# C. DESCRIPTION/SPECIFICATION/STATEMENT OF WORK

The Architect of the Capitol (AOC) requires Facilities Management, Maintenance and Support Services for the Library of Congress Packard Campus Audio Visual Conservation (PCAVC) located in Culpeper, Virginia. The AOC will award a Firm Fixed Priced (FFP) Contract with specified Reimbursable Work Elements. This is a Performance-Based Contract with prescriptive work elements.

Contract basic services include, but are not limited to:

- Facilities management
- Operations
- Preventive/corrective maintenance and repairs, to include any necessary labor, tools and equipment
- Environmental regulatory compliance and administrative support
- Landscaping, grounds and plant maintenance

Contract reimbursable services include, but are not limited to:

- Snow and ice removal
- Materials/spare parts as needed
- Reimbursable project work to include architectural and engineering design and alterations and construction projects, as necessary, to enhance the efficiency and sustainability of the facility

## C.1. SCOPE OF WORK

The PCAVC is located in Culpeper, Virginia. See Section J, Attachment 1, SITE LOCATION. The facility consists of over 400,000 square feet of building space on a 45-acre site. For facility layout, see Section J, Attachment 2, SITE LAYOUT. The main components include: a three story 138,000 $ft^2$ collections area located in the Collections Storage Building; a three story 178,000 $ft^2$ Conservation Building; a 40,000 $ft^2$ Cellulose Nitrate Film Storage Building; a 32,000 $ft^2$ Central Plant; a 3,300 $ft^2$ Fuel Storage Building; a 2,400 $ft^2$ General Storage Building; and a 1,900 $ft^2$ Emergency Generator Building as shown in Section J, Attachment 3, FLOOR PLANS. The primary buildings are interconnected and built into the earth with a green roof system. The facility is supplied by a Waterworks system (three wells) and includes a 350,000 gallon water storage tank. There is also a 54,000 gallon reflecting pool. Phase 1 of the facility (Collections Building) was completed in 2005 and Phase 2 of the facility (Conservation and Nitrate Buildings) was completed in 2007.

The PCAVC develops, preserves and provides broad access to a comprehensive and valued collection of the world's audiovisual heritage for the benefit of Congress and the nation's citizens. The facility stores collections in temperature and humidity controlled spaces and provides standard office work space for approximately 120 people. The facility includes film preservation laboratory and inspection areas, sound studios, film screening areas, meeting spaces, kitchenettes, a fitness area, restrooms, storage areas, a loading dock and a public theater.

The Contractor shall provide all management, supervision, labor, materials, supplies, repair parts, tools and equipment and shall plan, schedule, coordinate and assure effective performance of all services described herein. Additionally, the Contractor shall be responsible for the efficient, effective, economical, and satisfactory operation, scheduled and unscheduled maintenance, and repair of equipment and systems located within the property line of the building(s) listed above, including but not limited to the following:

- Electrical systems and equipment – including generators and UPS systems

- Mechanical, plumbing, and heating, ventilation, and air conditioning (HVAC) systems and equipment
- Fuel distribution systems
- Fire protection and life safety systems and equipment
- Building Automation and Control systems
- Landscaping and grounds
- Architectural and structural systems, fixtures, and equipment within the site (to the property line)
- Service call desk operations, to include record keeping using a computerized maintenance management system (CMMS) as well as other administrative functions
- Maintenance of landscape irrigation systems
- Doors and hardware
- Dock levelers
- Domestic water equipment and systems - including wells and storage tanks
- Water treatment equipment and systems
- Sanitary sewage equipment and systems
- Storm drainage equipment and systems
- Elevators and other Vertical Lift Systems
- Water Features (Reflection Pool)
- Specialty equipment related to film lab operations to include RO water systems, heat exchangers, water softeners, carbon adsorber, particulate filters, UV filters, tanks and pumps

Excluded from this scope are:

- Security systems
- Telecommunication systems
- Equipment owned and operated by tenant agencies
- Furnishings (not installed as fixtures)
- Kitchen appliances and equipment
- Equipment owned by servicing public utilities
- Upgrade of software or software licenses for Computerized Maintenance Management System (CMMS) and Building Automation System (BAS)
- Fitness center equipment
- Custodial cleaning
- Locksmith services
- Utility expense payments (Electrical, Fuel Oil & Wastewater)

Reimbursable services may be ordered at the discretion of the Government for work relating to the operations, maintenance and repair or upgrade of the covered facilities, but not covered in the basic services of the contract, as described in this document in Section C.53.

## C.2. DEFINITIONS

### C.2.1. Acceptance

"Acceptance" means an authorized representative of the Government has inspected and agreed that the work meets all requirements of this contract, to include documentation requirements.

### C.2.2. Approval

"Approval" means the Government has reviewed submittals, deliverables, and administrative documents (e.g., insurance certificates, installation schedules, planned utility interruptions, etc.) and has determined the documents conform to contract requirements.

**C.2.3. Architectural and Structural**
"Architectural and structural" systems include all building structure, envelope, building improvements and finishes, and site improvements (e.g., paving, walkways, asphalt, etc.) to the property line.

**C.2.4. Basic Services**
The "basic services" of the contract consist of the recurring operations and maintenance contract requirements for which the Contractor is paid as a base price, i.e., the requirements established by the contract statement of work and related general and administrative requirements that do not contain provisions for separate reimbursement.

**C.2.5. Building**
A reference to "facility" and "site" is interchangeable with "building". A man made structure or edifice which services are performed within or on the exterior of the formation and is intended to support or shelter any use or continuous occupancy.

**C.2.6. Building Automation System (BAS)**
The "building automation system" is a system controlling and monitoring building HVAC, and possibly other systems, to include all device, field, and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; and licenses. This project uses BAS hardware and software from Johnson Controls (Metasys).

**C.2.7. Building Operating Plan**
The "building operating plan" is a mandatory plan that the Contractor prepares for Government review that describes the Contractor's program for operating and maintaining the building, to include both normal circumstances and contingencies.

**C.2.8. Computerized Maintenance Management System (CMMS)**
A "computerized maintenance management system" is a database and application software package that automates the O&M and repairs record keeping requirements. This project currently uses a CMMS from TMA Systems, including the Web-based application WebTMA and mobile application mobileTMA GO.

**C.2.9. Consumable Parts**
"Consumable parts" or components are parts or components that customarily require regular replacement rather than repair in a maintenance program and must be disposed of properly. Examples include oil, grease, belts, filters, ballasts, lamps, etc.

**C.2.10. Contracting Officer (CO)**
"Contracting Officer" is the person with the overall responsibility for administering this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details and delivery schedules; make final decisions on disputed deductions from contract payments for nonperformance or unsatisfactory performance; terminate the contract for convenience or default; and issue final decisions regarding contract questions or matters under dispute. Additionally, the CO may delegate certain other responsibilities to their authorized representatives.

**C.2.11. Contracting Officer's Representative (COR)**

"Contracting Officer's Representative" is the person designated by the CO at time of award and if necessary revised by letter during the contract period to assist him/her in discharging his/her responsibilities. The responsibilities of the COR include, but are not limited to: evaluating Contractor performance with the Government's representative at the work site; advising the Contractor of proposed deductions for nonperformance or unsatisfactory performance; compliance with contract requirements insofar as the work is concerned; and advising the CO of any factors which may cause delay in work performance.

**C.2.12. Contractor**
"Contractor" as used in this document refers to the firm awarded this contract.

**C.2.13. Controls and Control System**
A "control system" is any low-voltage control, communication and monitoring system, including but not limited to device, field and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; and licenses. Examples are the BAS and lighting control systems. Fire protection systems and security systems are excluded from this definition for purposes of this contract and are defined separately.

**C.2.14. Demand Work Order**
A "Demand Work Order" is a CMMS work order that records unplanned work efforts, which are currently categorized as Service Requests, Corrective Maintenance, and PM Repair work in the CMMS system. This work may occur as the result of service calls, deficiencies found during PMs and tours, and regular building maintenance activities such as moving materials or escorting subcontractors.

**C.2.15. Emergency Callback**
An "emergency callback" is a service call or other request for service placed outside of normal working hours and of such a nature that response cannot wait for the resumption of the next day's normal working hours.

**C.2.16. Existing Deficiency List Report**
The "existing deficiency list report" or "existing deficiency list" is a list of deficiencies that may exist in the equipment and systems covered by this performance work statement, discovered by the Contractor during the phase-in period.

**C.2.17. Federal Holidays**
"Federal holidays" for the purposes of this contract are New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. When Federal holidays fall on weekends, a weekday is typically designated as the holiday. Holidays that fall on Saturday are observed on the previous Friday and holidays that fall on a Sunday are observed on the following Monday. Minimum staffing levels are to be maintained at the building during all Federal Holidays.

**C.2.18. Fire Protection and Life Safety Systems**
Fire protection and life safety systems are systems and equipment installed in the building to detect fire and products of combustion; notify building occupants and emergency responders; initiate smoke control and management systems; initiate fire suppression systems; control or suppress fires and facilitate or enhance emergency egress. These systems also may communicate with other major building systems for fire and smoke control, elevator recall, and utilities control. Life safety systems and equipment includes emergency lighting, exit signage, special egress door locking arrangements, and exit stair markings.

**C.2.19. Modification**

Modification is a bilateral or unilateral change in the terms of a contract.

**C.2.20. Normal Working Hours**
"Normal working hours" is the hours of building operations under most circumstances. Normal hours of building operation by the tenant are Monday through Friday from 6:00 AM to 10:00 PM. Public events, such as motion picture film screenings, may be scheduled at any time by the tenant but are typically Thursday, Friday and Saturday evenings beginning at 7:30 PM and Saturday afternoon at 2:00 PM.

**C.2.21. Occupant Emergency Plan (OEP)**
The largest agency in each building is responsible for development and enforcement of the building's "Occupant Emergency Plan" (OEP). The OEP details what the building tenants must do in case of an emergency. The plan identifies fires wardens, shelter in place locations etc. The Contractor must support all OEP efforts to the fullest extent possible.

**C.2.22. Reserved**

**C.2.23. Operations**
"Operations" is the continual process of using building equipment systems to accomplish their function, optimize building performance, and improve energy efficiency. Operations includes, but is not limited to, analysis of requirements and systems capabilities, operating controls and control systems, responding to service calls, touring and observing equipment performance and condition, adjusting equipment, identifying needed maintenance and repairs to equipment, and maintaining lubrication and chemical treatments, etc.

**C.2.24. Performance Based Service Contracting**
The procurement strategy that seeks to issue technical requirements that set forth outcomes for performance instead of specific requirements on how to perform the service. This strategy shifts the risk of performance to the Contractor by allowing the Contractor to design the methods of achieving desired results as defined by the performance quality standards established by the Government.

**C.2.25. Predictive Maintenance**
"Predictive maintenance" is a program of maintenance activities in which scheduling of maintenance derives from monitoring the operating condition, or changes in the operating condition, of equipment being maintained.

**C.2.26. Preventive Maintenance (Scheduled and Unscheduled)**
"Scheduled preventive maintenance" is a program of maintenance activities performed based on a fixed schedule or on equipment runtimes. "Unscheduled preventive maintenance" is all work performed including adjustments and procedures necessary to sustain the proper operation of all building equipment and systems.

**C.2.27. Quality Assurance Surveillance Plan (QASP)**
The QASP is the Government's surveillance method of monitoring and evaluating the Contractor's performance under a Performance Based Statement of Work (PBSOW).

**C.2.28. Quality Control Program**
The Contractor's complete system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable. Preparation of the written plan is the responsibility of the Contractor.

**C.2.29. Reimbursable Services**

"Reimbursable services" are services that the Contractor will provide at an additional cost to the Government, to include all labor, supervision, supplies and materials specifically identified as being outside the provisions of the basic services. These services may be provided during or after normal working hours. The Contracting Officer (CO) or Contracting Officer's Representative (COR), depending on the dollar value, will issue a separate authorization before work may proceed.

**C.2.30. Repair**
A "repair" is an act of restoring inoperable, dysfunctional or deteriorated equipment, systems, or material to a fully functional, non-deteriorated state. Repairs usually involve some combination of labor and replacement parts, components, or materials.

**C.2.31. Sequence of Operations**
A "sequence of operations" is the control logic used to operate a system normally put into effect through a control program.

**C.2.32. Service Call**
A "service call" is a notification made by building occupants, AOC personnel or other interested parties via email, verbal communications, or through CMMS of a mechanical, electrical, plumbing, or architectural/structural malfunction and/or related problem.

**C.2.33. Tenant**
For the purpose of this contract, "tenant" refers to the Library of Congress. This facility is under the care of the Architect of the Capitol but occupied and used by the Library of Congress to do the business of Government.

**C.2.34. Tour**
A "tour" is generally a scheduled walkthrough of equipment rooms and installations including computer rooms, restrooms, etc. by Contractor operating personnel for the purpose of ensuring that equipment is running properly, ensuring that equipment rooms are in good order and without safety hazards, and making any necessary adjustments. A tour may also involve a combination of such physical visits in addition to using automated systems for the monitoring of equipment and systems.

**C.2.35. Vertical Transportation Systems**
"Vertical transportation systems" include elevators, lifts, etc.

**C.2.36. Watch**
A "watch" involves performing certain tasks required for the operation of the HVAC equipment, chiller, boilers, compressors, and related equipment in a centralized location. Watches include but are not limited to starting equipment, checking at designated intervals all operating equipment in the area, recording readings, shifting equipment and loads, making adjustments at the central control center, taking water samples, making tests, and adding chemicals as required.

## C.3. APPLICABLE CODES, REGULATIONS AND STANDARDS

AOC Design Standards are included as Section J, Attachment 4. This document establishes minimum design standards for the design and construction of facilities under the jurisdiction of the Architect of the Capitol.

The AOC Architect-Engineer Design Manual is included as Section J, Attachment 5. This manual contains policies, procedures, and practices for use in conducting studies and completing Architect-Engineer tasks in support of design and construction projects across AOC facilities.

The below publications are incorporated by reference. The delivery of Facility Management and Operation & Maintenance services shall meet the standards set by these publications. Unless a specific date is provided, references are for the current edition published at the time of issue of the solicitation, to include any addenda or errata published by the issuing organization.

**C.3.1 Safety, Industrial Hygiene and Environmental**

- Occupational Safety and Health Standards for General Industry 29 CFR 1910
- Safety and Health Regulations for Construction 29 CFR 1926
- Basic Program Elements for Federal Employee OSHA Program and Matters 29 CFR 1960
- Federal Standard 313: Preparation and the Submission of Material Safety Data Sheets
- American Governmental Industrial Hygienists Threshold limit Value for Chemical Substances and Physical Agents and Biological Exposure Indices

Environmental Protection Agency (EPA): National Emission Standards for Hazardous Air Pollutants (40 CFR 61); Hazardous Waste Management (40 CFR 260 270, 302, 355, 370), Clean Water Act 40 CFR 100-140; 40 CFR 400-471, and National Primary Drinking Water Regulations (40 CFR 141 et seq)

**C.3.2 AOC Adopted Building Codes**

- Building Code: The International Building Code, 2015 Ed. (Except Chapter 10, Means of Egress)
- Existing Buildings: The International Existing Building Code, 2015 Ed.
- Electrical Code: NFPA 70, National Electric Code, 2017 Ed.
- Life Safety Code: NFPA 101*, Safety to Life from Fire in Buildings and Structures/Life Safety Code, 2018 Ed.
- Elevator Code: ASME/ANSI A17.1, Safety Code for Elevators, 2013 Ed. including addenda.
- Mechanical Code: International Mechanical Code, 2015 Ed.
- Plumbing Code: International Plumbing Code, 2015 Ed.

*Note: A list of referenced NFPA Standards is provided in the AOC Design Standard (December 2018 edition), if a referenced standard is not listed above or within the AOC Design Standard, the edition referenced in the 2009 International Building Code shall be utilized.

**C.3.3 Regulations and Standards:**

- Americans with Disabilities Act Accessibility Guidelines (ADAAG) 2010 ADA Standards for Accessible Design and the Uniform Federal Accessibility Standards (UFAS). The 2010 Standards consists of the 2004 ADAAG and the requirements contained in subpart D of 28 CFR Part 36, 2010 Ed.
- Code of Federal Regulations (CFR)
- Energy Conservation Code, 2009 Ed and ASHRAE Standard 90.1-2007, Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings
- Illuminating Engineering Society of North America (IESNA) Handbook, 10th Ed.
- NFPA 10, Standard for Portable Fire Extinguishers, 2026 Ed.
- NFPA 13, Standard for the Installation of Sprinkler Systems, 2016 Ed.
- NFPA 11, Standard for Low-, Medium-, and High-Expansion Foam, 2021 Ed.
- NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protection, 2016 Ed.
- NFPA 25, Standard for Inspection, Testing and Maintenance of Water-Based Fire Protection Systems, 2026 Ed.

- NFPA 40, Standard for the Storage and Handling of Cellulose Nitrate Film
- NFPA 70E, Standard for Electrical Safety in the Workforce, 2015 Ed.
- NFPA 72, National Fire Alarm Code, 2025 Ed.
- NFPA 80, Standard for Fire Doors and Other Opening Protectives, 2016 Ed.
- NFPA 85, Boiler and Combustible Systems Hazards Code, 2015 Ed.
- NFPA 110, Standard for Emergency and Standby Power Systems, 2016 Ed.
- NFPA 111, Standard on Stored Electrical Energy & Standby Power, 2016 Ed.
- NFPA 241, Safeguarding Construction, Alteration, and Demolition Operations, 2013 Ed.
- NFPA 2001, Clean Agent Fire Extinguishing Systems, 2008 Ed.
- Roads and Drainage - Latest editions of Virginia Department of Transportation Manuals, Design Guides and Specifications
- NETA Maintenance Testing Specifications for Electrical Power Distribution Equipment and Systems, 2015 Edition
- Section 24-232 of the Code of the Town of Culpeper

**C.3.4 Indoor Air Quality:**

- American Society of Heating, Refrigerating and Air-Conditioning Engineers Standards (ASHRAE)
- Ventilation for Acceptable Indoor Air Quality (ASHRAE 62 2013)
- Standard for Thermal Environmental Conditions for Human Occupancy (ANSI/ASHRAE 55) - 1992 Including ANSI/ASHRAE addendum 55a-1995
- National Environmental Balancing Bureau (NEBB): Practices for Measurement, Testing, Adjusting and Balancing of Building Heating, Ventilation, Air Conditioning and Refrigeration System.

