are verified for contract validity, concurred with and prioritized. The contractor is not to perform work until COR concurrence with the Work Request is received. Prioritization is as follows:
 - Priority 1 (Critical) – Defined as any work which does not fall within the context of “Emergency Maintenance or Repair”, but may jeopardize the normal safe operation of the school facility. Response to Priority 1 calls during normal work hours shall not exceed 30 minutes. Priority 1 items shall be repaired in a time is of the essence basis, but in any case, the situation should be stabilized sufficient to facilitate normal school operations at the commencement of the following in-school day. Priority 1 tasks, therefore, may necessitate the authorization of “off-duty” or other than normal working hours to complete the task satisfactorily to the terms and intent of this contract. Examples would include failure of a major utility system, or imminent fire hazard.
 - Priority 2 (Essential) – Defined as any situation which is not critical to the normal operation of the school mission, but which, if continued unarrested, could potentially result in permanent damage to the facility or could threaten the safety of the building occupants. Response to Priority 2 calls during normal work hours shall not exceed 2 hours. Priority 2 tasks should be completed within 48 hours of the issuance of the Work Request. Priority 2 tasks are not considered authorization for other than normal working hours pay rates. Examples could include broken windows, roof leaks, stopped up toilets, sinks or floor drains, non functioning gutters/downspouts, broken door hardware, etc.
 - Priority 3 (Desired) – Defined as work which should be handled on a first come, first serve basis. Priority 3 tasks are not considered authorization for other than normal working hours pay rates. Examples could include ceiling, floor or wall repair, lighting lamp or ballast replacement, window covering adjustment, lock rekeying, sprinkler system repair, PA system repair, etc. Tasks shall be completed within 20 calendar days.
- b. The Government will notify the contractor's Contract Manager of the work required in the form of concurred, prioritized Work Requests. The Contract Officer or his representative, however, must concur with the request's validity, prioritize and schedule Work Requests to be accomplished by the contractor. Contractor is thereby instructed to perform the work outlined in the Work

Request. It shall not be assumed that all Work Requests will be authorized for performance and completion.

- c. The contractor will perform the Work Request in the required timeframe and prepare invoices monthly detailing the material and labor costs involved. The labor rates established under the contract will be used in preparing the invoices upon completion of demand maintenance tasks at the end of each month. In addition, the amount for materials and supplies required to be purchased, which are not available from current spare parts, shall be determined in accordance with Section C.14, Repair Parts and Materials. Any additional skills or disciplines not already defined in the contract but determined to be necessary for preparation of the invoice shall also be included. These additional skills or disciplines may be provided by the contractor's employees or through subcontractors. Subcontractor invoices shall be likewise itemized as to the applicable labor rate and materials required. Any services performed by subcontractors which are in excess of \$2500.00 must be obtained through competition. Contractor must furnish quotes from three sources.

- d. Upon completion of the work, the contractor shall inspect, test and document all services called for by the contract. The COR will monitor the Contractor's execution of the inspection and supervision of all services called for by the contract. The COR may perform spot inspections of performance, as necessary. The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

- e. When the contractor is satisfied with compliance with the terms of this contract, the completed Work Request and scheduled maintenance work shall be entered into the MMS. The Contracting Officer's Representative will then conduct any desired inspections. If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may:
 - 1. Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements.
 - 2. Reduce the contract price to reflect the reduced value of the services performed. Reductions will be based on actual area, unit, customer complaints and/or man-hours by non-performance. Reductions will be computed in accordance with paragraph C.18.4, Contractor Payment. Also, see Section E, Inspection and Acceptance.

- f. Following acceptance by the Government, the contractor shall submit a monthly demand maintenance invoice with an itemized listing of all costs associated with any Work Requests(s) issued during the month. In addition, an individual listing of supplies/materials purchased or equipment rented under the applicable Work Request shall be submitted with purchase receipts for those supplies or materials purchased.

- g. The COR will verify the validity of the invoice as submitted, perform any deductions as specified herein, and submit to the Corps of Engineers, Fort Worth District for payment.

C.5.2.3 Continued Maintenance of Completed Work Requests

Supplies and/or materials which have been installed by the contractor under completed Work Requests as demand maintenance shall, in turn, be incorporated into their respective total system(s). The contractor shall then be responsible for further maintenance of the total system provided that it was included in the original scope of this contract. Warranties (if any) for such installed supplies/materials shall be maintained by the contractor as previously described.

C.6 WORKMANSHIP

All work shall be performed by competent personnel and in accordance with recognized standards of the trade. Quality and workmanship of services performed shall be accomplished IAW Technical Manuals, Technical Bulletins, Army Regulations and Technical Exhibits as referenced in the contract.

If the contractor chooses to use a building maintenance mechanic to perform scheduled and demand maintenance tasks, under no circumstances may he perform HVAC, plumbing and electrical tasks with responsibilities in excess of those performed by an apprentice HVAC technician, electrician or plumber.

C.6.1 Cleanup and Disposal

At the close of each workday, the contractor shall leave the job site in a clean manner. All waste generated during the performance of this contract shall be disposed of in accordance with current Local, State and Federal regulations.

C.6.2 Lost and Found Property

The contractor shall turn in immediately all articles of possible personal or monetary value, found by him or his employees, to the school principal's office, the US Military Police, or to the COR.

C.7 CONTRACTOR PERSONNEL

Contractor personnel and subcontractors assigned to perform work under this contract shall be subject to prior approval by the Contracting Officer or the COR. The Contracting Officer further reserves the right to require removal of unacceptable personnel (defined as creating a risk of health, danger, security threat, etc.) from the premises of any building serviced under this contract and require their replacement upon written determination that such action is necessary in the interest of the Government. Such replacement and removal of the offending personnel shall not be construed to be the sole relief of the Government for inadequate performance under the contract nor to operate to the exclusion of any other remedies available to the Contracting Officer.

C.7.1 Personnel Records

Some of the areas in which the contractor's employee's will be working have been designated as secured areas e.g., supply room and computer rooms. The contractor shall furnish to the **COR** prior to commencement of work under this contract a written statement containing the complete name, telephone number and duties of each employee engaged in the performance of work contemplated by this contract, together with such other data as the COR may deem necessary. In the event of a change in employees the contractor shall provide the names prior to arrival at the school facility.

The Contractor shall furnish evidence that all personnel employed for cleaning services in schools are free from infectious tuberculosis of the respiratory organs. The evidence shall be in the form of certificates from a licensed physician acknowledged by the Public Health Authority. The certificates shall be furnished prior to employees assuming duties and once each year thereafter.

C.7.2 Background Check

All employees proposed to work at these school facilities will be required to pass wants and warrants requirements of the police. The contractor will keep records of background checks for all employees. The contractor shall submit a copy of that Record for each employee to the Contracting Officer or COR before any access will be granted to DDESS school facilities and prior to commencement of services under this contract.

C.7.3 Personnel Hygiene & Uniform

The contractor's personnel shall remain fully clothed in a presentable uniform each day and be well groomed, clean and without offensive body odor while performing under this contract. They will present a professional appearance.

The contractor shall provide each permanent employee with a photo identification badge which shall be worn on the right or left upper front pocket. The company's name and employee's name shall be of a contrasting color and shall be distinguishable from a distance of ten (10) feet.

C.7.4 Training

The contractor shall provide initial indoctrination and continuing instruction to enable his employees to conduct their work in a safe manner and to recognize and report hazardous conditions to the Government. Initial indoctrination shall include instruction in safe practices and in the proper use, care, and maintenance of tools and equipment. Contractor shall submit evidence of such training and a plan for continuing instruction of personnel.

C.7.5 Control of Contractor's Employees

All employees shall wear uniforms with contractor identification at all times while engaged in the performance of operation and maintenance duties at the schools. The contractor shall provide the COR a complete list of employees who will require access to the school facilities prior to commencement of work under this contract. This list shall be kept current at all times, and anyone reporting to the school for work not on this list will not be permitted access to the school. Any new employees or subcontractors shall be escorted to the work areas by the Contract Manager or his alternate.

C.7.6 Accidents

In the event of an accident/incident that involves contractor personnel or his subcontractors which causes personal injury or damage to Government property, the contractor shall contact the Contracting Officer within 24 hours and report the details.

- a. As required by the Contracting Officer, the contractor shall prepare an ENG FORM 3394, US Army Corps of Engineers Accident Investigation Report. Accidents involving work stoppage shall be reported via a telephonic report to the COR.
- b. If the Government elects to conduct an investigation of the accident, the contractor shall cooperate fully and assist the Government personnel conducting the investigation.

C.7.7 Notification Procedures

The contractor's personnel or his subcontractors witnessing a fire, an accident, a criminal act, or threatening acts or conditions shall immediately notify the proper authority on the installation by reporting the act or occurrence to the installation fire department or military police.

- a. The contractor shall record the time of the notification, the person notified, and the scope of the emergency. The records of emergency notification shall be maintained by the contractor for a period of one (1) year.
- b. The contractor shall provide the COR copies of the emergency notification record within 24 hours of the request by the Government.

C.7.8 Physical Security

The Contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, equipment and materials shall be secured.

C.7.8.1 Key Control

Within the execution of this contract, the contractor will insure that his personnel maintain proper control over keys to DDESS Facilities. No keys issued to the Contractor and placed under his control by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the quality control plan.

Should any keys be lost, stolen, misplaced or duplicated by the contractor's personnel or his subcontractors, the Contracting Officer shall be notified immediately. Steps will be taken to either reconfigure the cylinders on the systems, or replace the lock or locks on older, existing systems. The cost for this work and/or replacement locks shall be borne by the contractor. In either event, the contractor will bear the total cost of replacement.

Keys will be issued to the Contractor by the Contracting Officer or his representative and signed for by the Contract Manager. Keys shall be individually tagged and readily identifiable for each facility.

C.7.8.2 Access to Locked Areas

The contractor shall prohibit use of U.S. Government issued keys by any persons other than the contractor's employees or his subcontractors. The contractor shall prohibit the opening of locked areas by the contractor's personnel to permit entrance of persons other than the contractor's employees engaged in the performance of assigned work in those areas, or persons authorized entrance by the COR.

C.8 WORK SPACE AND COMMUNICATIONS

C.8.1 Work Space

The contractor will be assigned and/or provided, by the Government, approximately 100-200 square feet of storage space within each facility. These areas are identified in the building description plans and will be provided for use as the contractor may deem appropriate for their operations as related to this contract. The contractor has the right to reject the usage of any or all of such space provided. However, if the use of such space is rejected, the contractor shall provide all necessary property, adequate in quantity and suitable, to perform the work established within this contract at no additional cost to the Government.

The contractor shall keep all assigned areas in a neat and orderly condition and allow access by the COR at all times.

The work space provided shall be used only for purposes directly connected to this contract. The contractor shall not make any alterations to Government furnished areas except as approved by the COR.

At the conclusion of this contract, the contractor shall vacate Government furnished facilities and restore the premises to the condition in which received, at his expense, fair wear and tear expected.

C.8.2 Communications

The contractor shall provide their own separate telephone service for notification of emergency repairs during non-duty hours. During non-duty hours, the contractor will provide beeper communication or cellular telephones as may be required to make immediate contact with contractor employees for the purpose of emergency repairs. The contractor shall furnish the COR with emergency telephone numbers. The above communication equipment and services shall be provided at the contractor's expense. The emergency telephone numbers shall be posted at each school, the local District Superintendent's Office (DSO) and with the local responsible Fire Prevention Office of the Department of Public Works (DPW). The contractor shall insure that a complete telephone roster which lists the home telephone numbers of key emergency personnel and on-call maintenance personnel is given to each Fire Department, to the DDESS Facilities Branch, to the locally served District Superintendent's Offices (DSO), to the COR and to the Contracting Officer. The list will be maintained and kept current by the contractor at all times.

C.8.3 Contractor Office and Laydown

The contractor will be required to maintain an office for the Contract Manager and his support staff where deemed necessary. This office shall be located in the designated Contractor lay-down area at the Fort Jackson installation. The terms of usage for this area are as follows:

Contractor must supply a pole, meter box and \$300.00 deposit. The installation or its utility provider will make the final connection. Phone will be by local provider at contractor's expense for hookup and service. Portable tank sewer or contractor hookup will be required at contractor's expense, depending upon actual area assigned. Water utilities may or may not be available, depending upon actual area assigned. Natural gas is not available.

A similar office may be installed at the Laurel Bay Marine Corp Air Station Housing Area if desired or deemed necessary by the contractor in the accomplishment of the requirements herein and as indicated in the contractors proposal under "Staffing Plan"

The terms of usage for the Laurel Bay area are as follows:

Contractor must supply a pole, meter box and \$300.00 deposit. The installation or its utility provider will make the final connection. Phone will be by local provider at contractor's expense for hookup and service. Portable tank sewer or contractor hookup will be required at contractor's expense, depending upon actual area assigned. Water utilities may or may not be available, depending upon actual area assigned. Natural gas is not available.

The contractor may erect a storage facility, shed, or mobile building for the storage of combustible material at his own risk at a site designated by the Contracting Officer or COR. Combustible materials are not to be stored in the school facilities.

C.9 RESOURCE REQUIREMENTS

The contractor shall provide the quantity and quality of supervisory, technical and administrative personnel who possess the skills necessary to perform in a timely and satisfactory manner all operations, maintenance and repair services at the frequencies and times specified herein. With the exception of Emergency Maintenance and Repairs and Priority 1 (Critical) Demand Maintenance, services shall normally be provided anytime during the hours of 07:30 and 16:30, Monday through Friday, except holidays. Contractor may authorize other than normal working hours for his employees with the approval of the COR, but will not be allowed to invoice Priority 2 and 3 tasks using off duty or other than normal working hours pay rates as established in this contract.

The contractor shall provide those services identified as "emergency" 24 hours, 7 days a week and on holidays as specified in the contract. School vacations are not recognized as reason for reduced maintenance services.

