PERFORMANCE WORK STATEMENT
(PWS)

Grounds Maintenance and Vegetation Control at

U.S. Army Garrison Hawaii

Island of Oahu, Hawaii

Table of Contents

1.0 General....6
1.1 Description of Services/Introduction. 6
1.2 Background. 6
1.3 Objectives 6
1.4 Scope....6
1.5 Period of Performance (PoP)....7
1.6 Traffic Flow....7
1.7 Restoration of Real Property Damage. 7
1.8 General Information. 7
1.8.1 Scope. 7
1.8.2 Place of Performance....7
1.8.3 Recognized Holidays....7
1.8.4 Hours of Operation 8
1.8.5 Installation Closures 8
1.8.6 Emergency Delays 8
1.8.7 Unforeseen Closures of Service Areas 8
1.8.8 Place of Performance. 8
1.8.9 Type of Contract....9
1.8.10 Security Requirements 9
1.8.11 Access and General Protection/Security Policy and Procedures....9
1.8.12 Physical Security 9
1.8.13 Security Training. 9
1.8.14 Anti-Terrorism (AT) Level I Training. 9
1.8.15 iWATCH Training. 10
1.8.16 Operational Security (OPSEC) Awareness Training. 10
1.8.17 Threat Awareness and Reporting Program Training. 10
1.8.18 Local Health Protection Conditions 10
1.8.19 Key Control 10
1.8.20 Lost Keys 11
1.8.21 Prohibited use of Government provided keys or key cards 11
1.8.22 Lock Combinations....11
1.8.23 Post Award Conference/Periodic Progress Meetings....11
1.8.24 For contractors that do not require CAC but require access to a DoD facility or installation. 12

1.8.25 Controlled Unclassified Information (CUI) 12
1.9 Government Roles and Responsibilities 12
1.9.1 Contracting Officer (KO) 12
1.9.2 Contracting Officer's Representative (COR) 12
1.9.3 COR Authority 13
1.9.4 COR or Designated Government Representative Functions 13
1.10 Specific Contractor Requirements, Roles and Responsibilities 13
1.10.1 U.S. Residency 13
1.10.2 Contractor Hiring Restrictions 13
1.10.3 Contractor Identification. 14
1.10.4 Standards of Conduct 14
1.10.5 Contractor Key Personnel 14
1.10.6 Project Manager (PM) 14
1.10.7 Quality Control Manager (QCM) 15
1.10.8 Quality Control Inspectors (QCI) 15
1.10.9 Phase In /Phase Out Period. 15
1.11 Emergency Services 15
1.11.1 Emergency Medical Treatment 15
1.11.2 Accident Reporting. 16
1.12 Environment and OSHA 16
1.12.1 Safety 16
1.12.2 Safety Plan 16
1.12.3 Spill Plan. 17
1.12.4 Asbestos Awareness 17
1.13 Environmental Compliance. 17
1.13.1 Safety Data Sheets 17
2.0 Definitions and Acronyms 18
2.1 Definitions 18
2.2 ACRONYMS 24
3.0 Government Furnished Property, Equipment and Services 27
3.1 Property 27
3.2 Equipment 27
3.3 Services 27
3.4 Utilities 27
3.5 Materials 27
4.0 Contractor Furnished Items and Services 28

4.1 General 28
4.2 Materials 28
4.3 Equipment 28
4.4 Unserviceable Contractor Equipment 28
4.5 Known Hazards 28
5.0 Specific Tasks for Grounds Maintenance. 29
5.1 General 29
5.2 Description of Services 29
5.2.1 Scope. 29
5.2.2 Service High Visibility Areas 29
5.2.3 Mowing. 29
5.2.4 Edging. 30
5.2.5 Trimming 30
5.2.6 Fertilizing and Liming. 30
5.2.7 Seeding and Sodding. N/A 30
5.2.8 Hydroseeding 30
5.2.9 Sodding. 30
5.2.10 Aerating and Overseeding. 30
5.2.11 Maintain Flower Beds 30
5.2.12 Weed Control 30
5.2.13 Remove Debris, Leaves, and Litter 31
5.2.14 Service/Maintain Trees 31
5.2.15 Perform Mechanical Tree Spading and Transplanting. 32
5.2.16 Tree Mulching. 32
5.2.17 Tree Fertilization. 32
5.2.18 Tree Pruning. 32
5.2.19 Tree Removal and Replacement 32
5.2.20 Emergency Tree Removal 33
5.2.21 Reforestation. 33
5.2.22 Hedge and Shrub Maintenance. 33
5.2.23 Hedge and Shrub Mulching. 33
5.2.24 Hedge and Shrub Fertilization. 33
5.2.25 Hedge and Shrub Pruning. 33
5.2.26 Irrigation 33
5.2.27 Operation of Irrigation Systems 33
5.2.28 Maintenance of Irrigation Systems 33

5.2.29 Service/Maintain Xeriscape Areas 34
5.2.30 Athletic Fields Grounds Maintenance 34
5.2.31 Special Services 34
5.2.32 Special Event Services 34
5.2.33 Service Common Areas 34
5.2.34 Service Fire Breaks and Ranges 34
5.2.35 Service Unimproved Areas 34
5.2.36 Service Specialized Locations 35
5.3 Other Special Services. Makua Army Reservation (MMR) 35
5.3.1 Refuge and Nature Trail Maintenance 37
5.3.2 Special Equipment Requirements 37
5.4 Report 37
6.0 Applicable Publications (Current Editions) 39
6.1 Regulations, Publications, Manuals, Local Policies and Procedures 39
7.0 Mandatory Records and Report Forms 42
8.0 Attachment/Technical Exhibits (TEs) 43
8.1 Attachment 1 – Performance Requirements Summary 44
8.2 Attachment 2 – Deliverables Schedule. 46
8.3 Attachment 3/TE 1 – Installation Map(s) 47
8.4 Attachment 4/TE 2 – Master Acreage. 47
8.5 Attachment 5/TE 3 – Grounds Maintenance Performance Standard. 47
8.6 Attachment 6/TE 4 – USAG HAWAII Spill Plan 47
8.7 Attachment 7/TE 5 – Irrigation Detail. 47
8.8 Attachment 8/TE 6 – Makua MOA 47

1.0 General.

This is a non-personal services contract to provide Grounds maintenance Services for the United States Army Garrison Hawaii (USAG Hawaii) on the Island of Oahu, Hawaii.

- The Government will not exercise any supervision or control over the contract service providers.
- The Contractor shall perform to the standards specified in this Performance Work Statement (PWS).
- Contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.
- The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to complete the requirements as outlined and defined in this PWS.

1.1 Description of Services/Introduction.

The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform all grounds maintenance service tasks and frequencies as described and defined in this Performance Work Statement (PWS), Part 5 Specific Tasks and Part 8 Attachment/Technical Exhibits, Attachment 5/TE 3 Enterprise Municipal Grounds maintenance Services Performance Standards and Frequencies, except for those items specified as Government furnished property and services (If applicable, see Part 4 Contractor Furnished Items and Services). The Contractor shall perform to the standards in this contract.

1.2 Background.

Services are required at various Army installations on the Island of Oahu, Hawaii. The recurring grounds maintenance contract is structured to meet the Common Level of Service requirements. The specifications are at minimum level to meet the visual standard expected of high profile, high visibility buildings such as the Office of the Commander, US Army Garrison, Hawaii and Safety requirements for Fire Break Zones.

1.3 Objectives.

The Contractor shall ensure all work accomplished as fulfillment of this PWS meets all applicable Federal, State, and local laws, regulations, directives and other requirements (LOR) (See Definitions & Acronyms, 2.2 Acronyms --- Legal and Other Requirements) to include, but not limited to the documents in Part 6 Applicable Publications.

Attachment 5/ TE-3 Enterprise Municipal Grounds Maintenance Services Performance Standards and Frequencies identifies tasks and frequencies for minimum standards for each type of building.

1.4 Scope.

The Contractor shall inspect, service, maintain, and landscape grounds of USAG Hawaii on the Island of Oahu, Hawaii. The work shall include scheduling and performance of mowing and trimming; turf replacement; leaf and debris removal; tree, hedge, and shrub planting, maintenance, irrigation, and fertilization; policing of areas; tree and stump removal, and other associated work as directed by the Contracting Officer's Representative (COR) or Alternate Contracting Officer's Representative (ACOR). The Contractor shall provide all work necessary to maintain the grounds to the standards specified herein. The Contractor shall provide for tree preservation and protection during all maintenance and construction activities as specified by Directorate of Public Works (DPW) Environmental Division.

1.5 Period of Performance (PoP).

The period of performance shall be for one (1) Base Year of 12 months and Four (4) 12-month option years. The Period of Performance reads as follows:

Phase-in Period	11 Aug 2026
Base Year	11 Aug 2026 to 10 Aug 2027
Option Year I	11 Aug 2027 to 10 Aug 2028
Option Year II	11 Aug 2028 to 10 Aug 2029
Option Year III	11 Aug 2029 to 10 Aug 2030
Option Year IV	11 Aug 2030 to 10 Aug 2031

1.6 Traffic Flow.

The Contractor shall maintain the free flow of vehicle and pedestrian traffic while conducting grounds maintenance service tasks.

1.7 Restoration of Real Property Damage.

Any damage to Government Real Property by the Contractor's operations shall be restored to the original state at no additional cost to the Government (e.g., structural damage, damage to landscape or fencing, et al).

1.8 General Information.

1.8.1 Scope.

The Contractor shall perform grounds maintenance services in accordance with the PWS and the technical exhibits. During the performance of the contract, the Government reserves the right to add or delete facilities and/or the level of services required. A modification to the contract will be executed to incorporate these changes.

