0200000 – Management and Administration	
Spec Item	**Title**
2	Management and Administration
2.1	Definitions and Acronyms
2.2	General Information
2.2.1	Navy Facilities Asset Data
2.2.2	Government Regular Working Hours
2.2.2.1	Observed Federal Holidays
2.2.2.2	Restriction to Contractor Working Hours
2.2.3	Wage Determinations
2.2.4	Requirements Hierarchy
2.3	General Administrative Requirements
2.3.1	Required Conferences and Meetings
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment
2.3.3	Partnering
2.3.3.1	Formal Partnering
2.3.3.2	Contract Partnering Administration
2.3.3.3	Contract Partnering Session Attendees
2.3.4	Permits and Licenses
2.3.5	Insurance
2.3.5.1	Certificate of Insurance
2.3.5.2	Minimum Insurance Amounts
2.3.6	Protection of Government Property
2.3.7	Government Information Technology (IT) System
2.3.8	Directives, Instructions, and References
2.3.8.1	Non-Disclosure
2.3.9	Invoicing Procedures
2.3.10	Forms
2.4	Government-Furnished Property, Materials, and Services
2.4.1	Government-Furnished Facilities (GFF)
2.4.2	Government-Furnished Utilities
2.4.3	Government-Furnished Materials (GFM)
2.4.4	Government-Furnished Fuel
2.4.5	Government-Furnished Equipment (GFE)
2.4.6	Government-Furnished Telecommunications/Cable Services
2.5	Contractor-Furnished Items
2.6	Management
2.6.1	Safeguarding Information
2.6.2	Work Reception
2.6.3	Work Control
2.6.4	Work Schedule
2.6.5	Deliverables
2.6.6	Service Interruptions
2.6.7	Computerized Maintenance Management Systems (CMMS)
2.6.7.1	Contractor's CMMS
2.6.7.2	Government's CMMS MAXIMO
2.6.7.2.1	MAXIMO Access
2.6.7.2.1	MAXIMO Training
2.6.8	Facility Related Control Systems (FRCS)
2.6.9	Quality Management System (QMS)
2.6.9.1	Quality Management (QM) Plan
2.6.9.2	Quality Inspection and Surveillance
2.6.9.3	Quality Inspection and Surveillance Report

0200000 – Management and Administration	
Spec Item	**Title**
2.6.10	Property Management Plan
2.6.11	System and Equipment Replacement
2.6.12	Defense Property Administration System (DPAS) Management
2.6.13	Mobilization/Phase-In and Demobilization/Phase-Out
2.7	Personnel Requirements
2.7.1	Key Personnel
2.7.1.1	Project Manager (PM)
2.7.1.2	Quality Manager
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.1.4	Environmental/Energy Manager
2.7.2	Quality Control Personnel
2.7.3	Employee Requirements
2.7.3.1	Employee Certification and Training
2.7.3.2	Employee Appearance
2.7.3.3	Employee Conduct
2.7.3.4	Identification as Contractor Employee
2.7.3.5	Removal of Employees
2.7.3.6	Proof of Citizenship
2.7.4	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Installation
2.8.4.1	DBIDS Program
2.8.4.2	DBIDS Credentials
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances
2.8.8	Access to Sensitive Unclassified Information
2.8.9	Access to OCONUS Navy Enterprise Network (ONE-NET) and Air Force Network (AFNET)
2.8.10	Employee Status
2.9	Contractor Safety Program
2.9.1	Subcontractor Safety Requirements
2.9.1.1	Experience Modification Rate (EMR)
2.9.1.2	OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate
2.9.2	Accident Prevention Plan (APP)
2.9.3	Activity Hazard Analysis (AHA)
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans
2.9.4.1	Alcohol and Drug Abuse Prevention Plan
2.9.4.2	Chemical Hazard Communication Program
2.9.4.3	Confined Space Program
2.9.4.4	Complex Lift Plan
2.9.4.5	Fall Prevention and Protection Plan
2.9.5	Crane Operations
2.9.5.1	Crane Inspections
2.9.5.2	Rigging Gear
2.9.5.3	Crane Operators
2.9.6	Accident and Damage Reporting
2.9.6.1	Accident Reporting and Notification Criteria

0200000 – Management and Administration	
Spec Item	**Title**
2.9.7	Fire Protection
2.9.8	Monthly On-Site Labor Report
2.9.9	OSHA Citations and Violations
2.9.10	Safety Inspections and Monitoring
2.9.11	Safety Certifications
2.9.12	Safety Apparel on Jobsites
2.9.13	Emergency Medical Treatment
2.9.14	Excavations
2.9.15	Munitions and Explosives of Concern (MEC)/Unexploded Ordinance (UXO)
2.10	Environmental Management and Sustainability
2.10.1	Energy Management Program
2.10.1.1	Water Conservation Plan
2.10.1.2	Energy Efficient Products
2.10.2	Environmental Protection
2.10.2.1	Sampling, Testing and Laboratory Services
2.10.2.2	ODS Requirements for Refrigerant Recycling
2.10.2.3	Solid Waste Management and Recycling
2.10.2.4	Non-Regulated Waste Disposal
2.10.2.5	Regulated Waste Disposal
2.10.2.6	Universal Waste
2.10.2.7	Spill Prevention, Containment, and Clean-up
2.10.2.8	Hazardous Material Management
2.10.2.9	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.2.10	Noise Control
2.10.2.11	Salvage
2.10.2.12	Asbestos Containing Material (ACM)
2.10.2.13	Clean Air Act (CAA)
2.10.3	Sustainable Procurement and Practices
2.10.3.1	Environmentally Preferable Products
2.10.3.2	Use of Recovered Materials
2.10.3.3	Use of Biobased Products
2.11	Disaster Preparedness, Response, and Recovery
2.12	Technical Library
2.13	Warranty Management
2.14	Recurring Work Procedures
2.14.1	Notification to the Government for Work Above the Recurring Work Requirements
2.14.2	Recurring Work Exhibit Line Item Numbers (ELINs)
2.15	Non-Recurring Work