**C.3.5 Waterworks**

- 12 VAC 5-590 Virginia Administrative Code for Waterworks Regulations (VDH)
- 9 VAC 25-200 Virginia Administrative Code for Water Withdrawal Reporting (DEQ)
- 9 VAC 25-800 Virginia Water Protection General Permit for Minor Surface Water Withdrawals

**C.3.5 Accident Investigation**

- National Safety Council Accident Investigation: A New Approach
- CFR OSHA 1960.29 subpart D Accident investigation

**C.3.6 Other References**

- Building Operators and Managers Association (BOMA) International Books and Guidelines
- Institute of Real Estate Management (IREM) Books and Guidelines
- International Facility Management Association (IFMA) Benchmarking Recommendations, Research Reports and Guidelines
- Baseline Building Codes for NAVCC Design and Construction
- AOC Design Standards (Refer to Section J, Attachment 4)
- AOC A/E Design Manual (Refer to Section J, Attachment 5)
- 40 CFR 136 et seq

## C.4. EXISTING DEFICIENCY INSPECTION/INITIAL DEFICIENCY LIST

The Contractor and the COR or designee must make a complete and systematic initial inspection together during the beginning of the startup or transition phase of the contract that will include all mechanical,

electrical, fire protection, and utility systems and equipment, windows, doors, and other structural features for which maintenance and repairs are covered by this performance work statement**.** The purpose of this inspection shall be to discover and list in an existing deficiency list report all deficiencies that may exist in the equipment and systems covered by this performance work statement.

The Government may elect to have repairs performed by the Contractor as a Reimbursable Service, by Government employees, or by other contractors, or defer the work. The existing deficiency list report must not include any items that would be replaced, repaired, or adjusted during the performance of preventive maintenance or service calls. The Contractor shall be responsible for making immediate adjustments or corrections that fall within the scope of routine preventive maintenance required by this contract at no additional cost to the Government. This includes but is not limited to making adjustments to controls; adjusting the BAS software, e.g., correcting set points; reloading programs; restoring equipment being operated manually to automatic operation (this does not include changing established sequences of operation or programming sequences); applying lubricants; cleaning fan housings, fans, coils, dampers, air handling unit (AHU) sections, and equipment rooms; and replacing consumable parts or components.

The Contractor must submit an initial deficiency list report not later than 60 calendar days after contract award date to the COR or designee (30 calendar days after contract turnover), whichever date allows for more time. Deficiencies discovered after the submission of the initial deficiency list report will not be considered pre-existing for purposes of this contract, unless equipment is operational and cannot be secured and inspected. Any piece of equipment or system that cannot be inspected must be highlighted at the beginning of the deficiency list stating why it cannot be secured and inspected. An estimate of when the Contractor reasonably expects to be able to inspect the piece of equipment must be provided.

When an existing deficiency in an item is corrected, the Contractor must assume full responsibility for the subsequent repair of the item as covered under the terms of this contract at no additional cost to the Government. Nothing in this existing deficiency inspection/initial deficiency list clause must be construed as diminishing the obligations imposed by this contract upon the Contractor.

## C.5. TRANSITION PHASE

### C.5.1. Transition Phase Startup

The Contractor shall be responsible for developing a Phase-In Transition Plan and performing Phase-In transition duties prior to commencing work on-site. The Phase-In Transition Plan shall be a mutually agreeable plan to be coordinated with the present contractor's operations. The Phase-In Transition Plan shall be submitted to the COR for approval by no later than seven (7) calendar days after receipt of the Contract Award. The Phase-In transition period shall commence not less than twenty-four (24) hours after receipt of the Contract Award. During this period, the Contractor shall recruit, hire, and train personnel in order to provide for 100% operational capability on the Contract start date.

If the Phase-In option is awarded, the Contractor must provide 30 calendar days of transition startup services prior to the contract start date to assist transitioning between contractors. The purpose of this phase is to permit a transition that is seamless to the tenants and to assess the condition of the building and incomplete maintenance work at the time of contractor transition. During this period the Contractor must:

1. Review and update the building operating plan. The existing building operating plan will be shared after contract award.

2. Begin condition inspection of all equipment and systems for which the Contractor will assume responsibility.

3. Review work order history and equipment inventory information.

4. Begin to develop the initial deficiency list report as described in section C.4., Existing Deficiency Inspection/Initial Deficiency List.

During the Phase-In Transition period, the Contractor shall have access to the building and all areas to be maintained as work of this Contract and access to Architect of the Capitol personnel and current contractor personnel. Access to the current contractor's personnel shall be limited by the need to continue to provide a full level of operation and maintenance services during the transition period.

The Contractor shall be allowed to observe all operations and will have access to available technical data and manuals. The current contractor shall provide orientation to the conditions of the areas covered under this Contract; show the Contractor equipment locations; discuss operating needs; and provide the aforementioned operational documents.

Not later than the end of the transition startup phase and the concurrent beginning of operations and maintenance services, the Contractor must submit for AOC's approval:

1. The updated building operating plan, as described in C.9.

## C.6. PHASEOUT TRANSITION PERIOD

When this contract expires or is otherwise terminated, the Contractor must cooperate with the incoming contractor during a Transition period. The successor shall be provided access to the facility for a period up to 30 calendar days prior to the Contract start date for the purposes of Phase-In orientation.

Continuity for all services required under this Contract shall be maintained during this period. As such the Contractor shall ensure that all Key Personnel requirements shall remain throughout the acquisition lifecycle.

During this Transition period, the Contractor must assist the COR or designee and incoming contractor for a seamless transition in operations and maintenance with no adverse effect on the building tenants; provide the successor contractor with access to all records and official documentation (both hard copies and electronic as applicable) required by this contract; provide training to the successor contractor on methods of accessing and programming the building automation system (BAS) and other control systems; and show the successor contractor where all archived programs and systems literature are maintained. The Contractor will provide the incoming contractor a list of employees and their start of service dates. On the last performance day of the contract, the Contractor must turn over to the COR or designee all keys and identification badges or cards and IT issued equipment.

## C.7. PUNCH LIST COMPLETION AND WITHHOLDING OF FINAL PAYMENT

The Government may create a punch list of deficiencies or unmet contractual requirements at or near the time of termination of the contract. The Government may employ the services of another contractor in the development of such punch list and upon completion provide the Contractor with a copy of work not

completed, to include the monetary value the Government has assigned for each item. The Government retains sole discretion over whether to charge the Contractor for the monetary value of the punch list in whole or in part or to request corrections by the Contractor. If the Government elects to request corrections by the Contractor, the Contractor shall have until the end of the contract period to perform such corrections and may invoice for funds withheld on acceptance of the corrections by the Government. Nothing in this section must be construed to limit the Contractor's liability or restrict the Government from reporting unsatisfactory or problematic performance by the Contactor.

## C.8. GENERAL AND ADMINISTRATIVE REQUIREMENTS

**C.8.1. Minimum Staffing and Ability to Contact and Communicate with the COR**
The Contractor must provide staff to ensure services are continued without disruption to the tenant. The Contractor must ensure employees maintain communications access with the COR to allow contact by the Government at all times and to effectively communicate with Government personnel (See section C.8.2, Communication Equipment). The Contractor must immediately notify the COR or other designated Government representative of any recognized safety hazard that might severely affect the building occupants.

The Contractor is required to manage, operate and maintain the facility on a 24/7/365 schedule in accordance with this SOW. A minimum of two technicians, to include a licensed Stationary Engineer, are to be onsite at all times. Technicians must have sufficient skills to immediately respond to a variety of service calls involving multiple trades, including the operation of building control and fire/life safety systems. Technicians must be certified/licensed in accordance with Section H.15. Within 120 days of contract award, a qualified electrical worker, as defined by NFPA 70E and discussed in H.15.5 and Section J.28, must be onsite at all times. Within 180 days of contract award, a contract staff member having met the Moderate Risk/Public Trust suitability requirement as discussed in H.1, must be onsite at all times.

The contract requires at least two licensed electricians. One must possess a valid master electrician license from the Commonwealth of Virginia. The second must possess at least a Journeyman's license from the Commonwealth of Virginia. Both shall have knowledge and experience with instrumentation and controls. Electricians with licensing from other states/jurisdictions will be permitted to work under this contract as an electrician for up to 120 days while reciprocal licensing is applied for from Virginia's Department of Professional and Occupational Regulation. If reciprocal licensing cannot be obtained due to the suitability of the candidate, the staff member shall be replaced with an appropriately licensed individual as described in this SOW at no cost to the Government. An electrician is to be onsite Monday – Friday between 8 am and midnight, excluding federal holidays. An electrician shall be available onsite within 2 hours between midnight and 8 am, weekends and federal holidays when electrical emergencies arise. Any emergencies requiring an electrician to report will be handled as reimbursable work per C.53 with pricing per J.22. Electrician shifts are in addition to minimum staffing levels of 2 technicians, but they may satisfy the requirement for a qualified electrical worker onsite if they meet the requirement of H.15.5 and J.28.

The following positions are the minimum staffing required onsite Monday through Friday under this Statement of Work:

Project Manager (1st Shift)
Chief Engineer (1st Shift)
Electrician, Maintenance (1st and 2nd Shift)
Class VI Waterworks Operator (1st Shift)

Service Order Dispatcher (1st Shift)
Stationary Engineer (1st, 2nd, 3rd Shift)
General Maintenance Worker (1st, 2nd, 3rd Shift)

Weekend coverage is a minimum of two technicians to include a licensed Stationary Engineer. Within 120 days of contract award, at least one of these technicians shall meet the requirements of H.15.5 and J.28 for a qualified electrical worker.

The Contractor must maintain some designated form of communication with onsite and on-call staff to allow the Government to contact at any time for emergency response. The Contractor must provide staff as necessary to meet all requirements of the contract.

Personnel must be properly licensed and certified to work on building systems or equipment for which licensed and/or certified personnel are required by Federal, State, or local law, codes, or ordinances.

The Contractor must develop and submit to the COR or designee, not later than the end of the Phase-In transition, a list of key personnel and emergency contact information (which may include subcontractor contacts, as applicable). An employee list must be maintained and provided to the COR not less than monthly as part of the metrics report per C.11.

**C.8.2. Communication Equipment**
The Contractor must provide onsite personnel with portable electronic means to communicate with AOC for service calls, emergencies, status of projects, etc. Additionally, the Contractor shall provide contact information for the Project Manager and Chief Engineer 24/7/365.

**C.8.3. Onsite Records**
The Contractor must ensure that all records required by the contract or produced in performance of work under the contract are maintained in an organized manner onsite in electronic format, provided to the Government upon creation or receipt for electronic filing within the Government folder system, and are made available to the Government when requested. Documents must be provided to the Government directly and not through a third party website. The contractor must receive, maintain, and gather data as well as other materials, including records and manuals, related to the support and operation of Government facilities. The Government retains ownership of all databases, information, and other materials received or developed by the Contractor in support of this contract at all times.

**C.8.4. Service Call and Administrative Support**
The Contractor must operate a service call and administrative support function Monday through Friday from 7:00AM to 4:00PM, excluding federal holidays, to act as a central point of contact for the Government and building occupants; to take government requests via phone, email, verbal communications, or through CMMS; and to track and maintain service call records in the CMMS. See Section C.23.

**C.8.5. Use of CMMS**
The Contractor shall utilize the Government furnished CMMS to track and record: (a) all planned and unplanned maintenance for all building equipment and systems; (b) building tours; (c) all service calls; and (d) the scheduling of all PM activities.

Where equipment and components of infrastructure are identified by the Contractor or Government in the field and records of those assets are not currently included within the database, the Contractor shall provide details to the government to add said equipment to the inventory database. The Government shall determine which devices and equipment shall be included within the database.

The Contractor shall track historical maintenance and repair activities for each work order received during the performance of the Contract. All work done by the Contractor must be accomplished under a CMMS work order.

The Contractor shall update all equipment CMMS history records on a continuous basis and each time that maintenance or repairs have been performed. All information entered into this system shall be free of defects, accurate, and complete to facilitate management of the work and maintain a record of the work completed (e.g. steps taken to investigate and remedy a "cold call"). The Contractor shall complete the available CMMS fields as thoroughly as possible (e.g. area of work, equipment barcode).

The Architect of the Capitol currently utilizes products manufactured by TMA Systems for CMMS and reserves the right to change manufacturers at its sole discretion.

Full-time Contractor staff will have access to the web-based CMMS application to create, receive, process and close PM and Demand work orders as well as complete CMMS-based digital forms. Wi-Fi-enabled mobile devices, currently iPads, with a mobile CMMS application will be provided to full-time maintenance Contractor employees as an alternative method to enter data into the CMMS. Contractor employees must take AOC-offered on-demand CMMS training prior to using any CMMS application.

Digital forms within CMMS include but are not limited to tours, equipment logs, checklists, and inspections. Digital form data shall be entered into CMMS. The Contractor shall verify all data was successfully uploaded within 72 hours or before the due date of the tour/inspection, whichever is sooner. The Contractor may use paper versions of the forms, provided the information is entered into CMMS and the data upload is verified within the required timeframe. The Government requires the following digital forms and may add to this list at any time:

1. Tours and equipment logs (see C.24.1, C.24.2, and Section J.29 Tour Logs — Paper Version)
2. Day Tank Monthly (see Section J.35 Environmental Digital Forms)
3. Well Head Quarterly (see Section J.35 Environmental Digital Forms)
4. Universal Waste Inspection (see Section J.35 Environmental Digital Forms)
5. Universal Waste Inventory (see Section J.35 Environmental Digital Forms)

**C.8.6. Building Automation System (BAS)**
The BAS includes but is not limited to all field panels, stand-alone control units, unitary controllers, associated sensors, wiring, software and firmware upgrades, etc. The Contractor shall have full operational access to the system. The Contractor will be required to obtain the necessary training to facilitate this access, prior to end of Phase-In transition period. The Contractor will be required to provide back-up disk/CD's for this program and be required to back-up the system anytime changes are made. One copy of the back-up will be given to the AOC Facility Manager/COR and another copy will be kept on-site next to the BAS Computer and available to the COR/Authorized service company.

There are several levels of access to the system. Contractor employees will be required to demonstrate the level of competence necessary to allow access to the various levels of the system. Passwords allowing access into the system will be safeguarded. The Contractor shall be responsible for correcting damage or problems caused by its employees or its subcontractors to the system.

The Contractor shall keep a log of changes made to the system including temperature set-points and overrides and provide this information to the COR upon request.

The system is capable of trending points within itself according to parameters defined by authorized operators. The Contractor shall provide trending information and reports to the COR upon request.

Neither the Contractor nor any of its representatives shall make changes to the programs, the parameters of control defined within the programs, the alarm limits, or enable/disable alarms without the consent of the COR.

The COR may request changes to the time of day schedules or may request changes to meet the needs of a specific tenant. The Contractor shall be capable of making these types of changes or setting up new schedules. Any changes to time of day that are desired by the Contractor shall be approved by the COR in writing before any changes are made.

The Contractor shall provide PM on the system either by a subcontract with an authorized manufacturer representative or by contract employee who is trained and certified by the manufacturer as a service technician. PM shall be performed in accordance with manufacturer's recommendations.

**C.8.7. Quality Control Program**

The Contractor shall be responsible for the quality of products and services provided under the terms of this Contract, including those provided by its subcontractors. To ensure that the requirements of this Contract are met, the Contractor shall develop, establish and implement a proactive Quality Control Program (QC Program) for measuring and attaining quality of performance under this Contract. The Contractor's QC Program shall ensure Contract requirements are being accomplished in accordance with the specifications of this Contract and industry standards. A sustaining focus throughout the QC Program shall be the attainment of continuous quality improvement.

A Quality Control Plan must be developed and submitted for review to the COR no later than the end of Phase-In Transition Period (Prior to Contract Start Date). The Quality Control Plan is a living document and may be subject to change depending on the needs of the contract. Revisions to the Plan must be submitted to the COR for review.

The QC Program shall include the following, as a minimum:

1. How the Contractor will control quality of supplies and services.
2. How project management, inspections, plan implementation, process improvement changes and correction of deficiencies will be accomplished. Specifically, methods detailing how the Contractor will monitor deficiencies of work output in relation to the performance standards, methods of informing employees of deficiencies in their area(s) of responsibility, and a process to ensure that the deficiencies are corrected and do not reoccur.
3. An inspection plan or checklist tailored to the Packard Campus. The inspection plan or checklist shall detail how services at the work site shall be inspected to ensure that the outcome of the work meets all the quality standards set forth in the Contract and shall include, but is not limited to:
    a. Date of inspection performed
    b. Location of and description of what is being inspected
    c. Description of findings
    d. Description of action(s) taken (if necessary)
    e. Signature and date of completion

Quality Control Inspections shall be performed at a minimum at the following frequencies:

1. Not less than weekly by the Project Manager or COR approved designee

2. Not less than quarterly by qualified headquarters or corporate level personnel not performing on-site supervision

The inspection sample size shall be based on industry standard such as MIL-STD- 105 for the annual lot size for each of the following categories of work:

- Preventive Maintenance
- Corrective Maintenance and PM Repair
- Routine Priority Requests
- High Priority Requests*
- Critical Priority Requests*
- Projects

**Note: Due to the low frequency and high importance of High and Critical Priority Requests, the Contractor shall perform 100% inspection of these items.*

Inspection reports shall be maintained and shall be provided to the COR upon request. A summary of the month's QC inspections shall be provided as part of the Contractor's monthly Metrics and Measures Report.

**C.8.8. Government Quality Assurance Surveillance Program**
The Government will inspect the Contractor using a quality assurance program through random inspections, scheduled inspections, or any other method of inspection that the Government determines reflects the actual successful performance of this contract. As part of the Government's quality assurance program, the Government may:

1. Review and, if warranted, reject any reports or other submittals required from the Contractor.

2. Review performance and service records, including but not limited to monthly Metrics and Measures Report, BAS data, CMMS data, and any computerized or hardcopy records maintained by the Contractor documenting performance under this contract, and require correction of any unsatisfactory conditions noted.