1.8.2 Place of Performance

The work to be performed under this contract will be performed at locations in Attachment 3/TE 1 (1a, 1b, 1c, 1d, 1e, and 1f). The Contractor shall provide the KO a schedule no later than ten (10) workdays prior to commencing work. Schedule shall outline tasks to be performed by specific building/location and identify the timeline for the task to be accomplished. The KO will provide the Contractor with requirements to make changes to the schedule as they occur.

1.8.3 Recognized Holidays.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Juneteenth	

1.8.4 Hours of Operation.

Normal hours of operation are between the hours of 7:00 a.m. to 4:00 p.m. Monday through Sunday excluding Federal holidays or when the Government facilities are closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

- The Contractor shall coordinate with COR to establish a schedule to conduct business if services are required outside of normal hours of operation.
- The Contractor shall maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when Government facilities are not closed for the above reasons.

1.8.5 Installation Closures.

When an unforeseen installation closure occurs on a regularly scheduled day of work, the Contractor shall reschedule the work to be performed the following day unless the following day is a Saturday, Sunday, a recognized Federal holiday, and when routine work is not scheduled for that day; or reschedule the work for the next business day following the closure.

1.8.6 Emergency Delays.

- If the Contractor determines unsafe weather conditions or work environment is cause for an interruption of services, the Contractor shall notify the COR (2) hours prior to curtailing operations (See Deliverables Schedule, paragraph 8.2, Deliverables A008).
  - The Contractor shall obtain COR approval to resume operations.
- The Contractor shall coordinate with the DPW designated representative(s) in preparation for and during emergency operations situations such as inclement weather, flood, active shooter, fire or other emergency situations.

1.8.7 Unforeseen Closures of Service Areas.

When an unforeseen closure occurs on a regularly scheduled day of work (i.e., severe weather, training holiday, day of mourning, etc.).

- The Contractor shall reschedule the service on any day satisfactory to the customer and minimizes impact on the Contractor's normal work schedule.

1.8.8 Place of Performance.

The work to be performed under this requirement will be performed throughout pertinent locations of all USAG Hawaii on the island of Oahu, Hawaii. The maps of all locations

are located in Part 8, Attachment/Technical Exhibit Listing, Attachment 3/TE 1 and Attachment 8/TE 6.

1.8.9 Type of Contract.

The government will award a FIRM FIXED PRICE (FFP) type of contract with some "As Required" CLIN's (See Frequency Table Located in Part 8, Attachment/Technical Exhibit Listing, Attachment 5/TE 3 Performance Standards and Frequencies).

1.8.10 Security Requirements.

The Government may require the contractor to provide service to a secure area. In such instances, the grounds maintenance contractor personnel shall be trained in security requirements and escorted during the entire time needed to complete the tasks outlined in this PWS at such facilities.

1.8.11 Access and General Protection/Security Policy and Procedures.

Contractor and all associated subcontractors' employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Directorate of Emergency Services (DES) or Security Office. Contractor workforce must comply with all personal identity verification requirements (i.e., FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.8.12 Physical Security.

At the close of each work period, the contractor shall ensure government facilities, equipment, and materials are secured.

1.8.13 Security Training.

In the event of a National Defense Emergency affecting USAG Hawaii, each Installation POC will immediately notify the contract POC. At that time, the contractor shall take immediate steps to cease all activities on the installation(s) and will cause all personnel to leave the installation(s) property until notice is given by the installation POC that National Defense Emergency conditions are no longer in effect.

1.8.14 Anti-Terrorism (AT) Level I Training.

This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, including subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I Awareness training within thirty (30) calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the Contracting Officer, if a COR is not assigned, within five (5) calendar days after completion of training by all employees and subcontractor personnel. AT level I

Awareness training is available at the following website: http://jko.jten.mil.(See Deliverables Schedule, paragraph 8.2, Deliverables A009).

1.8.15 iWATCH Training.

iWATCH Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH Army program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch and instruct employees to report suspicious activity to the COR. This training shall be completed within thirty (30) calendar days of contract award and within five (5) calendar days of new employees commencing performance with the results reported to the COR NLT thirty (30) calendar days after contract award.

1.8.16 Operational Security (OPSEC) Awareness Training.

For contracts that require formal OPSEC training. Per AR 530-1, Operations Security, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within thirty (30) calendar days of their reporting for duty and annually thereafter.

1.8.17 Threat Awareness and Reporting Program Training.

Threat Awareness Reporting Program. For all contractors with security clearances. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b.

1.8.18 Local Health Protection Conditions

Contractors will comply with all national and DoD policies regarding health protection issues including pandemic outbreaks. Local Health Protection Conditions (HPCON) change based on risk levels in the surrounding area and in cooperation with local, state and national guidance. The Contractor shall comply with installation and higher headquarters policies aimed at mitigating the spread of dangerous communicable diseases.

1.8.19 Key Control.

The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references for keys include key cards.

- No keys issued to the Contractor by the Government shall be duplicated.
- The Contractor shall develop procedures covering key control that shall be included in the QCP.
- Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.8.20 Lost Keys.

- No keys issued to the Contractor by the Government shall be duplicated.
- The Contractor shall immediately report any occurrences of lost keys/key cards to the KO in the event keys, other than master keys are lost or duplicated.
- In the event a key is lost, the Contractor shall, upon direction of the KO, have the Government re-key or replace the affected lock or locks.
- When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor.
- In the event a master key is lost, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.8.21 Prohibited use of Government provided keys or key cards.

The Contractor shall prohibit the use of Government issued keys/key cards by any person other than the Contractor's employees.

- No keys issued to the Contractor by the Government shall be duplicated.
- The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of people other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the KO.

1.8.22 Lock Combinations.

The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons.

- Whenever the contractor personnel who having access to the combination(s), no longer have a need to know such combination(s), the Contractor shall immediately notify the COR as soon as they become aware of the situation.
- These procedures shall be included in the Contractor's Quality Control Plan(See Deliverables Schedule, paragraph 8.2, Deliverables A001)..

1.8.23 Post Award Conference/Periodic Progress Meetings.

The Contractor shall attend the post award conference convened by the Contracting Activity or Contract Administration Office as agreed upon and stated in the contract award document.

- When the KO, COR and DPW management meet with the Contractor to review the Contractor's performance, written minutes of meetings will be recorded by the Government and signed by the Requirements Authority (RA) and the KO.
- The written minutes will be distributed within five (5) business days after the meeting.
- If any party does not concur with any portion of the minutes, the non-concurrence shall be provided in writing to the KO/COR within two (2) workdays following receipt of the minutes.
- Notwithstanding the Contractor's responsibility for total management during the performance of this contract, the administration of the contract requires maximum coordination and cooperation between the Government and the Contractor.

1.8.24 For contractors that do not require CAC, but require access to a DoD facility or installation.

Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (Army Directive 2014- 05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative); or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

1.8.25 Controlled Unclassified Information (CUI).

Include DFARS clause 252.204-7012, which requires the contractor to comply with NIST 800-171. Also include DFARS provision 252.204-2019 into solicitations. Acquisition officials should follow procedures outlined in DFARS 204.73 and verify vendors have an adequate NIST SP 800-171 summary assessment score within the Supplier Performance Risk System (within PIEE). If the score doesn't show a medium- or high-level assessment with a score of 110 or better (as described in the "NIST SP 800-171 DoD Assessment Methodology"), include clause 252.204-7020 and obtain the vendor's "system security plan" and "plan of action" for NIST SP 800-171 verification and assurance by Army security officials.

1.9 Government Roles and Responsibilities.

1.9.1 Contracting Officer (KO).

The KO is the only person authorized to make any changes in any of the requirements listed on this PWS; notwithstanding any provisions contained elsewhere in this contract, said authority remains solely with the KO.

- In the event the Contractor makes any change in the direction of any person other than the KO, the change will be considered to have been made without authority and solely at the risk and expense of the Contractor.
- All contract administration will be affected by KO.
- Communications pertaining to contractual administrative matters shall be addressed to the KO.
- No changes in or deviations from the terms and conditions shall be affected without a written modification to the contract, executed by the KO authorizing such changes.
- The KO will approve all Deliverables and plans required in this PWS.

1.9.2 Contracting Officer's Representative (COR).

The KO will appoint a COR during the performance of this requirement.

- Additional Government personnel may be designated to assist in contract oversighting IAW AR 70-13 Management and Oversight of Service Acquisitions.
- Other surveillance personnel may be designated as COR and shall be trained and appointed IAW DoDI 5000.72, Department of Defense (DoD) Standard for Contracting Officer's Representative (COR) Certification.

- The COR will provide assistance in identification and resolution of problems, conflicts in priority, subtask requirement definitions, and other operations type problems.
- The COR will perform IAW the responsibilities and duties identified in the appointment letter.

1.9.3 COR Authority.

A letter of designation will be issued to the COR by the KO.

- A copy of the letter will be sent to the Contractor.
- The letter of designation states the responsibilities and limitations of the COR, especially regarding changes in cost, price estimates, or changes in delivery dates.
- The COR is not authorized to change any of the terms and conditions with regard to cost, quantity, or schedule of the resulting order.

1.9.4 COR or Designated Government Representative Functions.

The COR or designated Government representative shall monitor all technical aspects of the contract and assist in contract administration.

- The COR or designated Government representative is authorized to perform the following functions:
  - assure the Contractor performs the technical requirements of the contract.
  - perform inspections necessary in connection with contract performance.
  - maintain written and oral communications with the Contractor concerning technical aspects of the contract.
  - issue written interpretations of technical requirements.
  - monitor, document, and report Contractor's performance and notify both the KO and Contractor of any deficiencies.
  - coordinate availability of Government-Furnished Property and provide direction or assistance for site entry requests of Contractor personnel.