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Navy Facilities Asset Data	Navy Facilities Asset Data (from iNFADS) is provided in J-0200000-02.
2.2.2	Government Regular Working Hours	The Government's regular working hours are from 0730-1630 local Guam time, five days per week, Monday through Friday, except observed Federal holidays. Regular working hours for Ordnance and at Naval Support Activity Andersen (NSAA) are from 0700-1600. Additional exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior approval from the KO or KO-designated Government representative.
2.2.2.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.2.2	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Excludes work to be performed during specified hours.
2.2.3	Wage Determinations	Wage Determinations are included in Attachments JH-2 and JH-3.
2.2.4	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on. Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor shall attend meetings, e.g., administrative, coordination, inspections, evaluations, audits, and others, as requested by the KO. The Contractor shall provide sign-in sheets and prepare minutes of all meetings and submit a copy to the KO, COR and all attendees, per Section F, within two working days, for review and comments. Comments received within two working days shall be incorporated into the minutes and a copy of the final revision shall be submitted to the KO, COR and all attendees, per Section F, within two working days, for concurrence.
2.3.2	Training for Maintenance and Operation of New and Replacement	When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend training, as applicable, for maintenance and operation of new and replacement systems and equipment. The Contractor shall attend other training as directed by the KO.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
	Systems and Equipment	
2.3.3	Partnering	To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who will receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and sub-contractor teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps. Partnering should accomplish three goals: • The first goal is to develop a cohesive team with common purpose, commitment and established communication processes. • The second goal of partnering is contract specific, identifying risks and opportunities for the team to address. • The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.
2.3.3.1	Formal Partnering	The initial session should be scheduled during the mobilization period and prior to full performance of the contract. The initial Partnering Meeting will be at least one day in duration and held at a neutral location off the installation that is acceptable to the Contractor and to the Government. Follow-on sessions should be scheduled every year and should typically last one day. The frequency, duration, and locations of follow-on sessions should be agreed to by both parties during the initial Partnering Meeting. The Contractor shall pay all costs associated with the partnering effort including facilitator, meeting room, and other incidental items. Before the partnering session, the Contractor shall coordinate with the facilitator the requirements for incidental items (audio-visual equipment, computer(s), two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session. The Contractor will provide copies of any documents used for the Partnering Meeting for distribution to all attendees. The facilitator must be acceptable to both the Contractor and the Government. The participants shall pay their own costs for meals, lodging, and transportation associated with partnering.
2.3.3.2	Contract Partnering Administration	Upon award, the ACO will contact the Contractor, supported command(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. Commence discussions with the Contractor to select a facilitator and location that are acceptable to both partners. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member. The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.
2.3.3.3	Contract Partnering Session Attendees	The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel. * President/Vice President * Project Manager * Quality Manager * Site Safety and Health Officer Sub-contractor Reps The Contractor's proposal development team shall participate in the initial partnering session.
2.3.4	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, U.S. territory, and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F. The Contractor shall comply with all Government-held permits listed in J-0200000-04.
2.3.5	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.5.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days' written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.5.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: $500,000 per occurrence Automobile Liability: $200,000 per person, $500,000 per occurrence, $20,000 per occurrence for property damage Workmen's Compensation: As required by Federal and U.S. territory worker's compensation and occupational disease statutes Employer's Liability coverage: $100,000, except in areas where worker's compensation may not be written by private carriers Marine Insurance: • Protection and Indemnity: $2,500,000 per incident • Hull and Machinery Insurance: $2,500,000 per incident • Pollution Exposure: $2,500,000 per incident Other as required by U.S. territory law
2.3.6	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.3.7	Government Information Technology (IT) System	The Government's Information Technology (IT) Systems are the OCONUS Navy Enterprise Network (ONE-NET) and the Air Force Network (AFNET).
2.3.8	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other applicable Directives, Instructions, and References are listed in J-0200000-04. The Contractor shall comply with the most current version of directives, instructions, and references to include versions published during the term of the contract.
2.3.8.1	Non-Disclosure	DoD policy limits the disclosure of information. Information may be made available to the successful offeror with appropriate credentials and a need to know basis post award. The Contractor shall not disclose, or cause to be disseminated, any information concerning the installation, such as: asset information, IT infrastructures, networks, systems, applications, files, data, etc. unless explicit written approval is provided by the KO.
2.3.9	Invoicing Procedures	Refer to Section G for invoicing instructions. The Contractor shall provide financial reports per Section F. The Government will provide examples of financial reports, required data elements, and formatting requirements for invoicing and financial reporting post award. The Installation Management Accounting Project (IMAP) Model is provided in J-0200000-05.
2.3.10	Forms	Forms referenced in this Annex, e.g., accident reporting, and damage reporting are included among the Forms in J-0200000-06.
2.4	Government-Furnished Property, Materials and Services	In accordance with Section H - Special Contract Requirements, "Government-Furnished Property" and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials, equipment and services for use in connection with this contract as stated below. Use for any other purposes other than in direct support of this contract is prohibited. Lists of Government Furnished Property, Materials, and Services are provided in J-0200000-07. The Contractor shall conduct a baseline survey of the above inventories to include condition, use and location. Throughout the contract performance period, the Contractor will be responsible for recording, documenting, researching, and updating the property lists with any additions, change-outs or deletions to facilities, equipment, or materials per Section F.
2.4.1	Government-Furnished Facilities (GFF)	The Government will furnish or make available to the Contractor the facilities described in J-0200000-07, and as identified throughout the contract document. The Contractor shall maintain all shops, material storage, buildings, structures, and all areas furnished for the performance of this contract in a clean, neat, orderly and sanitary condition. If the Contractor wants to make any modifications or alterations to Government furnished facilities, the Contractor shall obtain written approval from the KO before beginning work. All modifications or alterations approved by the Government will be made at the expense of the Contractor. At the completion or termination of the contract, all facilities shall be returned to the Government in the same condition as received, except for reasonable wear and tear and for approved modifications or alterations performed.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.4.2	Government-Furnished Utilities	The Government will furnish electricity, water, wastewater (sewage), and steam at existing outlets required for the work to be performed under the contract at no cost to the Contractor. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. The Contractor shall meet all Federal, U.S. territory, local, and installation codes and regulations for backflow prevention devices and electrical transformer provisions. Additional services required by the Contractor, for which there are no available Government outlets, may be provided through connections made by the Contractor as approved by the KO.
2.4.3	Government-Furnished Materials (GFM)	Within the base period of the contract, existing GFM will be made available on a one-time basis to the Contractor for direct support of this contract. GFM is listed in J-0200000-07.
2.4.4	Government-Furnished Fuel	Fuel will be made available at no cost to the Contractor. Government fuel from the Government fueling station shall only be dispensed into Government vehicles and designated Contractor vehicles and equipment. This designation will be in writing by the KO. The Government will provide fuel required by the Contractor for operating equipment such as boilers, generators, and the power plant.
2.4.5	Government-Furnished Equipment (GFE)	Government-furnished equipment includes Government equipment taken into the custody by the Contractor for repair when the unit acquisition cost of the equipment exceeds the simplified acquisition threshold as defined in FAR 2.101. Individual components of Government equipment within larger systems contracted for repair or maintenance on a Government installation are considered units for purpose of this section only. A limited inventory of GFE will be made available for use by the Contractor. GFE is listed in J-0200000-07.
2.4.6	Government-Furnished Telecommunica-tions/Cable Services	The Government will furnish telecommunication and cable services (local, long distance via DSN and data transmission) at Government-furnished facilities.
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items, as determined by the KO, shall be removed and replaced by the Contractor. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO may at any time require Samples, Safety Data Sheets (SDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, coordination and interface with the Government and other contractors, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.6.1	Safeguarding Information	The Contractor shall safeguard controlled unclassified information and information associated with Government property in accordance with the latest revision of CNSSI 1253, DoDI 8582.01, NIST SP 800-53, NIST SP 800-171, and applicable contract clauses. At a minimum, this information shall be protected at the moderate confidentiality level as defined in NIST SP 800-171. Contractor information and data systems shall not contain any information associated with Government property beyond that provided as Navy facilities asset information. The Contractor shall develop Plans of Action and Milestones (POA&Ms) per NIST SP 800-171, track accomplishment, and submit to the Government per Section F. If a cybersecurity incident related to any (Contractor or Government) Information Technology (IT) or Operating Technology (OT) systems, including Building Control Systems, is encountered or suspected, the Contractor shall notify the Government per Section F.
2.6.2	Work Reception	The Contractor shall provide the capability to receive, prioritize, correspond, and respond to service requests/work orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours.
2.6.3	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the KO. A status update of any item of work shall be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.
2.6.4	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases, where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.
2.6.5	Deliverables	Records and reports are specified in Sections C, F, G, H, I, J, and as specified within the Directives, Instructions, and References. The Contractor shall submit accurate and complete documents within the specified timeframes. The Contractor shall revise/modify deliverables, e.g., vouchers, invoices, records, reports, etc. as directed by the KO. Except where otherwise specified, all deliverables shall be submitted in the English language and electronically in a Microsoft Office format compatible with the latest version of the Government's Microsoft Office Suite. Deliverables shall be unrestricted and capable of being sorted, e.g., by CLIN, work order number, asset number, section, annex/sub-annex, spec item and ELIN/Sub-ELIN, or clause. All formulas shall be traceable. Once submitted, deliverables shall be Government property.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		Government acceptance of deliverables shall not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract. Guam Network (G-Net) is the Government's database that allows the Government continuous real-time access to deliverables such as: records, reports, operating procedures, cost and invoicing, etc., and to document the Government's assessment of Contractor Performance. The Contractor shall submit all deliverables via the Government's G-Net. Exceptions are detailed in subsequent sections of this PWS. The Contractor shall notify the Government by email whenever there are new or updated deliverables posted to the website. Each deliverable posting on the website and each email notification shall include the title of the deliverable, the spec item requiring the deliverable, and the date and time the deliverable was posted. All deliverables shall be available to authorized Government personnel 24 hours per day, seven days per week. The Contractor shall provide a G-Net Administrator to manage and administer the network to include network server and peripherals, network architecture, TCP/IP, data communications, etc. The G-Net Administrator shall be trained and certified in accordance with instructions, directives, and references as applicable. The Contractor shall perform G-Net operation, system administration, maintenance, engineering services, reporting and management to ensure secure, reliable, and uninterrupted availability of G-Net systems. The Contractor shall only allow Government and Contractor personnel with KO authorization to access G-Net. The Contractor shall comply with all relevant DoD and Navy policy in developing, implementing and operating G-Net on the DoD network and industry standard security requirements in accordance with DOD Directive 8500.1, Section 4.18, SECNAVINST 5239.3, DoN Information Assurance Policy, and SECNAV M-5239.2, DoN Information Assurance (IA) Workforce Management Manual shall be applied to all G-Net components situated on Contractor corporate network. The Contractor shall manage and maintain all application/site licenses to ensure license reviews are completed in a timely manner and licenses are utilized appropriately. The Contractor shall perform and maintain semi-annual and annual inventory of G-Net hardware and software to ensure all systems are current and in place at the correct locations. The Contractor shall operate a help desk to ensure operational issues of G-Net and associated applications are responded to and properly resolved in a timely manner. The Contractor shall develop and provide a continuous training program to train Government users on G-Net operating procedures, to include site navigation, constructing queries, performing data export, and the performance assessment module.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall submit G-Net Description Report per Section F.
2.6.6	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, affected tenants, and customers in accordance with local procedures.
2.6.7	Computerized Maintenance Management Systems (CMMS)	
2.6.7.1	Contractor's CMMS	The Contractor shall provide a Computerized Maintenance Management System (CMMS) to manage all Contractor's services and work performed under this contract.
2.6.7.2	Government's CMMS MAXIMO	The Contractor shall provide all required data for the Government's CMMS MAXIMO by direct entry for all work performed in Annexes/Sub-annexes 1501000 Facility Management, 1502000 Facility Investment, 1601000 Utilities Management, 1602000 Electrical, 1604000 Wastewater, 1605000 Steam, 1606000 Water, and 1700000 Base Support Vehicles and Equipment. The Contractor shall input all required data fields and information for work induction, tracking, and program management, e.g., CBMM, energy, and cyber security in the Government CMMS MAXIMO in accordance with the MAXIMO User Guide, NAVFAC P-501 Condition Based Maintenance (CBM) Manual, NAVFAC P-503 Planned Maintenance Guide, NAVFAC P-603 Utilities Infrastructure Management Manual, and NBG OT Configuration Management Guide. The Government may provide to the Contractor, if requested, work order information that is in the Government's CMMS.
2.6.7.2.1	MAXIMO Access	Contractor employees shall obtain a CAC in accordance with security requirements, successfully complete required training, submit a Systems Authorization Access Request (SAAR) Form, and meet all eligibility requirements prior to being granted access to the Government's CMMS. The Government will determine the level of access, restrictions, and provide user identification, password, and system access URL details when eligibility requirements are met. The Contractor shall submit a complete list of personnel requiring access to Government's MAXIMO per Section F. The Contractor shall provide information on each employee as required by Government information technology personnel.
2.6.7.2.2	MAXIMO Training	The Government will provide or make available initial training on the Government's MAXIMO to Contractor personnel responsible for direct entry of service request, work order, asset, specification, preventive maintenance, job plan and condition assessment data. Additional training will be provided by the Government when there are significant changes to the MAXIMO software or data entry requirements. Training due to changeover of personnel will be the responsibility for the Contractor. The Contractor will be provided a general user guide, local instructions, and other materials by the Government as reference material for the use of MAXIMO.
2.6.8	Facility Related Control Systems (FRCS)	The Contractor in coordination with the Government shall provide Functional Administration of Facility Related Control Systems (FRCS) consisting of Building Control Systems (BCS), Utilities Control Systems (UCS), and all other Industrial Control Systems (ICS) associated with FRCS in accordance with the NAVFAC Marianas FRCS Cyber Security Requirements and perform duties such as those described in J-0200000-08.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall submit required reports per Section F.
2.6.9	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address: • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.