3. Determine the adequacy of the Contractor's quality control program and documentation and the overall success of this program. The Government may at any time order improvements, if it determines the program is insufficient or ineffective.

4. Obtain tenant satisfaction survey information and require improvements in service on the basis of such information to the extent such results correlate with deficiencies in contract requirements.

5. Conduct physical inspections of facility equipment and systems, to include programs and files maintained on computers and Contractor onsite offices and work areas, and require correction of deficiencies noted.

6. Perform inspections with Government personnel or independent third party inspectors.

Contractor performance will be evaluated on the basis of the performance success or deficiencies, success or failure in meeting other contract requirements, and the Contractor's record of correcting deficiencies when noted. While corrective actions will be noted, a record of significant performance deficiencies may lead to a performance evaluation that is less than satisfactory even if the Contractor takes corrective action.

The use or nonuse of any quality assurance methods (e.g., a measurement and verification program) by the Government will not constitute a waiver of or excuse from contract requirements.

The Government may implement or change quality assurance measures at any time during the term of the contract.

All records and files that this contract requires the Contractor to maintain must be made readily accessible to Government representatives, including third party contract inspectors, on request. All records and files utilized or generated during the course of the contract by the Contractor, including all standard operating procedures and building operating plans, shall become the property of the Government. (This excludes employee personnel files and company financial information).

The Contractor must instruct all onsite personnel to cooperate with the Government or third party contract inspector requests for records access and information. This includes answering honestly and comprehensively all questions related to performance of work. The Contractor must provide personnel to enable inspectors, including third party contract inspectors, to perform inspections of equipment. The Contractor must open and operate the equipment for observation by all inspectors at no additional cost to the Government. Most inspections will be performed during normal working hours. However, the Contractor must provide personnel to enable access for inspectors who need to conduct observation and testing after normal hours to avoid possible disruption to tenants.

## C.9. BUILDING OPERATING PLAN

### C.9.1. Purpose

The Contractor must revise and submit for approval to the COR or designee, not later than the end of the Phase-In Transition, a building operating plan outlining their operating and general maintenance procedures for all major building equipment and systems. The Contractor must execute the contract requirements in accordance with the approved building operating plan.

The building operating plan may be based on, or derived from, the existing building operating plan and other existing documents. However, all components must be reviewed and updated. Deficiencies in the existing plan do not excuse deficiencies in the new plan. The building operating plan must be submitted as an electronic file (MS Word or searchable PDF) and one hard copy with regular updates that reflect current personnel, subcontractors, equipment, systems, and operating procedures.

The Contractor must annually review and update the building operating plan and submit an electronic file (MS Word or searchable PDF) and one hard copy of the complete updated building operating plan on the anniversary of the contract start date of each contract year.

### C.9.2. Components of the Building Operating Plan

This section lists the minimum requirements that must be included in the building operating plan.

1. Effective Dates

2. Description of staffing, responsibilities, and work schedules including coverage for absence

3. Communication Protocols and Staff Contact Information (local and corporate)

4. Policies and standards

5. Description of training program to ensure that Contractor employees are capable of successfully accomplishing all work task(s) under this contract and copies of training records.

6. Descriptions and standard operating procedures for building systems
    a. Fire Alarm System
    b. Fire Suppression Systems
        i. Fire Pumps
        ii. Wet Pipe Sprinkler
        iii. Dry Pipe Sprinkler
        iv. Clean Agent (FM200)
        v. AFFF
        vi. Deluge
    c. Steam System
    d. Chilled Water System
    e. Hot Water System
    f. Fuel Oil Storage and Transfer Systems
        i. Regulatory Recordkeeping and Reporting Schedules
    g. Wells and Domestic Water Systems
        i. Regulatory Recordkeeping and Reporting Schedules
    h. Emergency Generators and ATS System
        i. Regulatory Recordkeeping and Reporting Schedules
    i. Building Automation System
    j. AHU Operations
        i. Collections Building
        ii. Conservation Building
        iii. Nitrate Building
    k. Water Treatment Systems (Mechanical)

7. Tour procedures and copies of tour sheets

8. Log book description & locations

9. Cleaning assignments

10. Locations of all major utility shutoffs, including fuel oil, electric, and water

11. Locations of all electric rooms and a narrative of the areas served by each

12. Description and procedures for Service Desk/CMMS operations
    a. Routine Priority Requests
    b. Emergency (High or Critical) Priority Requests
    c. After Hour Service Call procedures
    d. PM Schedules and Procedures

13. Emergency response protocols
    a. Loss of the Contractor's onsite personnel (e.g., strike, walkout, injury, abrupt resignation)
    b. Civil disturbance or other major security threat
    c. Natural disasters, bombing, or other event that damages the building's structure or utilities

d. Floods, including flooding caused by plumbing breaks
e. Fire alarm
f. Hazardous materials leaks or spills
g. Loss of utilities including electric, water or fuel oil
h. Inoperability and impairment of fire protection and life safety systems (including fire watch and impairment procedures)
i. Other contingency plans as necessary to support the Government's continuity of operations planning for the site

14. Description of environmental and regulatory requirements and Contractor's responsibility. Contractor shall include copies of any training materials and sign-in records. Reference C.35 and C.38.

If the Contractor fails to submit a satisfactory building operating plan at the end of the Phase-In Transition, the Government may suspend payments until a satisfactory plan is submitted.

## C.10. EQUIPMENT INVENTORY

A building equipment inventory has been completed and barcodes have been applied to all tracked equipment. See Section J, Attachment 6, BUILDING EQUIPMENT INVENTORY. The Contractor is responsible for maintaining the inventory of building equipment, to include nomenclature, part number, serial number, manufacturer name, component name and other data of value for maintaining the equipment or defined as attributes in the required CMMS. If equipment is added, removed, or retrofitted as part of a project, the Contractor shall provide details to the government to add to or modify the inventory database immediately upon project completion. New or replacement barcodes will be provided by the AOC.

Requests for equitable adjustment pertaining to physical changes in building equipment must be submitted to the CO. The CO may negotiate an equitable adjustment if physical changes in building equipment inventory occur.

## C.11. MONTHLY METRICS & MEASURES

On a monthly basis, not later than the 15th working day of the subsequent month, the Contractor shall conduct a Metrics & Measures meeting for the COR and other Government representatives. Prior to the meeting, the Contractor shall prepare a PowerPoint presentation describing the status of maintenance and operations as of the last day of the performance month. Color copies of the presentation are to be provided to meeting attendees and electronic copies provided to the COR. The presentation must include, but is not limited to, the following:

1. Announcements, with commentary as relevant, to include:
    a. Contract staffing changes.
    b. Incidents/accidents such as injuries, power outages, fire alarms or elevators issues.
    c. Any compliments or complaints received.
    d. Any major equipment out of service, including estimated repair completion date.
    e. Refrigerant Management service records per C.38.3 for previous month.
    f. Explanation of any equipment, designed to be controlled by the BAS, operating in manual mode as of the end of the performance month and of any other overrides to sequences of operations in effect as of the end of the performance month.
    g. Running list of systems requiring maintenance or repair to include hot water leaks, steam leaks, water leaks, paint refresh, ceiling tile refresh, drywall repair, etc.

h. Description of corrective actions being taken resulting from findings of water treatment lab reports, major maintenance reports, or other reports.

2. Summary of Demand Work Orders (DWO) for current and previous 11 months to include:
    a. Number Received.
    b. Number Completed.
    c. Number Completed Late.
    d. Number Overdue.
    e. Number On-Hold.
    f. Percent Routine Priority Requests completed on time.
    g. Percent High Priority Requests completed on time.
    h. Percent Critical Priority Requests completed on time.
    i. Status of all DWOs that are deferred or otherwise incomplete (itemized list).

*The AQL for Demand Work Orders is 95% on time for each type.*

3. Summary of Preventive Maintenance for current and previous 11 months to include:
    a. Number PMs Received.
    b. Number PMs Completed.
    c. Number PMs Completed Late.
    d. Number PMs Overdue.
    e. Number PMs Not Completed (i.e. marked "Work Not Done").
    f. Percent PMs completed on time.
    g. Status of all PMs that are deferred or otherwise incomplete (itemized list).

*The AQL for PMs is 95% on time.*

4. Summary of Recurring Work (RW) work orders for current and previous 11 months to include:
    a. Number RWs Received.
    b. Number RWs Completed.
    c. Number RWs Completed Late.
    d. Number RWs Overdue.
    e. Number RWs Not Completed (i.e. marked "Work Not Done").
    f. Percent RWs completed on time.
    g. Status of all RWs that are deferred or otherwise incomplete (itemized list).

*The AQL for* RWs *is 95% on time.*

5. Summary of internal Quality Control Checks performed for the month:
    a. Number QC checks performed.
    b. Number QC checks passed.
    c. Percentage of QC checks passed.
    d. Relevant details of the QC checks.

*The AQL for internal QC Checks is a 95% pass rate.*

6. Schedule and status of safety related maintenance & inspection including:
    a. Fire protection systems
    b. Backflow preventers
    c. Domestic water tank
    d. Smoke/fire dampers

e. Boiler
f. Generator
g. Fueling systems
h. Electrical systems
i. Elevators

*The AQL for safety related inspections is 100% on time.*

7. Schedule and status of VDH Waterworks testing and reports.

*The AQL for VDH testing and reporting is 100% on time.*

8. Summary of Collections Building and Nitrate Vault environmental conditions for current and previous 11 months with explanation of any significant deviations from established specifications.

*The AQL for maintaining Collections and Nitrate Building environmental conditions is 99.5% within specification. Consideration will be given to limitations of equipment to maintain humidity during the winter months.*

9. Schedule and status of Predictive Maintenance.

10. Schedule and status of Landscaping, Grounds & Plant Maintenance

*The AQL for Landscaping, Grounds & Plant Maintenance is 95% on time.*

11. Review of utility trends as of the end of the performance month, to include two years of historical data and description of likely causes of significant changes from the same month 1 year prior (if applicable). Utilities include:
    a. Well water withdrawal, gallons, pump amperage.
    b. Wastewater discharged, gallons.
    c. Electrical power consumed, kWH.
    d. Fuel oil usage (to include generator runtime, gallons & hours).

12. Efficiency rate for current and previous 11 months.

*Efficiency rate = (PM Hours + DWO Hours + Project Hours) / Total hours worked.*

13. Current staff contact list, to include name, title, shift hours/days, and contact information.

Annually, at the anniversary of the Contract Award, Metrics and Measures shall also include:

1. Subcontracts issued and cost.
2. Current Staffing Plan & Turnover Rates.
3. Non-fatal Occupational Injury/Illness Rate compared to Industry Standard.

## C.12. PERFORMANCE REVIEW MEETINGS

The Contractor shall attend regularly scheduled meetings with the COR and other Government representatives to discuss the status of the contract. At a minimum, the Project Manager and Chief Engineer are required to attend these meetings. Topics will include, but are not limited to, contract

deliverables, status of fire and life safety systems, any environmental issues or concerns, delinquent PMs and DWOs, funding status of CLINs and outstanding invoices, status of all reimbursable projects, upcoming projects and outstanding requests for proposals, and tenant needs or concerns. Meetings will initially be scheduled monthly, but frequencies of these meetings may be increased or decreased depending upon performance as determined by the COR.

## C.13. EQUIPMENT CONDITION ASSESSMENT

During the performance of the requirements of this contract the Contractor must note the condition and efficiency of building equipment and systems on an ongoing basis. Any equipment or systems that the Contractor determines are reaching the end of their life cycle must be brought to the attention of the COR or designee.

## C.14. PERIOD OF PERFORMANCE

The Period of Performance, and associated CLINs, are described in the table below.

| CLIN | Year | Period of Performance | Description |
|---|---|---|---|
| 001 | n/a | 2/1/2027 to 2/28/2027 | Optional Contract Phase In |
| 002 | Base Period | 3/1/27 to 2/29/2028 | Basic Services |
| 003 | | | Snow and Ice Removal |
| 004 | | | Materials/Spare Parts |
| 005 | | | Projects |
| 006 | Option Year 1 | 3/1/2028 to 2/28/2029 | Basic Services |
| 007 | | | Snow and Ice Removal |
| 008 | | | Materials/Spare Parts |
| 009 | | | Projects |
| 010 | Option Year 2 | 3/1/2029 to 2/28/2030 | Basic Services |
| 011 | | | Snow and Ice Removal |
| 012 | | | Materials/Spare Parts |
| 013 | | | Projects |
| 014 | Option Year 3 | 3/1/2030 to 2/28/2031 | Basic Services |
| 015 | | | Snow and Ice Removal |
| 016 | | | Materials/Spare Parts |
| 017 | | | Projects |
| 018 | Option Year 4 | 3/1/2031 to 2/29/2032 | Basic Services |
| 019 | | | Snow and Ice Removal |
| 020 | | | Materials/Spare Parts |
| 021 | | | Projects |

## C.15. REFERENCE LIBRARY

The Contractor must maintain a comprehensive reference library that includes building design or record documents, renovation or equipment retrofit design or record documents, maintenance reference documents, fire protection system as-built drawings, fire protection system operations and maintenance manuals with copies of approved submittals, fire protection system parts list, fire protection system zoning scheme, building operating plan, energy and other building technical studies, hazardous materials surveys, and other documents necessary to document the design, function, and condition of the building.

The Contractor must safeguard this information in accordance with the provisions of section H.6., Controlled Unclassified Information and Law Enforcement Sensitive (CUI/LES).

## C.16. REVIEW OF DESIGN DOCUMENTS

Utilizing the most qualified onsite personnel familiar with the operations of the facilities covered under the scope of this contract, the Contractor must review design and construction project documents as requested by the COR or designee. The purpose of this review is to allow the Contractor to comment on any negative impact the proposed project may have on their ability to efficiently operate the building equipment or systems.

## C.17. BUILDING MANAGEMENT SUPPORT SERVICES/ESCORT SERVICES

The Contractor must provide reasonable and competent assistance during normal working hours, at no additional cost to the Government, to AOC personnel, other AOC contractors, AOC visitors and regulatory personnel. Such assistance may include, but is not limited to, escorting investigatory personnel through spaces in the building in accordance with building security requirements. The COR or designee shall inform the Contractor as far in advance as possible of the actual date and time these services are needed.

## C.18. (RESERVED)

## C.19. (RESERVED)

## C.20. LABELING OF ELECTRICAL CIRCUITS

The Contractor must maintain any electrical labeling program that addresses added or modified circuits.

## C.21. OPERATIONAL REQUIREMENTS

### C.21.1. General

The Contractor must provide building operations services for all systems covered by this contract so as to maintain utilities services and environmental conditioning to collections at all times and to tenants during normal working hours; so as to preserve and protect the asset value of the facility, its systems and contents; and to otherwise minimize operating costs to the Government without compromising other contract objectives or requirements.

### C.21.2. Operating Hours

Normal hours of building operation by the tenant are as defined in C.2.20. Normal Working Hours. Building operating hours may change during the period of the contract. The Contractor will be notified of these changes as soon as possible.

### C.21.3. Continuity of Services

Uninterrupted operation of PCAVC is vital to the Government's mission. Continuity of Services is the responsibility of the contractor as part of the basic services of this contract. Services shall be maintained with the utmost proficiency. The Contractor shall fully assist the Government with operation of the PCAVC during all emergency events.

The Contractor shall be responsible for the development and maintenance of Emergency Response Protocols as part of the Building Operations Plan to protect life and property at PCAVC. The Contractor shall develop policies, practices, and procedures to be followed in the event of emergency events. Such emergencies shall include, but are not limited to: civil disturbances; indoor air quality concerns; all utility disruptions; natural disasters such as fire, flood, or high winds; fire alarm events; accident and rescue operations; labor strikes or protests; pandemics; terrorist acts or threats; and military contingency plans or actions.

The Emergency Response Protocols shall ensure that the facility is adequately maintained and protected by the Contractor at all times unless ordered to evacuate the building by a Government representative, emergency personnel, or the authority having jurisdiction.

Emergency Response Protocols shall be developed and coordinated amongst the several other similar documents include those maintained by the AOC, LOC and Security Contractor.

Contractor personnel shall be thoroughly familiar with Emergency Response Protocols. The Contractor shall be fully engaged, on-site, and participate during emergency events at the facility regardless of the time of the occurrence. The Contractor shall provide all necessary personnel qualified in the operation of protective equipment during emergency events.

The Contractor shall respond to emergency events 24 hours a day, seven days a week, 365 days a year.

**C.21.4. Building Environment**

Building systems shall be operated in a manner to effectively maintain the required temperature and humidity set points throughout the facility; ensure the comfort of the building occupants and visitors; and promote resource conservation in energy and environmental management practices.

Ventilation shall be filtered and balanced at all times to ensure a safe, healthful, and comfortable environment consistent with ASHRAE standards. Economizer cycle free cooling using outside air should be used to the maximum extent possible.

Due to the sensitive nature of the collections stored at the facility, environmental conditions are critical and preventive and predictive maintenance procedures must be focused on keeping facility and plant equipment down time to the absolute minimum. Scheduled maintenance and repair procedures performed by the Contractor to critical building systems must be coordinated and approved by the COR in advance. Major system outages will generally be performed during other than normal working hours. Major maintenance or system modifications will be scheduled several months in advance and be done over weekends or holidays.

**C.21.4.1 Collections Building Environmental Conditions**

First Floor Moving Image Vaults 1102, 1104, 1106, 1108 and 1110 are to be maintained at 37°F and 30% RH (5.72 grains/lb).

First Floor Moving Image Vaults 1103, 1105, 1107, 1109, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1120 and 1122 are to be maintained at 50° F and 30% RH (15.95 grains/lb.).

Second Floor Recorded Sound Vaults 1202, 1203, 1204, 1206, 1207, 1208, 1210, 1211, 1212, 1214, 1215, 1216, 1217, 1218, 1223, 1225 and 1227 are to be maintained at 50° F and 30% RH (15.95 grains/lb.).

Third Floor Collection Spaces C1303 and C1304 are to be maintained at 50° F and 30% RH (15.95 grains/lb.).