1.10 Specific Contractor Requirements, Roles and Responsibilities.

1.10.1 U.S. Residency.

All Contractor employees shall be legal U.S. residents.

- The Contractor shall immediately remove any employee that is not a legal U.S. resident.
- The Contractor personnel shall be able to communicate clearly in the English language.

1.10.2 Contractor Hiring Restrictions.

The Contractor shall not hire or subcontract with off-duty or former Government employees whose employment would result in a conflict of interest as defined in DOD 5500.7-R Joint Ethics Regulation 30 August 1993, to include change dated 17 November 2011.

1.10.3 Contractor Identification.

The Contractor shall ensure that personnel are identified as a Contractor to distinguish themselves (e.g., badge, company logo, or uniform) from Government employees.

- The Contractor shall ensure all correspondence and reports produced are marked as Contractor products or that Contractor participation is disclosed.
- Contractor owned/leased vehicles and trailers shall be clearly identified.

1.10.4 Standards of Conduct.

Contractor personnel's conduct shall not reflect discredit upon the Government.
The Contractor shall ensure all personnel present a professional appearance while working on the Government installation.

- The Contractor's employees shall observe and comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substance.
- The Contractor shall ensure all Contractor employees, providing services under this contract, conduct themselves and perform services in a professional, safe, and responsible manner.
- The Contractor shall remove, from the job site, any employee for reasons of misconduct or security.
- The Contractor shall ensure employee conduct complies with 41 USC §423, *Procurement Integrity*.
- The Contractor shall also ensure that no Contractor employees conduct political related activities or events on the installation.
- The removal of such a person shall not relieve the Contractor of the requirement to provide personnel to perform adequate and timely service.

1.10.5 Contractor Key Personnel.

Contractor shall provide a resume of key personnel, who will be designated in writing, to the KO within one (1) week of the contract award (See Deliverables Schedule, paragraph 8.2, Deliverables A010).

These key personnel shall be available during normal duty hours.
These individuals designated as key personnel shall be able to understand, speak, read, and write the English language.

1.10.6 Project Manager (PM).

The Contractor shall provide a PM who is responsible for the performance of the work.

- A minimum of two (2) years of documented service contract management experience with team management and scheduling of workflow is required.
- The PM shall have full authority to act for the Contractor on all contract matters relating to daily operation of the contract.
- The name and contact information of the PM shall be provided to the KO and shall be present and on-site, and available during normal duty hours.
- In the circumstances when the PM is not available, the Contractor shall designate an alternate who can perform the same duties during the absence.

1.10.7 Quality Control Manager (QCM).

The Contractor shall designate a full time QCM on site during normal duty hours.

- As a minimum, the QCM shall have at least two (2) years of documented relative grounds maintenance services experience and shall be responsible for the overall management and implementation of the Contractor's Quality Control Plan.

1.10.8 Quality Control Inspectors (QCI).

The Contractor shall designate QCI personnel sufficient to monitor Contract work to assure compliance with Government requirements.

- Depending on the size of the contract, the QCM may also serve as the QCI.

1.10.9 Phase In /Phase Out Period.

The Contractor shall prepare and submit (within ten (10) business days after contract award), a Phase In/Phase Out Plan to be implemented by the Contractor (See Deliverables Schedule, paragraph 8.2, Deliverables A002).

- The Contractor shall provide sufficient experienced personnel during the phase-in and phase-out period to ensure that the services are maintained at the required level of proficiency.
- During the phase-in, the Contractor shall observe all operations pertinent to the requirements of the PWS.
- The Contractor shall commence all operations required by this PWS by the end of phase in period.
- On the initial day of performance, the Contractor shall provide a work force which is fully qualified and capable of performing all work required under this contract.
- During the ten (10) business day transition period immediately prior to the end of the previous contract, the Contractor shall permit the successor Contractor (and the successor Contractor's employees) to observe and become familiar with any and all operations under the contract.
- The Contractor shall fully cooperate with the successor Contractor during Phase Out and the Government so as not to interfere with future work or duties.

1.11 Emergency Services.

1.11.1 Emergency Medical Treatment.

The Contractor or their employees shall immediately notify their supervisor of any incident requiring immediate emergency medical treatment.

- The Government may provide 911 emergency support ambulance service and/or DoD medical facility, if available.
- If injuries are incurred while an employee is performing work under this contract, the contractor shall verbally notify the KO/COR no later than (NLT) two (2) hours after an emergency medical event, followed by a documented summary of events (See Deliverables Schedule, paragraph 8.2, Deliverables A011).
- The Contractor shall be responsible for reimbursement of any cost of provided emergency medical treatment services provided to Contractor personnel.
- Reimbursement shall be paid to the U.S. Treasury.

1.11.2 Accident Reporting.

- The Contractor shall comply with Operational Safety and Health Administration (OSHA) for record keeping and reporting of all accidents resulting in death, injury, occupational disease, or adverse environmental impact.
- The Contractor shall provide a verbal report to the KO/COR within two (2) hours of each such occurrence followed up by an email documenting each such occurrence (See Deliverables Schedule, paragraph 8.2, Deliverables A011).
- The Contractor shall adhere to reporting of mishaps IAW AR 385-10, The Army Safety Program (Chapter 3 Accident Investigation and Reporting, Chapter 4 Contracting Safety) and DA Pam 385-40, Army Accident Investigations and Reporting.

1.12 Environment and OSHA.

IAW para. 1.4 Scope, any apparent conflict between compliance (with such local, State, and Federal environmental and occupational safety laws, rules, and regulations) and the requirements of the contract shall be immediately brought to the attention of the KO and authorized representative(s) (i.e., Environmental Officer, Safety Officer and COR) verbally.

- The Contractor shall notify the KO and authorized representative(s) via email outlining the details for each said conflict such that a final resolution is derived
- The Contractor shall be liable for all fines, penalties, and costs that result from violations of, or failure to comply with para. 1.4 Scope.

1.12.1 Safety.

The Contractor shall safeguard and maintain all Government and Contractor property, as well as provide for the safety and well-being of personnel employed under this contract.

- The Contractor shall comply with AR 385-10, *The Army Safety Program*.
- All unsafe acts or conditions fostered by the Contractor or Contractor personnel may be grounds for the KO to halt all Contractor performance until such unsafe conditions are corrected.
- The Contractor shall take due caution not to endanger personnel during performance of this contract.
- Upon discovery of a serious hazard such as, but not limited to, fire, or fuel spill, the Contractor shall immediately notify the KO and designated authorized representatives verbally followed up with an email notification (See Deliverables Schedule, paragraph 8.2, Deliverables A007).

1.12.2 Safety Plan.

The Contractor shall develop and implement a safety plan for its employees.

- The Contractor shall submit the safety plan to the KO/COR for review and acceptance within 30 business days after contract award (See Deliverables Schedule, paragraph 8.2, Deliverables A007).
- Revisions shall be submitted to the KO/COR five (5) business days prior to the effective date of change (See Deliverables Schedule, paragraph 8.2, Deliverables A007).

1.12.3 Spill Plan.

The Contractor shall comply with the USAG Hawaii Spill Prevention Control and Countermeasure Plan (See Part 8, Attachment/Technical Exhibit Listing Attachment 6/TE-4).

- The Contractor shall submit a Spill Plan to the KO or designated Government representative/COR for approval within 30 calendar days of contract award (See Deliverables Schedule, paragraph 8.2, Deliverables A006).
- The Contractor shall verbally notify the KO and COR, followed by written notification as required in the Army Garrison, Hawaii Spill Plan, if the Contractor spills or releases any hazardous substances, (*i.e.,* substances listed in 40 CFR 302, *Designation, Reportable Quantities, and Notification*.)

1.12.4 Asbestos Awareness.

IAW 29 CFR 1910.1101 Asbestos, all personnel that may come into contact with asbestos while performing work duties shall attend asbestos awareness training annually.

- If the workers are not going to be entering the facility and only working outside, it would be recommended for them to attend an awareness class.

1.13 Environmental Compliance.

The contractor shall implement the following environmental objectives in accordance with FAR 23.4; FAR 23.7; FAR 52.223-1 through 52.223-5; and based on EPA-issued guidance):

- Maximize the utilization of environmentally preferable products.
- Maximize the utilization of bio-based products. See USDA-designated items at http://www.biopreferred.gov or 7 CFR part 3201.
- Maximize the reutilization of nonhazardous and recovered materials.
- Promote recycling and other cost-effective waste reductions.
- Eliminate or reduce the generation of hazardous waste and the need for special material processing (including special handling, storage, treatment, and disposal).
- Promote energy-efficiency and water conservation.

1.13.1 Safety Data Sheets.

For materials that have Safety Data Sheets (SDS) associated with them, the Contractor shall submit the SDS to the KO or designated Government representative (i.e., COR) for approval five (5) business days after contract award (See Deliverables Schedule, paragraph 8.2, Deliverables A003).

- The Contractor shall adhere to all applicable requirements of the Installation Hazardous Waste Management Plan.
- The Contractor shall provide all materials, labor, training, transportation, and equipment for the handling and storage of hazardous materials or toxic materials.

PART 2
DEFINITIONS & ACRONYMS

2.0 Definitions and Acronyms.

2.1 Definitions.

Ability One Commission.

Formally known as “The Committee for Purchase for People Who Are Blind or Severely Disabled”. This is the independent Government Agency responsible for the Ability One Program. (For more information, go to website http://www.AbilityOne.gov)

Acceptable Quality Level (AQL).