2.6.9.1	Quality Management (QM) Plan	The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, submit to the KO a revised QM Plan for acceptance.
		
		The Contractor's QM Plan shall include, at a minimum, the following:
		• Policy and objectives of Quality Management System (QMS)
		• Quality organization
		  o List of personnel
		  o Responsibilities & lines of authority
		  o Training and qualifications
		• Approach to assuring quality of services provided and conformance with performance objectives and standards
		• Methods and procedures for effective planning, operation and control of processes and performance of work
		• Procedures for inspection and surveillance of services
		  o Scheduling and performance of inspection and surveillance
		  o Measurement, data collection and analysis
		  o Corrective action, preventive action, and continuous improvement
		  o Oversight of subcontracted work
		• Documentation and records management
		• Communication with government (customers)

2.6.9.2	Quality Inspection and Surveillance	The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-5, Inspection of Services – Cost Reimbursement, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of the Government and made available during the Government's regular working hours. The file shall be submitted to the KO after termination of the contract per Section F.
2.6.9.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a summary and results of the quality inspection and surveillance events performed and assessment-driven corrective actions and process adjustments during the previous month. The

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.6.10	Property Management Plan	The Contractor shall establish and maintain a plan that meets the contract clause requirements of Specification Item 2.4, Government-Furnished Property, Materials and Services, of this Annex. This plan shall identify the Contractor's policies, procedures, and practices in receiving and performing physical inventories, key control, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession. The Property Management Plan shall be submitted per Section F.
2.6.11	System and Equipment Replacement	The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same model/style or equivalent as the component being replaced. Substitutes for replacement components must be accepted by the KO prior to use. The KO will furnish available information for the existing systems and equipment.
2.6.12	Defense Property Administration System (DPAS) Management	The Contractor shall maintain the Government's Property inventory in accordance with applicable instructions, regulations, and directives. The Contractor shall perform services such as: • Conducting and reconciling a baseline inventory survey of Government property to include verification of condition and location of equipment, material and property. Item Unique Identification (IUID) shall be used to conduct the survey. • Conducting an annual physical inventory of all Government property per Contractor-submitted, Government-approved schedule and submitting the inventory results per Section F. • Tagging items in accordance with DPAS requirements and updating the IUID Registry at https:www.bpn.gov/iuid for purchases and changes in status, mark, custody, or disposition of items in accordance with DFARS Clause 252.211.7007. • Providing documentation of property items to the Government, reporting lost, damaged, or destroyed property, processing, filling out, and tracking DD Form 200s, and processing paperwork for receipt and transfer of Government property. • Maintaining all Property Custodian appointment letters and assisting Government with actual physical movement of property to DLA Disposition Services when required. • The Contractor shall submit required reports per Section F. Informational note: There are approximately 550 line items in the DPAS inventory (excludes items listed in J-0200000-07).
2.6.13	Mobilization/ Phase-In and Demobilization/ Phase-Out	The Contractor shall submit Mobilization and Demobilization Plans to the KO for review and acceptance per Section F. The Contractor shall phase-in in accordance with the Government-accepted Mobilization Plan and in partnership with the outgoing Contractor so as to minimize disruption to the mission of BOS clients. The new Contractor will be allowed access to Government facilities to familiarize key personnel and top functional managers with property, existing operations, and procedures. However, to preclude interference with the work efforts of the incumbent Contractor, arrangements for access to Government facilities shall be made with the KO.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall phase out in accordance with the Government-accepted Demobilization Plan and in partnership with the incoming Contractor so as to minimize disruption to the mission of BOS clients. The plan shall include the Contractor's plan to familiarize the incoming Contractor's key personnel and top functional managers with existing operations, property, and procedures, completing a Reconciliation Survey, and the Contractor's strategy for transferring work-in-progress to the new Contractor. The Government reserves the right to conduct site visits in all Contractor operated facilities in conjunction with the solicitation of offers for the follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Contractor shall cooperate to permit an orderly changeover to the successor Contractor. A recruitment notice may be placed by the successor Contractor in each facility during the Phase-In period of the follow-on contract.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.