*Tolerances to these conditions are +/- 2°F and 5% RH.*

**C.21.4.2 Conservation Building Environmental Conditions**

Administrative areas are to be maintained at 72° F and 50% RH (58.62 grains/lb.).

*Tolerances to these conditions are +/- 2°F and 5% RH, but consideration will be given to the limits of existing equipment to control RH within the Conservation Building.*

The Data Center (Room 2121) is to be maintained at 72°F and 50% RH in all areas of the room.

*Tolerances to these conditions are +/- 7°F and 10% RH. If temperature exceeds 80°F this should be treated as a High Priority Request but with an immediate response from the Contractor and notification to the COR.*

**C.21.4.3 Nitrate Building Environmental Conditions**

Nitrate Storage Vaults 2, 4, 6, and 8 – 124 are to be maintained at 39°F at 30% RH (10.47 grains/lb).

*Note: Vaults 1, 3, 5 and 7 are acclimation vaults and have user adjustable set points, but are typically maintained at 39°F at 30% RH (10.47 grains/lb) as well.*

Nitrate Storage Vault Corridor is to be maintained at 60°F and 35% RH (23.4 grains/lb).

*Tolerances to these conditions are +/- 2°F and 5% RH.*

**C.21.5. Energy Conservation**

The Contractor must operate equipment and systems as efficiently as possible without compromising service to the tenants. Failure to operate equipment prudently (e.g., unnecessarily setting demand peaks, simultaneously heating and cooling, operating equipment when not needed, overriding set point unnecessarily, or failing to correct underlying conditions) may result in deductions under the Payments clause. Where data is available, the Contractor must report monthly energy use as compared to the previous year and provide the reason for energy increase greater than 3 percent compared to the same period of the previous year. The energy use report also must identify measures to conserve energy, any operational or physical changes to the system, plant, or equipment, and optimization opportunities to reduce energy consumption or cost. The Contractor is expected to make full use of available analytical tools (e.g., interval meter data, BAS trend data) to diagnose problems and identify operational improvements.

The Contractor, in coordination with the COR or designee, must pursue the use of energy efficient replacement parts and equipment items that will meet or exceed the requirements of this statement of work. Cost responsibility for using high-efficiency, energy-saving parts or equipment items will be

assessed on a case-by-case basis. In cases where high-efficiency equipment is currently installed and requires replacement, the replacement part must be the most efficient in its class. Energy saving lighting upgrades were installed in 2021, see J.33 ESPC AUDIT SUMMARY. Any rebates received from a service utility provider shall be assigned to the Government.

## C.22. Indoor Air Quality

The Contractor is responsible for maintaining building HVAC to ensure the highest levels of indoor air quality, according to the codes and standards identified in Section C.3.

To ensure Indoor Air Quality (IAQ) standards are maintained, the Contractor shall submit an IAQ Program Plan to the COR within 60 days of the contract award date for approval. The plan will include testing and reporting for: carbon monoxide, carbon dioxide, aldehyde scan, volatile organic compound (VOC) scan, fungal enumeration and identification, stachybotrys detection, and bacterial enumeration. Testing will be conducted annually. Testing for other substances may be required on a cost reimbursable basis. Annual testing shall be done by a certified industrial hygienist (CIH) with a minimum of five (5) years of IAQ experience.

The Contractor will ensure compliance with OSHA and ASHRAE acceptable levels for indoor air quality threshold limit values (TLV's) to the extent actions are under its control. Before any interior alteration, the HVAC distribution shall be examined and supply diffusers and return grills rearranged and protected to preclude damage or the intake of contaminants. Upon identification of contamination and/or measurements exceeding the acceptable levels, the Contractor shall advise the COR and forward a plan for corrective action.

The Contractor shall control contaminants at the source and/or operate all spaces in such a manner that the indicator levels for carbon monoxide (CO), carbon dioxide (CO2) and formaldehyde (HCHO) are not exceeded. The indicator levels are as follows:

- CO: 9 parts per million (P.M.) time weighted average (TWA 8 hour sample)
- CO2: 1000 PPM (TWA)
- HCHO: 0.1 PPM (TWA).

The Contractor shall take the lead in investigating indoor air quality complaints. The Contractor shall implement appropriate O&M corrective measures as needed and advise the COR as soon as corrective measures have been completed.

The Contractor shall conduct annual indoor air quality reviews in the spring of each year and report the findings to the COR. Copies of each annual IAQ review shall be maintained at the facility for access by the Government. Reports shall be clear and concise and include a comparison of indoor vs outdoor air conditions as well as EPA recommended levels of monitored substances. Reports must also include a recommended action to correct deficiencies.

The Contractor shall assist the Government or any of its third party consultants with IAQ assessments or detailed studies beyond this scope of work by making information on building operations and Contractor activities available. Access to equipment and mechanical spaces for assessment and testing will be provided. Corrective actions will be implemented as directed by the COR.

The Contractor is responsible for any mold remediation that is due to poor maintenance practices. Other mold remediation, due to circumstances beyond the Contractor's control, will be completed on a cost reimbursable basis at the Government's discretion.

## C.23 DEMAND WORK ORDERS

### C.23.1. General

Demand Work Orders (DWOs) record work not performed at regularly scheduled intervals, including but not limited to service calls, unplanned maintenance, and general labor associated with building maintenance, such as moving materials or escorting contractors.

The Contractor must respond to Government requests and initiate corrective actions and identify any repair requirements. (See Section C.8.4.) The Contractor shall enter all DWOs into CMMS daily and generate a DWO for each government service call as it is received. All DWOs shall be assigned to the appropriate CMMS DWO category. The Contractor shall follow AOC standards when determining the appropriate category.

Maintenance and repair data for DWO work efforts shall be entered into CMMS (see Section C.8.5). All DWOs shall be assigned a priority: Routine Priority Requests (RPR), High Priority Requests (HPR), or Critical Priority Requests (CPR), as defined herein.

Response to all Government requests, repairs, and unplanned maintenance is considered part of the basic services and is not reimbursable. However, if remediation requires major repair or replacement of equipment, the Contractor can request that the work effort be converted to a project. Project work is reimbursable at the Government's discretion. Prior to execution of any reimbursable work effort, the Contractor shall be in receipt of a Purchase Order, Task Order, or other Government Order.

In the event of an emergency callback in which the onsite Contractor staff cannot resolve the emergency and additional staff are required, then the Contractor shall contact the COR/Alternate COR to determine if the problem needs immediate resolution. If so, verbal authorization will be provided and an RWE will be issued the following day. If the issue does not require immediate resolution, then it can be resolved during the next business day's normal operating hours.

In conformance with **AOC52.201-1**, *"the Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof."*

### C.23.2. Critical Priority Requests

Critical Priority Requests (CPR) are those necessary work efforts which by nature or circumstance constitute an emergency situation. CPR's represent an immediate or certain risk to life, health, safety or welfare of the building occupants or general public. Circumstances that constitute an immediate danger or risk to the government's property are included within this work priority classification. CPR's require immediate contractor response regardless of whether the request is made during Normal Working Hours or otherwise.

CPR's may be made by the government using any means available, most commonly, through a telephone call to a member of the Contractor staff. When CPR situations are identified by the Contractor, the COR

shall be immediately contacted by any means available. Should the COR be unavailable, the Contractor shall contact Alternate COR by any means available.

The Contractor shall respond immediately to CPR's. In NO case shall the response time to a CPR exceed 10 minutes.

The Contractor shall remain on the job until the CPR has been resolved or until such time as a written solution has been proposed by the Contractor and approved by the COR.

Examples of CPR work includes, but is not limited to: broken water pipes or other water leaks; stalled elevators with trapped passengers; electrical power outages; electrical problems which may cause fire or shock; fuel oil leaks; major air conditioning or heating malfunctions; fire alarms; damage to collection materials; and all other situational events which represent risk to life, health, safety or welfare of the building occupants or general public.

Subsequent to resolution of the CPR and within 24 hours, the Contractor shall create an incident report for all, any, and every CPR. For instance, if there is a power outage, it is expected that an incident report shall be created recording the details of that event. See Section J, Attachment 7, INCIDENT REPORT. Incident reports shall be completed electronically in SharePoint and will be approved by the COR or designee prior to distribution.

**C.23.3. High Priority Requests**

High Priority Requests (HPR) are those necessary work efforts which are urgent by nature or circumstance and constitute an interruption, a potential interruption, or otherwise adversely impact the building operations or occupants. HPR's require immediate contractor response regardless of whether the request is made during Normal Working Hours or otherwise.

HPR's do not represent a risk to life, health, safety or welfare (see Critical Priority Requests).

HPR's may be made by the government using any means available, most commonly, through a telephone call to a member of the Contractor staff. Within one (1) hour of notification, the contractor shall respond and remain on the job until the problem has been resolved, or until such time a solution by the Contractor has been proposed and approved by the COR. Examples of HPR work includes, but is not limited to: inoperable electrical circuits; temperature complaints; inoperable lighting; plumbing leaks; clogged drains; supervisory alarms or troubles on fire alarm system; and all other situational events which are impacting the building operations or occupants.

The Contractor shall respond within one (1) hour to HPR's. The necessary permanent repairs shall be completed within three days of response.

**C.23.4. Routine Priority Request**

All work requests not meeting the criteria for HPR or CPR shall be Routine Priority Requests (RPR). The priority level of work requests shall be determined by circumstance and by the government.

The Contractor shall respond to and complete the work for all Routine Priority Requests within seven (7) days from time of request.

In all instances where an RPR cannot be completed within the required seven (7) day period due to circumstances beyond the Contractor's control, the Contractor shall notify the COR in writing within the initial seven (7) day period to request a time extension. In the event a Government requestor stipulates a

service time or duration less stringent than seven (7) days at the time of the request, no time extension request shall be required. As this is a Performance Based requirement, lack of personnel availability is not ordinarily a circumstance beyond the Contractor's control. The time extension request shall at minimum contain the following information:

- work order number;
- date of customer request submission;
- customer name and contact information;
- summary of requested service;
- proposed date for completion of services ("to be determined" and "as-soon-as possible" are unacceptable completion dates); and
- concise and complete explanation of why the work cannot be completed within seven days, including justification and evidence that every reasonable effort was made to complete the work effort within the specified time frame.

## C.24. TOURS

### C.24.1. General

The Contractor shall tour major building equipment at set frequencies. All findings noted during the tour must be entered as remarks on the tour log and a work order must be initiated for corrective action by the Contractor.

### C.24.2. Operating Logs and Tour Check Sheets

The Contractor must document all tours completed. Operating logs and tour sheets must be maintained by the Contractor for major equipment. Information recorded on the logs must be adequate to track the operating hours and performance history of the equipment. Where applicable, data points in existing operating logs and tour check sheets are to be used (see Section J.29 Tour Logs — Paper Version). Tour log data and findings shall be recorded digitally in the CMMS per C.8.5. Contractor shall suggest changes when applicable. At the commencement of contract performance, COR may direct the Contractor to include on the log sheets established design condition numbers for reference against actual readings at the time tours are performed. Logs shall be provided upon request to the COR.

### C.24.3. Minimum Tour Frequencies

1. Not less than once every two (2) hours:
   - Boilers (Room 1407)

2. Not less than once every four (4) hours:
   - Chillers (Room 1408)
   - Cooling Towers (Room 1409)

3. Not less than every eight (8) hours:
   - Mechanical Room 1406 (Collection Building AHUs)
   - Mechanical Rooms 1041, 1114, 2231, 2042 & 1402 (Conservation Building AHUs)
   - Mechanical Room 3401 (Nitrate Vault AHUs, Film Lab AHUs, Film Lab Process & Wastewater Equipment)
   - Nitrate Building Mezzanine Level (Room 3302 and 3303)
   - Fuel Building

- Fire Alarm Panels

4. Daily:
- Well Vault and solar panel
- Reflecting Pool Vault
- Generator Building
- Fire Pumps (Room 1405A)
- Storage Shed
- Main Electrical (Room 1403)
- Building Exterior and Grounds
- Waterworks Chlorine Station

**C.24.4. Condensate Pans**
The Contractor must conduct inspections of the condensate drip pans and any condensate pumps of all air handling units, fan coil units, and other equipment items and or systems that generate condensate to ensure that they drain properly. Such inspections must be conducted in accordance with the PM program. Pans that are not level or that leak must be reported to the COR.

**C.24.5. Monitoring of Central Plant Equipment**
Central plant equipment, including boilers and chillers, requires an operational watch. Operational watch procedures, in addition to tour requirements specified elsewhere in this document, must be performed as follows:

- Monitoring the starting, stopping, and loading of equipment;
- Checking all operating equipment in the watch area every 2 hours;
- Recording operating data in appropriate logs or records; and
- Making adjustments at the central control panel in response to changing operating conditions.

## C.25. DEMAND RESPONSE PROGRAMS
The Government may participate in any of the available demand response programs or critical peak pricing tariffs administered by utilities, state agencies, or third-party administrators. If the Government participates in such a program and advises the Contractor of the requirements of the program, the Contractor must cooperate fully in the implementation of the program.

The Contractor must develop a curtailment program in consultation with the Government and subject to Government approval. The program must be described in the building operating plan. The Contractor must implement all Government approved curtailment measures (which might typically include turning off unnecessary lighting, shutting down designated elevators, implementing temperature setback programs, etc.) immediately on notification of a curtailment, in accordance with the plan.

## C.26. BAS ALARM RESPONSE
The Contractor must maintain all BAS systems using qualified employees as applicable. BAS alarms must be treated as service calls and responded to accordingly. Any adjustments to set points to accommodate tenant comfort must be approved in advance by the COR or designee. Repetitive or associated alarms may be treated in the aggregate and tracked under the work order system established in the CMMS. Communications for alarms set up for remote notification must be tested on a recurring basis.

## C.27. PROTECTION AND DAMAGE

The Contractor must make reasonable efforts to assist the Government to prevent hazardous conditions and property damage and to maintain security. The Contractor must promptly report such conditions or activities to the COR or designee or to security personnel. The Contractor must protect Government property, buildings, materials, equipment, supplies, records, and data within the Contractor's control against unauthorized access, loss, or damage. The Contractor must establish a system for onsite work force personnel to report potentially hazardous conditions in the building to the COR or other designated Government representative.

The Contractor and Contractor's employees and subcontractors must comply with building rules and regulations and must promptly report violations by employees, or as otherwise observed, to the COR or security personnel. The Contractor must provide reasonable assistance to security or emergency response personnel as needed.

## C.28. KEY CONTROL

The Project Manager and Chief Engineer will be assigned keysets as required. Key sets will be provided for other contractor staff to share from shift to shift. Keysets must be turned over at the end of each shift and must not leave the facility.

The Contractor will maintain a key control box for all specialty building keys. Access shall be restricted to Contractor and AOC staff and a log maintained. Subcontractors will not be allowed direct access to any key control box.

## C.29. DISRUPTIVE OR HAZARDOUS TOOLS

The COR or designee must approve use of impact tools and power-actuated tools during normal working hours in areas that will disturb building tenants.

Burning or welding equipment may be used only with written permission from the COR or designee. An AOC Hot Work Permit must be issued in advance for each day welding or burning is performed. See Section J, Attachment 8, LBG HOT WORK PERMIT.

## C.30. DISRUPTION TO UTILITIES, LIGHTING, OR SPACE CONDITIONING

Any work that will disrupt utilities, fire protection and life safety systems, lighting or space conditioning for building tenants must be scheduled and approved in advance with the COR or designee and is generally required to be performed outside of normal working hours.

Fire System Impairment Forms are required to be filed prior to and following any impairment to the fire alarm or fire sprinkler system. See Section J, Attachment 9, FIRE SYSTEM IMPAIRMENT FORM.

## C.31. PLUMBING AND RESTROOMS

Plumbing systems must be maintained, repaired, and kept functional at all times. The Contractor must ensure all system drains, including but not limited to storm drainage and roof drains, remain clear and unobstructed.

The Contractor must take any necessary steps to prevent odors emitting from drains or other plumbing systems into occupied space, to include keeping water in traps as appropriate.

The Contractor must clear toilet and sink blockages as necessary. Such requests will be transmitted to the Contractor through service call procedures.

## C.32. MAINTENANCE PROGRAM

### C.32.1. General

The equipment and infrastructure to be operated, maintained and repaired by the Contractor shall be inclusive of all mechanical, electrical, plumbing, utility, architectural, structural, and other building systems. Systems and equipment to be operated, maintained and repaired shall include, but not be limited to, those items listed within Section J, Attachment 10, SYSTEMS NARRATIVE & EQUIPMENT SCHEDULES and Section J, Attachment 11, PACKARD PM SCHEDULES.

The Contractor is responsible for performing scheduled preventive maintenance (PM) on all building equipment and systems requiring a preventive maintenance procedure covered under the scope of this contract. Preventive maintenance deals with assuring that all of the elements of the infrastructure are serviced so they operate efficiently and are reliable and safe. It includes scheduling and conducting regular, periodic predictive and preventive maintenance activities.

The AOC already has an established system and schedule for Preventive Maintenance (see C.8.5 CMMS and Section J, Attachment 11, PACKARD PM SCHEDULES). The contractor is required to review this system and acknowledge that they are in agreement and will follow this pre-existing schedule prior to the end of the Transition Phase Startup. If the contractor decides to propose a revised PM schedule, it shall be submitted to the COR prior to the end of the Transition Phase Startup. Approved changes will then be entered into the CMMS system. Once approved by the COR, this PM schedule must be adhered to. Where PM procedures are lacking, incomplete, or incorrect in the current CMMS, the Contractor shall provide updates to the COR within 1 year of contract start date.

The Contractor shall be responsible for maintaining PM records for each piece of equipment or system that receives PM under the approved PM Program. Complete, thorough and accurate PM records shall be maintained within the CMMS.

If any equipment or systems requiring PM work as part of this contract have been inadvertently omitted from the equipment inventory, it is the Contractor's responsibility to notify the COR of the omission, add the equipment and/or system to the equipment inventory list, schedule maintenance on the equipment and/or system, and maintain such equipment or system as required. The standard of care the AOC employs in establishment of the task requirement and frequency for PM shall be based upon: (a) the manufacturer’s operations and maintenance recommendations; (b) the AOC recommended best-practices; or (c) GSA - PM Guides. The minimum performance requirements shall be as determined by the COR.