The AQL is the maximum percentage defective (or the number of defects per hundred units) that, for purposes of sampling inspection can be considered satisfactory.

Branch Diameter. The diameter of the branch measured at the point where the main axis is attached to the main stem just before the branch collar. The diameter is determined by measuring the girth of the main axis with a steel measuring tape and dividing the measured girth by 3.14. When a clean cut is performed, the diameter of the cut on the main stem will be used by the Government to estimate the branch diameter of the limb pruned. If a heading cut is performed, the diameter of the cut on the remaining portion of the limb will be used as the branch diameter.

Clearance Zone. The designated space around a building, structure, utility line, sidewalk, road, or other element in the landscape that ideally should not contain any part of the tree's crown. Limbs and branches encroaching into a clearance zone require removal by proper pruning.

Call Outs.

Call outs may be requested for tasks identified as a standard or enhanced service. These can include non-recurring requests for special events, spills, and events that may be reoccurring however on an unscheduled basis such as cleaning before and after flights which do not have a set, predetermined schedule.

Child, Youth and School Services (CYS).

Overarching naming convention for Child Development Center (CDC); Youth Activity Center; and School Age Services (SAS) is Child, Youth and School, Services (CYS); shall be used when referencing all programs.

Contractor.

A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

Contractor Acquired Property (CAP).

Property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Contracting Officer (KO).

A person with authority to enter, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR).

An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

DBH.

Diameter at Breast Height, which is a standard unit of measurement for the diameter of the trunk or bole of a standing tree.

Deficient Service.

A service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable.

Objective evidence that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

Equipment.

A tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling.

Government Furnished Property (GFP).

Property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes

Contractor-acquired property if the Contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

Government Property.

All property owned or leased by the Government. Government property includes both Government- furnished property and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Government Project Manager.

The DPW Project Engineer/Technician assigned to manage this PWS.

Improved Grounds.

High visibility areas such as the main gate, parade fields, drill fields, schools, playgrounds, cemeteries and athletic fields.

Hazardous Situation. Situation wherein a tree or part of a tree is causing or has a high risk of causing damage to real property or injury to people.

Job Estimate. Estimate work/cost according to contract price to fill out Work Order Form.

Legal and Other Requirements.

Applicable Federal, State, local, DoD and Army laws, codes, regulations and other requirements.

Loss of Government Property.

Unintended, unforeseen or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property. Loss of Government property does not include occurrences such as purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects. Loss of Government property includes but is not limited to: Items that cannot be found after a reasonable search. Theft Damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; or Destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair. Contractor shall prepare damage reports monthly and submit them to COR.

Material.

Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-term. Material does not include equipment, special tooling, or special test equipment or real property.

Non-Personal Services.

The personnel rendering the services are not subject; either by the contract's terms or by

the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. Non-personal service contracts are authorized by the Government in accordance with FAR 37.012, under general contracting authority, and do not require specific statutory authorization.

Non-woody, Tree-like Plant. A plant species that does not produce a woody main stem but is tree-like because of its height is usually more than 10 feet. Examples of non-woody species are travelers' palm, agave, banana, papaya and white bird of paradise.

Palm Trees. Tropical or subtropical trees belonging to the palm family. Palm species such as the coconut, royal, manila, foxtail, Mexican, Chinese, and Pritchardias are single-trunked. The areca, MacArthur, fishtail, cycad, and sago species are multiple trunked with several stems emerging at ground level to form a clump. The stem of palms is pole-like with a terminal crown of large pinnate or fan-shaped leaves.

Pruning. The selective removal of dead or alive, undesirable branches and limbs in a careful and systematic manner so as to not damage other parts of the tree. Pruning techniques that take into consideration the specific and predictable responses of trees to pruning and which follow standards developed by the arboriculture industry preserve and enhance the beauty, structural integrity and functional values of trees. The various types of pruning and their objectives are indicated below.

a. **Maintenance Pruning of Mature Trees**. Maintenance pruning shall maintain the mature tree in a safe, healthy, and attractive condition and improve the structural stability of the tree. It shall consist of crown cleaning of branches 2 inches in diameter and greater, and, as required, crown raising and/or crown reduction to provide clearances for real property, utilities, vehicles, and human activities. The raising and reduction pruning work will require removal of live, healthy branches 0.5 inches in diameter and greater.

b. **Young Tree Pruning**. Young tree pruning shall remove dead and broken branches 0.5 inches and greater, develop a strong scaffold branch system, and raise the crown to provide clearance. In addition, guy wire and staking materials installed during planting are removed when tree is well-established in the ground.

c. **Crown Cleaning**. Pruning with the objective of eliminating or reducing potential tree hazards that are detectable by careful visual observation from the ground. Crown cleaning shall remove (1) dead branches and limbs; (2) branches and limbs which are dying or of low vigor as a result of disease and/or insect damage as indicate by, but not limited to, the presence of cavities, borer holes, peeling bark, and discolored bark; (3) branches and limbs which have axis tears, scars and/or pruning cut(s) such as flush cuts or heading cuts, which have not healed properly and show signs of decaying; (4) cracked or split branches and limbs; (5) branches or limbs which intermittently or continuously touch and/or rub and abrade a larger or structurally stronger branch unit; (6) unwanted sucker and water sprout growth attached to the trunk and limbs of mature trees; (7) weekly attached branches originating from the end of broken or stubbed branches/limbs to allow for the development of one or two branches with better attachments (8) low growing, weeping, or drooping branches to provide the proper clearance under the tree's canopy; (9) stubs resulting from broken or improperly pruned

branches or limbs; and (10) excessive, undesirable live branches attached to a large, horizontal limb which will produce more weight or more resistance to wind than the limb is likely to support. In addition, crown cleaning requires the removal of (1) all detached branch units lodged in the tree, (2) epiphytic plants such as banyans, ferns, brassaia growing on the tree, and (3) foreign objects in the tree such as, but not limited to, shoes, wire, plastic bags, toys and lumber.

d. **Crown Reduction**. Pruning of undesirable live branches and limbs with the objective of reducing the vertical height or lateral spread of a tree to eliminate hazards created by the tree's excessive growth to provide crown clearances for utility lines and structures.

e. **Crown Raising**. Pruning of undesirable live branches and limbs with the objective of increasing the height of the crown above ground level to provide proper vertical clearances for buildings, vehicles, pedestrians, and to improve sight views.

Performance Requirements Summary (PRS).

Identifies the key service outputs of the Contractor.

Physical/Community Fitness Centers.

Physical/Community Fitness Center facilities may include a gymnasium, athletic courts, work out areas, weight rooms, showers, restrooms, locker rooms, indoor handball courts, whirlpool, sauna, administrative space, and storage space. Outdoor fitness/recreation facilities, indoor/outdoor swimming pools, ice- and/or roller-skating rinks, physical educational training facilities, and buildings that house a fitness center are not included.

Physical Security.

Actions that prevent the loss or damage of Government property.

Property.

All tangible property, both real and personal.

Property Records.

Records created and maintained by the Contractor in support of its stewardship responsibilities for the management of Government property.

Provide.

To furnish, as in Government-furnished property, or to acquire, as in Contractor-acquired property.

Public Traffic Areas.

Lobbies, hallways, corridors, stairwells, meeting rooms, and lavatories.

Quality Assurance.

The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

Quality Assurance Surveillance Plan (QASP).

An organized document written by the Government specifying the surveillance methodology used for surveillance of Contractor performance.

Quality Control.

All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Real Property.

See Federal Management Regulation 102-71.20 (41 CFR 102-71.20).

Sensitive Property.

Property potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security, protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals.

Spill Plan.

A plan designed to identify steps to prevent a discharge of one or more hazardous substances that adversely impact, or threaten to adversely impact, human health, welfare or the environment and requires an immediate response.

Stub. An undesirable short length of a limb remaining after a break or incorrect pruning is made that has a length of three (3) feet or less and with no branch growth arising from the main axis. If the limb length is greater than three (3) feet or if branches are attached, the limb remnant is classified as a branch unit.

Subcontractor.

One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Palm Trees and Coconut Trees

Type A Tree. A tree that has a vertical, columnar, or pyramidal shaped crown. The tree usually has a single trunk with evergreen, needle-like or scale-like leaves such as cypress and pine trees. (Evergreen Trees, primarily Norfolk Pine Trees, Eucalyptus Trees, and Mango Trees).

Type B Tree. A tree that has a vase, globose, or round shaped crown. The tree usually

is single-trunked with 3 to 5 dominant limbs. Leaves are flattened and broad of various shapes and sizes. (Primarily Monkey Pod trees and most of the shower trees, Ear Pod Trees)

Unimproved Grounds

Outside cantonment areas such as undeveloped areas, grazing lands, forests, lakes, ponds and wetlands.

Wide Area Work Flow (WAWF).

A secure web system for electronic invoicing, receipt, and acceptance. WAWF allows Government vendors to submit and track invoices and receipt/acceptance documents over the web and allows Government personnel to process those invoices in a real-time, paperless environment.

Woody Brush. Dense growth of weedy species of trees such as Haole Koa, Christmas Berry, Albizzia, Formosan Koa, African Tulip and Bamboo with undergrowth of weedy grass, shrubs, and vines to include all dead vegetation. All trees up to a DBH of six inches in the area of concern shall be considered as woody brush.

Work Order Form. Form used by the contractor to provide estimated work/cost for service orders.

Work Day.

The number of hours per day the Contractor provides services in accordance with the contract.

Work Week.

Monday through Friday, unless specified otherwise (Installation specific or as defined by the Collective Bargaining Agreement).