2.7.1	Key Personnel	The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO necessary to certify their qualifications.
		
		Annex 0200000 key personnel shall include the following:
		• Project Manager
		• Quality Manager
		• Site Safety and Health Officer
		• Environmental/Energy Manager
		
		Additional key personnel are identified in the following annexes or sub-annexes:
		• Annex 1601000 – Utilities Management
		  o Utilities Manager
		  o Utilities Liaison
		• Annex 1602000 – Electrical
		  o Power Systems Manager
		  o Power Systems Supervisor
		• Annex 1604000 – Wastewater
		  o Wastewater Systems Manager
		  o Wastewater Systems Supervisor
		• Annex 1605000 – Steam
		  o Steam Manager
		  o Steam Supervisor
		• Annex 1606000 – Water
		  o Water Systems Manager
		  o Water Systems Supervisor
		  o Backflow Prevention Assembly General Tester and Specialist
		• Annex 1700000 – Base Support Vehicles and Equipment
		  o Transportation Program Manager
		
		The Contractor shall submit in their Technical Proposal the names and qualifications of potential candidates for all key personnel for Government approval. Within 15 days after start of contract performance, the Contractor shall fill key personnel positions with Government-approved personnel.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include departments, office addresses, names of personnel, their position titles, telephone numbers, and email addresses for this contract. As a minimum, include key personnel, annex managers, and supervisor(s) and to whom they will report directly for this contract. The key personnel shall be revised as applicable for the contract. Each key personnel position shall not be vacant for more than 30 calendar days. Prior to substituting, removing, replacing, or diverting any key personnel, the Contractor shall notify the Contracting Officer 15 working days in advance and shall submit a written request and justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this Contract. The proposed substitution of personnel must meet or exceed the education, experience, and other technical requirements of the personnel being replaced. No change in personnel shall be made by the Contractor without the prior written consent of the Contracting Officer. However, in urgent situations, as determined or agreed to by the Contracting Officer, an oral request to substitute key personnel may be approved and subsequently ratified by the Contracting Officer in writing. Such ratification shall constitute the consent of the Contracting Officer required by this paragraph.
2.7.1.1	Project Manager (PM)	The Contractor shall provide a PM and designate alternate, as applicable, who have full authority to act for the Contractor on all matters relating to this contract. The PM shall be fully responsible for the overall management and administration of this contract and shall not be dual-hatted or have collateral duties. The PM or alternate shall be on-site during the Government's regular working hours and shall be available on-site within two hours after the Government's regular working hours. The Project Manager shall have a Secret Clearance at the start of full performance period. An interim clearance is acceptable during the Mobilization/Phase-In period. Education: As a minimum, the Project Manager shall have a Bachelor's degree, preferably in Business Administration/Management, based on a four-year course of study from a U.S. accredited college, university, or institution or an equivalent ABET- accredited college or university program. Experience: The Project Manager shall have at least five years of experience in managing a workforce providing services on contracts of similar size, scope and complexity of this contract.
2.7.1.2	Quality Manager	The Contractor shall provide a Quality Manager whose primary duty and responsibility is to prepare and enforce the Contractor's Quality Management System (QMS) on this contract and shall not be dual-hatted or have collateral duties. The Quality Manager or designated alternate shall be on-site during the Government's regular working hours and shall be available on-site within two hours after the Government’s regular working hours. The Quality Manager must report directly to a senior corporate official and shall not report directly to the Project Manager. The Quality Manager shall have a Secret Clearance at the start of full performance period. An interim clearance is acceptable during the Mobilization/Phase-In period. Education: As a minimum, the Quality Manager shall have a Bachelor's degree, preferably in Engineering, Business, or a Science-related field, based

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		on a four-year course of study from a U.S. accredited college, university, or institution or an equivalent ABET- accredited college or university program. Experience: The Quality Manager shall have at least five years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity of this contract.
2.7.1.3	Site Safety and Health Officer (SSHO)	The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall not be dual-hatted or have collateral duties. The SSHO or an equally-qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO shall have a Secret Clearance at the start of full performance period. An interim clearance is acceptable during the Mobilization/Phase-In period. The SSHO shall meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one Competent Person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract: The SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three years' experience if he possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four years. A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office. Informational note: For the SSHO requirement, the project site is Guam.
2.7.1.4	Environmental/ Energy Manager	The Contractor shall provide an Environmental/Energy Manager whose primary duty and responsibility is to ensure Contractor operations adhere to the goals and policies of the Environmental Management System, the Installation Energy Plan, and other specified Sustainability requirements affecting this contract. The Environmental/Energy Manager shall not fill another key personnel position nor have collateral duties. The Environmental/Energy Manager shall develop, implement and monitor environmental strategies, policies and programs that promote sustainable development and examine the contract activities to establish where improvements can be made and ensure compliance with environmental legislation and energy policy. The Environmental/Energy Manager shall be on-site within two hours during and after the Government's regular working