C.9.1 Personnel Requirements

The contractor shall provide personnel as detailed below to perform the requirements specified herein.

C.9.1.1 Preventative Maintenance

As a minimum, but subject to contractor's proposed staffing plan, the contractor shall provide three (3) full-time personnel to perform the preventative maintenance (PM) requirements specified herein:

- a. Contract Manager to supervise contract execution (1)

The manager should report to the Fort Jackson location but may be expected to spend appropriately equal time at each installation. The above will be on site at either location or commuting between locations 40 hours per week.

- b. Building Maintenance Mechanic (2), 1 at each installation.
The above work force will be on-site 40 hours per week. The cost for these personnel should be accommodated in bid items 0001, 0005, 0008, 0011, and 0014 for the appropriate contract period. Any proposed additional personnel should also be included therein as outlined in the contractor's proposed Staffing Plan.

C.9.1.2 Demand Maintenance

The contractor shall provide personnel as required to perform Demand Maintenance Work Orders. The cost for these personnel should be accommodated in bid items 0003, 0006, 0009, 0012, and 0015 for the appropriate contract period.

C.9.2 Personnel Descriptions

C.9.2.1 Contract Manager

The contractor shall appoint an individual from his staff to be the Contract Manager for the contract area. This individual shall conduct the overall management and coordination of this contract and serve as the central point of contact with the Contracting Officer or the COR for the performance of all work.

The Contractor shall also provide an alternate Contract Manager to serve during the Contract Manager's absence, who is fully capable of performing the expected duties.

The Contractor shall provide to the U.S. Government, within seven (7) days of contract award, the names, addresses and home phone numbers of the Contract Manager and the alternate contractor personnel with authority to act for the contractor if the Contract Manager cannot be contacted. The contractor shall also provide the Government, at the pre-work conference, the names, address and home phone number of the Contract Manager's supervisor. The U.S. Government must be able to contact at least one of the authorized persons twenty four (24) hours per day, seven (7) days a week, including holidays. The contractor shall be available to meet with any Government personnel designated by the Contracting Officer to discuss problems within thirty (30) minutes of initial notification. During off duty hours, the Contract Manager shall be available within 2 hours.

When the contractor wishes to change authorized contractor personnel, a ten (10) work day advance written notice of change shall be provided to and approved by the Contracting Officer or his representative. The Contract Manager and/or any alternates designated to act for them, shall have full authority to contractually commit the contractor for action on matters pertaining to administration of this contract. The Contract Manager and his alternate shall be able to understand, speak and write basic and technical English.

C.9.2.2 Building Maintenance Mechanics

Shall possess as a minimum 3 years experience in building maintenance. It is the intent for the building maintenance mechanic to be responsible for preventative maintenance (PM) and minor demand maintenance tasks.

C.9.2.3 Plumber/HVAC Journeymen

Shall possess as a minimum a certification as a journeyman in their respective trade. It is the intent for this person to be responsible for scheduled maintenance and inspections on major mechanical systems and to perform demand maintenance tasks as required.

C.9.2.4 Electrician Journeymen

Shall possess as a minimum a certification as a journeyman in their respective trade. It is the intent for this person to be responsible for scheduled maintenance and inspections on major mechanical systems and to perform demand maintenance tasks as required.

C.9.2.5 Other Personnel

The contractor shall furnish any additional supervisory, administrative and direct labor personnel as necessary to accomplish the work required under this contract. Supervisory personnel shall have at least three (3) years of satisfactory performance in managing a similar functional activity.

The contractor shall provide sufficient numbers of qualified and skilled personnel to perform the work required with promptness and dispatch. Their qualifications must meet recognized standards for each specific skill or task. Other trades not specifically itemized in the bid schedule will be reimbursed at a rate determined at the time of the work requirement, irregardless of whether the work is performed with the contractor's own employees or through subcontractor services.

The contractor may not hire off-duty Contracting Officers, COR's or any other person whose employment would result in a conflict under AR 600-50. Personnel employed to provide the services herein shall be competent in the performance of such services.

C.9.3 Deductions

In the event the contractor fails to provide the minimum hours reflected in paragraph C.9.1 calculated on a monthly basis, the monthly invoice will be decreased to reflect such shortage. The contractor may not make up shortage hours without the advance written approval of the Contracting Officer or the COR.

All days of absence not in excess of 3 consecutive work days will be deducted from the monthly invoice for on-site preventative maintenance personnel. Absences that exceed 3 consecutive days will require replacement of the individual with substitute personnel on the 4th consecutive day. The days missed will be deducted from the monthly invoice.

The COR will conduct random inspections to verify the contractors performance. The maximum allowable degree of deviation from the specified requirements is considered to be a 10% failure rate. Failures noted in excess of this will result in corrective action by deduction from the monthly invoices. (See also Section E - Inspection and Acceptance). These deductive actions fall into several categories:

- Work found unsatisfactory and reperformed by the contractor.
- Work found unsatisfactory and reperformed by Government personnel.
- Work found unsatisfactory and reperformed by another contractor.
- Work found unsatisfactory and not reperformed or work not performed at all.

C.9.4 Quarterly Site Visits

A member of the contractor's management staff other than the Contract Manager shall perform quarterly site visits to the school facility. These site visits afford the COR the opportunity to review the contractor's performance. The date of these site visits will be determined at the pre-work conference.

Concurrent with these quarterly visits will be a Performance Evaluation Meeting as specified in C.13.1.

C.9.5 Vehicles, Equipment, Materials and Utilities

C.9.5.1 Vehicles

All contractor furnished vehicles shall be maintained in a neat, presentable, and operational condition. Vehicles shall be maintained in compliance with all Department of Defense, Army, State and Local regulations, laws, and codes. Contractor shall obtain, and shall require his personnel to obtain vehicle passes/decals prior to the commencement of work on the Government installation.

The contractor shall supply the COR with a list of all private and commercial vehicles which will be used in conjunction with the contract work, and the premises they intend to enter. The list shall be submitted together with a list of all personnel and contain the following:

- Make of vehicle
- Model and year of manufacture
- License plate number
- Driver(s)

Contractor vehicles may be parked only in areas previously approved by the COR.

C.9.5.2 Equipment

The contractor shall provide all tools and equipment required for the proper execution of this contract. The contractor's equipment shall be of the type and size suitable for the required operation and shall operate from existing sources of Government-furnished electrical power, and shall have a low noise level of operation. The contractor shall permanently affix a name plate, inscribed with the contractor's name, on each piece of equipment. The nameplate will be highly visible. Under no circumstances will the contractor request to borrow or use U.S. Government tools and equipment normally found in a DDESS classroom or any other area. The contractor shall be required to maintain his equipment in a clean and optimal working condition. Contractor's personnel shall assure that all equipment is de-energized and stored in designated storage areas together with supplies upon completion of work. Electrical custodial machines used by the contractor shall meet the safety requirements of the contract and must operate using existing electric circuits in the buildings without exceeding the capacity of the electric circuits.

C.9.5.3 Utilities

The contractor shall use Government furnished utilities and disposal (water, sewage, refuse collection, electricity and heat) in a prudent manner consistent with current energy conservation policies. When building is unoccupied following completion of work, lights, meter outlets and fans shall be turned off and windows closed.

C.10 INTERRUPTIONS OF SERVICE

At no time shall the contractor shut down any system or component thereof, without prior approval of the Contracting Officer or COR unless there is an immediate threat to the safety of the building occupants, or threat of damage to equipment or the building. If service is interrupted, the contractor shall immediately notify the Contracting Officer or his Representative and take the necessary precautionary steps to secure the system and prevent further interruptions of service and make necessary repairs.

C.11 INTERFACE WITH OTHER CONTRACTS AND GOVERNMENT AGENCIES

Use of Government areas and facilities will occur while the work required under this contract is being performed. The contractor shall be responsive to changing situations and needs prompted by U.S. Government, and other contractor activities and shall cooperate in the coordination of those activities. Should differences arise between the contractor and other personnel, including Government employees and students, the contractor shall immediately notify the COR for resolution.

Should work executed by others impact on the work within the scope of this contract, for whatever reason, the contractor shall be kept informed by the COR of the work in progress. The contractor shall insure that his work does not interfere with the execution of the work of others and that his work is not deterred because of the work of others. Should the contractor experience interference, he will immediately call the circumstances of such interference to the attention of the COR so that an equitable resolution may be made. Failure of the contractor to bring such interference to the attention of the COR, shall result in the Government not being held liable for any such interference, any other circumstances notwithstanding.

C.12 MAINTENANCE MANAGEMENT SYSTEM (MMS)

The contractor is required to operate a computerized data collection and management system (readable by Microsoft Access 97) that will enable cumulative records to be kept of each repair and maintenance task the contractor performs in conjunction with this contract. This computerized data collection and management system will be provided by the contractor. At the end of the contract the contractor shall return all historic data to the Government.

C.12.1 Equipment

Suggested system would be 450 MHz, 96 MB ram, 8 Gigabyte hard drive, ISDM modem or equivalent, 17" monitor with 1024 x 768 resolution and 0.28 mm dot pitch and a 600 dpi laser printer. The contractor shall provided all computer hardware and software required to operate the MMS. This includes but is not limited to an appropriate computer, terminal, keyboard, printer, modem and software. Management data shall be routinely backed up to protect from loss of data.

The system should have the following capabilities in order to be accessible to the COR through remote modem or internet access.

C.12.2 Records

The contractor shall maintain all data in such a format that the following information can be readily available to the COR via remote access.

C.12.3 Daily Operation

The results of daily operations, to include location, equipment, time and materials, etc expended in fulfillment of the contract.

C.12.4 Monthly Consolidation

A consolidation of efforts, to include frequency of various types of repairs, which would be used to provide input for future preventative maintenance or project planning. This consolidation shall be reported monthly by the MMS and submitted to the COR. The monthly report should be tied to the invoicing submitted for payment.

C.12.5 Yearly Profile

A reconciliation of the data from the prior year, to be available in quarterly increments which will become a basis for future project planning and preventative maintenance. This reconciliation shall be reported yearly to the COR.

C.12.6 System Maintenance

The contractor shall maintain both the computer hardware and software systems in fully operational condition. Daily backups shall be performed in order to insure an historical record of all data is maintained, and that computer operator error or malfunctions do not result in the loss of historical data or erroneous preparation of work.

C.12.7 Required Data Elements

The MMS program, provided by the Government, shall at a minimum be capable of capturing the following data elements, which being tied to a unique "key" or "record" field, will then allow for

duplicate entries to be logged into the system for all DDESS facilities. The elements shall include but not be limited to:

- a. Work Request Number
Number shall be comprised of the year, month and date that it was generated followed by three digit sequential number.
- b. Building Number - (6 digit w/2 place suffice A/N.i.e. xxxxxx-A-P)
Building for which services are to be performed followed by 2 digit alphabetical mnemonic indicating ancillary facility if applicable (e.g. GH would be greenhouse, BB would be bus barn, etc) such that it can be readily determined where the work is to be accomplished.
- c. Location - (35 Digit-Alpha)
Specific descriptor of where the work is to be required, such as Classroom 123, Art Room 145, etc.
- d. School Name - (3 Digit-Alpha)
The school name as indicated on its exterior signage.
- e. Work Description - (40 Digit-Alpha)
Specific Description of the required work. e.g. Door latch not functioning, new latchset needed.
- f. Work Classification - (2 Digit)
PM, DM to indicate routine, scheduled preventative tasks or demand maintenance classifications.
- g. Cost Materials and Equipment - (9 Digit-Numeric)
To include all materials and equipment used by either the contractor or his subcontractors.
- h. Cost Labor - (9 Digit-Numeric)
To include breakdown as required of the bid schedule category of labor involved in the accomplishment of the work. Should include contractors own forces as well as itemized subcontract labor.
- i. Scheduled Date Work to Start - (6 Digit-A/N)
Date the contractor proposes to begin the task IAW weekly work schedules.
- j. Actual Date Work Started - (6 Digit-A/N)
month/date/year of task commencement
- k. Date of Work Completion - (6 Digit-A/N)
month/date/year of task completion
- l. Comments - (125 Digit-Alpha)
Any additional notations that could provide useful data to either the contractor or the Government.
- m. Priority - (1 Digit-Numeric)
To be completed following concurrence and prioritization by the COR.
- n. Government Inspection Results

C.12.8 Intent of Maintenance Management System

It is the intent of this contract that the computerized maintenance management system (MMS) should function as a tool for the planning of scheduled maintenance and a repository of data which will help the contractor identify and better plan work in areas that require more attention. It will also provide historic documentation of all the work performed as well as becoming the database for the documentation for all improvements and investments made to DDESS facilities. Additionally, the MMS data shall be available via phone or modem access to the Contracting Officer and DDESS for examination and reproduction.

C.13 QUALITY ASSURANCE

The Government will evaluate the contractor's performance under this contract using the method of surveillance specified in paragraph C.18, Work Performance Analysis. All surveillance observations will be recorded by the Government. When an observation indicates defective performance, the COR will request the contractor's representative to initial the observation.

C.13.1 Performance Evaluation Meetings

The Contract Manager will be required to meet at least weekly with the COR during the first 60 days of the contract. Meetings will be as often as necessary thereafter as determined by the Contracting Officer and COR.

Concurrent with the contractor's monthly site visits shall be a performance evaluation meeting as specified herein. Written minutes of these meetings shall be prepared by the contractor and signed by the Contract Manager and COR. Should the Contractor or the COR not concur with the minutes, they shall so state any areas of nonconcurrency in writing to the Contracting Officer within seven calendar days of receipt of the signed minutes.

A mandatory meeting will be required within 48 hours of the issuance of a Contractor Discrepancy Report. Mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the contractor and signed by the Contract Manager and COR. Should the Contractor not concur with the minutes, the Contractor shall so state any areas of nonconcurrency in writing to the Contracting Officer within seven calendar days of receipt of the signed minutes.