2.2 ACRONYMS.

ACC	Army Contracting Command
ACS	Army Community Service
ACOR	Alternate Contracting Officer's Representative
ACR	Acreage
ANSI	American National Standards Institute
AQL	Acceptable Quality Level
AR	Army Regulation
ATO	Anti-Terrorism Officer
CAP	Contractor Acquired Property
CDC	Child Development Center
CFE	Contractor Furnished Equipment
CFM	Contractor Furnished Material
CFP	Contractor Furnished Property
CFR	Code of Federal Regulations
CIMS-GB	Cleaning Industry Management Standard-Green Building

CLIN	Contract Line-Item Number
CLS	Common Levels of Support
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
DA	Department of the Army
DES	Directorate of Emergency Services
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DOL	Department of Labor
DPW	Directorate of Public Works
ENV	Environmental
FAR	Federal Acquisition Regulation
FIPS	Federal Information Processing Standards
FPCON	Force Protection Condition
GFE	Government-Furnished Equipment
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GOV	Government
HEPA	High-Efficiency Particulate Air
HQDA	Headquarters Department of the Army
HSPD	Homeland Security Presidential Directive
HVAC	Heating, Ventilation and Air Conditioning
IAW	In Accordance With
IG	Inspector General
IICRC	Institute of Inspection, Cleaning and Restoration Certification
IMCOM	Installation Management Command
ISSA	International Sanitary Supply Association
KO	Contracting Officer
LOR	Legal and Other Requirements
N/A	Not Applicable
NLT	Not Later Than
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
OPSEC	Operational Security
OSHA	Occupational Safety and Health Administration
PAM	Pamphlet
PFC	Physical Fitness Centers
PIEE	Procurement Integrated Enterprise Environment
PM	Project Manager
POC	Point of Contact
PoP	Period of Performance
PRS	Performance Requirements Summary
PUB	Publication
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
RCRA	Resource Conservation and Recovery Act
SAM	System for Award Management
SDS	Safety Data Sheets

SF	Square Foot
SPM	Surveillance and Performance Monitoring
SSP	Service Support Program
TARP	Threat Awareness and Reporting Program
TE	Technical Exhibit
U.S.C.	United States Code
VIP	‘Very Important Person
WAWF	Wide Area Work Flow
WD	Wage Determination
YC	Youth Centers

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3.0 Government Furnished Property, Equipment and Services.

3.1 Property.

The Government will not furnish any office space for the Contractor under this contract.

3.2 Equipment.

The Government will not provide any equipment under this contract.

3.3 Services.

The Government will not provide any services under this contract.

3.4 Utilities.

The Government will not provide any utilities under this contract.

3.5 Materials.

The Government will not provide any materials under this contract.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4.0 Contractor Furnished Items and Services.

4.1 General.

The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract.

4.2 Materials.

The Contractor shall furnish all materials to meet the requirements of this contract.

4.3 Equipment.

The Contractor shall furnish all equipment to meet the requirements of this contract.

4.4 Unserviceable Contractor Equipment.

Contractor furnished equipment or items, inoperable or unserviceable for whatever reason including failure to meet Federal, State, or local safety requirements, shall be removed from the installation within twenty-four (24) hours after failure except items undergoing maintenance by the Contractor in Government provided facilities. Equipment that is not repaired within thirty (30) calendar days will be removed from the installation.

The Contractor shall replace all unserviceable equipment to meet the requirements of this contract.

4.5 Known Hazards:

The Contractor shall not expose building occupants and/or personnel to known hazardous chemical, biological and particle contaminants, which adversely affect air quality, health, building finishes, building systems, and the environment.

- The Contractor shall consider environmental and safety elements in the low-impact environmental cleaning policy.
- The Contractor shall adhere to Industry best practices and comply with local regulatory requirements, such as Green Seal GS-37 standard, or if GS-37 is not applicable (e.g., for products such as carpet cleaners, floor finishers or stripper), use products that do not exceed maximum allowable Volatile Organic Chemical (VOC) levels.,
- The Contractor shall adhere to Green procurement requirements outline in AR 70-1 4-10. *a.*

PART 5
SPECIFIC TASKS

5.0 Specific Tasks for Grounds Maintenance.

5.1 General.

The Contractor shall provide all management, tools, equipment, transportation, and labor necessary to ensure that grounds maintenance services are performed at USAG Hawaii. See Part 4 Contractor Furnished Items and Services. The Contractor shall inspect, service, maintain, and landscape grounds of USAG Hawaii (See Part 8, Attachment 3 /Technical Exhibit Listing TE 1). The work shall include scheduling and performance of mowing and trimming; turf replacement; leaf and debris removal; tree, hedge, and shrub planting, maintenance, irrigation, and fertilization; policing of areas; tree and stump removal, and other associated work as directed by the Contracting Officer's Representative (COR) or Alternate Contracting Officer's Representative (ACOR). The Contractor shall provide all work necessary to maintain the grounds to the standards specified herein. The Contractor shall provide for tree preservation and protection during all maintenance and construction activities as specified by DPW Environmental Division.

5.2 Description of Services.

5.2.1 Scope. The Contractor shall provide Grounds Maintenance for all High Visibility (Improved Grounds), Common Areas (Semi-Improved Grounds), Fire Breaks and Ranges, and Unimproved Grounds. The Contractor shall ensure all work accomplished maintains and presents a healthy, clean, neat, and professional appearance to all grounds included and covered by this contract in support of mission requirements for users, residents, and visitors. The Contractor shall mow grass only when the minimum height is reached or exceeded as indicated by the Work Capability Levels table in TE 3 except for Schofield Barracks. The Contractor shall mow grass at Schofield Barracks High Visibility (Improved Grounds), Common Areas (Semi-Improved Grounds) on a weekly basis. The Contractor shall set the mower height to three (3) inches for all areas. The Contractor shall replace any new trees or shrubs planted that die within one (1) year, at no cost to the Government. All work shall be performed by personnel qualified in accordance with (IAW) applicable laws, regulations, and Attachment 5/ Technical Exhibit TE 3.

5.2.2 Service High Visibility Areas. High Visibility Areas are developed areas of installation that require an intensive level of maintenance. The work performed in these areas by the Contractor shall include mowing grass, edging and trimming grass, removing grass trimmings from paved areas, irrigating, aerating lawn areas, applying fertilizer and/or lime, applying herbicide to lawn and landscape areas, maintaining athletic fields, plants, shrubs, and flowers, performing seasonal planting of plants and flowers, removing leaves, applying mulch, pruning trees, removing grass from cracks in sidewalks and pavements, and litter control.

5.2.3 Mowing. High Visibility Areas, approximately 900 acres, are indicated in the Installation Grounds Maps referenced in TE 1. The Contractor shall remove trash, litter, tree limbs, debris, etc., prior to mowing. Paved areas and walkways shall be free of lawn clippings/debris the same day the mowing is performed. The Contractor should mow the grass and remove visible grass clippings after mowing, before leaving the work area. The lawn shall be uniform in appearance, free of skips, gaps, rutting, or scalping. The

Contractor shall be responsible for any damage incurred as a result of grass cutting operations. All grass cutting operations performed on the parade fields are defined in the drawings referenced in TE 3 CAPABILITY 3.

5.2.4 Edging. The Contractor shall edge to present a neat appearance. Edging responsibilities shall include, but not be limited to, flowerbeds, mulched areas, sidewalks, driveways, street edges, curbs, and other concrete (except against asphalt edges) located in the Improved Grounds. Edging includes the removal of all grass or weeds sprouting from cracks in sidewalks, pavement, and curb joints. The use of post-emergent herbicides by the Contractor, for edging purposes, is limited to grass in cracks and shall not be used to edge the entire area. The Contractor shall collect and dispose of all edging debris the same day edging is performed.

5.2.5 Trimming. The Contractor shall trim grass and weeds around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and all other fixed objects that project above the ground so grass height is maintained consistent with adjacent grass. The use of herbicides by the Contractor shall be limited to the post perimeter fence line and for use in preventing grass growth on sidewalks. The Contractor shall remove all trimming debris from sidewalks and driveways on the same day trimming is performed.

The Contractor shall repair any damages to trees and shrubs caused by trimming. If a plant damaged by trimming dies or becomes unhealthy, the Contractor shall replace the damaged plant with a plant of the same size and type at no additional cost to the Government. The Contractor shall provide a one (1) year warranty on all replacement trees and shrubs. Tree and shrub replacements shall be performed within fifteen (15) days of the date the Contractor is notified to replace the plant.

5.2.6 Fertilizing and Liming.
The Contractor shall apply commercially available fertilizer and pulverized agricultural lime to High Visibility Areas, IAW the Work Capability Levels table.

5.2.7 Seeding and Sodding. N/A

5.2.8 Hydroseeding. N/A

5.2.9 Sodding. N/A

5.2.10 Aerating and Overseeding. N/A

5.2.11 Maintain Flower Beds. The Contractor shall control the weed growth in the flower bed areas. Individual weedy plants are removed before vegetative growth exceeds six (6) inches in height or in horizontal spread or before they flower and seed. The Government will allow the Contractor to apply general and selective herbicides to control weed growth. Weed and fertilize planting beds and maintain existing edging material.

5.2.12 Weed Control. Herbicide applications shall be limited to parade fields and athletic fields and approved by the COR. Contractor personnel that apply herbicide shall have a State of Hawaii herbicide application certificate or license. The Contractor shall ensure training and licenses and/or certificates of Contractor personnel are kept current. The

Contractor shall provide copies of these licenses or certifications to the KO, not later than (NLT) ten (10) calendar days during the phase-in period, and again within ten (10) calendar days upon a change in personnel (See Deliverables Schedule, paragraph 8.2, Deliverables A005).