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		hours. The Environmental/Energy Manager shall have a Secret Clearance at the start of full performance period. An interim clearance is acceptable during the Mobilization/Phase-In period. The Environmental/Energy Manager shall have a minimum two years' experience with environmental procedures similar to those of this contract; familiarity with Environmental Management Systems (EMSes); and knowledge of environmental regulations and federal energy laws and policy (including energy and water reduction requirements and renewable energy requirements) that are applicable to operations similar to those of this contract.
2.7.2	Quality Control Personnel	The Contractor shall provide Quality Control personnel whose primary duty and responsibility is to enforce the Contractor's Quality Management System on this contract. The Quality Control personnel shall be on-site during the Contractor's regular working hours. The Quality Control personnel shall report directly to the Quality Manager and shall not report directly to the Project Manager. Quality Control personnel shall have fulfilled the following pre-requisite training and experiences before being hired as Quality Control under this contract: Quality Control personnel shall meet or exceed the qualifications, technical knowledge and experience requirements specified for the personnel performing the work which they will be inspecting on contracts of similar size, scope and complexity of this contract.
2.7.3	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures.
2.7.3.1	Employee Certification and Training	The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within four hours of request.
2.7.3.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, identification badge, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.3.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.3.4	Identification as Contractor Employee	Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.7.3.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.3.6	Proof of Citizenship	No employee or representative of the Contractor will be admitted to the worksite unless satisfactory proof of U.S. citizenship is furnished per Section F. Exceptions are listed in DFARS 252.222-7005, Prohibition on use of Nonimmigrant Aliens-Guam.
2.7.4	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)	The following manpower reporting is required by NMCARS 5237.102-90. The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address: https://ecmra.mil. Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://ecmra.mil.
2.8	Security Requirements	The Contractor shall comply with all Federal, U.S. territory, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained.
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's name, supervisor, company, and level of security clearance.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid U.S. territory of Guam license plate that complies with U.S. territory of Guam Vehicle Code. Vehicles shall meet all other requirement of the U.S. territory of Guam Vehicle Code, such as safety standards, and shall carry proof of insurance and U.S. territory of Guam registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. Contractor employees that require Common Access Cards (CAC) to access Government information systems in the performance of their duties must be able to obtain CACs in accordance with security requirements, successfully complete required training, submit Systems Authorization Access Request (SAAR) Forms, and meet all eligibility requirements prior to being granted access to the Government's systems. Contractor employees shall wear Government issued badges over the front of their outer clothing. When an employee leaves the Contractor's service, the employee's Pass and Badge shall be returned within three working days. Additional Passes and Badges may be required for access to restricted or controlled access areas.
2.8.4	Access to Installation	All Contractor personnel shall obtain access to the installation through enrollment and registration into the Defense Biometric Identification System (DBIDS).

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall provide the KO with the name of their designated Service Contractor Administrator (SCA) for enrollment in DBIDS. Once enrolled, the Contractor must provide the DBIDS Registrar with an approved employee list and then direct their employees to register into DBIDS. DBIDS is not applicable to contractors who are CAC holders.
2.8.4.1	DBIDS Program	DBIDS is an enterprise identity management and perimeter installation access control solution in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to three years, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. There are no fees associated with obtaining a DBIDS credential. The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.
2.8.4.2	DBIDS Credentials	Contractor employees shall furnish a completed copy of the SECNAV 5512/1 form to obtain the required background check and visit the local Navy Installation Visitor Control Center to obtain a DBIDS credential once approved. The SECNAV 5512/1 form and additional information about DBIDS can be found at: https://www.cnic.navy.mil/om/dbids.html. The Contractor may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the Contractor employees do not agree with the reason for disqualification. The Contractor may also apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The Commanding Officer will be the final waiver determination authority. The Contractor shall immediately collect employee DBIDS credentials and notify the KO in writing: (1) That an employee has departed the company without having properly returned or surrendered their DBIDS credentials. (2) That there is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO will provide information on applicable buildings, spaces and the appropriate point of contact. The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 30 minutes. The Contractor shall notify the Government Contracting Officer's Representative (COR) and appropriate point of contract if an escort is not available after 30 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., work orders, etc. may require a longer wait for an escort.
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. DD Form 254, Contract Security Classification Specification is provided in Attachment JL-2. The Contractor shall obtain personnel security clearances from the Office of Personnel Management (OPM). Only U.S. citizens will obtain security clearances. Non-U.S. citizens are not allowed security clearances issued by the U.S. Government. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending, and submit per Section F.
2.8.8	Access to Sensitive Unclassified Information	The Contractor personnel whose work involves access to sensitive unclassified information shall undergo a Tier 3 Investigation to verify their trustworthiness. If the Contractor personnel currently have a favorably adjudicated Tier 3 Investigation the Contractor shall notify the Government Command Security Manager who will validate this in the Joint Personnel Adjudication System (JPAS). The Contractor shall request from the Government for access to the E-QIP Direct program for the Contractor employees to complete the SF-86 form on line for a Tier 3 Investigation. The Government Security Manager will determine suitability. Upon a favorable Tier 3 Investigation, the Contractor personnel shall provide the original signed release statements, applicant fingerprint card (FD87), and an OF-306 Declaration for Federal Employment to the Government Security Manager per Section F. The Contractor shall be responsible for providing the fingerprint card.
2.8.9	Access to OCONUS Navy Enterprise Network (ONE-NET) and Air Force Network (AFNET)	The Contractor may be required to access OCONUS Navy Enterprise Network (ONE-NET) and Air Force Network (AFNET). Prior to being granted access to ONE-NET and AFNET, Contractor employees shall obtain a CAC in accordance with security requirements, successfully complete required training, submit a Systems Authorization Access Request (SAAR) Form, and meet all eligibility requirements.
2.8.10	Employee Status	The Contractor shall notify the KO within 24 hours of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, 29 CFR, UFGS 01 35 26.00 25, UFC 3-560-01 Operation and Maintenance Electrical Safety, Public Law 91-596, Occupational Safety and Health Act, and all safety requirements identified in subsequent sections of this PWS. Any reference to "USACE" facilities, property, or equipment specified in EM 385-1-1 should be interpreted as Government facilities, property, and equipment.
2.9.1	Subcontractor Safety Requirements	Neither Contractor nor any subcontractor shall enter into contract with any subcontractor who fails to meet the following requirements. The term subcontractor in the following paragraphs shall mean all subcontractors on the project, whether in contract with the Contractor or any subcontractor.
2.9.1.1	Experience Modification Rate (EMR)	No subcontractor on the project shall have an effective EMR greater than 1.10 when entering into a subcontract agreement with the prime contractor or a subcontractor at any tier as computed by the National Council on Compensation Insurance (NCCI) or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered. Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved for a particular subcontractor whose performance is uniquely critical to the project. Relaxation of the EMR range shall only be considered and/or granted on a case-by-case basis for special conditions and shall not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) shall collect and maintain certified EMR ratings for ALL subcontractors on the project and shall make them available to the Government at the Government's request.
2.9.1.2	OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate	No subcontractor on the project shall have a DART rate calculated from the most recent, complete calendar year greater than 3.0 when entering into a subcontract agreement with the prime contractor or a subcontractor at any tier. The OSHA Dart Rate is calculated using the following formula: (N/EH) x 200,000 where: N = number of injuries and/or illnesses with days away, restricted work, or job transfer EH = total hours worked by all employees during most recent, complete calendar year 200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year) Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor whose performance is uniquely critical to the construction project. Relaxation of the OSHA DART rate range shall only be considered and/or granted on a case-by-case basis for special conditions and shall not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) shall collect and maintain self-certified OSHA DART rates for ALL subcontractors on the project and shall make them available to the Government at the Government's request.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.9.2	Accident Prevention Plan (APP)	The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the format and include all elements addressed in Appendix A of EM 385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and compliance plans addressing all applicable Safety and Occupational Health (SOH) risks that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract. The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and applicable compliance plans, programs, and procedures as specified below. The Contractor shall not commence work until the APP has been accepted and no activity shall be started on site until the applicable AHAs and compliance plans have been accepted. Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.
2.9.3	Activity Hazard Analysis (AHA)	The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs one-time work occurrences shall be submitted at least two working days prior to start of work. Specifically, for contract modifications to recurring work requirements where changes are germane to the original contract, the Contractor shall revise applicable AHAs within 15 calendar days after modification is signed. The Contractor shall follow the Risk Management Process for the development of Activity Hazard Analysis (AHA) in accordance with paragraph 01.A.14 and Appendix A of EM 385-1-1. A formatted outline of an AHA is provided in Figure 1-2 of EM 385-1-1. During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans	Based on a risk assessment of recurring work requirements, one-time work occurrences and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in Appendix A, paragraph 3.i of EM 385-1-1.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		These plans shall be submitted with the APP and shall be updated as situations change. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract. Additional requirements for specific compliance plans are provided below.
2.9.4.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.9.4.2	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 06.B.01 of EM 385-1-1 and applicable OSHA requirements in 29 Code of Federal Regulations (CFR) 1910.120 and 29 CFR 1926.59.
2.9.4.3	Confined Space Program	The Contractor shall develop an activity/site-specific confined space program to include elements addressed in paragraph 34.A of EM 385-1-1 and comply with relevant requirements in 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100 and any other Federal, U.S. territory and local regulatory standards.
2.9.4.4	Complex Lift Plan	The Contractor shall develop a complex lift plan in compliance with the most current version of the NAVFAC P-307 and NAVSEA OP-5. The complex lift plan shall include elements addressed in NAVFAC P-307 and NAVSEA OP-5 and comply with requirements in ASME B30.22, ASME B30.3; ASME B30.5, and ASME B30.8.
2.9.4.5	Fall Prevention and Protection Plan	The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.D of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. The fall prevention and protection plan shall include a Rescue and Evacuation Plan in accordance with EM 385-1-1, Section 21.N. A competent person for fall protection shall prepare and sign the plan.
2.9.5	Crane Operations	All operations of Cranes, Multi-Purpose Machines, Material Handling Equipment, and Construction Equipment when configured or used in a crane-like manner to lift loads suspended by rigging equipment shall comply with NAVFAC P-307, JTREGMARIANASINST 11260.1, NAVSEA OP-5, and 29 CFR Part 1910, as applicable. If the Contractor acquires crane services from a third party, e.g., a crane services company, the third party shall comply with the Contractor Crane Section of the NAVFAC P-307, JTREGMARIANASINST 11260.1, and all applicable OSHA, ANSI, and ASME standards. The Contractor shall ensure that a legible and indelible completed copy of Appendix P, Figure P-1 of NAVFAC P-307 is maintained on the crane, multi-purpose machine, and material handling equipment or construction equipment used in a crane-like application to lift suspended loads. The following certification and testing documentation shall be on site prior to entry and use on any Navy Installation: 1) Crane, multi-purpose machine, material handling equipment or construction equipment used in a crane-like application to lift suspended load certification 2) Load testing