C.14 REPAIR PARTS AND MATERIALS

The contractor's scheduled maintenance costs shall include all labor, equipment, and parts required for preventative maintenance indicated herein.

Materials used in Preventative Maintenance operations shall equal or exceed that being replaced or repaired. Demand Maintenance Work Requests shall be completed with an indication of the materials proposed for use and will be concurred with by the COR.

All repair parts or materials as well as equipment required in the execution of Demand Maintenance Work Requests shall be paid for in accordance with this specification section.

The contractor shall obtain price quotes from three (3) vendors on part items exceeding US \$2500 to assure the best price for the Government. The contractor shall provide the price quotes to the COR. The COR will concur with the purchase and installation of the part or material.

The contractor will be reimbursed for the actual cost of the parts, materials, or equipment only. Labor for the installation shall be reimbursed at the rates scheduled herein. The contractor shall understand that at no time will he be allowed to split the acquisition costs of replacement parts or materials so as not to exceed the US \$2500 limitation for price quotes.

All refrigerant required for the air conditioning systems shall be regarded as a replacement part and shall be governed by the acquisition cost price limitations for repair parts and materials. The contractor shall extend to the Government the manufacturer's commercial warranty on all repair parts and materials that

he provides and installs. The contractor shall provide labor and transportation to requisition parts and materials. Costs for requisition and delivery shall be included as part of the scheduled maintenance cost.

C.15 WARRANTIES

The contractor shall make maximum use of the provisions of the manufacturer's and construction warranties for Government property. The contractor shall maintain a file(s) of warranties on equipment that are under warranty and under the management of this contract. These files shall identify the item, (part and model numbers, etc.), the nature and expiration date of the warranty, and the name and address of the firm to contact concerning the Government's entitlement under the warranty.

C.15.1 Warranty Enforcement

In the event of an equipment failure or other problem covered by the warranty, the contractor shall vigorously pursue enforcement of the warranty on behalf of the Government.

C.15.2 Warranty Repairs on Critical Systems

The contractor shall make the necessary repairs or replacements in a time of the essence manner in the event of any of the following:

- an equipment failure results in a priority 1 or emergency condition that prevents operation of the schools (as determined by the Government).
- the failure results from abuse or improper or inadequate maintenance by the contractor.
- the warranty subcontractor cannot or does not respond within a time limit that insures continued equipment availability for school operation.

C.16 HAZARDOUS MATERIALS MANAGEMENT

C.16.1 Asbestos Management

DDESS has commissioned surveys of asbestos containing material (ACM) in all U.S. schools. These reports are kept at each school and should be reviewed by the contractor. **Asbestos has been identified in the schools covered by this contract. Inspection results, locations and recommended management action data from these reports are included in Section J, Attachment A6.**

No work is to be started in any area where asbestos containing materials (ACM) have been identified, without written permission of the COR. See asbestos surveys sheets for locations identified. If ACM not previously identified is encountered during the performance of work in this contract, the contractor shall comply with provisions of AHERA.

The contractor will immediately notify the COR, seal off the access to the area, and take all precautionary measures to protect the occupants of the school and his personnel from possible contact and injuries to health. All air sampling and asbestos abatement (should any be required) will then be coordinated by the COR.

The contractor shall not, under any circumstances, make any attempt to disturb or remove the ACM. In addition, the contractor shall maintain records about every discovery of asbestos material which was not documented earlier in the asbestos survey reports. Copies of these records shall be forwarded to the COR.

C.16.2 Lead Based Paint (LBP)

No surveys have been conducted to determine locations or extents of lead based paint; however, it is suspected that some encounters with lead based paint should be anticipated. If the contractor, during execution of the work required, encounters a surface which he reasonably suspects may contain LBP, and that must be disturbed under this contract to a degree that it could pose a health risk to workers or occupants, he shall immediately notify the COR for direction or disposition of suspected surface and material.

C.17 SPECIFIC TASKS, INSPECTIONS AND STANDARDS

C.17.1 Pest Management

The contractor shall accomplish interior and exterior control of general household pests using dry and liquid pesticides. The Contractor shall use only pesticides and application methods authorized on the label and approved by the COR. All pesticides shall be mixed and applied in accordance with label directions, precautions, and current State and Federal directives. The Contractor shall minimize adverse environmental impact to non-target organisms and non-target areas when pesticides are applied. Unless otherwise stated herein live general household pests shall not be observed after treatment or re-treatment for a period of 60 days for indoor pests and 6 months for pests outdoors and at sewer manholes. Pests shall be controlled within one callback. Callback quantities shall not exceed 2 percent of all service requests performed during the previous 30 days. At the time of service, the Contractor shall submit a copy of the appropriate Pest Control Fact Sheet to the Contracting Officer. The Contractor shall accomplish pretreatment surveys IAW TB Med 561, Occupational and Environmental Health Pest Surveillance.

All treatments shall be applied at the frequencies recommended by the pesticide manufacturer, but in no case, less than once per year in August.

C.17.1.1 Interior Treatment

Interior treatment shall include, but not be limited to, dusting with boric acid all cracks, crevices, voids, and electrical switches and outlets. The boric acid shall be at least 99 percent active ingredient and a non-white color. Interior treatment shall include all rooms, closets, crawl spaces, basements, utility areas, mechanical rooms, attics, storage sheds, and other structures associated with the building. The treatment shall not leave a residue on cabinets and baseboards. The Contractor shall return to their original position all furnishings, equipment, and other items which are moved by the Contractor during the performance of services. A residual treatment, using a liquid spray, shall be made around and at the bases of all doorways. Ant bait which contains hydramethylon shall be used for all interior and ant control. At least six ant baitstations shall be used per 1000 square feet.

C.17.1.2 Exterior Treatment

Exterior treatment shall include residual spray treatment. Residual spray treatment shall be applied around the foundation of the building, and other structures associated with the building using a micro-encapsulated formulation insecticide. Residual spray treatment shall be applied in sewer manholes within 100 feet of the building and at the garbage storage sites. Sewer manholes shall be treated using a lacquer-based 2 percent chlorpyrifos insecticide applied at a coarse low pressure (20 psi or less), sprayed in 8- to 10-inch bands at the sewer base, midway, upper rim flange, and to the entire underside of the manhole cover. If weather conditions prevent this treatment, the Contractor shall return to the manhole when weather conditions allow manhole treatment. The contractor shall not apply exterior pest control treatment during the following weather conditions: Liquid pesticides distributed with power equipment shall not be applied when the wind speed exceeds eight (8) miles per hour (mph). When wind speed exceeds fifteen (15) mph, the Contractor shall not apply liquid or dry pesticide formulations with hand equipment. Dry pesticide shall not be applied with power equipment when the wind speed exceeds 15 mph.

C.17.1.3 Ant Control

Ant control treatment shall include lawns, to include islands in and between parking areas and streets or other adjacent thoroughfares. Residual spraying shall be accomplished around all points of actual and potential and entry such as doors, windows, pipes, and vents (i.e., at soffits), ant trails or colonies in structures, and ant beds and mounds. Exterior treatment of ant beds or mounds shall be made by drenching or injecting the bed or mound and surrounding are with liquid insecticide formulation. Fire ant mounds shall be treated at the rate of at least 1 gallon of final spray liquid. Because of insecticide resistance, the Contractor shall not use pyrethrin or synthetic pyrethroids unless authorized by the Entomologist having jurisdiction for specific installations.

C.17.1.4 Flea Control

The Contractor shall accomplish interior and exterior flea control by using insecticides which include, but are not limited to, an adulticide and the insect growth regulator methoprene or fenoxycarb which controls pre-adult fleas. Treatment may include space, crack and crevice, spot, or coarse spray treatment. Interior treatment shall include all rooms, closets, crawl spaces, basements, and storage sheds. Attics shall be treated in rare situations when requested by the Contracting Officer. Exterior treatment shall include patios, porches, carports, pet quarters, lawns, mammalian pest burrows, structural foundations, under buildings, and walls up to 1 foot above existing grade. Live fleas shall not be observed after treatment of re-treatment for a period of 90 days.

C.17.1.5 Tick Control

Interior treatment for control of ticks shall include, but not be limited to, pesticide application to baseboards, window and door frames, cracks and crevices, voids, all rooms, closets, basements, crawl spaces, utility chases or other associated structures. Floors, carpeting, furniture and interior walls may also require treatment. Exterior treatment shall be applied to patios, porches, turf, trees, shrubs, structural foundations around buildings, and in cracks and crevices between siding and trim or flashings next to

foundations. Live ticks shall not be observed after treatment or re-treatment for a period of 90 days.

C.17.1.6 Bee Control

The Government retains the right to allow a local beekeeper to remove any bee swarms or hives. When requested, the Contractor shall accomplish bee control using non-flammable approved dry or liquid pesticides at buildings or other sites specified by the Government. Hives in wall voids shall be dusted with carbaryl insecticide. All hive materials and honey shall be removed by the Contractor. The Contractor shall minimize structural damage during the removal process. Live bees shall be not observed after treatment or re-treatment for a period of 30 days.

C.17.1.7 Wasp, Hornet, and Yellow Jacket Control

The Contractor shall provide wasp, hornet, and yellow jacket control applying COR-approved pesticides to nests and target pests per building or other sites specified by the Government. Nests above ground, except nests in cavities such as in wall voids, shall be removed and destroyed by the Contractor. Live wasps, hornets, or yellow jackets shall not be observed after treatment or re-treatment for a period of 7 days.

C.17.1.8 Ornamental Pest Control

The Contractor shall accomplish control of ornamental pests such as, but not limited to, webworms, aphids, scale, tent caterpillars, bagworms, lacebugs, leaf beetles, and plant diseases typically associated with trees, shrubs, vines, or ground cover. Treatment shall be made to all vegetation which contains or may serve as a host or harborage site for the target pests. Interior and exterior structural surfaces which contain pests and serve as potential harborage or points of pest entry into structures shall also be treated to control the target pests. Coverage shall be complete even though acreage of treatment areas may be irregular in shape. The Contractor shall ensure that all plant parts above grade are sufficiently treated with pesticide to eliminate target pests. Complete pesticide coverage of both host and harborage sites shall be accomplished. After control operations begin in an area, the Contractor shall continue to conduct pest control operations during normal working days from sunrise to sunset, weather permitting, until the area is completed. Live target pests shall not occur after treatment or re-treatment for a period of 2 months.

C.17.1.9 Turf Insect and Disease Control

The Contractor shall accomplish control of pests such as, but not limited to, grubs, ants, and plant diseases which may occur in lawns, playgrounds, and other improved or unimproved grounds. Treatment shall be made to all vegetation which contains or may serve as a host or harborage for the target pests. Treatment of ant beds or mounds shall be made by drenching or injecting the bed or mound and surrounding area with a liquid insecticide formulation. Fire ant mounds shall be treated at the rate of at least 1 gallon of final spray liquid per square foot per ant mound. Ant mounds less than 1 square foot shall be treated with at least 1 gallon of final spray liquid. No live target pests shall be observed after treatment for a period of 6 months.

C.17.1.10 Termite Control

The Contractor shall accomplish soil treatment of all structures associated with a building or quarters to provide a chemical barrier for complete protection of the entire structures and contents against attack by subterranean termites. Except as otherwise stated herein, the Contractor shall provide control of subterranean termites according to the provisions and current editions of the National Pest Control Association's Approved Reference Procedures for Subterranean Termite Control. Chlorpyrifos shall be the only termiticide used for soil treatment unless others are approved by the COR. Chemical analysis of termiticide used shall be within one-tenth of 1 percent of the active ingredient.

C.17.1.10.1 Method

Injection of termiticide into the soil through slabs shall be made, using a locking sub-slab injector. Termiticide shall be injected around pipes, along the entire length of all expansion joints, along the entire length of cracks, and along the entire length of one side of all walls on slabs. Exposed soil shall be treated by trenching along foundations and beams and around pipes and piers. Drilled injection holes shall be made at 15 inches plus or minus 1-inch spacings. Drilled holes for injecting through slabs shall be made 3 to 7 inches from expansion joints, walls, pipes, beams, and cracks unless otherwise approved by the COR. As soon as the drill bit cuts through the bottom of the slab, operation shall cease. Do not sink the bit into the soil.

C.17.1.10.2 Termiticide Application

Treatment shall continue in each injected hole until an average of 0.5 gallons of termiticide is absorbed into the hole or until the solution is emitted from an adjacent hole, crack, or expansion joint. Apply termiticides into injection holes at a flow rate of 1 gallon per minute (gpm). The Contractor shall provide an even distribution of termiticide at the rate of 4 gallons per 10 linear feet when injecting and trenching. The Contractor shall use a digital flow meter which is installed within 5 feet of the pump. The flow meter shall be accurate and calibrated to indicate the gallons of termiticide applied into each injection hole and at each rodding and trenching location. Flow meters shall be set at zero (0) prior to use at each quarters or building. The Contractor shall calibrate flow meters at least weekly and prior to use if the pumping system was used for work other than termite treatment.

C.17.1.10.3 Clean-up/Work Completion

The Contractor shall remove all debris created by termite control operations. All dust created by the drilling shall be removed using an electrically powered vacuum. All termite control work shall be continuous until completed unless delays are created by wet soil conditions, building occupants, or as instructed by the COR.

C.17.1.10.4 Restrictions

The Contractor shall not perform chemical termite control in areas intended as plenum air space or at buildings which have sub- or intra-slab heating or cooling

ducts unless instructed by the COR. Termicides shall not be applied when the soil is too wet to permit ready absorption of the emulsion.