### C.32.2. Predictive Maintenance

The Contractor is responsible for performing all Predictive Maintenance at the facility. Predictive maintenance is planned maintenance that utilizes technology, which allows the forecasting of failures through monitoring and analysis of the condition of the equipment.

The Contractor shall include a predictive maintenance program as part of the overall maintenance program. The Contractor’s goal is to determine maintenance or repair requirements in order to preclude equipment/system failure and to adjust the maintenance program schedule to obtain optimum frequencies. As part of base contract services, predictive maintenance activities shall include but are not limited to the following:

- Vibration monitoring and analysis
- Infrared imaging/thermography
- Oil analysis
- Laser alignment
- Coolant analysis
- Eddy current
- Generator load bank testing
- Pressure vessel inspections
- Boiler external and internal inspections
- Elevator inspections
- Fuel system inspections and certification testing

All Predictive Maintenance is to be captured by a work order in the CMMS.

**C.32.3. Preventive Maintenance**
The Contractor is responsible for performing all Preventive Maintenance at the facility. Preventive Maintenance is an equipment maintenance strategy based on replacing, overhauling or remanufacturing an item at a fixed interval, regardless of its condition at the time.

Preventive maintenance activities include inspection, adjustment, lubrication, cleaning, painting, replacement of parts, and/or minor repairs in order to ensure safe, reliable, and continuous operations, preclude unnecessary breakdowns, and maximize the life expectancy of the equipment and/or system.

All Preventive Maintenance is to be captured by a work order in the CMMS of the "Preventive Maintenance" type. Modifications to Preventive Maintenance work orders or their schedule must be coordinated and approved by the COR and the CAFM Coordinator of the AOC's Library Buildings and Grounds Jurisdiction in advance of the change.

**C.32.4. Unplanned Maintenance**
The Contractor is responsible for performing all Unplanned Maintenance at the facility. Unplanned Maintenance includes Corrective Maintenance, Run to Failure and Emergency Maintenance. Corrective and Run to Failure activities can include responding to hot/cold calls, lamp replacement, broken fixture, clogged toilet, broken lock and or repairing acts of vandalism. Emergency maintenance activities can include responding to leaks or flooding, power outage, safety hazard, or chemical spill.

All Unplanned Maintenance shall be captured by a work order in CMMS (see Sections C.8.5 and C.23). Non-emergency repairs that will result in alterations to the aesthetics, structural integrity, or function of a space, system, equipment, or building element require Government approval.

**C.32.5. Control Systems**
Control systems must be maintained. The Contractor is responsible for keeping software functioning and for reloading software or programs in computers or controllers as necessary. The Contractor is responsible for making set point adjustments as necessary and appropriate.

The Contractor is not responsible for writing or modifying control programs, other than reloading programs and making operator level changes such as set point adjustments. The Contractor is not responsible for upgrading software as part of basic services. The Government may upgrade or change control system software or reprogram control systems during the performance period of the contract.

The Contractor must not modify sequences of operation or control programs without prior approval of the COR.

The Contractor is responsible for notifying the Government if a sequence of operations or its implementation as a control program is not producing the desired results or is resulting in unnecessary energy use. The Contractor is responsible for retaining an adequate level of expertise to manage the control systems. If the Contractor does not have a manufacturer trained or equivalent BAS operator onsite, the Contractor must enter into a subcontract, including regular scheduled support (not merely support on a contingency basis) with a firm that has these skills.

Control system computers, routers, hubs, switches, and controllers must be put on small uninterruptible power systems (UPS) if supplied by the Government.

Complete data backup to a CD, DVD or flash drive, to include trend logs and control software, must be conducted whenever a software or programming change is made but no less frequently than monthly. This includes backup of field hardware such as NAE (Network Automation Engine) and UNT (Unitary Controller) devices.

## C.33. Water Treatment

### C.33.1. General

The Contractor must provide equipment, chemicals, and services (including application) required to control corrosion, scale, algae, and bacterial growth in the water based loops of all mechanical equipment and systems throughout the building. Systems include, but are not limited to, boiler steam/condensate loop, condenser water, chilled water and hot water. Also included in this scope is the 54,000 gallon reflecting pool. Reference Section C.38. The Contractor shall be responsible for conformity with all applicable local sanitation district regulations, air quality district regulations, and other environmental regulations. Water treatment must be performed and safety equipment (e.g., emergency eyewash stations) maintained in accordance with OSHA standards.

*Note: As 60 psi steam is used to regenerate desiccant wheels in collection AHUs, boiler operations are year round. Both boilers are to remain online and at pressure at all times, except for inspection and maintenance. If a boiler is to be open to atmosphere for more than 24 hours, boiler must be drained and rinsed or a wet lay-up performed. Boiler is to only be refilled with RO water, preheated in De-Aerator Tank, unless authorized by COR or designee.*

### C.33.2. Initial Report and Development of Program

The Contractor must perform a comprehensive initial water treatment analysis (laboratory analysis) during the transition startup phase to assist in developing the water treatment plan. The Contractor must propose a water treatment plan to be approved by the COR or designee as part of the Building Operating Plan.

### C.33.3. Tolerances

Water must be kept within tolerance bands established in approved water treatment plan.

### C.33.4. (*RESERVED)*

### C.33.5. Monthly Water Analysis Testing/Report

The Contractor must provide a qualified water treatment specialist to draw a set of water samples monthly. Tests must be performed as described in the water treatment plan. Samples must be analyzed

and a monthly report containing all pertinent information, relative to the conditions found, must be submitted to the COR or designee monthly within seven (7) calendar days of analysis. Makeup water quantities used must be tracked and reported. Types and quantities of chemicals used must be tracked and reported.

## C.34. Oil Analysis and Oil Changes

### C.34.1. Periodic Oil Analysis

The Contractor must establish and implement an oil analysis program incorporating the manufacturer's recommendations. Documentation must include periodic oil analysis tests to be performed at least annually, diagnostic standards, and thresholds for oil changes. Oil analysis must be conducted to maintain a consistent methodology for data collection, analysis, and historical trending. Periodic oil analysis must include, but is not limited to, chillers of 50 tons or greater cooling capacity and generators. Periodic oil analysis must be performed prior to annual maintenance requirements so that results may be considered in performing maintenance.

When testing is performed, the Contractor must submit a written report with the next monthly progress report. Where oil analysis indicates a need for corrective action, an appropriate work order must be created in the CMMS and the appropriate corrective action taken by the Contractor.

### C.34.2. Oil and Refrigerant Additives

Oil and refrigerant additives must not be used without COR approval.

## C.35. LAMPS AND BALLASTS

The Contractor must replace failed lamps, to include appropriate ballasts if required, with the most efficient products available in accordance with existing building standards defined by the COR or authorized representative. In lieu of such standards, lamps must be replaced with the most efficient products available matching type and color temperature. The Contractor must establish and implement a lamping and ballasts recycling program for fluorescent tubes and light bulbs in accordance with the Environmental Protection Agency (EPA) and AOC standards. All handling and disposal of mercury containing tubes and bulbs must be in compliance with Universal Waste Rule guidelines. The program details shall be part of the Building Operating Plan.

## C.36. ARCHITECTURAL AND STRUCTURAL SYSTEMS MAINTENANCE

The Contractor must perform all architectural and structural maintenance and repairs or replacements to the building interior and exterior extending to the property line. The Contractor must ensure the integrity of elements and materials in compliance with Federal, State, Local, and national codes and standards (e.g., fireproofing materials, firestopping, fire and smoke doors, etc.). The Contractor must ensure the building is free of missing components or defects that could affect the safety, appearance, or intended use of the facility or could prevent any electrical, mechanical, fire protection and life safety, plumbing or structural system from functioning in accordance with its design intent.

Repair and replacement work must be complete, including touch-up painting and operational checks. The quality of the work must ensure that repaired areas are fully compatible with and match adjacent surfaces or equipment. All replacement items must be consistent with design documents and match existing equipment in quality, dimension, and material, quality of workmanship, finish, and color.

Painting is considered "touch-up," for purposes of this contract, when it is to repair a specific damaged area of paint. Repainting to correct for normal wear and tear to painted surfaces over time will be performed as reimbursable work at the Government's discretion. This includes re-striping of parking areas, driveways and roads as well as painting in mechanical areas needed for OSHA compliance, consistent equipment appearance, or where other safety reasons is required.

Pavement repairs will be as a reimbursable project at the Government's discretion, unless damaged by Contractor.

**C.36.1. Interior Signage and Directories**
The Contractor must maintain and update building directories. The Contractor must repair damaged interior or exterior signage in accordance with the repairs provisions in this document. Other changes to interior or exterior signage may be ordered from the Contractor as reimbursable items under the additional services provisions in this document.

**C.36.2. Finishes Maintenance**
The Contractor must ensure finishes are maintained to the manufacturer's specifications and levels that preserve a professional appearance and the integrity of the protected surface. The Contractor must provide touch-up paint on repaired surfaces that seamlessly matches the surface and condition prior to degradation and repair.

**C.36.3. Woodwork Maintenance**
The Contractor must maintain all woodwork elements that are part of the building, including but not limited to built-in casework, wood veneer, and handrails. The Contractor must ensure finishes are maintained to the manufacturer's specifications and levels that preserve a professional appearance and the integrity of the protected surface. The Contractor must provide maintenance to include but not limited to the application of products designed to clean and protect wood finishes as part of basic services.

**C.36.4. Vertical Transportation and Associated Equipment**
The Contractor is responsible for maintaining light fixtures, ballasts, and lamps installed in elevator cars and within the ceilings of cars.

The Contractor is responsible for maintaining fire protection equipment and systems within hoist ways, pits, elevator lobbies, and elevator machine rooms.

The Contractor is responsible for maintaining lighting, electrical equipment, and HVAC systems associated with elevator machine rooms and systems.

The Gala Systems Stage Lift in the Theater (Rm 1030) is included in this scope of work. The maintenance for this equipment shall be ordered via a RWE in accordance with Section C.53. Gala Systems or an authorized reseller shall perform the required yearly maintenance.

## C.37. REPAIRS

**C.37.1. General**
The Contractor must perform repairs as described in this document. Repairs where labor is under the threshold amount of $5,000 are a basic service of this contract and are not reimbursable. All Materials/Spare Parts used for repairs are reimbursable per Section C.53.2. If labor will exceed $5,000 the repair should be treated as a project per Section C.53.3, requiring approval and funding prior to proceeding.

If damage is caused by Contactor negligence, the Contractor shall be liable for the full cost of repair, including but not limited to materials and labor, any other provisions notwithstanding.

Immediately upon identification of a repair, the Contractor must create a work order in the CMMS.

**C.37.2. Force Majeure (Uncontrollable Events)**
Deficiencies or breakdowns caused by vandalism, misuse, abuse, or acts of God including natural disasters may be reimbursable. Repairs that fall under this category must be immediately reported to the COR. The Contractor shall not perform any work without the approval of the CO, excluding work required to prevent further damage to the facility. The Contractor will be reimbursed under the reimbursable services provisions described in this document (Section C.53) or the Government will have the work performed by other means at no cost to the Contractor. All reimbursable work is at the Government's discretion. Prior to execution of any reimbursable work effort, the Contractor shall be in receipt of a Government order authorizing the work.

In conformance with AOC52.201-1, "the Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof."

**C.37.3. (Reserved)**

**C.37.4. (Reserved)**

**C.37.5. Invoicing for Repairs**
If the Contractor directly purchased parts or components to perform repairs, copies of receipts must be attached and invoiced per Section C.53.2. Materials/Spare Parts.

Reimbursable repairs authorized by an order may be invoiced separately upon completion and acceptance of work per Section C.53.3 Projects. Invoices must be broken out in enough detail to verify labor rates, level of effort, a detailed list of materials and their costs, and material markup coefficient proposed and accepted.

**C.37.6. Ordering Repairs from Outside Source**
The Government reserves the right to order repairs from an outside source.

**C.37.7. (Reserved)**

**C.37.8. Warranties**
The Contractor must contact installers or manufacturers, as appropriate, for work that is covered under a warranty and maintain records of warranty service. The Contractor must avoid actions that would invalidate a warranty, unless authorized by the COR. If an installer or manufacturer fails to comply with the terms of a warranty, the Contractor must immediately notify the COR or designee.

**C.37.9. Quality of Materials and Replacement Parts**
Replacement components and materials must be of similar or better quality than the components replaced, considering energy efficiency, operational characteristics, power quality, control and data acquisition,

maintainability, and durability. The COR may require replacement of components with components from the same manufacturer to maintain consistency throughout the building.

Materials and parts that are visible to building occupants must be to building standard and maintain the same appearance as similar materials and parts in the occupied space.

Components of control systems must be replaced so as to maintain the tie-in to the control system with no degradation of data throughput, memory, point capacity, data acquisition, or programmability.

## C.38. SAFETY AND ENVIRONMENTAL MANAGEMENT

**C.38.1. General**
The Contractor must comply with all Federal, State, and local laws and regulations that relate to the maintenance and operation of equipment and systems within the scope of this contract, to include permitting, inspection, reporting, personnel safety, control of hazardous substances, certification, and recordkeeping.

**C.38.2. Scheduling and Recordkeeping**
The Contractor must maintain copies of all such tests, certifications, permits, training, and other required records and provide copies to the COR.

**C.38.3. Refrigerant Control and Certification**
The Contractor must control refrigerants and maintain records in accordance with EPA, AOC, and air quality management district standards. The Contractor must take appropriate immediate action and report leaks to the COR.

Contractor employees or subcontractors who come into contact with refrigerants in the course of their duties must be certified to handle such refrigerants. If equipment containing chlorofluorocarbon (CFC) or hydro chlorofluorocarbon (HCFC) refrigerants are removed from operation under this contract, the Contractor must recover all refrigerant in the equipment, seal it in appropriate storage containers, reclaim and reuse it as directed by the COR or dispose of it within EPA guidelines.

The Contractor must maintain and test refrigerant monitors and alarms and purge ventilation systems as part of the maintenance program. Testing must use appropriate media and methods to test sensors, alarm circuitry and quarterly monitor all equipment that contains 50 pounds or more of either a Class I or Class II ozone depleting substance (ODS) refrigerant or a refrigerant blend that contains ODS for possible leaks.

Service records of all maintenance actions must be maintained for refrigeration equipment of all capacities, including equipment that contains either ODS or substitute refrigerants. The Contractor must provide a copy of all service records of all maintenance actions to the COR. At a minimum all service records must identify the following information:

- Quantities of refrigerant recovered, added, or re-used
- Name of technician performing the maintenance action and a copy of the technician's certification card
- Refrigeration equipment serviced
- Recovery equipment used to include the serial number
- Vacuum level achieved (during refrigerant recovery)

Additional information is required for service of refrigeration equipment that contains 50 pounds or more of any chlorofluorocarbon (CFC) or hydro chlorofluorocarbon (HCFC) refrigerants. The Contractor must provide a copy of all service records for all maintenance actions to the COR. At a minimum all service records for equipment containing 50 pounds or more of either a CFC or HCFC must also include the information as outlined in Section J, Attachment J.30, REFRIGERANT MANAGEMENT PLAN, AOC LIBRARY BUILDING AND GROUNDS.

**C.38.4. Stationary Source (Air) Permit**

Section J, Attachment 12, Stationary Source (Air) Permit #41039 is the current permit for the Packard Campus. The Contractor must be familiar with the requirements of this permit and operate all permitted equipment, including boilers, generators and carbon adsorber, as well as perform fuel oil deliveries in compliance with this permit.

*Note: Some permitted equipment including film printers, film cleaners and film processors belong to the Library of Congress and is thus not the responsibility of the contractor to operate or maintain.*

The Contractor shall maintain records of emission data and operating parameters of boilers, generators, fuel oil deliveries and carbon adsorber as necessary to demonstrate compliance with the permit. All records shall be provided to the COR within 10 days following the conclusion of the reporting period or event. Records include, but are not limited to:

- Annual and monthly hours of operation of generators (Condition 28a).
- For each boiler, the monthly throughput of No. 2 diesel fuel oil. (Condition 28b).
- For each boiler, the annual throughput of No. 2 diesel fuel oil, calculated monthly as the sum of each consecutive twelve-month period. (Condition 28c).
- Results of quarterly carbon testing of the carbon adsorber as per condition 23 (Condition 28f).
- Logs of semiannual carbon adsorber filter replacements per condition 8 (Condition 28g).
- Logs of monitoring device observations per Condition 5 (Condition 28h).
- Scheduled and unscheduled maintenance and operator training in accordance with Condition 33 (Condition 28j).
- Monthly and annual emissions calculations to demonstrate compliance with Conditions 16, 17, 18, and 19 using calculation methods approved by the Regional Air Compliance Manager of the DEQ's NRO (Condition 28k).
- Results of all stack tests, visible emissions evaluation and performance evaluations (Condition 28l).
- Records of the occurrence and duration of any bypass, malfunction, shutdown or failure of the facility or its associated air pollution control equipment that results in excess emissions for more than one hour (Condition 28m).

The Government will submit all required reports and handle all correspondence with the Virginia Department of Environmental Quality (VADEQ).

The Contractor will support any inspections from the VADEQ including tours, interviews, and record review as part of basic services. If the facility's permit is modified, the Contractor must comply with the new permit, but can request reimbursement if it can be demonstrated that additional costs are borne by the Contractor as a direct result of the permit modification.

**C.38.5. Aboveground Storage Tanks (AST)**

The Packard Campus includes five (5) 20,000 gallon fuel oil tanks and fuel oil distribution piping. The Contractor is responsible for complying with all Federal, State, and local requirements for the periodic inspection, monitoring, certification and maintenance of above ground storage tanks and piping.

- Virginia AST regulations 9 VAC 25-91-130.B.4 requires that "All piping shall be pressure tested as specified in this subsection or using an equivalent method or measure approved by the board at intervals not to exceed five years."

The Contractor shall perform pressure testing tasks as part of basic services. The next piping pressure testing is due by July 2030.