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		3) Yearly, monthly and daily inspection logs 4) Rope/sling certifications 5) Operator certifications/designations 6) Designation of person performing log inspections
2.9.5.1	Crane Inspections	The Contractor shall ensure all inspections are performed in accordance with NAVFAC P-307, NAVSEA OP-5, 29 CFR Part 1910, 29 CFR Part 1917, and 29 CFR Part 1918 and retain the current documentation of inspections. Documents shall be kept on site. The crane operator's daily checklist (ODCL) shall be completed and signed by the crane first operator of each day. Each subsequent operator shall perform the operational checks, review and sign the initial ODCL, and review any tags posted on the crane in accordance to the OEM manual and the requirements of the NAVFAC P-307. Cranes that have to be re-rated shall be in accordance with SAE Recommended Practices, Crane Load Stability Test Code J765, and documentation maintained on site. Contractor-owned, rented, or leased cranes may be administratively down-rated but shall meet the requirements of the NAVFAC P-307. If re-rating a Contractor-owned, rented, or leased crane affects the stability of the crane, the Contractor shall prepare and send a Crane Alteration Request in accordance with NAVFAC P-307 for approval by the Navy Crane Center before the crane can be utilized at the new rated capacity. The Contractor shall have an operational anti-two block device or a two-block damage prevention feature for all points of two blocking and a boom hoist disconnect, shutoff, or hydraulic relief to automatically stop the boom hoist when the boom reaches a predetermined high angle.
2.9.5.2	Rigging Gear	The Contractor shall ensure rigging gear and below the hook lifting devices and personnel comply with the following requirements: 1) Personnel performing rigging shall be trained and qualified in accordance with NAVFAC P-307, shall have an understanding of all signs, notices, and operating instructions, and be familiar with the applicable hand signals prescribed by the ASME B30 standard for the type of crane in use. 2) Personnel performing rigging shall be familiar with the rigging requirements in NAVFAC P-307, NAVSEA OP-5, and 29 CFR Part 1910. 3) The Contractor shall inspect rigging gear in accordance with NAVFAC P-307, NAVSEA OP-5, 29 CFR Part 1910, and paragraph 1.7.2 of NAVFAC P-307. Certification records shall be made available for review upon request.
2.9.5.3	Crane Operators	Crane operators shall meet the personnel qualifications requirements in NAVFAC P-307 and NAVSEA OP-5.
2.9.6	Accident and Damage Reporting	The Contractor shall notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than $2,000, or any Weight Handling Equipment (WHE) accident. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment (LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least $20,000 in damages, and near misses to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms are provided within the Forms in J-0200000-06. For any weight handling equipment accident (including rigging gear accidents) the Contractor shall conduct an accident investigation to establish the root cause(s) of the accident and comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307. The Contractor shall submit a WHE Accident Report (Crane and Rigging Gear) per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. For a near miss involving crane or rigging operations, the Contractor shall report verbally to the Contracting Officer as soon as management becomes aware but not later than four hours of such event and comply with additional requirements and procedures for near-misses in accordance with NAVFAC P-307. A near miss occurs when an accident was avoided by mere chance or when intervention prevented an ongoing sequence of events that would have resulted in an accident (e.g., unplanned encroachment, improper crane set-up, improperly rigged load, etc.). The Contractor shall submit a Crane and Rigging Gear Near Miss Report per Section F.
2.9.6.1	Accident Reporting and Notification Criteria	The following criteria and definitions apply to the accident reporting requirements specified above: Recordable Injuries or Illnesses. Any work-related injury or illness that results in: 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 3) Restricted work; 4) Transfer to another job; 5) Medical treatment beyond first aid; 6) Loss of consciousness; or

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. High Visibility Accident. Any mishap which may generate publicity or high visibility. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered personnel. WHE Accident. WHE Accident as defined in the current version of the NAVFAC P-307.
2.9.7	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.9.8	Monthly On-Site Labor Report	The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.
2.9.9	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and provide a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.9.10	Safety Inspections and Monitoring	The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure: • The site is safe and free of job-site hazards • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed. • Workers are familiar with the hazards covered in the respective AHA for that work activity. • All equipment and tools are in good condition and being used safely. The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request. Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.
2.9.11	Safety Certifications	The Contractor shall submit copies of all the required Federal, U.S. territory, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.
2.9.12	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting ANSI/ISEA 107-2010 requirements. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2010 Class I compliant apparel.
2.9.13	Emergency Medical Treatment	Contractors will arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical treatment.
2.9.14	Excavations	Soil classification must be performed by a competent person in accordance with 29 CFR 1926 and EM 385-1-1. The Contractor shall provide a third party, independent, private utility locating company to positively identify underground utilities in the work area in addition to any station locating service and coordinated with the station utility department. The Contractor shall physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent work is expected to come within 3 feet of the underground system. Utilities located within and under concrete slabs or pier structures, bridges, parking areas, and the like, are extremely difficult to identify. Whenever contract work involves chipping, saw cutting, or core drilling through concrete, bituminous asphalt or other impervious surfaces, the existing utility location shall be coordinated with station utility departments in addition to location and depth verification by a third party, independent, private locating company. The third party, independent, private locating company must locate utility depth by use of Ground Penetrating Radar (GPR), X-ray, bore scope, or ultrasound prior to the start of work. Outages to isolate utility systems must be used in circumstances where utilities are unable to be positively identified. The use of historical drawings does not alleviate the Contractor from meeting this requirement.
2.9.15	Munitions and Explosives of Concern (MEC)/ Unexploded Ordinance (UXO)	If Munitions and Explosives of Concern (MEC) or Unexploded Ordinance (UXO) is encountered or suspected during performance of work, the Contractor shall immediately cease and notify the appropriate Government personnel.
2.10	Environmental Management and Sustainability	The Contractor shall perform work under this contract consistent with the following Environmental Management System (EMS) goals and policy. Goals:

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		• Reduce purchase and use of toxic and hazardous materials; • Expand purchase of green products and services; increase recycling; • Reduce energy and water use; • Increase use of alternative fuels and renewable energy; • Integrate green building concepts in major renovations and new construction; • Prevent pollution at the source; and • Continual improvement. Policy: • Protect public health and the environment by being an environmentally responsible member of the community; • Preserve our natural, historic and cultural resources; • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities; • Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; • Enhance our program as we develop and implement an Environmental Management System; and • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO when requested. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.
2.10.1	Energy Management Program	The Contractor shall comply with the installation's energy management program. The Contractor Environmental/Energy Manager, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board. The Contractor shall attend periodic meetings with the Installation Energy Manager (IEM), where energy and water efficiency goals and project status will be discussed to ensure that any Contractor work complements and optimizes efficiency efforts.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall provide Building Energy Monitors (BEMs) for facilities that the Contractor operates on behalf of the Government. The primary duty of the BEM is to assist the IEM in achieving the objectives of the Region Energy Conservation Program. The BEMs are required to actively participate in meetings concerning the progress of the energy conservation program.
2.10.1.1	Water Conservation Plan	The Contractor shall develop, submit and implement a Water Conservation Plan per Section F.
2.10.1.2	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.
2.10.2	Environmental Protection	The Contractor shall comply with all applicable Federal, U.S. territory, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Installation Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience. The Contractor shall complete a wall-to-wall inventory and baseline inspection of contractor-operated and maintained equipment, facilities, references, permits, documents, conditions and identify potential environmental concerns. The Contractor shall provide the Inventory List and Baseline Inspection Report per Section F. Informational Note: Baseline excludes Installation Restoration (IR) sites.
2.10.2.1	Sampling, Testing and Laboratory Services	The Contractor shall develop a written training plan and documentation of training for all sampling, testing, and laboratory personnel to demonstrate technical proficiency per Section F. The Contractor shall develop a written sampling plan for each sampling event and submit to the KO and COR per Section F. The sampling plan shall summarize what will be sampled, the sampling equipment expected to be used and the number and location of samples expected to obtain a representative sample. The Contractor shall re-sample, test and obtain laboratory analysis upon request and submit results to the KO and COR, at no additional cost to the Government.

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall provide collection and analytical testing of samples in accordance with the latest version of the test methods set forth in 40 CFR 261, 40 CFR 262 or Test Methods for evaluating Solid Waste, Physical/Chemical Methods, EPA Publication SW0846, and U.S. territory, Department of Environmental Protection Sampling SOPs. Only laboratories that have appropriate credentials can perform testing. In the absence of certification requirements, laboratories must be accredited for each applicable test method by a U.S. nationally recognized laboratory accreditation body, an accrediting authority approved by the National Environmental Laboratory Accreditation Program (NELAP) or the American Association for Laboratory Accreditation (A2LA) operating in accordance with ISO/IEC 17011:2004.
2.10.2.2	ODS Requirements for Refrigerant Recycling	The Contractor shall comply with all federal, U.S. territory and local environmental laws and regulations, and specifically requirements of Sections 608 and 609 of the Clean Air Act Amendments (CAAA) of 1990, 40 Code of Federal Regulation Part 82 (40 CFR 82) and of paragraph 22-3.6 (Management of Ozone-Depleting Substances) of OPNAVINST 5090.1 Environmental Readiness Program Manual, and Navy ODS Advisory 96-02 Refrigerant Leak Repair and Record Keeping as pertaining to this contract. Technicians shall be certified through an EPA approved program. Copies of the certifications shall be maintained at the employee's place of business and/or carried as a wallet card by the technician. All certificates shall be legible. Certifications shall be for the type of equipment they will be using (Universal Certification is preferred). Contracting Officer (KO) shall be provided a copy of all certificates. Contractor shall use only EPA approved refrigerant recovery equipment. A list of equipment including name of manufacturer, model number, serial number, date manufactured and a list of names of EPA Certified Technicians shall be provided at start of contract and whenever requested by KO. Recordkeeping shall document and demonstrate contractor compliance with regulatory and Navy requirements cited above. A Government ODS Tracking and Inventory System (OTIS) database will be provided for contractor use. Contractor may choose to use a commercially available ODS recordkeeping and tracking software if it provides similar recordkeeping and is deemed acceptable to the KO. Other methods of maintaining and tracking ODS recordkeeping requirements and compliance demonstration may be presented for consideration in lieu of using one of the above cited software if it meets regulatory recordkeeping requirements and is approved by KO. All records for work on refrigerant equipment shall contain at a minimum, the date, the technician's name, certification ID, equipment identifier and location, work performed, amount of refrigerant added or removed, and final determination of equipment status. A complete, up to date inventory of refrigerant containing equipment (maintained under this contract and Contractor owned) on board the installation shall be maintained at all times. The contractor is responsible for updating all recordkeeping software and for maintaining accurate and up to date refrigerant records. Contractor shall provide the KO with an updated copy of OTIS database or representative software data files quarterly and at conclusion/termination of contract. Contractor's ODS records shall be readily available for inspection by government and regulators

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		Records are maintained for all refrigerant removal operations performed prior to small appliance or motor vehicle air condition appliance disposal. The recovery date, technician's name and a statement that all refrigerant that had not previously leaked was removed in accordance with 40 CFR 82 shall be included in the disposal records. A weather resistant label or tag shall be placed on units pending disposal stating harmful refrigerants and oil have been removed from the unit in compliance with Section 608 of the CAA. The label or tag shall provide the company name & address, technician name, phone number, and date refrigerant was removed. Records shall be kept for all refrigerant recovery operations/services performed on equipment that normally contains 50 pounds or more refrigerant will include the service date, service description, amount of refrigerant purchased, and amount of refrigerant added. Refrigerant leaks on equipment, which normally contain 50 pounds or more refrigerant, are repaired within 30 days of leak discovery. Leak repairs for equipment normally containing 50 pounds or more refrigerant are documented, including the date of leak discovery and date repaired, technician's name, amount of refrigerant vented, and amount purchased and added. Satisfactory leak repair verification tests are documented within 30 days of repair. Records detailing accidental venting of ODS are maintained; these records shall include as a minimum the date, type, location, amount vented, and reason for venting. Records detailing the type and amount of refrigerant purchases shall be kept. Only excess Class I ODS is to be returned to DLA and not private contractors (R-11, 12, 113, 114, 500, 502). All reclaimed class I and II refrigerant shall be stored in approved containers, made for the intended purpose and transported by the Contractor to the Defense Logistics Agency (DLA) at the following address: DLA Distribution SW0400 ODS Cylinder Operations Open Shed 6 Chippenham Parkway Entrance, Gate 13 Richmond, Virginia 23297-5000 Once the Contractor has delivered the refrigerant to DLA in Richmond, the Contractor shall provide a Class I and II ODS Report per Section F. Contractor ODS records shall be available to the KO upon request.
2.10.2.3	Solid Waste Management and Recycling	Except where otherwise stated, the Contractor shall comply with the installation's Solid Waste Management Plan(s), landfill permit, and OPNAVINST 5090.1 series for Contractor generated waste. The Contractor shall submit Solid Waste Management Reports per Section F. The Contractor shall manage and operate the Precious Metals Recovery Program (PMRP) to ensure roles and responsibilities are adhered to and precious metals are economically recovered. The Contractor shall coordinate