The Contractor shall submit a consolidated list of all chemicals used during the month, in a monthly herbicide application record to the COR/ACOR. All mixing and storage of herbicide shall be performed off the installation. If the Contractor spills or releases any hazardous substances, *i.e.,* substances listed in 40 CFR 302, *Designation, Reportable Quantities, and Notification*, the Contractor shall immediately notify the KO, followed by written notification within one (1) hour. The Contractor shall submit an herbicide usage report of all herbicides use to the KO within one (1) day after application of any herbicide.

Herbicide Treatment of Green Stumps. The COR will submit a service order to herbicide a green stump in lieu of removal after the top of the tree is removed. The Contractor shall submit a work order form with a job estimate to the COR within three (3) days after receipt of the service order.

The Contractor shall maintain an herbicide application log (DD 1532 Pest Management Maintenance Record) (See Deliverables Schedule, paragraph 8.2, Deliverables A004).

5.2.13 Remove Debris, Leaves, and Litter. The Contractor's responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (*e.g.*, tree limbs, rodent habitats, etc.) litter, and trash. Leaves shall be removed from High Visibility Areas IAW the Work Capability Levels table. Organic debris such as leaves, grass clippings, tree trimmings, stumps, Christmas trees, and pine straw shall be disposed. The Contractor shall collect and dispose woody debris after pruning and removal of trees or stumps. The Contractor shall mechanically chip tree limbs less than four (4) inches in diameter, transport, and dispose. The Contractor should remove and dispose limbs and trunks greater than four (4) inches in diameter off post. The Contractor shall remove and haul wood chips off the installation as required.

Dispose all debris at an off-base location permitted by the State of Hawaii and the City and County of Honolulu. Upon the request of the COR, the Contractor shall furnish the COR weight receipts issued by the disposal facility. (See Deliverables Schedule, paragraph 8.2, Deliverables A014).

5.2.14 Service/Maintain Trees. The Contractor shall provide routine service/maintain all under ten (10) feet trees. Trees that become diseased or die due to improper maintenance (i.e. pruning, herbicide, etc.) shall be removed and replaced with like trees. Trees that are installed shall be two (2) inches to two-and-a-half (2½) caliper.

5.2.14.1 The Natural Resource Program Discovered the presence of the federally listed endangered species, Hawaiian Hoary Bat Lasiurus cinereus semotus in numerous locations on Oahu. The Army is required to consult with the US Fish and Wildlife Service (USFWS) anytime an action may affect a listed threatened or endangered species or their critical habitat. Until a Biological Opinion/survey is received from the USFWS, the following measures must be followed to maintain compliance with the Federal Endangered Species Act of 1973. No pruning will be done during the bat pupping season which is from 1 June to 15 September. There shall be no cutting or trimming of any tree over 15 feet tall unless there has been a requested/approved by the COR/DPW Environmental Division.

5.2.15 Perform Mechanical Tree Spading and Transplanting. N/A.

5.2.16 Tree Mulching. N/A

5.2.17 Tree Fertilization. N/A

5.2.18 Tree Pruning. The Government will identify trees that require trimming/pruning. Upon notification via OWO, the Contractor shall trim all tree limbs which are damaged, unsightly, or present unsafe conditions, and remove all associated debris. Pruning shall be accomplished IAW ANSI A300 (Part 1)-2001, *Tree, Shrub, and Other Woody Plant Management – Standard Practices (Pruning)* and ANSI Z133.1-2006, *Arboricultural Operations – Pruning, Trimming, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*, or the most current approved update and National Arborist Association standards.

a. Pruning of Non-Woody, Tree Like Plants, Multi-Trunk Palms, and Fruit and Seed Pods. The cost is on a per plant basis regardless of the size of the plant specimen.

b. Spot Pruning. The price for spot pruning shall be based upon the diameter of the branch/limb.

5.2.19 Tree Removal and Replacement. The Contractor shall inspect for dead, damaged, and diseased trees within High Visibility Areas and provide a written report to the COR/ACOR within five (5) working days of the end of each month. The report shall identify by species, size, class, and location of all hazardous trees, insects, and disease problems that require immediate attention and a specific plan of action for corrections. Dead trees to be removed and new replacement plantings shall be identified on an approved site plan. The Contractor shall paint an "X" on the trunks of trees to be removed. All tree removals and the associated schedules shall be approved by the DPW Environmental and Natural Resources Division (ENRD) prior to implementation.

All tree removals shall be approved by the DPW Environmental Cultural Resources Architectural Historian and DPW Landscape Architect prior to execution of work order. All debris shall be removed at the end of each workday, following tree removal, and damaged area shall be raked, leveled and seeded within ten (10) calendar days.

a. Stump Removal. Contractor shall remove the stump only to a depth of two (2) inches below ground level and shall apply herbicide to prevent regrowth. The stump removal service shall include the removal of the raised mound of roots and soil around the base of the tree and all exposed surface roots within 20 feet of the stump. The Contractor shall submit a work order with a job estimate to the COR within three (3) days after receipt of the service order. The Contractor shall determine the stump diameter as required for the work order form.

b. Woody Brush Removal/Cleanup. The COR will submit a service order to remove/cleanup woody brush. The Contractor shall remove all woody brush top growth, other plant debris, litter non-hazardous materials, and discarded junk weighing less than 50 pounds within the area of assignment. The remaining brush

items shall not be pointed or greater than five (5) inches in length. The Contractor shall submit a work order form with a job estimate to the COR within three (3) workdays receipt of the service order. The Contractor shall determine the square footage of the area, as required for the work order form.

5.2.20 Emergency Tree Removal. When removal of a tree, or part thereof, is required to eliminate a safety hazard or restore traffic flow, the Contractor shall accomplish the action within two (2) hours of notification by the COR/ACOR.

5.2.21 Reforestation. N/A.

5.2.22 Hedge and Shrub Maintenance.

5.2.23 Hedge and Shrub Mulching. N/A.

5.2.24 Hedge and Shrub Fertilization. N/A.

5.2.25 Hedge and Shrub Pruning. The Government will identify Hedge and Shrub that require trimming/pruning. Upon notification via OWO, the Contractor shall trim all limbs which are damaged, unsightly, or present unsafe conditions, and remove all associated debris. Pruning shall be accomplished IAW ANSI A300 (Part 1)-2001, *Tree, Shrub, and Other Woody Plant Management – Standard Practices (Pruning)* and ANSI Z133.1-2006, *Arboricultural Operations – Pruning, Trimming, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*, or the most current approved update and National Arborist Association standards.

5.2.26 Irrigation. The Contractor shall operate, maintain, adjust, and repair permanently installed lawn irrigation systems and portable irrigations equipment IAW installation water restriction policies, maintain an adequate water supply for plant health in flower, shrub, hedge, and tree. The irrigation systems and related workload data are identified in Attachment 7/ TE 5.

5.2.27 Operation of Irrigation Systems. The Contractor shall irrigate High Visibility Areas to maintain the health of the turf ensuring no ponding of water, excessive runoff, etc. This includes lawns, plants, flowers, landscaped areas, and all areas requiring manual watering. When hoses are used for manual watering, all equipment shall be removed between watering for a neat and clean appearance. The Contractor shall not connect to any hydrant within the boundaries of the installation. The Contractor shall practice water conservation measures and position all watering systems to avoid overspray onto pavements, sidewalks, roadways, etc. The Contractor's irrigation responsibilities include setup, monitoring, adjusting, etc., of irrigation system computer, timers, controllers, pumps, etc. The Contractor shall be responsible for day-to-day operation of the base-wide automated irrigation system.

5.2.28 Maintenance of Irrigation Systems. The Contractor shall maintain irrigation systems including, but not limited to, draining and charging systems, replacing damaged or broken control devices and sprinkler heads, and repairing ruptured pipes. The Contractor shall maintain equipment and systems to ensure good operational working

order. Replacement of pumps, controllers, timers, or backflow prevention devices is not included in routine maintenance of irrigation systems.

5.2.29 Service/Maintain Xeriscape Areas. N/A.

5.2.30 Athletic Fields Grounds Maintenance. N/A.

5.2.31 Special Services. The Contractor shall provide additional services as necessary due to unforeseen circumstances, including but not limited to, Very Important Person (VIP) visits, retreats, ribbon cutting ceremonies, and open houses. The Contractor shall provide extra labor and equipment to service pre-identified locations within the High Visibility and Common Areas beyond the normal ground's maintenance. The COR/ACOR will notify the Contractor of special service requirements NLT forty-eight (48) hours prior to the event. The Contractor shall coordinate special service requirements with the existing grounds maintenance schedule.

5.2.32 Special Event Services. Upon receiving directions from the COR/ACOR, the Contractor shall complete work prior to the event. In the event the Contractor must deviate from their schedule to meet special event requirements, the Contractor shall do so at no additional cost to the Government. The Contractor shall be authorized/entitled one (1) additional duty day to return to their normal operations. Furthermore, the Contractor will not be held accountable for any unsatisfactory performance results, on a quality assurance inspection or complaint, due to KO-directed schedule change(s), until such point when the Contractor resumes normal operations.

5.2.33 Service Common Areas. Semi-Improved Grounds used for operational and maintenance purposes. Erosion control shall be the predominant grounds maintenance work performed in this area by the Contractor. Common Areas are indicated in the Installation Grounds Maps referenced in Attachment 3/TE 1.