C.17.1.10.5 Structural Damages

Any structural elements damaged by the Contractor, whether by necessity or by accident, shall be repaired or replaced in accordance with appropriate paragraphs. All material replaced or repaired shall match existing adjacent surfaces in quality and finish to include painting, staining, sanding, refinishing, and tiling, if appropriate, to match adjacent surfaces regardless of its location. Repairs shall be completed within 2 days. Any damages which involve utilities, personal property, or threaten personal life shall be considered as an emergency repair requirement and shall be responded to as such. Piping, wiring, skirting, and insulation may, with prior concurrence of the COR, be temporarily removed, relocated, and replaced to the original position by the Contractor in order to permit proper treatment of the structure. Where the Contractor must drill through the floor to perform treatment, the Contractor shall plug the floor with like material. Concrete plugs shall be a minimum of 2 inches thick. Wood plugs shall extend to contact the concrete subfloors. The Contractor shall take special care if there is tile, sheet vinyl, or carpet on the floor. For tile and sheet vinyl, the Contractor shall use a circular tile cutter for removing plugs of tile and sheet vinyl over the location for drilling the injection hole. After the hole is plugged, the Contractor shall re-cement the tile or sheet vinyl plugs to the floor. For carpet, the Contractor shall make a V-cut and carefully peel back the carpet. After the hole is plugged, the Contractor shall re-cement the carpet.

C.17.1.10.6 Treatment Effectiveness

Subterranean termites shall not appear for a period of 5 years after the initial treatment. The Contractor shall reapply chemical treatment to effectively control termites when a live infestation is detected within this frame. Annual follow-up inspections, if required, shall be requested by the Contracting Officer or the COR.

C.17.1.11 Broadcast Fire Ant Control

The Contractor shall accomplish fire ant control by applying approved insecticide bait with approved ground insecticide bait dispersal equipment. When available, the Contractor shall furnish the insecticide. Bait shall be applied by the broadcasting method using the highest rate of application per label directions per acre. Insecticide baits shall be distributed evenly throughout the treatment area. Fire ant control work shall not begin until after the soil temperature exceeds 60 degrees Fahrenheit. The Contractor shall not apply the insecticide bait if rain is expected within 3 hours. Bait shall not be applied when the vegetation or soil is wet from rain, watering, or dew. Bait shall not be applied when the temperature exceeds 90 degrees Fahrenheit, when the temperature is less than 70 degrees Fahrenheit, or when the wind speed exceeds 15 miles per hour (mph). The Contractor shall conduct treatment when ants are actively foraging. At the option of the Government, the Government may supply the contractor with Government-furnished insecticide at Government storage facilities on the installation. Acreage to be treated does not include paved areas or areas occupied by buildings. After Fire Ant Control operations begin in a designated area, the Contractor shall continue application from

sunrise to sunset daily, including weekends and holidays, weather permitting, until the area is completely treated. The Contractor shall be responsible to treat lawn areas enclosed with privacy fences or other devices which may prevent vehicle traffic. Use of hand-or power-operated dispersal equipment may be required to broadcast the insecticide. Any areas not receiving treatment shall be specifically indicated on a map and furnished to the COR. Return trips to treat a specific area may be required.

All pesticide application equipment shall be capable of applying an even, sufficient coverage of pesticide chemical in the proper quantities. All spray equipment shall be capable of properly distributing the pesticide to all leaves and branches of the plants. The Contractor's equipment shall be subject to calibration (flow rate) or chemical analysis checks at any time. The inspections shall also verify that the correct material is being applied, and that it is being applied at the correct rate. The operating conditions and suitability of equipment will also be evaluated during these inspections. The Contractor shall furnish the COR any changes of equipment prior to its use on the installation.

C.17.1.12 Vertebrate Pest Control

C.17.1.12.1 Rodent Control

The Contractor shall accomplish rodent control by using any combination of mechanical traps, liquid or dry rodenticides, or glue boards. Bait blocks, tracking powders, single-does rodenticides, or fumigants shall not be used unless approved by the COR. Baits shall be fresh and of high quality. The Contractor shall ensure that rodenticides remain fresh and there is a continuous supply available to rodents until control is obtained. The Contractor shall remove, dispose of, and replace rodenticides which are spoiled, spilled, or insect-infested. Unused rodenticides shall be removed and disposed of by the Contractor. Bait stations shall protect baits from moisture and dust, keep non-target organisms away from the bait, help prevent accidental spilling, and be clearly labeled with the work "POISON" or provided similar warning. When using traps or glue boards, the Contractor shall check and remove captured rodents daily until control is obtained. Traps and glue boards shall also be removed after control is obtained. The Contractor shall also be responsible to eliminate any undesirable odors and remove any dead rodents which may have resulted from any rodent control operations. Rodent control devices and rodenticide stations shall not exceed a distance of 25 feet apart when controlling rats or 10 feet apart when controlling mice. Live rodents or evidence of rodent activity shall not be observed for a period of 30 days in family quarters after treatment or re-treatment.

C.17.1.12.1.1 Carcass Removal and Disposal

The Contractor shall remove and dispose of all dead animals. At the time the Contractor is notified to perform carcass removal and disposal, the Contractor shall notify the landfill contractor that an animal carcass will be delivered. At the time the carcass is delivered, the Contractor shall notify the landfill contractor that an animal carcass is there for disposal. The Contractor shall also treat for bad odors and insects associated with the carcass.

C.17.1.12.2 Bird and Nest Removal and Disposal

The Contractor shall provide bird control to include the removal and disposal of birds, nesting materials, eggs, and other nest contents. The Contractor shall control ectoparasites when present at nest sites. Ectoparasites shall not appear for 30 days after treatment. Dead birds and eggs shall be disposed of. When necessary to gain access to birds or nest materials in vents, the Contractor shall temporarily remove vent covers, vent fans, or other devices. All removed items shall be promptly replaced. The Contractor shall make Government approved structural modifications as necessary prior to or after providing this service. Captured live birds shall be released at least ¼ mile from the capture site after the bird entrance and exit holes are covered or screened. When necessary, temporary covering or screening of bird entrances in structures shall be capable of remaining in place and being effective for at least 7 days. The Contractor shall initiate a Work Request immediately upon completing bird and nest removal for providing permanent repairs as necessary to prevent future bird entrance.

C.17.1.12.3 Live Animal Control

The Contractor shall remove all live animals from structures or other areas within property limits by using nets, snare poles, wire cage-type live traps, or by other capture and removal methods. Firearms, other lethal weapons and devices, or pesticides shall not be used. All live traps used by the Contractor shall be clearly identified with the Contractor's business name. Live traps shall be placed, set, and baited at the target site for at least 3 consecutive nights, or for at least 3 consecutive nights after the last animal is captured whichever is longer. The Contractor may use more than one live trap per target site. The Contractor shall check traps, set or reset trap doors, and furnish and maintain fresh baits prior to 0800 daily, including weekends and holidays. The Contractor shall use peanut butter and bread when live trapping squirrels. The Contractor shall use canned cat food or canned fish for live trapping other mammals. All mammals suspected or known to have made physical contact with humans, all mammalian pets, all pets suspected of having rabies because of physical or behavioral characteristics, and all injured animals shall be delivered to Veterinary Services, at Building 4902. The Contractor shall inform personnel of the specific location of capture and names of exposed persons, within 1 hour after capture. All live-trapped wild animals (e.g., snakes, raccoons, skunks), shall be delivered to a training area at least 5 miles from any building area within 2 hours after capture. Live-trapped animals shall be kept in the trap in which they were captured until they are released. The Contractor shall fill in all burrows and repair all vent covers and damaged or deteriorated structures allowing animals access into a crawl space. The Contractor shall effectively eliminate or mask undesirable odors associated with live animals. A statement on the Pest Management Service Record shall indicate the dates, names, and quantities of captured or removed animals as well as indicating if no animals were captured or removed.

C.17.1.12.4 Treatment of Bad Odors

The Contractor shall eliminate bad odors from any structure or area by applying an effective deodorizer and disinfectant. The Contractor shall identify, locate, and when possible remove the cause of the bad odor. The bad odor shall be

eliminated within 1 hour after treatment or re-treatment. More than one callback shall not be required to control the bad odor.

C.17.2 Building Maintenance

All Preventative Maintenance routine inspection shall occur on an annual basis unless otherwise specified. It is not necessarily the intent to have all items inspected simultaneously at a particular facility, only that all items be observed annually.

Items called for to be performed in August, and/or September or prior to the commencement of school shall be required within 60 days of the commencement of each contract period. This will mean an additional performance requirement during the base contract year.

Maintenance tasks that will incur a total labor requirement of less than ½ man-hour and material cost of less than \$ 25.00 shall not require concurrence of the Work Request. It is in the best interest of the Government to accomplish such tasks without the undue burden of usual Work Request process. Note however, that such tasks shall still be recorded in the form of Work Requests and logged into the MMS in the usual manner. Examples of such tasks would be lubrication or tightening of door hardware mechanisms, tightening loose fastener where discovered, minor caulking repairs, adjustment of miniblinds, etc.

The listing of items below is not comprehensive, but rather serves as a sample outline. The intent of the routine inspections is to insure that current impending defects result in the generation of Work Requests to perform repairs.

C.17.2.1 Substructure

Inspect all exposed foundation elements, slabs on grade and basement walls to the extent practical. Report any evidence of cracking, settlement or damage. Inspect for stains or discoloration of exposed slabs.

Inspect foundation perimeter walls for water seepage. Inspect interior perimeter walls for cracking, spalling, and faulty mortar joints. Inspect vents for loose coverings and loose or damaged frames. Repair or replace.

Inspect basements for dampness and mold. Look for sources of moisture intrusion.

Inspect floor slabs for settlements, cracks and/or indications of foundation distress.

C.17.2.2 Superstructure

Inspect exposed structural elements such as beams, slabs, steel joists, stair structures, columns, walks, etc and note any evidence of unusual deformations, signs of fracture or damage or other unusual conditions.

When other maintenance tasks allow exposure of other structural elements the above shall apply.

C.17.2.2.1 Floor and Roof Construction

Inspect reinforced concrete structures for spalling, cracks, exposed and/or rusted reinforcement rods and ties, and any significant (visible) deflection.

Inspect precast concrete structures for spalling and cracks. Note any significant deformations, deviations from true alignment, etc. Observe the bearing pads for integrity, excessive deformation, signs of excessive movement or lack of resiliency.

Inspect structural steel and open web joist structures to the extent possible for cracks, rust, and any significant (visible) deflection, unusual distortions or localized deformations. To the extent possible, examine connections to check for bolt tightness, weld integrity, etc.

Inspect load bearing masonry for structural and other cracks. Inspect for open mortar joints other than weep holes. Repair mortar joints. Inspect for efflorescence. Inspect for graffiti.

Inspect wooden structures for cracks and any significant (visible) deflection. Note dry rot or moisture problems that may lead to such discovery.

C.17.2.2.2 Stair Construction

Inspect stair hand railings and their associated wall and floor support brackets and for secure anchorage and stability. Inspect safety stair nosings for deterioration of abrasive surface and loss of adhesion to stair tread. Check stringers for unusual deformation, connection integrity and other signs of distress.

C.17.2.3 Exterior Building Envelope

C.17.2.3.1 Exterior Walls

Inspect wall surfaces for cracks and overall integrity. Inspect for graffiti. Inspect walls at grade for clay or soil accumulation on their surfaces. Inspect weep holes for obstructions and wick deterioration. Inspect for damaging herbaceous materials clinging to or attaching themselves to masonry surfaces. Inspect mortar joints for intactness and surface integrity. Inspect masonry surfaces for efflorescence and other discolorations or irregularities.

Every 6 months, inspect through wall control and brick veneer joint sealants for cracking, separation and resiliency. Inspect all other sealant locations in a like fashion.

Inspect expansion joint assemblies and dams for integrity, alignment and proper attachment.

C.17.2.3.2 Exterior Painting

Inspect painted exterior surfaces for blisters, peeling, cracks, or rust formation.

C.17.2.3.3 Insulation

Inspect insulation where possible for damage, deterioration, dampness, and missing pieces. Inspect exterior insulation and finish systems for damage, discoloration and other irregularities.

C.17.2.3.4 Exterior Windows

Inspect frames monthly for damage and/or chipped paint.

Inspect for broken seals, damaged glass, loose or broken operating mechanisms and stops to insure proper operation. Check screens and frames for integrity.

Every 6 months, inspect sealant joint around perimeter for integrity and water tightness.

Every 6 months, inspect storefront and curtain wall stops and joints for water tightness. Inspect perimeter sealant joints for deterioration and weathertightness.

C.17.2.3.5 Exterior Doors

Once a quarter inspect all exterior door closers for leaks, proper closing speed and operating force per Americans with Disabilities Act Accessibility Guidelines (ADAAG), section 4.13.10 and 4.13.11, hold open activation (if applicable), and security of installation.

Inspect door locks and latches quarterly for smooth operation, alignment, and integrity of assembly.

Quarterly, inspect all hardware accessories including, but not limited to automatic door bottoms, push, pull, armor, mop and kick plates, edge guards, hinges, sound seals, coordinators, flush bolts, panic hardware, and stops for damage and for unrestricted movement, attachment, and adjustment. Lubricate all components IAW manufacturer's recommendations.

Inspect weatherstripping, seats, automatic door bottoms, astragals, and thresholds for integrity, adjustment and smooth operation and condition of resilient materials.

C.17.2.4 Roofing

Inspect roofing system membranes or panels for cracks, blisters, leaks and other signs of visible distress or unusual deformations.

Check gutters and downspouts to see that they are open, clean and free draining. Check the rigidity of their attachment to the building. Look for missing or damaged components. Verify that each downspout has splashblock when daylighting into landscaped areas.

Inspect roof drains for clogged, missing, or loose screens.

Inspect roof vents. Inspect curbs at equipment and skylights, cants, flashing and gravel guards at roof perimeter, and vents through roof for rust, corrosion, damage, and insecure fastening. Check for loose or missing rain caps. Inspect walkpads, equipment screens, roof hatches, antennae masts and guys and other roof mounted accessories for integrity, secure fastening, missing components, etc.