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		with and turn-in to the Defense Logistics Agency Disposition Services any precious metal bearing materials. The Contractor shall recycle concrete, scrap metal, tires, wooden pallets, cardboard, asphalt, yard waste and submit quarterly reports to the KO and COR with recycling weight ticket receipts per Section F.
2.10.2.4	Non-Regulated Waste Disposal	The Contractor shall dispose all wastes in accordance with all applicable Federal, U.S. territory, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All non-regulated waste shall be disposed of in accordance with all applicable Federal, U.S. territory, and local laws, regulations, and instructions, such as: OPNAVINST 5090.1 series, 40 CFR, etc. Disposal of all non-regulated debris and rubbish resulting from the work under this contract shall comply with the federal regulations in 40 CFR Part 258 (Subtitle D of RCRA), U.S. territory regulations, and be disposed of at appropriate off installation waste handling facilities.
2.10.2.5	Regulated Waste Disposal	The Contractor shall dispose of regulated waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, U.S. territory and local laws, regulations and instructions, such as: 40 CFR, etc. All regulated waste shall be disposed of through the Permitted Part B Facility a.k.a. Conforming Storage Facility (CSF). The Contractor shall provide waste stream determinations, per 40 CFR and complete Waste Stream Determination forms for each of the Contractor's processes that generates regulated waste. Waste Stream Determination forms shall be submitted to the KO within 30 calendar days after start of contract performance and within 14 days of identification of any new waste stream, per Section F.
2.10.2.6	Universal Waste	The Contractor shall collect and manage all Universal Waste generated under the performance of this contract in accordance with the applicable Federal, U.S. territory and local laws, regulations and instructions, such as: 40 CFR, the installation's 5090.1 instruction, etc. Universal Waste shall be disposed of through the installation's Part B Facility a.k.a. Conforming Storage Facility.
2.10.2.7	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Federal, U.S. territory, and local laws and regulations and with the Installation Hazardous Waste Management Plans, Spill Prevention, Control, and Countermeasure Plans, etc. at no additional cost to the Government. The Contractor shall report all fuel and hazardous substance spills per Section F within 15 minutes of discovery by dialing 911. The Contractor shall notify the KO as soon as possible but not more than 24 hours after spill per Section F. Spill report shall be submitted within 48 hours per Section F.
2.10.2.8	Hazardous Material Management	The Contractor shall support the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP).

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall submit an Emergency Planning and Community Right to Know Act (EPCRA) Report and Contractor Hazardous Material Inventory Log provided within the Forms in J-0200000-06 per Section F. The Contractor shall receive approval from the KO prior to bringing hazardous material on Government Property or prior to any other use in conjunction with this contract. For approval to use any hazardous material, allow a minimum of 10 working days for processing the request. The Contractor shall post Safety Data Sheets (SDS) at the worksite where the products are being used. Should the Government determine that a chemical the Contractor will use needs to be tracked, the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements. The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA. Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocynates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.
2.10.2.9	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.10	Noise Control	The Contractor shall comply with all applicable Federal, U.S. territory and local laws, ordinances, and regulations relative to noise control.
2.10.2.11	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government.
2.10.2.12	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written ACM Notification within 24 hours per Section F.
2.10.2.13	Clean Air Act (CAA)	The Contractor shall comply with CAA reporting requirements established by the Title V of the Clean Air Act (CAA) and the Guam Air Pollution Control Standards and Regulations (GAPCSR), Public Law 24-322, and the Guam Air Pollution Control Act (GAPCA), Public Law 24-20, 10 Guam Code Annotated (GCA), Chapter 49, etc. The Contractor shall track

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		Hazardous Air Pollutants on a monthly rolling average and submit semi-annual reports to the KO, COR, U.S. territory and EPA. The Contractor shall provide Hazardous Air Pollutant (HAP) monthly data, including Subcontractors, for application of coatings, solvents (including stripping solvents), adhesives, and other volatile organic compounds and/or HAPs containing material to miscellaneous parts in booths, buildings, hangars, ships, and open air surface coating operations, per Section F. The Contractor shall track all Hazardous Air Pollutants (HAPs) used in contract maintenance and repair operations. Sample form provided in J-0200000-06.
2.10.3	Sustainable Procurement and Practices	The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, U.S. territory and local laws and regulation, e.g., E.O. 13834, Energy Independence and Security Act of 2007 (EISA), Installation Energy Management Program, Water Conservation Programs, and energy reduction requirements. The plan shall specifically address the following components: • Recycled Contents Products • Energy/Water efficiency • Energy Efficient Tools and Equipment • Alternate Fuels and Alternate Fuel Vehicles • Bio-based Products • Non-Ozone Depleting Products • Environmental Preferred Products and Services • Low/Non-Toxic and Hazardous Materials The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website (http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm). Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
		materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products must be accepted by the KO before it is used.
2.10.3.3	Use of Biobased Products	The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- Affirmative Procurement of BIOBASED Products Under Service and Construction Contracts. Information about these products is available at http://www.usda.gov/biopreferred.
2.11	Disaster Preparedness, Response, and Recovery	The Contractor shall comply with Joint Region Marianas Instruction 3440.17 Emergency Management Plan (JTREGMARIANASINST 3440.17 EM Plan), Joint Region Marianas Instruction 3440.17 Emergency Management Supplement (JTREGMARIANASINST 3440.17 EM Supplement), and U.S. Naval Base Guam Emergency Management Plan 3440.17B (NBG EMP 3440.17B). The Contractor shall support the installation contingency response plans as directed by the KO. The Contractor shall provide status reports per Section F.
2.12	Technical Library	Existing technical library contents, virtual and physical, such as facility drawings, operation and maintenance manuals, electronic operation and maintenance support information (eOMSI), technical manuals, maps, one-line diagrams, master metering diagrams, inventory, Standard Operating Procedures (SOPs), as-built drawings, manufacturer's drawings, warranties, Government publications, record drawings, instructions, HAZMAT data sheets, utility configuration drawings, Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs), Customer Service Agreements (CSAs), and other information and material, will be furnished by the Government. The Contractor shall maintain and continually edit, revise, and update the library, virtual and physical, to ensure all data is current, complete, accurate and suitable for intended use, to include additional information and materials generated by and for the Government or means other than this contract. The Contractor shall monitor the use of the libraries to ensure materials are returned and data integrity is not compromised. The Contractor shall maintain the libraries until completion or termination of the contract and make the libraries fully accessible, during Government regular working hours, to authorized Government, Contractor, and other entities personnel and for inspection by prospective offerors for successive contracts. The technical library contents are the property of the Government and shall be turned over to the KO upon completion or termination of the contract. Prior to releasing restricted access information and materials, the Contractor shall obtain prior approval from the KO, FSCM, or COR.
2.13	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.14	Recurring Work Procedures	

0200000 – Management and Administration		
Spec Item	**Title**	**Description**
2.14.1	Notification to the Government for Work Above the Recurring Work Requirements	Recurring work requirements are specified in subsequent annexes and sub-annexes. When work is expected to exceed the recurring work requirements, the Contractor shall notify the KO and provide a rough order of magnitude (ROM) estimate, per Section F, for the work exceeding the recurring work requirements within two hours of identification for further direction. Liability limits or thresholds are specified in subsequent annexes and sub-annexes of this PWS. The Government may incorporate the work into the contract in accordance with the CHANGES clause in SECTION I or accomplish the work by means other than this contract.
2.14.2	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work ELINs are provided in Exhibits A-L.
2.15	Non-Recurring Work	There are no non-recurring work requirements.