5.2.34 Service Fire Breaks and Ranges. These are acreage on which periodic recurring maintenance shall be performed. Activities include mowing for life, health, safety, security, brush control, erosion control, dust control, and drainage maintenance. Brush control, including prescribed burning and plowing to reduce fire risks in order to mitigate injuries from wildlife or damage to real property. The Contractor shall maintain drainage and sustain non-impact area range berms, real property facilities (excluding impact areas) on the ranges and training areas. Ranges include maneuver and training land, live-fire ranges, and other field training sites but shall exclude all impact areas. The Contractor shall obtain from the COR/ACOR schedules for periodic recurring maintenance activities on ranges during the available timeframes, in compliance with the installation Range Facilities Management Support System (RFMSS). In the event the Contractor deviates from the COR/ACOR provided schedule, the Contractor shall do so at no additional cost to the Government.

5.2.35 Service Unimproved Areas. Undeveloped areas, grazing lands, forests, lakes, ponds, wetlands, and special natural areas: refuges, natural areas, forests and wildlife corridors where low levels of maintenance are acceptable, and visibility is minimal. Services are not provided for Unimproved Areas as identified in the Work Capability Levels table. However, the estimated frequency of mowing Unimproved Areas indicated in the Installation Grounds Maps referenced in TE 3 is twice a year.

5.2.36 Service Specialized Locations. Contractor shall provide non-routine ground maintenance and herbicide as requested by COR. These areas may have been neglected for a long time, overgrown and full of weed bushes and possible small trees.

5.3 Other Special Services. Makua Military Reservation (MMR)

The Contractor shall cut the vegetation to a height less than four (4) inches above ground level. In addition, trim the vegetation ground cover growing in or between rock outcrops and close to manmade structures such as fences, pipes, fire hydrants, utility poles, transformer boxes, dip tanks, concrete foundations, etc., in conjunction with each cutting cycle.

The Contractor shall sign in each day prior to start of work at MMR Range Control Office. Coordination is required to ensure work performance does not interfere with scheduled training. Any work delays will be rescheduled by MMR Range Control. Submit the Range approved schedule to the COR within five (5) working days prior to the start of each cutting.

DPW Environmental Division will give all contractor personnel a Cultural Resources Awareness brief prior to performing. Additional briefs will be given semi-annually or whenever new maintenance personnel are hired. They will be educated on the locations of petroglyph buffered areas, the limitations of herbicide use, the cultural significance of the project area, and the importance of respecting cultural sensitivities. No Contract employee shall perform work at MMR without attending the briefing.

The Contractor shall remove fallen branches with diameters less than or equal to twelve (12) inches. The Contractor shall not be responsible for removing large household appliances (washers, refrigerators, etc.) and abandoned cars. All litter and debris accumulated during each day's work shall be disposed of off the military installation at the end of each workday by the Contractor. No accumulation of litter or debris shall be left overnight or in any area where work is not in progress.

The use of herbicide as a means of controlling grass in archaeological sites is not permitted. However, it may be necessary to use herbicide to control or eradicate problem trees or shrubs. Applications shall be limited. Other ways to reduce growth of vegetation (e.g. weed cloths or saltwater sprays) may be utilized (see attached map for restricted herbicide use areas).

a. **Assault Trench Systems (ATS).** The Contractor shall cut the Assault Trench Systems (ATS) and adjacent berms clear and free of any vegetation growth. The clear zone shall extend twelve (12) feet from the center to both sides of the trench. The application of herbicide to control vegetation growth within the clear zone is authorized.

b. **Entrance Fence Line.** The Contractor shall cut vegetation growing on both sides of the fence line fronting Farrington Highway. A clear zone of five (5) feet is on the interior side of the fence and from the fence to Farrington Highway. Growth of tall grass, shrubs, and tree branches hanging over and encroaching into the clear zone area shall be cut. The Contractor shall cut the chain link fence lines within the project area free of plant growth. Plant growth entwined in the fence fabric shall be removed.

c. **South Firebreak Road/ICM Area.** Within the live fire zone of the south firebreak road, a 60-meter (197 feet) clear zone clear zone from the center of the road shall be maintained. Vegetation growth on the road shall be cut to a stubble

height of 1 (one) to 3 (three) inches above ground level.

d. **Archaeological Sites in MMR.** The Contractor shall cut vegetation growth in the archeological sites to a height of less than four (4) inches above ground level. Vegetation growth shall be cut on both sides of the archeological site structures. The exterior shall be cut five (5) feet out from the wall and the interior cut in its entirety. Herbicide application is strictly prohibited in and around archeological sites. However, it may be necessary to use herbicide to control or eradicate problem trees or shrubs. Other ways to reduce growth of vegetation (e.g. weed cloths or saltwater sprays) may be utilized (see attached map for restricted herbicide use areas).

e. **Archaeological Sites with Petroglyphs in MMR.** The Contractor shall cut vegetation growth in the archeological sites to a height of less than four (4) inches above ground level. Ten (10)-foot buffers (established and created by DPW Cultural Resources Program) around known petroglyph features, will be created by installing physical markers, such as capped rebar to identify the sensitive areas. Vegetation management within two (2) feet of petroglyph features within the buffers shall be accomplished only by utilizing hand tools (i.e. sickles, grass hooks).

f. Authorized tools that can be utilized in Archaeological Sites.

Gas-powered trimmers. The primary tools used for vegetation management are gas powered weed trimmers. The trimmers are equipped with heavy-duty nylon lines. Vegetation management personnel shall transport the trimmers into the sites on-foot.

Hand tools. Hand tools, such as sickles, grass hooks, and loppers shall be used to manage vegetation within petroglyph buffer areas. Hand tools shall be used within two (2) feet of petroglyph features.

Chainsaws and handsaws. Chainsaws and handsaws shall only be used in order to trim large tree limbs or to remove trees that cannot be cut using hand tools such as loppers. Coordination with the Cultural Resources program shall be required prior to using these tools in archaeological sites in order to ensure that damage to features does not occur.

g. Herbicide Application. The contractor shall apply herbicide to vegetation growing within sixteen (16) feet from the center of the road to the outside edge and thirty-six (36) feet from the center of the road to the inside edge of the training area every quarter (three (3) months). The road is unpaved and may have washouts. Aerial applications of herbicides is not permitted.

h. Additional safety requirements. Prior to performing work, each employee performing work at the MMR shall attend a one (1) hour briefing on High Explosive, Fire Prevention Safety, and EOD/UXO Safety. Upon completion Government will issue ID Cards, which each employee must carry at all times to check in with Range Control Office, before starting work each day. Accompanying Government Training, each employee must show proof of the completion of basic first aid, CPR, and AED training and must keep certification current throughout the duration of the contract. The MMR Range Control Office

will conduct the briefing at MMR Range Control office. This annual training is required for all contractor employees. Training includes safety and accident reporting. The Contractor shall contact the MMR Range Control Office POC to schedule the briefings. No Contractors employee shall perform work at MMR without attending the briefing. All contractor employees must sign in and out at MMR Range Control desk daily. In the event of an Emergency, Contractor shall notify Range Control Office, 808-655-1434.

Contractor shall abide by all safety requirements before entering Range. Each vehicle transporting employees shall be equipped with First Aid Kit including Compression Bandages, Tourniquet, hypoallergenic coagulating (blood clotting) agent, and Portable AED.

5.3.1 Refuge and Nature Trail Maintenance. N/A

5.3.2 Special Equipment Requirements. All rotary mowers used within High Visibility Areas shall be equipped with mulching blades and have discharges blocked. All equipment used to perform grass mowing and leaf removal operations on High Visibility Areas shall be equipped with turf type tires. Equipment not essential for the performance of grass mowing or leaf removal functions (*e.g.,* equipment with agricultural tires, wheel weights, snow blades, or other accessories that may damage turf or tree root zones by compaction, rutting, or scalping), shall not be permitted on High Visibility Areas. A rotary mower capable of negotiating steep slopes and cutting heavy clumps and brushy vegetation shall be used to service Unimproved Grounds and perform grassland habitat maintenance. The Contractor shall submit a complete equipment list including make, model, specifications and catalog cut sheets for KO approval with the proposal.

5.4 Report.

5.4.1 Monthly Schedule. The Contractor shall prepare a monthly schedule for all services to be performed within the scope of this contract. Schedule shall be provided to the COR five (5) workdays prior to the start of the month scheduled. (See Deliverables Schedule, paragraph 8.2, Deliverables A012).

5.4.2 Monthly Completed Services Report. Contractor should provide a report on all services performed monthly to include quantities of grass-cutting, length of fences, etc. grouped for each separate installation. This report shall be provided to the COR five (5) workdays after the month serviced. (See Deliverables Schedule, paragraph 8.2, Deliverables A013).

PART 6
APPLICABLE PUBLICATIONS

6.0 Applicable Publications (Current Editions).

Publication Sources include but are not limited to *DoD Issuances* (https://www.esd.whs.mil/DD/DoD-Issuances/); *Army Publishing Directorate* (https://armypubs.army.mil/), *Code of Federal Regulations* (https://www.ecfr.gov/) and *Federal Acquisition Regulations* (https://www.acquisition.gov/).

6.1 Regulations, Publications, Manuals, Local Policies and Procedures.

The Contractor must abide by all LOR including but not limited to the following.