C.17.2.5 Interior Construction

C.17.2.5.1 Partitions

Inspect for damaged and/or badly deteriorated framing members. Inspect all wall, partition or built-in room divider surfaces, veneers, paneling, and interior trim for broken, cracked, loose, missing, badly defaced, deteriorated, damaged, or otherwise defective components.

Inspect for damaged, peeling or chalking painted surfaces, missing mortar, spalling, cracking or chipping of masonry partitions

C.17.2.5.2 Interior Doors

Inspect frames quarterly for damage and chipped paint. Inspect doors quarterly for scratches, chipped paint, dents, and similar damage to paint and door veneer.

Quarterly, inspect for inoperable missing or loose hardware, locks, latches, locksets, hinges, stops, closers, storm checks, handrail supports and parts, hasps, and all other builder's hardware. Lubricate all hardware IAW typical manufacturer recommendations.

C.17.2.5.3 Interior Specialty Doors and Partitions

Once every six months inspect roll-up assemblies, guides, and locks for smooth operation, ease of movement, and true alignment. Lubricate, adjust and repair or replace as required.

Once every six months inspect roll-up mechanisms, safety devices, electric and manual controls, guide rails, insulated panels, wind stops, and locks for true alignment and smooth operation. Lubricate, adjust, and repair IAW manufacturer's recommendations.

Quarterly, inspect all moveable and folding partitions. Verify that track is aligned correctly, partition moves and folds as intended. Note and signs of damage to the partition panels, the tracks, the floor guides, hardware, and other components. Lubricate IAW manufacturer's guidelines.

C.17.2.5.4 Interior Specialties

Inspect lockers. Repair damaged lockers, hardware or accessories. Lubricate latches and doors IAW manufacturer recommendations.

Inspect comer guards and wall bumpers for damage and loss of adhesion to wall surface. Replace damaged panels and adjust anchorage to wall blocking IAW

manufacturers' recommendations and construction details. Inspect chair rails for damage, deterioration, and loss of adhesion to wall surface.

Inspect toilet partitions quarterly for loose hardware, missing components, damage to the finish, rusting, and overall integrity. Lubricate IAW manufacturer's recommendations.

Inspect toilet accessories (tissue, soap and towel dispensers, waste receptacles, grab bars, handicapped shower seats) quarterly for overall integrity

Inspect permanently fixed and motorized projection screens for proper operation. Adjust stops and alignment and lubricate as required per manufacturer instructions.

C.17.2.5.5 Millwork

Inspect built-in millwork including shelving, reception counters, vanity and cabinets and hardware for damage, loose, missing or defective hardware. Inspect finish and countertop for damage such as scratches, dents, gauges, etc. Lubricate drawer glides and hinges as required and tighten loose hardware.

C.17.2.6 Interior Finishes

C.17.2.6.1 Wall Finishes

Inspect interior masonry surfaces for cracked, deteriorated or missing mortar.

Inspect painted surfaces for markings, scuffs, and other visual damage.

Inspect ceramic wall tile for cracks, damage and deterioration, loss of grout and visibly stained grout.

Inspect gypsum wall board and plaster for gouges, punctures, and scrapes.

Inspect vinyl wall fabric for tears, punctures, markings, and loss to substrate. Repair or replace.

Inspect acoustical wall coverings for damage, stains, missing components or loss of adhesion to substrate.

C.17.2.6.2 Floor & Floor Finishes

Inspect ceramic floor pavers and tile and associated base for damage, deterioration and loss of grout.

Inspect terrazzo floors for deterioration, staining, or cracking.

Inspect vinyl tile and resilient base materials for deterioration, cracks, visible surface damage and loss of adhesion to substrate. Inspect for stains or scuffs that are not removed during routine cleaning operations.

Inspect carpeting for fraying, loss of pile or other deterioration, stains and loss of adhesion to substrate.

Inspect gymnasium and stage floors for deterioration, damage, and markings or stains that are not removed during routine cleaning operations.

Inspect wood floors and their finishes for deteriorated or damaged portions of the finished wood floor, subflooring, loose or buckled flooring.

Four times annually, immediately prior to the commencement of school, near the end of September or beginning of October, Christmas break and Spring break, Corridor, Cafeteria and Gymnasium floors shall be stripped utilizing appropriate means and refinished to restore shine, color and texture. Additional refinishing may be submitted as Work Requests on an as-need basis.

C.17.2.6.3 Ceiling & Ceiling Finishes

Quarterly, inspect suspended acoustical ceilings for missing, loose, scratched, chipped or stained tiles. Examine grid for signs of deformation, misalignment, sagging indicative of broken hanger wires, scratches, rust or stains, or loose connections.

Quarterly, inspect gypsum board ceilings for nicks, cracks, loss of suspension or substrate, peeling plaster or paint, delamination or other signs of distress.

C.17.2.7 Conveying Systems

C.17.2.7.1 Elevators

The contractor shall inspect and test all elevators in accordance with the applicable standards as a minimum at least once monthly to insure proper operability. The contractor shall provide certified mechanics or a service organization qualified to perform the required maintenance and repairs. The contractor shall as a minimum, check all equipment for the following:

- a. Uniform ascent and descent
- b. Accurate floor leveling at stops
- c. Functioning of lights, telephones, emergency enunciators and other electronic functions
- d. Door operation
- e. Structural integrity of cab, panel and railing or platform
- f. Cable or traction/cog gear wear

All costs to perform inspections and elevator maintenance shall be included in the annual routine maintenance cost. Note that the first contract period will only require approximately four (4) months of elevator service.

C.17.2.8 Plumbing

C.17.2.8.1 Plumbing Fixtures

The contractor shall perform a monthly inspection of all plumbing systems to ensure all is in working order. The manufacturer's individual instructions for minimum required maintenance shall take precedence over the provisions stated herein and will be required

Toilets, urinals, and trough urinals will be inspected monthly to insure all components are in working order. Components shall include toilets, urinals, flush valves (to include movement sensing or pressure sensing devices), handles, seats, plates, drains, water supply lines, flow meters & timing devices, gaskets, sewer connections and sewer lines. The contractor shall repair or replace damaged items as required IAW manufacturer's recommendation and the best maintenance practices in order to return the item to operational condition.

The contractor will inspect the following items monthly to insure all components are in working order. Components shall include sinks, faucets, drains, drain stoppers, strainers, wall mounts, water valves (to include movement sensing or pressure sensing devices), handles, plates, drains, water supply lines, flow meters and timing devices, gaskets, sewer connections and sewer lines. The contractor shall repair or replace damaged items as required IAW manufacturer's recommendations and the best maintenance practices in order to return the item to operational condition.

In accordance with manufacturer's instructions and the best maintenances practices, but not less than twice a year, the contractor shall inspect Hand Dryers, Water Fountain (including water supply lines, drain lines, plumbing connections, motors, and chilled water units). The contractor shall repair or replace damaged or broken items IAW manufacturer's recommendations and the best practices.

C.17.2.8.2 Domestic Water Supply

The contractor shall inspect all water supply lines and connections at least twice a year to find system leaks, and determine where the system is likely to fail before it happens. The Contractor shall repair or replace any parts, connections or lines of the water supply system as required to return the system to an operational condition.

The contractor shall perform an analysis of water quality. This shall be done at least once annually, in accordance with Environmental Protection Agency (EPA) standards for testing in schools and child development centers.

C.17.2.8.3 Sanitary Waste & Vent System

The contractor shall inspect all sink and floor drains, traps, chemical and oil collections systems, sump pumps and other drain lines passing through a DDESS building, at least quarterly, to insure proper drainage and that no harmful wastes, chemicals or POL products are escaping into the sewer system. The contractor shall repair or replace broken, failed or defective items IAW manufacturer's recommendations, environmental laws and considerations, and the best maintenance practices.

The contractor shall inspect and flush sewer lines at least yearly and as required. Drain covers, traps and strainers shall be removed, cleaned and replaced quarterly. Floor drains shall be flushed and floor traps filled with water, weekly, to prevent sewer gasses from entering rooms through a floor drain. Under no circumstances are chemicals which are dangerous to the environment or the sewer lines to be used to clear a line blockage. The contractor shall in all cases attempt to clear the blockage with the use of a plunger, followed by the use of non-toxic chemicals (baking soda or vinegar), and lastly mechanical auguring of the sewer line.

Only if all of the other methods have failed, can destructive cleaning be used to unclog sewer lines. The exact method must be coordinated and approved by the COR before proceeding. The contractor shall repair any walls, floors or other building components, that are removed or damaged as a result of the destructive cleaning, within the best practices of construction as well as the guidelines established within other sections of this contract.

When required, disposal of chemical waste shall be accomplished at a location designated by the local authority having jurisdiction.

C.17.2.8.4 Rainwater Drainage System

Building gutters and roof drains shall be inspected for proper drainage once a month. The contractor shall clean and remove all debris regularly during the year. The contractor shall sweep the roof following the last leaf fall of the year. He shall replace rusted drain and downspout covers as required. He will unclog any piping that requires it, but under no circumstances shall he use chemicals that are either damaging to the pipes or the local environment. At least once a year the contractor shall inspect all joints and connections to insure they are properly fastened to the building. The contractor shall insure that all gutters and downspouts are fully operational and shall repair failed or failing components as required.

The contractor shall take special care when dealing with any pipes which pass through a building. He shall unclog drain lines as required, but under no circumstances shall he use chemicals that are either damaging to pipes or the local environment.

Mechanical auguring can be used to unclog drain lines. The contractor shall ensure that the auguring activities do not damage the lines and cause other problems (example: leaking lines).

When other methods have failed, destructive cleaning can be used by the contractor provided the exact method of destructive cleaning is first coordinated with the Contracting Officer for approval before proceeding. Repair of any walls, floors or other parts of the building's structure, as a result of destructive cleaning, shall be accomplished within the guidelines established in appropriate sections of this contract.

C.17.2.8.5 Plumbing Equipment

Domestic Water Heater – refer to Schedule "M" in Attachment 5.

C.17.2.8.6 Water Coolers

The Contractor shall perform installation, inspection, monitoring, replacement, and repair services to water coolers and all related equipment components, including the following examples: compressors, motors, fans, pumps, electrical components, mechanical drives, bubblers and water valves; and shall repair refrigerant leaks in accordance with this specification. Refer to Maintenance Task and Frequency Schedules (Attachment 5) Schedule "H" and Schedule "B" for pumps.

C.17.2.8.7 Food Service Refrigeration Equipment

The Contractor shall perform installation, inspection, monitoring, preventive maintenance, replacement, and repair services to food service refrigeration equipment and all related equipment components, including the following examples: compressors, motors, fans, electrical components; and shall repair refrigerant leaks in accordance with this specification. Refer to Maintenance Task and Frequency Schedules (Attachment 5), Schedule "I".

C.17.2.8.8 Ice Cube Machine Maintenance

The Contractor shall perform the following maintenance procedures on all ice cube machines. A list of makes, models, and locations is at the Attachment entitled Major Equipment Listings.

C.17.2.8.8.1 Lubrication

The only components of the ice cube machine that require lubrication are the gear head, motor bearings, and cam follower of the ice cutting assembly. These components should be lubricated every six (6) months. Ice is a food product; therefore, it is highly important that the recirculating-water system of the ice cube machine is kept clean. The water tank should be drained and flushed daily by opening the water tank drain valve. In addition, recirculating water systems should be cleaned every four (4) months, depending on water analysis. The Contractor shall clean the system IAW TM 5-670.

C.17.2.8.8.2 Cleaning Freezing Tubes

Mineral deposits on freezing tubes may cause ice columns to remain in the tubes and prevent the machine from returning to the freezing cycle. The Contractor shall clean the tubes manually or chemically IAW TM 5-670.

C.17.2.8.8.3 Cleaning Water Distributor Header

The header shall be cleaned chemically, similarly to cleaning freezing tubes, or manually by using a fiber brush, hot water, and household detergent every four (4) months.

C.17.2.8.8.4 Cleaning Condenser

The condenser of the ice cube machine shall be cleaned monthly chemically to remove dirt and scale by using an inhibited solution of hydrochloric acid.

C.17.2.8.8.5 Water Blowdown

Water blowdown of the water tank shall be done semi-annually to prevent mineral accumulation.

C.17.2.8.8.6 Freezer Chests Maintenance

The Contractor shall perform the following maintenance procedures on all freezer chests. The maintenance shall be performed every three (3) months.

C.17.2.8.8.6.1 Defrosting

The freezer chest shall be defrosted twice a year. The Contractor shall remove frost by scraping with a wooden paddle or by brushing with a fiber brush.

C.17.2.8.8.6.2 Ice Accumulation

The Contractor shall replace leaky gasket seals and adjust hardware if ice accumulation is observed.

C.17.2.8.8.6.3 Wax Removal

The Contractor shall remove clogged refrigerant control valves using an approved solvent. Carbon tetrachloride will not be used as a cleaning solvent.

C.17.2.9 HVAC

C.17.2.9.1 Natural Gas

The contractor shall inspect and test the entire gas supply system at least twice per year to ensure operation at designed standards. All system components shall be checked at least twice annually for locations of potential system failures or gas leakage. The contractor shall repair or replace any gas lines, ports, connections, tanks or cutoff valves as required to return the system to an operational condition.

C.17.2.9.2 Heat Generating Systems

C.17.2.9.2.1 Water Heating Systems

The contractor shall inspect all components, parts, heat exchangers, and lines at least twice annually for leaks, blockages and loss of delivery pressure. The contractor shall repair or replace any parts, connections or lines as required to maintain or return the system to an operational condition. Refer to C.17.2.9.3, para 'L' for boilers.