**C.38.6. Prohibited Materials**
Section J, Attachment 13, PROHIBITED MATERALS, is a list of materials prohibited to be used in the building as they can cause damage to tenant collections.

**C.38.7. Hazardous Waste**
The Contractor must be cognizant of, and comply with, all Federal, State, and local laws and regulations related to the disposal (landfill, sewer discharge, etc.) of hazardous waste and materials used or removed in the performance of the contract or discharged by the building and must comply with all such requirements, including record keeping requirements.

Fluorescent lamps, batteries, aerosol cans, and other items in any quantity subject to the Universal Waste rules for hazardous waste management and disposal must be recycled or disposed of properly.

**C.38.8. Facility Hazards**
The Contractor must assist in identifying facility health and safety hazards and report all hazards in writing to the COR. The Contractor must take immediate action to control hazards that present an imminent danger.

**C.38.9. Workplace Safety**
The Contractor must develop a site-specific occupational safety and health program specifically addressing applicable components of 29 CFR 1910 and 29 CFR 1926. The safety and health program must be submitted to the COR for review 30 days after contract award. AOC assumes no responsibility for the Contractor's occupational safety and health program.

**C.38.10. Electrical Safety**
The Contractor must comply with NFPA 70 and 70E when working on or around electrical equipment or systems and use International Electrical Testing Association (NETA) certified employees when working on switchgear equipment. See Section J, Attachment 28 Electrical Contractor Qualification Certification and H.15.5. The Contractor will ensure that areas restricted to qualified personnel are secured and properly labeled. The Contractor must ensure that employees who work on electrical equipment or systems are qualified for such work.

The 2025 Arc-Flash Hazard, Short-Circuit, and Coordination Analysis Study of approximately 600 power distribution points within the facility provides the following summary of incident energy results:

- Equipment with incident energy over 40 cal/cm2: Qty 5 (1%)
- Equipment with incident energy between 20 - 40 cal/cm2: Qty 11 (2%)
- Equipment with incident energy between 12 - 20 cal/cm2: Qty 25 (4%)
- Equipment with incident energy between 1.0 - 12 cal/cm2: Qty 200 (33%)
- Equipment with incident energy between 0 - 1.0 cal/cm2: Qty 350+ (60%)

Electrical Impairment Forms are required to be filed prior to and following any impairment to building electrical power systems. See Section J, Attachment 14, POWER SYSTEMS IMPAIRMENT.

**C.38.11. Fall Protection**
The Contractor must develop site specific fall protection procedures for work on roofs, equipment, and other areas at elevation. The Contractor must ensure fall protection equipment is provided to their employees and that employees are adequately trained. The Contractor's fall protection plan must be submitted to the COR or designee for review 30 days after award.

**C.38.12. (Reserved)**

**C.38.13. Lockout/Tagout**
The Contractor must develop a lockout/tagout program in accordance with 29 CFR 1910.147. The program must include all anticipated energy sources, including but not limited to electricity, steam, pressurized fluids, and mechanical energy. The Contractor must communicate the lockout/tagout program to all other affected contractors. The Contractor's lockout/tagout program must be submitted to the COR or designee for review 30 days after contract award. AOC assumes no responsibility for the Contractor's lockout/tagout program.

**C.38.14. Industrial Wastewater Discharge Permit**
Section J, Attachment 15, INDUSTRIAL WASTEWATER DISCHARGE PERMIT #T1300100 is the current permit from the Town of Culpeper, VA, governing wastewater discharge from the Packard Campus. The Contractor must be familiar with the requirements of this permit and operate equipment, including boilers and cooling towers, in compliance with this permit. The contractor is responsible for performing all required tests and preparing monthly reports for submission to the Town of Culpeper as part of basic services. Reports are to be delivered to the Government no later than the 7$^{th}$ day of the month. The Government will review and submit all reports to the Town of Culpeper. Any exceedance of or deviation from a requirement of the wastewater permit must immediately be reported to the COR.

The contractor must manage wastewater from the Library of Congress Film Lab to maintain compliance with the industrial wastewater discharge permit to include reimbursable catch and haul operations.

The Contractor will support any inspections from the Town of Culpeper, Commonwealth of Virginia or the Environmental Protection Agency including tours, interviews, and record review as part of basic services. If the facility's permit is modified, the Contractor must comply with the new permit but can request reimbursement if it can be demonstrated that additional costs are borne by the Contractor as a direct result of the permit modification.

The Contractor must be familiar and comply with all spill plans including, but not limited to, Solvent and Toxic Organics Management Plan (STOMP), Spill Prevention, Control and Countermeasures (SPCC), Oil Discharge Contingency Plan (ODCP), and Slug Discharge Control Plan. All contract staff who are involved with processes that handle chemicals (including fuel oil) will be trained by the Contractor not less than annually to these plans. Copies of these plans will be made available to the Contractor by the COR following Contract Award. Copies of any training materials and sign-in records are to be provided to COR within 10 days following training session(s).

**C.38.15. Mercury Containing Devices**

The Contractor must prepare and submit an inventory of all mercury containing devices in mechanical areas of the building as an appendix to the building operating plan. The current inventory will be made

available to the Contractor by the COR following Contract Award. This must itemize all mercury containing devices and their location. The inventory must be kept current and resubmitted by the anniversary of the contract award. Disposal/recycling of any mercury containing device must be in accordance with all Federal, State & Local laws.

**C.38.16. Hazardous Materials**

The Contractor must prepare and submit a hazardous materials inventory as an appendix to the building operating plan. This must itemize all materials of a type as to be sold with an SDS and approximate quantities stored or to be stored as well as the exact locations where hazardous materials are to be stored. The inventory must be kept current and resubmitted by the anniversary of the contract award.

The Contractor must maintain current copies of all Safety Data Sheets (SDSs) for materials used at the facility and make available to their employees in accordance with 29 CFR 1910.1200. A bound copy of all SDS must also be provided to the COR or designee. Updates and review of SDS to be not less than annually by the anniversary of contract award.

**C.38.17. Boiler/Pressure Vessel Operation and Inspection Standards**
Boiler/Pressure Vessel operation and inspections must be in accordance with applicable codes and regulations including, but not limited to:

- ASME Boiler and Pressure Vessel Code
- National Board Inspection Code
- Environmental Protection Agency and local AQMD requirements
- ASME CSD-1, Control & Safety Devices for Automatically Fired Boilers
- NFPA 85, Boiler and Combustible Systems Hazards Code
- Code of Virginia

Annually, the Contractor shall conduct a flue gas analysis (using certified flue gas equipment) on every operable fossil-fueled boiler and, based on the test results, adjust the burner and/or controls on each boiler to maximize combustion efficiency. A report of BEFORE and AFTER conditions for each test shall be submitted to the COR within seven (7) calendar days after completion of the test(s).

Boiler inspections must include internal and external inspections on boilers.

Copies of the completed GSA 1034 forms for boilers and other pressure vessels shall be posted on or near the equipment.

**C.38.18. Backflow Prevention Devices**
The Contractor must maintain all existing backflow prevention devices and certify them as prescribed by Federal, State, and local laws, ordinances, and regulations. The Contractor must meet the minimum requirements of the established CROSS CONNECTION CONTROL PROGRAM PLAN, Section J, Attachment 16, including inspection of all existing backflow prevention devices on an annual basis by a certified inspector. Certification of proper operation to be provided to the COR or designee. A hardcopy of all records shall be maintained onsite in a safe and organized manner for review by the Government or regulators.

In addition to other requirements, backflow prevention devices used on water-based fire suppression systems must be inspected, tested, and maintained in accordance with NFPA 25.

**C.38.19. Potable Water Systems**
The Contractor must operate the waterworks in compliance with all applicable Commonwealth of Virginia requirements. The contractor shall have at least two personnel who possess a valid Class VI Waterworks License who work on site full-time to ensure continuity of operations. The contractor is responsible for performing all required tests and preparing and submitting all required reports to the Commonwealth of Virginia as part of basic services. Drinking water test kits, as required by Virginia Department of Health, are reimbursable items subject to the terms of C.53. The Government shall have the opportunity to review all reports prior to submission. The Contractor must retain a hardcopy of all records regarding the waterworks in a safe and organized manner for review by the Government or regulators. Additionally, copies are to be provided to the COR or designee.

Refer to Section J, Attachment 17, Waterworks Operation Permit #6047200 and Section J, Attachment 18, Combined Monitoring Plan, for more information regarding the waterworks.

The contractor shall support any additional potable water testing by others, such as lead testing, when required by the Architect of the Capitol.

Potable water systems that are repaired, modified, serviced, or breeched in any way must be disinfected and flushed as needed prior to returning the system to service.

**C.38.20. Labeling and Signage**
The Contractor must maintain the labeling of existing equipment, pipes, storage areas, containers, confined space, and workspaces as well as associated signage, in accordance with OSHA standards to ensure labels are visible and not obliterated. Any equipment, pipes, etc., newly installed by the Contractor that require labeling and signage per OSHA standards must be labeled immediately upon completion of the installation and maintained throughout the contract period.

## C.39. FIRE PROTECTION AND LIFE SAFETY EQUIPMENT AND SYSTEMS

**C.39.1. General**
All fire protection and life safety systems and equipment must be kept fully functional at all times, except for limited periods for maintenance with the COR's written approval. The inspection, testing, repairs, and maintenance of all fire protection and life safety equipment and systems must be in accordance with the requirements in the applicable NFPA code or standard.

At a minimum, the Contractor's Project Manager, Chief Engineer and Stationary Engineers are required to have full comprehensive knowledge, skills and ability to operate the fire alarm system. At least one staff member with these characteristics is required onsite at all times.

**C.39.2. Fire Alarm System**
Services include, but are not limited to, the performance inspection, testing, and preventive maintenance or repair of a variety of fire alarm and notification systems, equipment and components such as manual alarm devices, smoke and heat detectors, tamper switches, pressure switches, water flow switches, remote and graphic annunciators, main fire alarm panel and components, voice alarm systems, speakers, horns, and other audible and visual devices, wiring circuits and junctions, all other alarm, detection and control and ancillary devices, and emergency power operations.

The Contractor must comply with all appropriate safety code requirements. If the Contractor encounters equipment that is in a condition that may endanger life or property, the Contractor must immediately notify the COR of the condition requiring immediate action. Within 24 hours the Contractor must provide to the COR a written report of the hazardous condition and recommended corrective action.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance in accordance with the 2010 edition of NFPA 72.

All fire alarm system, inspections, tests, maintenance, alterations, and repairs performed under this contract must comply with the 2010 edition of the NFPA 72 National Fire Alarm Code including all appendices. Anywhere NFPA 72 states "should," it shall be taken to mean, "shall". The Contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 72. Documentation of the above mentioned inspection, maintenance, and testing results must be recorded on the applicable Inspection and Testing Form from NFPA 72.

All fire alarm testing must be performed after normal working hours.

The Contractor must provide a fire watch in areas left unprotected until the fire alarm system is completely restored during the performance of routine service and testing procedures. If the system cannot be restored through no fault of the Contractor's, a fire watch still must be provided until the system is restored, however the Contactor may seek reimbursement for the fire watch with the COR or designee.

The Contractor must leave areas where they perform work neat, clean, and orderly.

**IN NO CASE SHALL THE FIRE ALARM SYSTEMS BE LEFT IN A DISABLED CONDITION WITHOUT NOTIFYING THE COR!**

The Contractor must ensure that the fire alarm system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the COR all non-emergency shutdowns of the fire alarm system and that back up protection be provided by the Contractor. Any time that the fire alarm system is out of service for more than four (4) hours, the Contractor shall provide additional personnel stationed in the areas affected and at the fire alarm system control panel. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored.

The Government reserves the right to make any test or inspection it deems necessary to make sure that all performance requirements are being maintained.

The Contractor must employ fire alarm system technicians who are certified by the National Institute for Certification in Engineering Technologies (NICET). Fire alarm system technicians performing contract work must meet the service personnel qualification requirements in the current edition of NFPA 72 and also hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Fire Alarm Systems. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H.15.4, Qualifications of Technicians.

While onsite all Contractor personnel must possess current NICET certification.

**C.39.3. Fire Alarm System Central Station Monitoring**

The Contractor must provide and maintain a UL-listed central station monitoring service to monitor all fire alarm transmitters and related equipment. The Contractor must ensure all fire alarm systems are connected to the monitoring service. During any period when the central station monitoring is not operational, the Contractor must maintain a fire watch. If the Contractor believes the central station monitoring failure was through no fault of his own, the Contractor may request reimbursement for the fire watch from the COR or designee.

**C.39.4. Water-Based Fire Suppression Systems**
Services consist of, but are not limited to, the performance inspection, testing, and preventive maintenance or repair services of all mechanical devices, including valves, sprinklers, couplings, piping and connections, water motor gongs and alerting devices, tamper switches, pressure switches, water flow switches, standpipes, backflow preventers, private fire service mains, pumps, and test headers.

The Contractor must comply with all code requirements identified in Section C.3. If the Contractor encounters equipment that is in a condition that may endanger life or property, the Contractor must immediately notify the COR of the condition requiring immediate action. Within 24 hours the Contractor must provide to the COR a written report of the hazardous condition and recommended corrective action.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance, in accordance with the current edition of NFPA 25, Inspection, Testing, and Maintenance of Water-Based Fire Extinguishing Systems, including appendices. All water-based fire suppression system testing must be performed after normal working hours unless approved otherwise by the COR.

All water based fire extinguishing system inspections, tests, and maintenance performed under this contract must comply with the current edition of NFPA 25. Anywhere NFPA 25 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, and testing frequencies and testing methods outlined in NFPA 25. Documentation of the above mentioned inspection, maintenance, and testing results must be recorded on the applicable suggested form, as found in the current edition of NFPA 25.

The most recent 5-year internal inspection of the sprinkler system was completed in May 2022 and will be due by May 2027 during the base period of this contract.

**IN NO CASE SHALL ANY WATER BASED FIRE SUPPRESSION SYSTEM BE LEFT IN A DISABLED CONDITION WITHOUT NOTIFYING THE COR!**

The Contractor must ensure that the sprinkler system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager and COR all non-emergency shutdowns of the sprinkler system and that back up protection be provided by the Contractor any time the sprinkler system is out of service for more than four (4) hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored. The Contractor shall be prepared to conduct, at minimum, two hours of pneumatic testing at 40psi unless otherwise directed by the COR. The Contractor must provide a fire watch in areas left unprotected until the water based fire suppression system is completely restored to service during the performance of any routine service and testing procedures. If the Contractor believes they were not able to restore sprinkler service due to circumstance outside of their control, the Contractor may request reimbursement for that portion of the fire watch from the COR or designee.

The Contractor must leave areas where they perform work neat, clean and orderly.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize sprinkler system technicians who are certified by the National Institute for Certification in Engineering Technologies (NICET). Technicians performing services for the inspection, testing, and maintenance of the building's water-based fire protection systems in accordance with the contract must hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Inspection and Testing of Water-Based Systems. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H.15.4, Qualifications of Technicians.

While onsite, all Contractor personnel must possess the current NICET certification.

**C.39.5. Fire Doors and Other Opening Protectives**
Services consist of, but are not limited to, the performance inspection, testing and preventive maintenance of all fire door assemblies and other opening protectives.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 80, Standard for Fire Doors and Other Opening Protectives, including appendices. Anywhere NFPA 80 states "should", it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

**C.39.6. Fire and Combination Fire/Smoke Dampers**
Services consist of but are not limited to, the inspection, testing, and preventive maintenance of all fire and combination fire/smoke dampers.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 80, Standard for Fire Doors and Other Opening Protectives, including appendices. Anywhere NFPA 80 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

**C.39.7. (RESERVED)**

**C.39.8. (RESERVED)**

**C.39.9. Portable Fire Extinguishers**
Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of all portable fire extinguishers.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 10, Standard for Portable Fire Extinguishers, including appendices. Anywhere NFPA 10 states "should," it shall be taken to mean

"shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of portable fire extinguishers that meet the qualification requirements of the current edition of NFPA 10 and possess current training certification by the respective portable fire extinguisher manufacturers verifying competence to work on these units. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H.15.4, Qualifications of Technicians.

**C.39.10. Clean Agent Fire Extinguishing Systems**
Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of clean agent fire extinguishing systems per NFPA 2001, Standard for Clean Agent Fire Extinguishing Systems.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance in accordance with the current edition of the applicable NFPA standards, including appendices. Anywhere an NFPA standard states "should," it shall be taken to mean "shall" The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of non-water-based extinguishing systems that meet the qualification requirements of the current editions of the respective NFPA standards and possess current certification by the respective manufacturers verifying competence to work on these systems. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H.15.4, Qualifications of Technicians.

**C.39.11. (RESERVED)**

**C.39.12. (RESERVED)**

**C.39.13. Emergency and Standby Power Systems**
Services consist of, but are not limited to, the inspection, testing, preventive maintenance, and exercising of equipment per the manufacturer's recommendations for the following types of emergency and standby power systems:

- Emergency power supply systems, NFPA 110, Standard for Emergency and Standby Power Systems
- Stored electrical energy emergency and standby power systems, NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance in accordance with the current edition of the applicable NFPA standards, including appendices. Anywhere an NFPA standard states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

Electrical Impairment Forms are required to be filed prior to and following any impairment to building electrical power systems. See Section J, Attachment 14, POWER SYSTEMS IMPAIRMENT.

The Government requires an annual two hour load bank test on all generators.

**C.39.14. Emergency Lighting and Exit Signage**
Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of emergency lighting systems, emergency lighting equipment, and exit signage.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 101, Life Safety Code, including appendices. Anywhere NFPA 101 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101.

The Government reserves the right to perform any test or inspection it deems necessary to ensure all performance requirements are being met.

## C.40. (RESERVED)

## C.41. (RESERVED)

## C.42 (RESERVED)

## C.43. MAJOR EQUIPMENT AND CRITICAL SYSTEM BREAKDOWNS

The Contractor shall report to the COR the status of any major equipment or systems not operating, or that become non-operational during the workday, within 30 minutes of discovery. The Contractor shall, on a daily basis, report the status of any system or equipment, including elevators, not operational by the official start time of the building occupants to the COR by 8:00 AM ET, with a written report to follow as directed by the COR.