ACC PAM 70-1	Interim Army Contracting Command – Contracting Officer's Representative Policy Guide
ANSI Z87.1-2003	Practice for Occupational and Educational Personal Eye and Face Protection Devices
AR 25-2	Information Management: Army Cybersecurity, section 2-34 All personnel, 4-25 Privately owned information technology.
AR 70-1	Army Acquisition Policy
AR 70-13	Management and Oversight of Service Acquisitions
AR 190-13	Army Physical Security Programs, Chapter 5 Security Identification Cards and Badges, Chapter 8 Army Installation and Facility Access Control, Chapter 20 Vehicle control
AR 190-51	Security of Unclassified Army Resources (Sensitive and Non-sensitive), Appendix D Policy for locks and keys
AR 200-1	Environmental Protection and Enhancement, Green Procurement policies.
AR 215-1	Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities
AR 381-12	Threat Awareness and Reporting Program
AR 380-5	Army Information Security Program, 1-14.
AR 385-10	Army Safety Program, Chapter 3 Accident Investigation and Reporting, Chapter 4 Contracting Safety
AR 420-1	Army Facilities Management, section VI Grounds maintenance Services.

AR 530-1	Operations Security, section 2-22, All Army personnel, to include contractors.
AR 608-10	Child Development Services, section 5-37 Grounds maintenance and housekeeping services
29 CFR Part 1910	Occupational Safety and Health Standards
40 CFR	Protection of the Environment
40 CFR Subchapter I	Solid Wastes
40 CFR Part 302	Protection of Environment, Designation, Reportable Quantities and Notification
49 CFR 390-396	Motor Carrier Safety Standards
49 CFR 571	Federal Motor Vehicle Safety Standards
CAA	Clean Air Act (CAA)
CWA	Clean Water Act (CWA)
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
DA PAM 5-20	Competitive Sourcing Implementation
DA PAM 385-10	Army Safety Program, Chapter 4, Contracting Safety
DA PAM 385-40	Army Accident Investigations and Reporting
DoDD 5500.7	Standards of Conduct
DoDI 2000.16, Vol. 1	DOD Antiterrorism Standards
DoDI 5000.72	DoD Standard for Contracting Officer's Representative (COR) Certification
EM 385 1. 1.	Safety and Health Requirements Manual
EO 14042:	Ensuring Adequate COVID Safety Protocols for Federal Contractors
FAR Part 23.4	Use of Recovered Materials and Biobased Products
Federal Standard #313	Material Safety Data and Disposal Data for Hazardous Materials Furnished to Government Activities

FIPS PUB 201-2	Personal Identity Verification (PIV) of Federal Employees and Contractors
HSPD 12	Homeland Security Presidential Directive 12 Policy for a Common Identification Standard for Federal Employees and Contractors
MEDCOM Reg. 40-35	Management of Regulated Medical Waste
NFPA 1.12-2	Combustible Fibers
OMB M-05-24	Office of Management and Budget (OMB) Guidance Implementation of Homeland Security Presidential Directive (HSPD) 12-Policy for a Common Identification Standard for Federal Employees and Contractors
TB MED 531	Facility Sanitation Controls and Inspections
TM 5-609	Military Grounds maintenance Services Manual

PART 7
FORMS AND REPORTS

7.0 Mandatory Records and Report Forms.

DD or DA Form Sources include but are not limited to: *DoD Forms Home* (https://www.esd.whs.mil/Directives/forms/); *Army Publishing Directorate* (https://armypubs.army.mil/)

DA Form 5513	Key Control Register and Inventory
DD Form 200	Financial Liability Investigation of Property Loss (eFLIPL)
DD Form 254	DoD Contract Security Classification Specification
DD Form 577	Appointment/Termination Record
DD Form 1348-1	Release/Receipt Document
DD Form 1532	Pest Management report
SF 85P	Position of Public Trust
SF 701	Activity Security Checklists

PART 8
ATTACHMENT/TECHNICAL EXHIBIT LISTING

8.0 Attachment/Technical Exhibits (TEs).

TEs identify which buildings/areas are to receive grounds maintenance service, the type of floor coverings, the Acreage (ACR) of the building/areas, any special security considerations, and any constraints as to when during the day or week scheduled services can be performed at these building(s)/area(s).

- ACR is calculated by taking the net ACR from ePRISMS or another Army authorized rendering of the area to be maintained.
- TEs identify tasks and frequencies for minimum standards for each type of area.
- TEs identify total ACR to receive ground maintenance service under this contract.
- This is expected to change throughout the contract period as new facilities are added and other facilities are removed from the contract due to demolition/renovations or other situations.
- Total requirement may change by as much as +/- 10% over the life of the contract and at any given point in time due to changes in facility usage, e.g.:
    - Quantities of lawn maintenance are expected to change throughout the contract period.

8.1 Attachment 1 – Performance Requirements Summary.

Performance Objective	Standard	Performance Threshold	Incentive/Remedy
5.2.2 Service High Visibility Areas.	Services meet frequency requirements contract schedule.	AQL: 10%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.3 Mowing	Finished height not to exceed three (3) inches. Clear of debris. Present a neat appearance	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.5 Trimming	Present a neat appearance.	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.12 Weed Control	Present a neat appearance. No weeds in lawn or gravel area, sidewalks and street gutters. Individual weedy plants are removed before vegetative growth exceeds 6 inches in height or in horizontal spread or before they flower and seed.	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.6 Fertilization	Sustain the plants in a healthy condition and at a uniform growth rate.	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.11 Maintain Flower Beds.	No weeds in flower bed areas. Maintain neat appearance.	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.18 Tree Pruning	No dead fronds, building clearance and no clumping of trees	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative

Performance Objective	Standard	Performance Threshold	Incentive/Remedy
5.2.20 Tree Removal	Completed work order form within three (3) workdays after receipt of the service order.	AQL: 10%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.5 Fence Line Maintenance	Clear of vegetation and debris	AQL: 30%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.12 Herbicide Usage Reporting	Compliant with federal, state, and local laws and regulations	AQL: 0%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.26 Irrigation Systems Test and Repair	Identify deficiencies, Complete Repair	AQL: 10%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.31 Special Service	Responsive	AQL: 0%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
1.11 & 5.2.20 Emergency Service	Responsive within two (2) hours	AQL: 0%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.2.13 Disposal of solid waste	Dispose all debris at an off-base location permitted by the State of Hawaii and the City and County of Honolulu.	AQL: 0%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative
5.3 Makua Military Reservation (MMR) Grass cutting & Vegetation Control	Cut vegetation not to exceed height of four inches above ground level. Clear debris. Present a neat appearance.	AQL:10%	Non-conforming services will result in Non-Conforming Reports issued and a potential negative CPARS narrative

8.2 Attachment 2 – Deliverables Schedule.

Deliverable	Frequency	# Of Copies	Medium/Format	Submit To
A001 (PWS, para. 5.1) Quality Control Plan	Initial: within 30 days of contract award (or with the Contractor's proposal if it is used in the evaluation process)	1 Electronic Copy	MS Word	KO
A002 (PWS, para 1.10.9) Phase In/Phase Out	Submit plan with the Contractor's proposal	1 Electronic Copy	MS Word	KO
A003 (PWS, para. 1.13.1) Safety Data Sheet	Initial: within 5 days of contract award	1 Electronic Copy	Excel/PDF	COR
A004 (PWS, para. 4.2.1) Plant Pest Report	Submit 5 working days after the last day of the month when pesticide is applied.	1 Electronic Copy	DD Form 1532	COR
A005 (PWS, para. 5.2.12) Herbicide Report	Submit 5 working days after the last day of the month when pesticide is applied.	1 Electronic Copy	DD Form 1532	COR
A006 (PWS, para. 1.12.3) Spill Plan	Initial: within 30 days of contract award	1 Electronic Copy	MS Word	KO
A007 (PWS, para. 1.12.2) Safety Plan	Initial: within 30 days of contract award	1 Electronic Copy	MS Word	KO
A008 (PWS, para.1.8.6) Emergency delay report	Submit 2 hours prior to curtailing operations	1 Electronic Copy	MS word/PDF	COR
A009 (PWS, para.1.8.14, 1.8.15,1.5.16 & 1.8.17) Security Training	Submit within 30 days of each option year	1 Electronic Copy	PDF	KO
A010 (PWS, para.1.10.5) Key personnel list	Initial: within 1 week of contract award	1 Electronic Copy	Excel/PDF	KO
A011 (PWS, para.1.10.5 & 1.11.2) Emergency Medical / Accident Report	Submit within 2 hours after occurrence	1 Electronic Copy	E-mail/PDF	COR
A012 (PWS, para. 5.4) Monthly Work Schedule	Submit 5 workdays prior to the month's begin	1 Electronic Copy	Excel/PDF	COR
A013 (PWS, para. 5.4) Monthly Completed Services Report	Submit within 5 workdays after the month's end	1 Electronic Copy	Excel/PDF	COR
A014 (PWS, para. 5.2.13) Monthly Waste Disposal Report	Submit within 5 workdays after the month's end	1 Electronic Copy	Excel/PDF	COR

8.3 Attachment 3/TE-1 – Installation Map(s).

TE 1a Schofield Barracks (SB) 202507

TE 1b Fort Shafter (FS) 20250717.pdf

TE 1c Makua 20250717.pdf

TE 1d HMR 20250717.pdf

TE 1e PARC 20250717.pdf

TE 1f SBER 20250717.pdf

8.4 Attachment 4/TE-2 – Master Acreage.

TE 2 ACR break down 20250717.xlsx

8.5 Attachment 5/TE-3 – Grounds Maintenance Performance Standard.

TE 3 Grounds Maintenance-Perfor

8.6 Attachment 6/TE-4 – USAG HAWAII Spill Plan.

TE 4 USAG-HI-33_SPILL_Kl

8.7 Attachment 7/TE-5 – Irrigation Detail.

TE 5 Irrigation.docx

8.8 Attachment 8/TE-6 – Makua MOA.

TE 6 MOA_MMR_VegMgı