C.17.2.9.3 Cooling Generating and Distribution Systems

The contractor shall inspect all distribution systems to insure that they are properly cleaned, lubricated and performing to designed standards, to include balancing of systems. These inspections shall occur at least once a year, but may, by manufacturer's design standards, require more inspection. The contractor shall be responsible to verify and determine those additional requirements. The contractor shall inspect, lubricate, clean, exchange filters, grills, diffusers, and replace all connections, components and parts for the various HVAC systems commonly found in DDESS Schools. These include, but are not limited to the following:

- a. Exhaust Fans – Refer to Schedule "F" in Attachment 5.
- b. Cooling Towers – Refer to Schedule "G" in Attachment 5.
- c. Pumps – Refer to Schedule "B" in Attachment 5.
- d. Air Handling Units – Refer to Schedule "D" in Attachment 5.
- e. Unit Heaters – Refer to Schedule "C" in Attachment 5.
- f. Air Cooled Condensers – Refer to Schedule "A" in Attachment 5.
- g. Heat Pumps – Refer to Schedule "K" in Attachment 5.
- h. Humidity Control Systems. The contractor shall inspect and test each Humidity Control System at least twice a year IAW manufacturers standards and the best maintenance practices. The contractor shall repair or replace any items found to be defected in order to ensure an operational system.
- i. Grilles, Registers and Testing and Balancing: Heating and ventilation system grilles and registers shall be removed once a year before the beginning of school and hand and vacuum cleaned on both sides. System balancing shall be accomplished at the same time to return the system to designed operational conditions. Contractor shall balance the HVAC systems using AABC or NEBB standards. The balancer shall be certified by NEBB. Contractor shall provide the Contracting Officer three copies of the balancing report using standard NEBB forms.

- j. Heating System. The contractor shall inspect the entire heating system at least once per year in September to ensure operation at designed standards. All system components shall be checked monthly during heating season for locations of potential system failures. The contractor shall repair or replace any parts or components as required to return the system to an operational condition. It shall be incumbent upon the contractor to insure the heating system is balanced. The contractor shall perform any coordination with the Department of Public Works to insure delivery temperatures and flow at heat exchangers is functioning properly.
- k. Make Up Air Units – Refer to Schedule "N" in Attachment 5.
- l. Chillers, Boilers and Mechanical Rooms: The contractor shall coordinate with the local DPW when a DDESS school is serviced by a long distance heating line for assistance. However, the contractor shall inspect, maintain and repair all central heating plants located directly in a DDESS facility. This shall be done in accordance with manufacturer's recommendations. Refer to Maintenance Task and Frequency Schedules, Attachment 5, Schedule "L" for boilers and Schedule "J" for chillers.

The entire chilling and heating water system shall undergo an annual system overhaul in a method recommended by the manufacturer and the appropriate schedules. Operational logs shall be kept on the jobsite. The mechanical rooms shall be kept as clean as possible, and debris and dirt shall not be allowed to collect on the floors.

Water and fuel supply lines and tanks shall be checked monthly for signs of deterioration or leaking. Any non-asbestos thermal insulation that is damaged shall be repaired. If asbestos containing thermal insulation is discovered, Contractor shall undertake such operations in accordance with Section C.16.1 Asbestos Management.

- m. Filter Media: The contractor shall replace system filters IAW manufacturers standards. Filter frames shall be sized to fill the entire cross section area of the units to prevent blow-by and eliminate filter spacers in the units. Filter media shall be of the pleated non-woven cotton fabric type. It shall have an average efficiency of 25-30% on American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) Test Standard 52.1-1992. It shall have an average arrestance of 90-92% in accordance with the above referenced standard. Filters shall be Farr 30/30 SA or equal. Refer to Maintenance Task and Frequency Schedules, Attachment 5, for equipment containing filters which shall adhere to the statements above.
- n. Fan Coil Unit - Refer to Schedule "K" in Attachment 5.

C.17.2.9.4 Energy Monitoring Control System (EMCS)

Presently pneumatic and ddc EMCS's at various schools within contract area. However, operability is limited. Where feasible, utilize existing system information to generate reports and system logs, the Contractor shall perform mathematical analysis and apply engineering fundamentals to develop and

implement procedures for operation of the EMCS to achieve reduction of energy consumption, improvement of occupant comfort and physical plant reliability through improved maintenance reporting. The Contractor shall maintain, repair and modify the electric and computerized EMCS for each school in the existing condition. Upgrades on major modifications will be considered demand maintenance and shall be done as prioritized by the COR. The Contractor shall have operators on call 24 hours per day, 365 days per year to operate and monitor the system.

A minimum of one building maintenance person shall be versed in the types of EMCS systems utilized. If not familiar with each system, one training session by the system manufacturer shall be attended. Total costs for this shall be included in base bid (See Note 11 in Notes to Offerors in the Section B, Supplies or Services and Prices/Costs).

The Contractor shall perform scheduled preventive maintenance, diagnose trouble and repair field sensors, controls and interface devices at the Field Interface Device (FID) level to the nearest printed circuit card in accordance with manufacturer's literature.

The Contractor shall coordinate with the EMCS contractor to maintain, diagnose trouble, and repair field telephone lines from the computer center to the interface with commercial telephone and to the computer controlled FID MUX units.

The Contractor shall be required to shutdown and startup all air-conditioning systems as instructed by the COR. The Contractor shall provide input on a daily basis regarding air-conditioning shutdown energy saving. The Contractor shall submit this information to Government personnel as designated by the Contracting Officer or COR.

C.17.2.9.5 Compressed Air Supply System

The contractor shall inspect and test the entire compressed air system, where applicable, at least twice per year to ensure operation at designed standards. All system components shall be checked at least twice annually for locations of potential system failures or leakage. He shall repair or replace any air lines, pumps, compressors, connections, tanks or cutoff valves as required to return the system to an operational condition.

C.17.2.9.6 Water Treatment

The Contractor shall provide water treatment as follows:

C.17.2.9.6.1 Closed Loop System

The Contractor shall provide water treatment for closed loop chilled and dual chilled/heated water systems for control of corrosion, scale, and antifreeze protection. These systems shall be chemically analyzed for Ph, conductivity hardness, and level of treatment chemical as a minimum. Water analyses shall be performed weekly. Treated chilled and dual water systems shall be isolated from the potable water supply by air gap or backflow preventers as required by local health and plumbing codes. The Contractor shall keep closed loop systems watertight. The Contractor shall maintain logs of chemical test data and maintenance for closed loop systems. The chemicals provided shall meet OSHA Environmental Protection Agency and OEQC Requirements for Safety to Personnel and the Environment.

C.17.2.9.6.2 Cooling Towers

The Contractor shall treat cooling towers with a phosphate/polymer/copper corrosion and scale inhibitor or equivalent approved chemical program which includes both corrosion and scale inhibiting properties. Treatment shall include operation and maintenance of any automated control equipment present. The Contractor shall conduct daily analyses of cooling tower water for conductivity and level of treatment chemicals present. Periodic chemical analyses on installation make-up water supplies shall be conducted by the Contractor weekly. Weekly analyses of make-up water shall include pH and conductivity, as a minimum. The chemicals provided shall meet OSHA Environmental Protection Agency and OEQC Requirements for Safety to Personnel and the Environment.

C.17.2.9.6.3 Required Reports

The Contractor shall perform weekly analyses of cooling towers, periodic analysis of closed loop systems, and inspection reports of closed loop systems to be provided to the COR.

C.17.2.10 Fire Protection Systems

The stricter of NFPA and Mil Handbook 1008C fire protection standards will govern.

Once a year inspect fire stopping materials. Replace or repair upon discovery.

Once a month inspect smoke detectors (system and/or individual). Repair any defects. Replace batteries as required for individual units. Inspect vent for obstructions, clear vent.

C.17.2.10.1 Water Supply for Fire Protection Systems

The contractor shall operate, inspect, maintain and repair the water supply system for exterior fire protection to the first downstream valve outside of the building.

The contractor shall maintain the water supply system for exterior fire protection in an operational condition at all times. The system includes mains and service lines to the first downstream valve outside of the building. Contractor's work shall include system components.

Malfunctions in the system such as stoppages, mechanical failures and electrical failures shall be traced to the cause and corrected by the contractor by generating and executing a Work Request. The Contracting Officer shall be notified should this correction require a temporary disruption of service.

C.17.2.10.2 Sprinklers

The contractor shall inspect, in conjunction with the local base fire department, the entire fire protection system at least once per year to ensure proper operation of the system in the event of a fire. Sprinkler heads, smoke and heat detectors and heat sensors shall be checked at least three times per year to ensure they are clean, and have not been covered to prevent operation. The contractor shall inspect all connections, pipes and water storage tanks at least twice annually for leaks or loss of pressure. The contractor shall repair or replace any parts, connections, tanks or lines as required to return the system to an operational condition.

C.17.2.10.3 Fire Extinguishers

The contractor shall inspect, in conjunction with the local fire department, each fire extinguisher twice a year (once at the beginning of the school year and once during the latter half of the school year). All extinguishers shall be tested at that time and recharged (if necessary) in accordance with manufacturer's recommendations. The contractor shall repair or replace any fire extinguisher that is inoperable.

C.17.2.10.4 Special Fire Protection System

Once a month, inspect and test automatic fire extinguishing systems, such as found in kitchen exhaust hoods, to include replacing any empty or outdated chemical canisters.

C.17.2.11 Electric Power & Lighting

The technical provisions of this Section are considered to be the minimum requirements necessary for operation and maintenance. In the event individual manufacturer's operation and maintenance instructions exceed these provisions, the manufacturer's instructions will take precedence over the herein stated provisions and the manufacturer's recommended operation and maintenance procedures will be complied with.

The systems shall be operated and maintained in accordance with operation and maintenance manuals, manufacturer's recommendations and applicable NEC and AR 420-43 requirements, in a manner which shall provide that the standards are met.

C.17.2.11.1 Service and Distribution

The contractor shall inspect, maintain and repair the grounding systems to provide operating conditions that comply with NEC. Verify resistance of grounding system to be equal to or less than 25 ohms.

The contractor shall inspect, maintain and repair electrical raceways to provide operating conditions that comply with the NEC.

The contractor shall inspect, maintain and repair outlet and junctions boxes to provide operating conditions that comply with the NEC.

The contractor shall replace conductors found to be frayed or in an unsafe condition. Megger any circuits suspected of being unsafe.

Inspect circuit breakers for mechanical or physical damage. Verify tightness of connections in accordance with the manufacturer's recommendations. Repair any deficiencies.

The contractor shall inspect, maintain and repair components of the secondary electrical distribution system (panel boards) semi-annually to provide continuous electrical service.

Inspect annually for mechanical, physical damage or hot spots and for the tightness of control, power and ground connections. Ground Fault Circuit Interrupt (GFCI) shall be calibrated to trip within the threshold of 5 ma +/- 1 ma.

Inspect for mechanical or physical damage and for the tightness of polarized outlets and connections. Repair any deficiencies.

Inspect all transformers on an annual basis. Inspect oil filled transformers which are property of the Owner for physical mechanical damage, cracked insulators, leaks, tightness of connections and general electrical and mechanical conditions. Verify auxiliary devices such as cooling fans and cooling fans controller. Check tightness of accessible bolted electrical connections in accordance with the manufacturer's instructions. Verify oil level. Verify equipment grounding.

Inspect dry type transformers for mechanical and physical damage and for the tightness of bolted connections. Verify that all ventilating openings are clear. Verify that grounding is in place. Repair any deficiencies.

Inspect annually for mechanical and physical damage and for the tightness of all connections. Operate each switch through all positions. Repair any deficiencies.

Inspect annually for mechanical damage and for the tightness of connections. For indicating instruments, observe movement of the pointer, watch for binding and check for the zero adjustment. Repair any deficiencies.

The contractor shall inspect, maintain and repair permanently installed electrical equipment. The contractor's work and services shall be accomplished in

accordance with manufacturer's recommendations, operation and maintenance manuals. Maintenance shall be performed when the equipment is not required for operation. Only on the concurrence of the COR shall equipment be serviced "hot".

C.17.2.11.2 Lighting & Branch Wiring

The contractor shall inspect maintain and repair the components of the lighting systems on a quarterly basis. Lighting fixture cleaning and lamp/battery replacement for lighting fixtures is included as a service requirement.

The contractor shall inspect, maintain and repair the components of the incandescent lighting systems on a quarterly basis or when failures occur, whichever is sooner. Lighting fixture cleaning and lamp replacement for lighting fixtures is included as a service requirement.

The contractor shall inspect, maintain and repair the components of the fluorescent lighting systems on a quarterly basis or upon failure of equipment, whichever is sooner. Lighting fixture cleaning and lamp replacement for lighting fixtures is included as a service requirement.

The contractor shall inspect for general condition and for mechanical or physical damage on a quarterly basis, Verify the tightness of the control and power connections. Inspect contacts for wear. Verify that mechanical mechanisms move freely, do not bind and are not worn. Verify the correctness of the time dial and the time setting and that the lights are turned on and off at the scheduled time. Repair any deficiencies.

C.17.2.12 Electrical Systems

C.17.2.12.1 Communications, Security and Alarm

The technical provisions of this section are considered to be the minimum requirements necessary for operation and maintenance. In the event individual manufacturer's operation and maintenance instructions exceed these provisions, the manufacturer's instruction will take precedence over the herein stated provisions and the manufacturer's recommended operation and maintenance procedures will be required.

The contractor shall annually inspect each piece of equipment for proper operation and shall provide maintenance and repair as required.

Inspect the tuner. Check signal levels. Check interior for signs of component overheating. Check dial light. Check soldered and screw terminal connections and mountings for tightness.

Inspect the cassette tape equipment. Check for damage in the tape drive. Check interior for signs of overheating components. Check the interconnecting signal cables for connection, tightness and signs of damage. Check input and output levels to verify that they are within specifications. Check drive belts for signs of

wear. Lubricate drive wheel bearings per manufacturer's specifications. Check soldered and screw terminal connections and mounting for tightness.

Inspect the mixer and preamplifiers. Check interior for signs of component overheating. Check screw terminal connections and mounting for tightness. Check interconnecting signal cables for connection tightness and signs of damage. Check input and output levels to verify that they are within specifications.