Fire alarm system malfunctions must be reported immediately to the COR.

The Contractor or its on-site representative shall immediately notify the COR or designee if a building system fails and the Contractor's personnel cannot correct the problem. If the failure occurs outside of "normal working hours," the Contractor shall immediately contact the appropriate AOC personnel in accordance with instructions and telephone numbers furnished by the COR. If the failure involves fire alarm, fire system monitoring, fire detection, or fire suppression systems/equipment, the contractor shall take immediate steps to install personnel, as may be necessary, to conduct and appropriate fire watch until the emergency condition can be resolved in accordance with the requirements of this Exhibit.

## C.44. CHANGES BY THE CONTRACTOR

The Contractor shall not change or alter the existing mechanical equipment or any electrical circuits, controls, or piping without written authorization from the COR. If changes are authorized, the

Contractor shall furnish appropriate drawings and/or specifications to the COR showing "as-built" conditions.

All parts or components installed or improvements made by the Contractor during the term of this contract shall become and remain the property of the Government.

## C.45. CHANGES BY THE GOVERNMENT

If any new or replacement equipment or systems are installed in the building(s) covered by this contract after contract start date, it shall be the Contractor's responsibility to immediately incorporate the equipment into the maintenance program by scheduling Tours, PM, etc. The Contractor shall update the Building Equipment Inventory, PM Schedules and Guides, Building Operating Plan, etc. as necessary in order that the new equipment or systems are operated and maintained in accordance with all of the terms of this contract.

If the installation of new or replacement equipment/systems significantly changes the labor hours required to perform the PM, service calls or tours as specified in this contract, the Contractor shall submit a detailed cost estimate listing the additional man hours and proposed price required to perform the services. This estimate shall be submitted to the CO with a copy to the COR within thirty (30) calendar days after the equipment installation. Failure to submit the change request within the thirty (30) calendar days shall not prohibit the Government from receiving all specified contract services on the equipment/systems.

After receipt of the Contractor’s price quotation to perform the additional services, the Contracting Officer and the COR will evaluate the quotation. If warranted, the CO may, by contract modification, adjust the monthly amount paid to the Contractor for basic contract services and incorporate the new equipment/system into the contract.

The Contractor shall diligently perform the services on this equipment or systems pending disposition of its price quotation.

## C.46 (RESERVED)

## C.47 GENERAL CLEANING INFORMATION

The Contractor is not responsible for janitorial services in all public and Library of Congress spaces in the facility as these services are performed by the tenant.

The Contractor shall maintain all assigned spaces, including the central plant, mechanical rooms, AHU rooms, electrical rooms, office areas, shop areas, storage areas, utility rooms, outbuildings (Fuel Storage Building, Utility Shed, Reflecting Pool Vault and Well Vault) and all space assigned to subcontractors, in a neat and orderly fashion. The Contractor is also responsible for janitorial services in these areas with the exception of office space in Room 1404.

The Building Operating Plan should discuss how this is to be accomplished and include assignments and schedules.

## C.48 (RESERVED)

## C.49 (RESERVED)

## C.50 EXTERIOR CLEANING

The Contractor shall perform exterior cleaning as a reimbursable service only when requested by the Government as a reimbursable service in as discussed in Section C.53. There are no requirements for exterior cleaning as basic services.

## C.51 SNOW AND ICE REMOVAL

The Contractor is responsible for snow and ice clearing and removal on a cost reimbursable basis as required. Reimbursement rates will be based on the following categories per Section B.2.3 and J.22 of the accepted Contractor's proposal:

- Heavy Equipment (such as large truck/tractor with plow and/or salt spreader) & Operator
- Light Equipment (such as pickup truck with plow or snow blower) & Operator
- Subcontractor labor (such as shovel or hand spreader)
- Reimbursable in-house contractor labor per accepted labor rates on page 3 of J.22 pricing proposal

All project management associated with snow removal, including preparation, status updates and reporting, is considered part of basic services and is not reimbursable. During snow events, frequent updates to the COR may be required on an hourly basis.

The Contractor shall be held liable for any damage incurred to Government property during the performance of the work.

The Contractor shall furnish all necessary labor, tools and equipment including trucks, mechanical sanders, heavy equipment, snow shovels and other items necessary for the clearing and removal of snow and ice accumulations. Consumable materials such as salt and sand will be reimbursable as Spare Parts/Materials. All chemicals used shall be applied in accordance with federal and state regulations and local codes. If directed by the COR, the Contractor will keep a supply of chemicals and/or sand on the premises in a secured location.

The COR may, at their discretion and in the Government's best interest, approve reimbursable equipment rental (such as a small skid steer) on a case-by-case basis to aid in large scale snow removal efforts. If exercised, this is a supplement and does not relieve the contractor of the responsibility to provide tools & equipment necessary to perform snow removal services. Any labor hours expended using Government rented equipment for snow removal would be reimbursable per the contractor's proposed labor rates on page 3 of the Section J.22 pricing spreadsheet.

Prior to mobilizing resources to respond to an individual snow or ice event, the Contractor will provide a brief event-specific plan, including an estimated cost & staffing level to the COR for review and approval.

The Contractor is responsible for clearing/plowing snow and ice from walkways (including emergency exits & paths), landings, steps, parking lots, roads, equipment access areas, etc. that require access by emergency vehicles, building occupants, maintenance staff, or visitors to the site. These surfaces shall be kept clear of snow, ice and sleet at all times during normal working hours. Fire lanes and primary building egress paths shall receive priority for snow removal and be maintained at all times to the extent practical. Removal of snow/ice build-up from roofs and canopies, including roof grates over Nitrate

Vaults, may be required during the snow season. The COR will advise the Contractor when this service is required.

See Section J.26 for the snow and ice removal plan. There are approximately 207,000 square feet of area subject to snow removal service at the Packard Campus, broken out as follows:

- Roads: 138,000 square feet
- Parking: 26,000 square feet
- Stairs & Egress Paths: 35,000 square feet
- Ventilation Grates: 8,000 square feet

Plowed or shoveled snow, ice and sleet shall be piled in a manner that does not block access to fire lanes, hydrants, trash bins, loading areas, walkways, parking lots, roadways or the drainage system. Snow, ice, and sleet shall not be piled within 20 feet of the site's perimeter fencing.

Surfaces which accumulate snow or ice overnight or on weekends must be free of snow and ice prior to 6:30AM ET on the first business day following the start of the storm. The Contractor will provide the COR with the status of snow and ice clearing operations by the end of the day and again by 5:00 AM ET the following day if operations were on-going throughout the night.

Within 48 hours after a snow removal event, a snow removal action report will be submitted to the COR by the Contractor providing a synopsis of the actions taken during the snow/ice event and charges incurred including materials and labor/equipment costs.

**C.51.1 Operating Government Equipment**
The Government may, at its discretion and in the Government's best interest, provide Government furnished mechanized snow removal equipment for the contractor to operate. The Government will reimburse the contractor for fuel, maintenance and routine repairs to equipment consistent with C.53. However, if through the negligence of the contractor, the equipment is damaged or totaled, the contractor shall be responsible for repair or replacement of the equipment at its own cost. If furnished, equipment does not relieve the contractor of the responsibility to provide tools & equipment necessary to perform snow removal services. Any labor hours expended using Government furnished equipment for snow removal would be reimbursable per the contractor's proposed labor rates on page 3 of the Section J.22 pricing spreadsheet. Operation of any AOC vehicle shall be consistent with AOC Order 34-2, Fleet Management. Reference Section J, Attachment 25 for this document. Subcontractors are not authorized to use AOC motor vehicles under any circumstance.

The Government currently has a 2018 Bobcat Toolcat 5600 Utility Work Machine with a pallet fork, 68" angle broom, snow blade and sand/salt spreader attachments at the site.

## C.52 LANDSCAPING, GROUNDS AND PLANT MAINTENANCE

The Packard Campus Audio Visual Conservation has an unconventional landscape including many acres of meadows planted with grasses, trees and wildflowers, reforestation areas, and sedum roofs in addition to manicured lawn, trees and shrubs. Reference Section J, Attachment 19, LANDSCAPING PLAN, for location of the various areas. All services for the areas described below are basic services to be included in the base contract cost, except as noted. Additional grounds services may be performed as reimbursable services when directed in writing by the CO and/or COR as described in Section C.53.

**C.52.1. General**

Maintain all plants, trees, shrubs, ground cover, and lawns in a manner that prolongs life and sustains a healthy appearance. All exterior areas shall be maintained free of trash or debris.

The Contractor may retain the services of a sub-contractor to perform landscaping services. However, the Contractor shall have equipment and staff onsite and available to maintain high visibility areas to the performance standards described below at all times. Requests from the COR to meet performance standards shall be addressed as a high priority request as defined in C.23.3.

**C.52.2. Landscape Plan**
Reference Section J, Attachment 19, LANDSCAPING PLAN. Dates provided below are completion dates and work shall be scheduled such that efforts are complete prior to the date indicated.

A. Lawn/Turf – High Visibility: Turf/Lawn areas of high visibility near roads, walkways and building entrances and is approximately 3.3 acres.

Contractor shall mow and edge all lawn/turf areas at a frequency and method that ensures that all areas present an attractive appearance at all times. Grass clippings shall be cleared from walkways and roadways, and disposed of properly.

Turf/Lawn areas are to be free of weeds and unwanted growth. Turf crabgrass shall be controlled. A crabgrass pre-emergent agent shall be applied by April 15 of each year.

All lawn areas shall be fertilized & limed consistent with common local landscaping practices. Fertilizer used shall be of a balanced type that supplies all nutrients required for providing sustainable growth and development. The soil PH level in lawn areas shall be maintained within the 6.0 to 6.5 range. Prior to application, the Contractor shall schedule time of application with the COR.

Soil in lawn areas shall be aerated, no less than one (1) aeration per year, by manual or mechanical methods of piercing the ground to provide an adequate air supply to the soil and promote sustained plant life.

Overseed, dethatch, and plug as necessary to prevent bare areas and promote even growth of turf areas following common and local landscaping practices. Turf seed mixture to be approved by COR prior to application.

B. Lawn/Turf – Low Visibility: Turf/Lawn areas of lower visibility around structure perimeters, emergency egress walkways and roof of Nitrate Building and is approximately 1.4 acres.

Contractor shall mow or trim areas at a frequency and method that ensures that growth does not exceed 10” in height. Grass clippings shall be cleared from walkways and roadways, and disposed of properly.

C. Lawn/Turf – Restricted Hours of Maintenance: Lawn/Turf areas near building fresh air intakes comprise of approximately 0.6 acres.

To be maintained at same level as “Lawn/Turf – High Visibility” but maintenance must be performed after 7 PM or on weekends.

D. Meadow – High Visibility: Areas of meadow close to main pedestrian entrance, parking, and the main entry drive comprise of approximately 4.3 acres.

February 28: Cut all herbaceous growth to a height of 4-6", using appropriate equipment. Can be cut earlier, but higher wildlife benefit is achieved by leaving vegetation standing until February 28.

May 15: String Trim all noxious herbaceous weeds (weed control guide available from COR) as low to the ground as possible. Hand cut weeds when they are intermingled with good plants.

June 15: Spot treat all noxious herbaceous and woody weeds with appropriate herbicide. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

July 1: If herbicide treatment was performed June 15, string trim all dead growth as low to the ground as possible. Hand cut weeds when they are intermingled with good plants. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

August 15: Spot treat all noxious herbaceous and woody weeds with appropriate herbicide. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

September 1: If herbicide treatment was performed August 15, string trim all dead growth as low to the ground as possible. Hand cut weeds when they are intermingled with good plants. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

<u>E. Meadow – Low Visibility:</u> Approximately 16.6 acres comprised of sloped meadow roof and areas of meadow along the perimeter of the campus or not within direct view of the main drive, structures or parking.

February 28: Cut all herbaceous growth to a height of 4-6" using appropriate equipment. Can be cut earlier, but higher wildlife benefit is achieved by leaving vegetation standing until February 28.

April 15: Cut all herbaceous growth to a height of 4-6" using appropriate equipment (meadow in front of reflecting pool only).

May 15: Cut all herbaceous growth to a height of 4-6" using appropriate equipment (meadow in front of reflecting pool only).

<u>F. Reforestation Area:</u> Areas with a combination of grasses and trees returning to a natural state and is comprised of approximately 9.3 acres.

July 1: Identify to COR any dead growth where highly visible. May be cut back as a reimbursable service to be performed only with prior written approval from CO/COR.

September 1: Identify to COR any dead growth where highly visible. May be cut back as a reimbursable service to be performed only with prior written approval from CO/COR.

<u>G. Sedum Roof:</u> Areas of flat engineered soil on the roof of the building planted with sedums comprised of approximately 2.6 acres.

March 15: Cut all herbaceous growth to a height of 4-6" using appropriate equipment (String Trimmer recommended). Exercise care around new sedum growth. Can be cut earlier, but higher wildlife benefit is achieved by leaving vegetation standing until March 15.

May 15: String trim or mow the sedum roof area just above desirable existing growth.

July 1: String trim or mow the sedum roof area just above desirable existing growth.

September 1: String trim or mow the sedum roof area just above desirable existing growth.

H. Mulched Areas: Mulched tree rings and flowerbeds in high visibility areas.

Contractor shall maintain and replace existing mulch as necessary, with new mulch applied no less than once per year by April 15. An ISA certified arborist shall oversee mulching operations. Replacement mulch shall be commercial grade shredded hardwood bark. It shall be free of sticks, stones, clods, or other foreign material. A sample of proposed mulch and chips shall be submitted to and approved by the COR prior to use. All areas to be mulched shall be raked, debris removed, edge reestablished, and any excessive mulch buildup worked into existing soil or removed, at the discretion of the COR, prior to mulch application.

I. Drainage Swale: Small ditches along drive comprise approximately 0.5 acres.

May 15: Cut all woody growth in drainage ditches to base.

June 15: Spot treat all noxious herbaceous and woody weeds with appropriate herbicide. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

July 1: If herbicide treatment was performed July 1, string trim all dead growth as low to the ground as possible. Hand cut weeds when they are intermingled with good plants. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

August 15: Spot treat all noxious herbaceous and woody weeds with appropriate herbicide. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

September 1: If herbicide treatment was performed August 15, string trim all dead growth as low to the ground as possible. Hand cut weeds when they are intermingled with good plants. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

November 1: Cut and dab with herbicide any remaining large woody plants. *This is a reimbursable service to be performed only with prior written approval from CO/COR.*

J. Fence Line: 7,059 linear feet of 6’ high chain link fence surrounding perimeter of property. There is approximately 1.5 acres within 10’ of fence.

The Contractor shall be responsible for the maintenance and repair of all site fencing and its related support structure. This shall include but not limited to support posts, chain mesh, clamps, gates etc. Any breach in the fence line shall be considered an emergency and fixed in accordance with provisions detailed for emergency repair requests.

Grass, native grass, weeds, and other growth within 10’ of fence lines shall be controlled and not exceed 6 inches in height. Annually, herbicide to be applied to control unwanted growth on fence. No chemicals are to be applied within a 50’ radius of the three well heads. Chemical treatment used must be approved by the COR prior to use. Application of any chemicals must be accomplished by an applicator certified by the Commonwealth of VA.

K. Vines: Boston Ivy and English Ivy growing on building exterior with plantings in boxes at second and third floor loggia as well as soil around building perimeter.

April 15: Fertilize vine with all-purpose granular fertilizer for acid loving plants (high in nitrogen/potassium). Sprinkle on the soil over the vine's roots. Do not allow fertilizer to touch leaves or stem of vine.

May 15: String trim over the top of desirable plants (the crown where the vines are emerging from) within planter boxes.

July 1: String trim over the top of desirable plants (the crown where the vines are emerging from) within planter boxes. Trim vines as needed to prevent damage to building including fresh air louvers, window and door frames and signage.

September 1: String trim over the top of desirable plants (the crown where the vines are emerging from) within planter boxes. Trim vines as needed to prevent damage to building including fresh air louvers, window and door frames and signage.

Supplemental: Vine must be trimmed, as needed, to prevent damage to, or blocking of, building signage, emergency egress railings, security cameras, mechanical systems or architectural features.

**C.52.3. Trees and Shrubs**
Maintenance: Tree supports should be kept in good condition and functioning at all times and removed when no longer needed. Keep shrubs and trees trimmed to present an attractive appearance. This requirement applies to the area defined by J.19 as "Mulched Area" as well as planter boxes attached to the building, the row of evergreen on the east side of the parking lot and the plantings around the reflection pool.

Pruning: To promote optimum efficiency and safety for all foot and vehicular traffic, trees and shrubs shall be kept pruned to clear all roads, drives, parking, and walking areas. Any limbs and branches touching or brushing buildings or other structures are also to be pruned to provide clearance and free air circulation around the plant. The Contractor shall remove all dead or diseased foliage or branches after pruning.

Annually, an arborist holding an ISA Certified Tree Risk Assessment Qualification (ISA TRAQ), shall perform a visual inspection of the Packard Campus to identify any at risk trees that may pose a threat to life or property. The visits shall be staggered through different seasons over the course of the contract. A field report shall be submitted to the COR.

**C.52.4. (Reserved)**

**C.52.5. (Reserved)**

**C.52.6. Leaf & Debris Removal**
The Contractor shall remove leaves and other debris, as necessary, to maintain a neat and clean appearance. This requirement applies to the area defined by J.19 as "Lawn/Turf – High Visibility" (excluding the area from the left of the gate to the water storage tank and to the right of the parking lot to the shed and generator building) and all "Mulched Area". Throughout the year, the Contractor shall remove minor accumulations due to isolated leaf drop and shall check all storm drain openings on the premises (including Nitrate Vaults) and remove any leaves or debris that have accumulated. Care shall be

taken to remove leaves in existing mulched areas to maintain a neat and clean appearance without substantial reduction in mulch depth or damage to herbaceous or woody plant material.

**C.52.7. (Reserved)**

**C.52.8. (Reserved)**

**C.52.9. Flowerbeds and Plants**
Flowerbeds are to be free from weeds and debris. Replacement plants shall be supplied by the Contractor and approved by the COR and shall be arranged in an attractive and professional manner.