Inspect the power amplifiers. Check interior for signs of component overheating. Check screw terminal connections and mounting for tightness and signs of damage. Check input and output levels to verify that they are within specifications.

Inspect the speakers. Check for signs of damage to speaker grills. Check for rips or tears in the speaker cones. Check wiring connections for tightness.

Inspect antenna. Check the guy wires for tightness or broken wires, Check element for signs of wind or ice damage. Check aiming. Check down lead connections for loose or frayed conductors.

Inspect the microphones. Check for damaged mouth piece. Check selector switch for missing or broken knob. Check cord for signs of fraying or other damage. Inspect volume controls. Check for missing or broken knob. Check attenuation over entire range.

The Contractor shall inspect, test and maintain the building fire alarm system. This system includes the fire alarm control panel, reporting system components, heat sensing detectors, smoke sensing detectors, manual pull stations, indicating appliances, wiring, conduit monitoring devices, control devices and all other equipment necessary for a complete and operable system. Provide for routine testing and inspection of equipment in accordance with NFPA 72, National Fire Alarm Code.

C.17.2.12.1.1 Intercom Systems

Inspect the central control panel and all intercom stations for proper operation and repair as required. Check interior for signs of component overheating. Check screw terminal connections and mounting for tightness. Check interconnecting signal cables for connection tightness and signs of damage. Check input and output levels to verify that they are within specifications.

C.17.2.12.1.2 Television Signal Distribution System

Inspect distribution system once per year before the start of the school year in August and provide maintenance and repair as required. The system includes the main and all other distribution panels, breakers, cabinets and service cables, cable systems, wires, switches, built-in transformers, receptacles, outlets, cover plates, grounding systems, service equipment, fixtures and other electrical equipment such as built-in ventilating fans and all wiring outlets. All work shall conform to the

applicable NEC electrical specifications. The contractor will test the operability of monitors, video cassette recorders (VCRs) and report machine failure to the Contracting Officer or his representative, however, the actual maintenance of television sets, VCRs and extension cords is not the responsibility of the contractor.

C.17.2.12.2 Satellite Dishes and Antennas

Inspect satellite dishes and antennas. Check guy wires for tightness or broken wires. Check element for signs of wind or ice damage, Check aiming. Check down lead connections for loose or frayed conductors. Repair as required for intended operation.

C.17.2.12.3 Entrance/Exit Way Air Curtains

The contractor shall inspect entrance/exit way air curtains once per year before the start of the school year and adjust or repair as required for intended operation.

C.17.2.12.4 Special Electrical Systems

C.17.2.12.4.1 Lightning Protection System

Each year during the months of April and October, inspect the entire lightning protection system and provide maintenance to restore the system to its acceptance date condition. The contractor shall provide written documentation of the inspection to the COR within 15 days of the inspection.

Inspect each air terminal and its mounting base. Re-secure any loose air terminal bases. Tighten any air terminals found loose in their bases.

Inspect roof conductors and roof conductor connections. Tighten any loose roof conductor connections. Re-secure loose and replace missing roof conductor supports or clamps.

Inspect annually and repair deficiencies and damage. Inspect the area immediately around the building to determine whether any damage to any of the ground rods has occurred. Repair any damage found.

Twice yearly, inspect and test fire alarm system in conjunction with Directorate of Engineering and Housing or Base Civil Engineer Fire Marshal.

C.17.2.13 Equipment

C.17.2.13.1 Miscellaneous Moving Parts

The contractor shall inspect all items with moveable parts at least annually to insure smoothness of operation, function and operability.

C.17.2.13.2 Sports Equipment

Quarterly inspect equipment, goals, backboards and supporting structures of fixed and retractable basketball goals for damage and missing components. Inspect for stability of attachment and damage. Lubricate moving parts.

Quarterly inspect retractable and fixed bleacher seating for missing or loose components. Lubricate moving parts on retractable assemblies.

Inspect fixed safety padding for attachment and overall integrity.

C.17.2.14 Furnishings

Inspect curtain rods, brackets, covers, rollers, and stops for damage and missing components.

Inspect blinds and operating mechanisms for proper operation. Adjust, repair and lubricate IAW manufacturers' recommendations.

Inspect drapery tracks including stage curtains and their operating mechanisms for proper operation. Adjust and lubricate IAW manufacturers' recommendations.

C.17.2.15 Special Construction

Twice annually, inspect greenhouse building for structural integrity, glazing breakage or tears, door operation, heater and cooler operation, and blower and louver operation. Lubricate moving components as needed.

C.17.2.16 Site Maintenance

C.17.2.16.1 Pavements

The contractor shall maintain and repair the bituminous concrete and concrete pavements, curbs and gutters, sidewalks, stoops, steps, ramps, and hard surface play areas within the limits of the contract. The work shall include but not be limited to the following:

- a. Inspect all pavements, curbs and gutters annually in April. Inspect for cracking, spalling, indications of soil heave or settlement, intrusion by plant growth, and other signs of distress and damage.
- b. Any growth on or within the paved area and in the curbs including the bordering curb shall be removed monthly during the growing season from first of May through end of September; this also includes plants growing from adjacent planted areas onto the pavements. All debris to be removed will become the property of the contractor and will be disposed of immediately and properly at his expense.

C.17.2.16.2 Landscaping

C.17.2.16.2.1 Mowing of Grassed Areas and Sportsfields

Lawn and grassed playing areas presented shall be mowed 36 times (approximately 2 times per month) during the growing period (March through October), and once per month otherwise when the grass has reached an average height of 4 inches. The mowers shall be adjusted at a cutting height of 1 ½ inches. Before the lawns are cut, all stones 1 inch and more in diameter, debris and branches shall be removed. After each mowing session any resultant debris within and outside the area worked shall be removed, as well as grass cuttings visible on the lawn surface. Grass around trees and bushes, along sidewalks, hedges, fences, posts, picnic tables, sports fields and playground equipment, buildings and other bordering installations shall be trimmed after each mowing to the same height as the surrounding grass. All materials and debris removed will become the property of the contractor and will be disposed of immediately and properly at his expense.

C.17.2.16.2.2 Edging & Trimming

Trees, walls, fences, and other vertical surfaces contained in lawn areas shall be trimmed neatly using string type trimmers. Care should be taken that trimmer activities do not damage such surfaces or remove bark from trees. Protection shall be provided for surfaces likely to be damaged by these activities. Grass shall be edged back 1 inch from all sides of walks, drives, curbs, blacktops and other site paving areas.

C.17.2.16.2.3 Fertilizing Lawns

Twice a year in March/April and again in September, all lawns shall be fertilized with 1 lb per 100 square feet, 3-1-2 ratio time released grass fertilizer. The fertilizer shall be furnished and equally spread by the contractor. Cost to accomplish this task will be included in Items 0001, 0005, 0008, 0011, and 0014.

C.17.2.16.2.4 Pruning Shrubs

Once a year when the vegetation is dormant (after Nov. 1) all solitary shrubs and trees within the contract area shall be pruned in a workman-like manner. Typical shapes of the plants shall be retained. All cuttings removed will become the property of the contractor and will be disposed of immediately and properly at his expense.

C.17.2.16.2.5 Trimming of Hedges

All shaped hedges shall be equally trimmed two times during the growing period, once in May and September, with thinning up to the tops and cutting back of the old wood. Vegetation reaching into walkways, interfering with buildings or their systems shall be cut back to eliminate such interference. The cuttings and weeds as well as foreign shoots shall

be removed from the hedges. All materials and debris removed shall become the property of the contractor and are to be immediately and properly disposed.

C.17.2.16.2.6 Maintain Planted Areas

All planted areas shall be maintained three times during the growing period (May, July and September), which includes the following:

- a. Digging bare grounds approximately 2 inches deep, taking care not to harm the plant roots.
- b. Removal of any weeds including the roots, debris, dead plants, dead parts of plants. No chemicals can be used to remove this growth.
- c. Fertilize with 1 lb per 100sf with 3-1-2 ratio plant food. Plant food shall be “worked into” the soil layer.
- d. Remove old mulch materials and place new pine straw mulch in plant beds annually.

All materials and debris removed will become property of the contractor and are to be disposed of immediately and properly at his expense.

C.17.2.16.2.7 Removal and Disposal of Leaves

During October through March, the entire work site, excluding the planted areas, shall be cleaned of leaves two times. To prevent safety hazards caused by layers of wet leaves, each cleaning shall be organized in a way to have walkways, paved play areas and steps cleaned first. All materials and debris removed will become the property of the contractor and will be disposed of immediately and properly at his expense.

C.17.2.16.2.8 Renovation of Sportsfields

Sportsfields shall be renovated once a year as early as practical during the summer school vacation, shall include the following:

- a. Aerating the entire field with approximately 55 holes/sf, depth of holes 2-3 inches.
- b. Afterwards, the field shall be sanded with 2 cubic feet/100 square feet sand (grain size no greater than size 10 sieve), fertilized with 1 pound/100 square feet lawn fertilizer and overseeded with 1 pound/100 square feet winter rye seed mixture of existing grass species. Sand, fertilizer and seeds shall be equally spread on the field and then dragged into the lawn surface at the time with proper light weighted equipment.

C.17.2.16.2.9 Overseeding Grassed Areas

Overseed all lawn grass areas with 1 lb/100 sf of a winter rye grass seed mixture. Seed shall be evenly distributed and lightly dragged into the lawn surface with proper equipment.

C.17.2.16.3 Special Construction

The contractor shall maintain and repair the sand play areas within the limits of the contract. The work shall include but not be limited to the following:

- a. Inspect the sand play areas twice each year in March and August. Note any deficiencies or defects in the border materials.
- b. Provide additional sand prior to the start of the school year, in early to mid August. The cost to accomplish this task will be included in bid items 0001, 0005, 0008, 0011, and 0014.
- c. Remove debris as required (i.e. rocks, glass, etc.)

C.17.2.16.4 Other Site Improvements

The contractor shall maintain and repair the fencing, exterior signage, flagpoles, benches, planters, and trash receptacles within the limits of the contract. The work shall include but not be limited to the following:

- a. Inspect all items twice each year in March and August for damage. Missing components, bent or distorted rails and pickets in fences, misalignment and other signs of disrepair or distress shall be noted.
- b. Any growth in the area of the items shall be removed two times during the growing period, once in March and once in August. Weeds and seedlings growing in fences shall be dug out. Climbing plants that are entwined in or on these items shall be cut off at the ground and all stems and leaves shall be removed. All debris to be removed will become the property of the contractor and will be disposed of immediately and properly at his expense.

C.17.2.16.5 Playground Equipment

It is the intent of the Government to maintain all DDESS playground equipment in strict compliance with the U.S. Consumer Product Safety Commission's "Handbook for Public Playground Safety".

The Contractor is responsible to maintain all playground equipment within the contract area. Equipment includes all seesaws, swings, monkey bars, slides, basketball goals and associated playground items.

Preventive inspections shall be conducted quarterly and will include but not be limited to the following effort:

- a. Thoroughly inspect all equipment parts for deterioration, cracks, excessive wear, misalignment, loose joints, signs of malfunctioning, fatigue, improper adjustment, defective threads, or other defects that may affect serviceability of said equipment and correct all deficiencies.
- b. Thoroughly inspect the stability of the equipment, safety tiles and prefabricated foundations, to ensure they are serviceable in accordance with their normal functions, and correct all deficiencies.
- c. Thoroughly inspect the following
 - screw connections and tightness of screws
 - bearings and joints

- ball bearings at swings, seats and seesaws
 - moveable parts
 - chain links, hand grips, foot pegs, cover caps, bolts, washers, steel angles, floor planks and timbers, slides, swing seats and assemblies, benches, picnic tables, trash receptacles, gazebos and pavilions, to ensure they are serviceable in accordance with their normal functions, and correct all deficiencies.
- d. Check connections for looseness, chaffing, corrosion, crystallization, splinters and any damage likely to cause injury to students. Tighten connection, clean, remove/repair splinters and replace parts as necessary.
 - e. Note touch-up painting as necessary to maintain a neat appearance.
 - f. Inspect all gear and lever arrangements for tooth wear, cracks, and/or corrosion.
 - g. Inspect the throw action of all levers and reciprocating parts. Adjust for proper throw action.
 - h. Inspect all rollers for freedom of movement, cracks, and other signs of damage.

The contractor shall accomplish a thorough cleaning and lubrication at the time of the annual inspection. All dust, dirt, excessive oil, grease, loose paint, and other foreign matter shall be removed during the cleaning and lubrication process.

C.17.2.17 Site Civil/Mechanical Utilities

The technical provisions of this section are considered to be the minimum requirements necessary for operation and maintenance.

The contractor shall operate, inspect maintain and repair the sanitary sewer collection system within the limits of the contract, at least annually or as required.

C.17.2.17.1 Water Supply & Distribution

The contractor shall maintain the water supply and distribution system in an operational condition at all times. The system includes mains and service lines. Contractor's work shall include system components.

Malfunctions in the system such as stoppages, structural failures, overloading mechanical failures and electrical failures shall be traced to the cause and corrected by the contractor by generating and executing a Work Request. If the problem is not within DDESS School boundaries, the contractor shall coordinate with the local Director of Public Works or Base Civil Engineer to insure the problem is corrected. The Contracting Officer shall be notified should this correction require a temporary disruption of service.

The Contractor is responsible for the water supply and distribution to the first valve located downstream of the building.

C.17.2.17.2 Sanitary Sewer Systems

The contractor shall maintain the sanitary sewer collection system in an operational condition at all times. The system includes mains and service lines. Contractor's work shall include system components.

Malfunctions in the system such as stoppages, structural failures, overloading mechanical failures and electrical failures shall be traced to the cause and corrected by the contractor by generating and executing a Work Request. If the problem is not within DDESS School boundaries, the contractor shall coordinate with the local Director of Public Works or Base Civil Engineer to insure the problem is corrected. The Contracting Officer shall be notified should this correction require a temporary disruption of service.

The Contractor is responsible for the sanitary sewer systems to 5'-0" outside of the building wall line.

C.17.2.17.3 Storm Sewer Systems

The contractor shall maintain and repair the storm drainage system within the limits of the contract. The work shall include but not be limited to the following:

- a. Inspect the drainage system twice each year.
- b. Inspect and clean catch basins, drop inlets, manholes and similar structures every two months to maintain drainage.
- c. Clear clogged storm sewers
- d. Repair or replace damaged, broken or collapsed pipes, or clear and clean clogged drainage pipes by opening the pipe trench and repairing or replacing pipe. The excavation shall be compacted and the surface area restored to first original condition.
- e. Contractor is responsible for the storm sewer system until 5'-0" from the building wall line.

C.17.2.18 Site Electrical

C.17.2.18.1 Exterior Electrical Distribution

The contractor shall operate, inspect maintain and repair the electrical supply within the limits of the contract.

The contractor shall maintain the electrical supply system in an operational condition at all times. The system includes feeder cables, power poles, towers and service lines. Contractor's work shall include system components.

Malfunctions in the system shall be traced to the cause and corrected by the contractor by generating and executing a Work Request. The COR shall be notified should this correction require a temporary disruption of service.

Contractor is responsible for the electrical distribution system from utility service point.

C.17.2.18.2 Exterior Lighting

The contractor shall operate, inspect maintain and repair the exterior lighting system serving the school within the limits of the contract.

The contractor shall maintain the exterior lights in an operational condition at all times. The contractor's work shall include system components.

Malfunctions in the system shall be traced to the cause and corrected by the contractor by generating and executing a Work Request. The COR shall be notified should this correction require a temporary disruption of service.

C.17.2.18.3 Exterior Communication & Alarm

The contractor shall inspect annually, and prior to the school year, the entire school wide bell system for proper operation and shall provide maintenance and repair as required. Inspect the central control panel and all individual bells for proper operation. Check interior of central control panel for signs of component overheating. Check screw terminal connections and mounting for tightness. Check interconnecting signal cables for contact, tightness or signs of damage. Insure input/output levels are within specifications. This shall be done prior to the end of the calendar year during the first period of the contract.

C.17.2.18.4 Other Electrical Utilities

C.17.2.18.4.1 Electronic Security Systems

The contractor shall inspect electronic security systems once per year before the start of the school year and adjust or repair as required. This shall be done prior to the end of the calendar year during the first period of the contract

C.18 WORK PERFORMANCE ANALYSIS

C.18.1 Government Quality Assurance Surveillance

Each phase of the work rendered under the Contract is subject to Government inspection during any or all times of the Contractor's work and after completion of the tasks. The Government's QA program is not a substitute for Contractor's quality control.

C.18.1.1 Government Inspection

The Government will monitor the Contractor's Quality Control Program in accordance with the standards referenced and listed within the paragraphs here in Section C.18. or other remedies as allowed by the Inspection of Services Clause, Default, or Termination clauses.

C.18.1.1.1 Work Area Availability

Contractor shall make his facilities available to Government personnel for surveillance activities, such as in-progress inspections and materials inspections.

C.18.1.2 Performance Evaluation Meetings

The Contractor shall meet with the Government as deemed necessary by the Contracting Officer, and anytime that a Contract Discrepancy Report is issued. The Contractor shall provide the Contracting Officer a written response regarding any areas of nonconformance within two normal working days of receipt of the Contracting Officer correspondence.

C.18.2 Inspection

The Contractor shall have work complete and ready for inspection at the times shown on the approved service schedules, in accordance with all terms of the Contract. The Government may use a variety of surveillance methods to evaluate the Contractor's performance.

C.18.2.1 Inspection Methods

Both scheduled and unscheduled surveillance will be used to look at total or parts of the work. The methods of surveillance that may be used are listed below:

- Random Sampling
- 100% Inspection
- Maintenance Management System (MMS)
- Unscheduled Inspection
- Customer Complaints

C.18.2.2 Inspection Checklist

The Government may notify the Contractor of Government inspection results using various checklists. The Government may notify the Contractor of Inspection results verbally. Verbal notifications of defective work will be confirmed in writing. When Government inspectors are unable to contact Contractor to notify Contractor of inspection results, acceptance or rejection of work will be made on the basis of the initial inspection.

C.18.3 Criteria for Acceptance/Rejection

Government inspections will be made according to the surveillance method(s) used, to compare Contractor's performance to Contract standards.

C.18.3.1 Acceptance

Performance of a listed service will be accepted and paid for and the maximum contract payment per month will be paid when the number of defects found during contract surveillance does not exceed Acceptable Quality Level (AQL). The AQL for all work described herein and performed as Preventative Maintenance is 5%. Demand Maintenance Work Requests completed are subject to an AQL of 0%. Defects are

Contractor's failure to meet contract provisions, standards and specifications as described herein.

C.18.3.2 Rejection

When Contractor's performance does not meet contract provisions or is not performed in accordance with the approved work plan or is not performed in accordance with the standard/specification or was not performed within the allowed time frame or is not completed in its entirety, it will be considered to be defective and will be rejected. The Contractor shall explain, in writing, why performance was unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented in the future. The Contracting Officer will evaluate the Contractor's explanation and determine if full payment, partial payment, or the contract termination process is applicable. The Contractor's payment for work rendered will be calculated as stated in paragraph C.18.4, Contractor Payment.

C.18.3.3 Re-performance of Defective Work

The work required by the contract may be subject to correction by reperformance, and the Contractor will be required or entitled to re-perform, or otherwise correct defective work for the purpose of avoiding a reduction in the full contract price.

C.18.3.3.1 Re-performance

At the sole election of the Government and upon notification to the Contractor, the Contractor will be required to reperform or perform late any or all defective work disclosed by Government inspection including defective and incomplete performance. Where the Government so elects, the Contractor shall be notified promptly after inspection that specified defective work will be re-performed or performed late, and completed, from Contractor's receipt of inspection checklists, within the Re-performance period specified by the Government. In such cases, the Government will reinspect work designated for Re-performance or late performance, and the Contractor may be held liable for any damages sustained by the Government including, for example, the costs associated with re-inspection.

C.18.3.3.1.1 Requirements

Contractor's re-performed work shall comply with same requirements as his initial work. Acceptance or rejection will be made on the basis of the final reinspection.

C.18.3.3.1.2 Resources

The requirement for Contractor to re-perform defective work will not alleviate the Contractor from responsibility to perform all other work in accordance with the terms of the Contract. Reperformance of defective work will not be performed during normal work hours by the personnel described in C.9.1.

C.18.3.3.1.3 Inspection

When the Government required re-performance of sample defective work disclosed by inspection, the Contractor's original inspection results shall not be modified upon reinspection since the sample reflects only a portion of the work lot.

C.18.3.3.2 Acceptable Quality Level (AQL)

The Acceptable Quality Level (AQL) is multiplied by the sample lot size to determine the number of defects that will allow maximum payment. If the resulting value has a decimal, it will be rounded to the next higher whole number if the decimal is 0.5 or greater, and to the lower whole number if the decimal is less than 0.5. One or more additional defects will cause less than the maximum payment.

C.18.4 Contractor Payment

C.18.4.1 Acceptable Performance

When contract performance meets all the requirements and is equal to or less than the AQL, the Contractor shall be paid the full contract price.

C.18.4.2 Unacceptable Performance

If performance does not meet the AQL and performance is deemed unacceptable, the Government will not pay the full task value percent for that service. The payment for listed services which do not meet the AQL will be calculated as described in C.18.4.3 and C.18.4.4.

C.18.4.3 Preventative Maintenance Payment Calculation

When the number of defects found by Government Inspection, brought about by MMS concerns, customer complaint, scheduled inspections or random sampling, the percentage of lot found in excess of the acceptable quality level will be deducted from the monthly contract payment.

Given the 5% AQL, an inspection lot size of 40, and 5 defects were found. The payment computation is as follows:

1)	Maximum contract payment per month (Bid schedule amount)	\$ 10,000
2)	Acceptable defects ($0.05 \times 40 = 2$)	2
3)	Defects exceeding acceptable ($5 - 2 = 3$)	3
4)	Percentage of lot beyond AQL ($3 / 40 = 0.075$, or 7.5%)	7.5%
5)	Deduction for unacceptable work ($0.075 \times \$ 10,000 = \$ 750$)	\$ 750

6)	Penalty for reinspection following defect correction (5 x \$ 50 = \$ 250)	\$ 250
7)	Total Deduction from invoice (Line 5 + Line 6)	\$ 1,000
8)	Monthly payment (Line 1 – Line 7)	\$ 9,000

C.18.4.4 Demand Maintenance Payment Calculation

The actual cost of labor and equipment used in the execution of any failed Demand Maintenance tasks will be deducted from the monthly demand maintenance invoice. Parts that require replacement or repair for correction of defects will be the fiscal responsibility of the contractor. The Government will not pay for parts damaged during execution of Work Requests.

Given the 0% AQL, 30 completed Demand Maintenance Work Requests, 30 inspections revealed 3 failures. The payment computation would be as follows:

1)	Total monthly demand maintenance invoice (Actual material and labor receipts total)	\$25,000
2)	Failure 1 cost (Actual totals for that Work Request)	\$1,500
3)	Failure 2 cost (Actual totals for that Work Request)	\$800
4)	Failure 3 cost (Actual totals for that Work Request)	\$1,200
5)	Total Deduction form Invoice (Totals of all failed Work Requests)	\$3,500
6)	Reinspection Cost (3 x \$ 50 = 150)	\$150
7)	Total Deduction (Line 5 + Line 6)	\$3,650
8)	Monthly payment (Line 1 – Line 7)	\$21,350

C.18.4.5 Reinspection Fee

The Government will assess a reinspection fee for the second and subsequent failing inspection(s) at a flat \$50.00 per inspection.

C.18.5 Rights and Remedies

The rights of the Government and remedies described in Section C are in addition to all other rights and remedies set forth in the contract. Specifically, the Government reserves its rights under the Inspection of Services, Termination, and Default clauses (See Sections E and I). The Work Performance Analysis, paragraph C.18, implements that part of the Inspection of Services clause which allows the Government the right to require Contractor re-performance, and/or reduce the payments made to the Contractor for work not performed acceptably. Any deductions pursuant to the Work Performance Analysis, shall reflect the reduced value of work performed under the contract. The Contractor shall not be relieved of full performance of the work hereunder and may be terminated for default based upon inadequate performance even if a

deduction was previously taken for the unsatisfactory performance. Only one method will be used at a time to evaluate a listed task during an inspection period for payment computation purposes. The Government is not restricted to the inspection method. The Government may change surveillance method(s), quality assurance procedures, and increase or decrease the degree of surveillance based upon contract modifications, lessons learned, technological changes, surveillance documentation and changes to the Contractor's quality control system.

Client Authorization Letter

(Addressee)

Dear Client:

We are currently responding to the Corps of Engineers (COE) Request for Proposals, DACA63-99-R-0024, Total Maintenance Contract for the Department of Defense Education Activity Facilities at Fort Jackson and Laurel Bay, South Carolina. The COE is placing increased emphasis in their acquisitions on past performance as a source selection evaluation factor. Request that you complete and return the attached form to the U. S. Army Engineer District, Fort Worth, ATTN: CESWF-CT-S (Mrs. Ruth Powell), 819 Taylor Street, Fort Worth, Texas 76102, prior to **August 26, 1999**. Please indicate that the envelope is **"TO BE OPENED BY ADDRESSEE ONLY"**. The COE may contact you to verify that the submitted information is correct and determine your satisfaction with various aspects of our performance. If you are contacted by the COE for information on work we have performed under contract for our company/agency/state or local government, you are hereby authorized to respond to COE inquiries.

We have identified Mr./Ms. _____ of your organization as the point of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to _____.

(Offeror's point-of-contact)

Sincerely,

52.215-1 Instructions to Offerors--Competitive Acquisition.

As prescribed in 15.209(a), insert the following provision:

Instructions to Offerors--Competitive Acquisition (Oct 1997)

(a) *Definitions.* As used in this provision--

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing" or "written" means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) *Submission, modification, revision, and withdrawal of proposals.* (1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) 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.

(3) *Late proposals and revisions.* (i) Any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers will not be considered unless it is received before award is made and--

(A) It was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (*e.g.*, an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(B) It was sent by mail (or telegram or facsimile, if authorized) or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after receipt at the Government installation;

(C) It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays;

(D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(E) There is acceptable evidence to establish that it was received at the activity designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers, and the Contracting Officer determines that accepting the late offer would not unduly delay the procurement; or

(F) It is the only proposal received.

(ii) Any modification or revision of a proposal or response to request for information, including any final proposal revision, is subject to the same conditions as in subparagraphs (c)(3)(i)(A) through (c)(3)(i)(E) of this provision.

(iii) The only acceptable evidence to establish the date of mailing of a late proposal or modification or revision sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the proposal, response to a request for information, or modification or revision shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(iv) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(v) The only acceptable evidence to establish the date of mailing of a late offer, modification or revision, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c)(3)(iii) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(vi) Notwithstanding paragraph (c)(3)(i) of this provision, a late modification or revision of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(vii) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

(viii) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Proposals submitted in response to this solicitation shall be in English and in U.S. dollars, unless otherwise permitted by the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date.* Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data.* Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

- (f) *Contract award.* (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
- (2) The Government may reject any or all proposals if such action is in the Government's interest.
- (3) The Government may waive informalities and minor irregularities in proposals received.
- (4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- (5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.
- (6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.
- (7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.
- (8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.
- (9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.
- (10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
- (11) The Government may disclose the following information in postaward debriefings to other offerors:
- (i) The overall evaluated cost or price and technical rating of the successful offeror;
 - (ii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;
 - (iii) A summary of the rationale for award; and
 - (iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(End of provision)