**C.52.10. Ground Cover**
Groundcover: All areas shall be maintained to promote healthy and sustained growth. Ground cover must present a neat appearance.

**C.52.11. Gravel/Rock Beds/Rock Retaining Walls:**
Gravel/rock beds and retaining walls shall be maintained in a neat and professional manner adding additional cover and replacing rock or restacking dry pack retaining walls as needed.

**C.52.12. (Reserved)**

**C.52.13. Weeds**
Sidewalks, gravel and stone walk paths and hard surfaces such as the parking lot and drive are to be free of weeds and unwanted growth.

**C.52.14. Irrigation**
Initial Deficiency Walk-Through: The Contractor shall conduct a walk-through and inspect all irrigation systems (sprinklers, rain and freeze sensors, and drip systems) and submit a list of all damages to those systems to the COR. This list shall be submitted to the COR within 90 days following the contract award date.

**C.52.15. Watering**
Watering: All watering cycles shall be conducted at times that minimize inconvenience to the building occupants and visitors and maximize percolation. Entrances and Exits shall not be wet during the arrival and departure of occupants and visitors.

Hand Watering: When mechanical irrigation is not available or is malfunctioning, Contractor shall use alternative hand watering methods such as gator bags or equivalents to ensure, promote, and maintain healthy growth. If mechanical irrigation failure occurs during draught conditions, hand watering will primarily be limited to newly disturbed areas, until grass is established, and newly planted tree saplings.

**C.52.16. Adjust, Clean, and Set Automatic Controllers**
Maintenance: Irrigation systems on automatic controllers shall be adjusted, cleaned, and set for the most energy efficient watering periods. When watering lawns, the Contractor must make sure that the sprinklers and drip heads are clean and adjusted so that the water ejects evenly and covers all lawn areas and shrubs. Irrigation systems that are damaged by the Contractor due to neglect shall be repaired by the Contractor. All repairs shall be performed by qualified individuals using industry practices.

Notifications: The Contractor shall be responsible to notify the Government in the event of operational malfunctions, breakages, or failures to the irrigation system which affect the Contractor's ability to

provide proper irrigation to building(s) landscaping. Failure to make timely notification to the COR shall result in the Contractor replacing damaged landscaping.

**C.52.17. Integrated Pest Management Program**
See Section C.57.

**C.52.18. Plant Replacements**
The Contractor shall be responsible for all costs associated with the replacement of all planted materials that have been damaged as a direct result of the Contractor's lack of oversight, neglect, or lack of proper care and maintenance.

**C.52.19. Interior and Atrium Plants (Government Plants)**
The Contractor is responsible for care and maintenance of interior plants as described below and in Section J, Attachment 20, INTERIOR PLANTS, as part of basic services.

Plants shall be free of dust and dead leaves and properly hydrated. Fertilize, prune, and treat for Infestation as needed. Any dead or withered plants, due to Contractor's neglect, shall be replaced in kind and size by the Contractor at no additional expense to the Government.

The interior Plant List is as follows:

<u>Lobby (Room 1001) & Pre-Function (Room 1006)</u>

- 38" Ficus Alii Standard (1)
- 18" Dracaena (1)
- 14" Spathphyllum (1)
- 18" Aralia Balfouriana (1)
- 18" Zamifolia (1)

<u>3rd floor Atrium (Room 3200)</u>

- 28" Adoniidia Palms (4)
- 22" Siefritzi Palms (4)

## C.53 REIMBURSABLE SERVICES

The Contractor will perform reimbursable services when authorized in writing by the COR, CO or AMMD Management as determined by the thresholds established in section C.53.3 via a signed Reimbursable Work Effort (RWE). Individual RWEs shall be issued on a firm fixed price or time & material/labor hour basis. In no event shall any RWE be issued on a cost plus percentage of cost basis. The Contractor shall complete reimbursable work within the amount stated in the work request and shall be at its own risk if this amount is exceeded without prior COR approval. In emergency situations, approval may be given verbally with a written work request provided at a later date. Effort expended to assemble proposals and preliminary approach packages shall be considered part of basic services and is not reimbursable. Reimbursable items/services cannot span contract years and must be invoiced for the contract year the services were provided unless otherwise stated as non-severable in the order. No single Reimbursable Work Effort will exceed $200,000.

All parts, materials, supplies, and equipment purchased on a reimbursable basis shall become the property of the Government. Government furnished or reimbursed parts, materials and consumables purchased by the Contractor will be turned over to the Government at the expiration of this contract or as required by the COR.

Reimbursable services may be performed by the Contractor or sub-contractors.

Prior to execution of any reimbursable work effort, the Contractor shall be in receipt of a signed RWE.

In conformance with AOC52.201-1, *"the Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof."*

Project Management of all reimbursable work, including Projects, is to be captured either by overhead (OH) management fees or as a basic service. It is not reimbursable on an hourly basis.

Reimbursable services will fall into the following categories: Snow Removal, Materials/Spare Parts, and Projects.

**C.53.1 Snow Removal**:

See Section C.51

**C.53.2 Materials/Spare Parts:**

The Contractor will provide, on a cost reimbursable basis, all materials and spare parts needed for the operation, maintenance and repair of the facility. This includes items such as lamps, belts, batteries, filters, motors, valves, pumps, seals, plumbing materials and fixtures, electrical supplies, hardware, snow melt, AOC office supplies, and other consumable items.

These items will be tabulated and submitted on a monthly basis for review, approval and payment. A monthly operating budget will be established, but COR approval is required prior to any single purchase greater than $500. All purchases are subject to the availability of funds. The contractor will not exceed budgets provided by the COR/CO in the purchase of materials/spare parts.

Any management services fee including overhead and/or profit applied to Materials/Spare Parts will be based on pricing information provided by the Contractor's proposal (Section B.2.4).

**C.53.3 Projects/Reimbursable Work Efforts:**

The Contractor will complete reimbursable project work when authorized in writing by the COR or CO via a signed Reimbursable Work Effort (RWE). Depending on the size and scope of the effort, additional authorization may be required prior to proceeding. RWEs may include consulting services; engineering studies; architect-engineer design services; commissioning; testing; construction or construction management; painting; cleaning; equipment or system procurement, rental, repair, modification, alteration, replacement or disposal; and other reimbursable products or services not described elsewhere. Grounds Services not included in Section C.52 will also be performed as RWEs when authorized in writing. A&E Design Service Projects and Alteration/Construction Projects are subject to addition requirements as described in Section C.53.3.1 and C.53.3.2 below.

RWEs will generally be initiated by the COR. However, if the Contractor observes a situation that requires facility addition, alteration or system modification to remove a hazardous condition, protect Government assets, save operating expenses, or improve the efficiency of the facility management operation, a proposal can be prepared and submitted for consideration by the Government.

When requesting reimbursable project work, the Government shall issue a request for an RWE that will include, at a minimum, a description of required services and materials.

Upon receipt of a request for an RWE, the Contractor will provide the COR with a proposal per the schedule below, based on estimated project size. No reimbursable costs will be incurred unless the proposal/preliminary approach package is approved in writing, via a signed RWE, per the approval level shown below.

| **Project Size** | **Proposal/Preliminary Approach Package due** | **Approval Level** |
|---|---|---|
| 0-$15,000 | Within 5 days | COR |
| $15,001 - $100,000 | Within 10 days | CO |
| $100,001 to $200,000 | Within 15 days | Branch Chief Supply/Services Branch |

The Contractor shall establish a procurement process that ensures the best possible pricing for the Government with as much competition as practical. Sub-contracting with minority-owned firms as identified by the U.S. Small Business Administration is strongly encouraged. The AOC's primary pricing objective for all contract actions is to acquire supplies and services from responsible sources at fair and reasonable prices. **Maximum practicable competition can be obtained by soliciting at least three quotations or offers from local sources.**

Projects under $10,000 must be determined to have a fair and reasonable price before approval. To obtain this objective, the CO can use price analysis as described below:

(a) Price Analysis. Price analysis determines whether the overall contract price is fair and reasonable without evaluating its separate cost elements and proposed profit. All AOC procurements shall use price analysis to ensure that the agency receives supplies and services at a fair and reasonable price unless the CO provides a written justification in the contract file providing the rationale for using another approach to reach a fair and reasonable price.

(1) Price analysis involves a comparison with other prices, such as with:

(i) Commercial prices, including competitive published price lists, published commodity market prices, similar indices and discount or rebate arrangements

(ii) Previously proposed prices and contract prices for the same or similar end items

(iii) Parametric estimates

(iv) IGEs

(v) Market research for the same or similar items

(vi) Analyzing the offeror's pricing information

(vii) Proposed prices received in response to the solicitation

(2) Price analysis is a subjective evaluation, the CO must be satisfied that the price is fair and reasonable. The CO must document the price analysis rationale in the contract file with appropriate supporting information provided by the COR, and/or other specialists.

(3) The CO may request a technical analysis of the proposed prices from personnel (such as the COR) having specialized knowledge, skills, experience or capability in engineering, science or management. The technical analysis will be performed on the proposed types and quantities of materials, labor processes, special tools, facilities, scrap and spoilage and other associated factors set forth in the proposal(s) to determine the need for and reasonableness of the proposed resources.

Three (3) quotations shall be presented to the COR on all project proposals exceeding $10,000 and is the preferred method for fair and reasonable determination for all proposals.

If the project dictates sole sourcing, this will be handled on a case-by-case basis with CO approval.

Any management services fee including overhead and/or profit applied to RWEs shall be based on pricing information provided by the contractor's proposal (Section B.2.5) and J.22.

An RWE signed by the COR and/or CO will be issued to the Contractor if the proposal is accepted.

Final payment will not be made until final acceptance of the work to include the turnover package (if applicable).

**C.53.3.1 A&E Design Service Projects:**
All design services shall fully comply with the requirements of the then most current edition of the AOC DESIGN STANDARD, (Section J, Attachment 4) and the AOC A/E DESIGN MANUAL, (Section J, Attachment 5). These documents establish the minimum requirements and procedures to be followed for preparation of Designs and Construction Documents developed by Associate Architects and Engineers for the design and construction of facilities under the jurisdiction of the Architect of the Capitol.

Upon receipt of A&E Design Services proposals by the Contractor, the Project Manager shall prepare a Bid Tabulation and submit those documents to the Government for consideration.

Within seven (7) calendar days after receipt of a signed RWE, the Contractor shall schedule a Kick-Off Meeting. At minimum, attendees shall include the Project Manager (Contractor), COR, all design professional discipline Project Managers, and those customer representatives and AOC Design Services representatives as deemed necessary by the COR.

During the Kick-Off Meeting, the Project Manager shall establish and introduce the Project Team to include government stakeholders.

During the Kick-Off Meeting, the Contractor shall present their proposed Design Schedule which shall include each required phase submission, cost estimate submissions, design study submissions, and review periods. AOC Design Review periods shall be fourteen (14) calendar days from the date of complete submission.

All Construction Documents shall be prepared in conformance with the AOC A/E DESIGN MANUAL (Section J, Attachment 5).

All required Cost Estimates shall be prepared in conformance with Project Estimating requirements of the AOC A/E DESIGN MANUAL (Section J, Attachment 5).

**C.53.3.2 Alteration/Construction Projects:**
Upon approval of the 100% Construction Documents, the Government may request the Contractor to obtain pricing for the work defined within the documents. The COR will provide any additional information such as construction phasing.

The Contractor shall solicit pricing and obtain proposals as defined in Section C.53.3. On a case-by-case basis, additional time shall be allocated based on the size and complexity of the project.

**C.53.3.2.1 Alteration/Construction Subcontracts with A&E Design Subcontractor:**
Under no circumstances shall a subcontract for a building alteration/construction project be awarded to the designer of the project, unless it can be substantially justified to and approved by the COR and CO.

**C.53.3.2.2 Quote/Proposal Competitive Requirement:**
The Contractor's Project Manager shall request sealed bids from prospective offerors for completing alteration/construction projects. The bid package shall at minimum include: (1) an AIA Document A305, Contractor's Qualification Statement; (2) listing of previous projects executed by the bidder demonstrating prior experience in performing work of similar scope; (3) references from former clients; (4) a listing of all key personnel to be assigned to the project; (5) labor categories, hours, and hourly rates to be expended on the project; and, (6) a proposed construction schedule. Bids shall include a preliminary Schedule of Values itemizing all major work elements.

Prior to issuance of bid packages, the Contractor shall submit to the COR a list of proposed and recommended bidders. The Government reserves the right to make recommendations for adding or deleting bidders based upon knowledge, experience, and capabilities of the prospective offerors.

The Contractor shall receive bids, review the offers' proposed pricing, construction schedule, Qualification Statement, and references of past projects. The Contractor's A/E Design professionals shall review the submitted bids to determine conformance with the bid package and cost estimates as prepared by the A/E.

The Contractor shall prepare a Bid Tabulation of all pricing submitted and make a recommendation to the COR based upon their technical and pricing review.

The Contractor shall maintain a Project File of all bids submitted and actions taken in response to requests. At a minimum, the Project File shall contain information on the noticing process, bids received, references checked, and the Government's final determination. This file shall be available to the Government at all times.

An RWE signed by the COR and/or CO will be issued to the Contractor if the proposal is accepted.

**C.53.3.2.3 Project Coordination and Management:**
Areas to be renovated or altered may be occupied during the performance of repairs and alterations. The Contractor shall coordinate in advance the execution of all work with the COR and tenants occupying the space to be altered. Coordination may involve other agencies and other Government contractors under separate contract. The Contractor shall be solely responsible for coordination of all parties involved in any given project.

Furniture and portable office equipment in the immediate work area shall be relocated by the Contractor and replaced in its original location by not later than the resumption of the occupant's work day. Prior to the resumption of the occupant's work day, the Contractor shall conduct a Quality Control Inspection to ensure that all furniture and equipment has been restored for occupant use.

Delivery and storage of materials and equipment and accomplishment of all work shall be made with minimal interference to building occupants, activities, and operations. Interruptions to building services shall be kept to a minimum and activities that adversely affect the environmental conditions in occupied portions of a building shall be performed outside of Normal Working Hours.

The Contractor shall conduct Weekly Project Meetings. The Weekly Project Meetings shall be scheduled and coordinated to ensure that the A/E design professionals and all subcontractors are present.

**C.53.3.2.4 Inspections:**
The Contractor shall coordinate with the COR to review work in progress and schedule required AOC inspections of work. The AOC is the permitting authority for all work within the facility and shall determine what inspections shall be required, (e.g. rough-in inspections, final inspections, commissioning, and occupancy).

The Contractor shall conduct a Substantial Completion Inspection prior to Government acceptance of the project. The A/E Designer of Record shall participate in the inspection and prepare a punch list of outstanding work items, and items requiring rework based upon their onsite inspection.

During Project Close-Out, the Contractor shall submit Final Inspection Reports prepared by the A/E Designer of Record certifying that all work as specified is complete and the project is in conformance with the Construction Documents, specifications, building codes, and that all punch list items are complete.

During Project Close-Out, the Contractor shall submit RECORD DOCUMENTS prepared by the A/E Designer of Record, (or Contractor where applicable). Record Documents shall be labeled thusly and include CAD files and hard copy drawings and specifications reflecting the as-built condition of the facility. Submit operations manuals, shop drawings, submittals, and other pertinent information as a complete package to the COR.

## C.54 (RESERVED)

## C.55 TRASH AND SOLID WASTE DISPOSAL AND REMOVAL

A Government provided roll off dumpster located at the main loading dock is available for use by the Contractor. However, excessive amounts of debris generated by construction, project or maintenance activities (such as filters, lumber or landscape debris) are to be transported to the landfill as part of a project cost or as a separate reimbursable item. An RWE may be issued for the disposal of either universal or hazardous waste generated under the operation of the facility.

The Government provided dumpster is not for personal use by contract staff.

Typical prohibited wastes include, but are not limited to, fluorescent light bulbs, thermostats, thermometers, most chemicals, and batteries. Batteries include nickel-cadmium and small, sealed lead acid batteries commonly found in electronic equipment, mobile phones, portable computers, and emergency lighting. In addition, electronic equipment such as computers and printers shall not be

discarded in the trash containers but e-cycled. The Contractor shall notify the COR of any prohibited or unauthorized items observed in the trash receptacles.

## C.56 (RESERVED)

## C.57 INTEGRATED PEST MANAGEMENT PROGRAM

The tenant is primarily responsible for pest control within the building. However, the Contractor shall be responsible for pest removal from the building or grounds as needed. Insect removal such as wasp or bees shall be considered part of basic services, unless a specialty contractor (such as a beekeeper) is required and authorized by the COR in advance. If subcontractor labor costs are incurred for trapping and removal of rodents, mammals, birds or reptiles, they will be reimbursable and covered under Section C.53. Any reimbursable efforts must be authorized by the CO prior to action.

The Contractor shall furnish all oils, fungicides, insecticides, baits, herbicides, fertilizer, etc. as required and approved by the COR. Safety Data Sheets (SDS) shall be provided to the COR for approval prior to use of any chemicals. Pesticides shall only be applied by a pesticide applicator licensed by the State of Virginia, or a registered applicator under the direct supervision of a licensed pesticide applicator. Pesticides shall be applied according to the manufacturers label recommendations, and shall be applied evenly. Chemicals shall be applied with extreme care to avoid hazard to any person or animals in the immediate or adjacent areas, building air intakes or property damage. All chemicals shall be in the original manufacturer's container and properly labeled. Documentation of each pesticide application shall be maintained on site and shall identify the chemical used, amount mixed, amount applied, date, time, weather conditions, plants treated, pest controlled and percentage of active ingredients.

*Note: No chemicals shall be applied to turf areas, beds, shrubs or trees within a 50 foot radius of the three wells.*

## C.58 (RESERVED)

## C.59 (RESERVED)

## C.60 COMMUNICATION REQUIREMENTS

Tenant Meetings:
The Contractor shall attend tenant meetings when requested by the COR to communicate program specific information, improvements, or work that will impact the tenants.

Other Meetings:
Contractor is to attend all meetings requested by the COR including, but not limited to Metrics and Measures (Section C.11.), Performance Review Meetings (Section C.12.) and Project Meetings (Section C.53.).

**END OF SECTION C**