H. SPECIAL CONTRACT REQUIREMENTS

H.1. SECURITY REQUIREMENTS AND PERSONAL IDENTITY VERIFICATION PROCEDURES

The Contractor shall comply with the security clauses in the contract. All contract and subcontract employees shall receive a favorable suitability determination (security clearance) and meet all security requirements, prior to reporting to work or performing work under this contract. Employees that cannot obtain a favorable security determination, security clearance, or meet security requirements will not be allowed to work in the government facility.

If the contract or subcontract employee receives an unfavorable or unsuitable report or if the COR finds a prospective employee to be unsuitable or unfit for their assigned duties, the Contractor shall be advised immediately that such employee will not be allowed to work or be assigned to work under the contract.

The Government has full and complete control over granting, denying, withholding or terminating clearances for employees. The granting of a clearance shall not prevent, preclude, or bar the withdrawal or termination of any such clearance by the Government.

Note: Security requirements include but are not limited to a United States Capitol Police background check with fingerprinting at the Fairchild Building in Washington, D.C.

Contract staff requiring access to the data center must successfully complete and maintain a Moderate Risk/Public Trust suitability requirement (Tier 2 investigation) as a condition of employment. Contract staff subject to this requirement includes, but is not limited to, Project Manager, Chief Engineer, Stationary Engineers, General Maintenance Workers and Electricians. This condition must be met within 180 days of employment.

H.2. IDENTIFICATION CREDENTIAL

Upon receipt of favorable suitability determination as indicated in this document, each employee of the Contractor or their subcontractors will be issued an identification credential. A contract employee, including subcontractor employees, must have the specific Government identification credential issued to him or her by the Government in his or her possession at all times while working. The identification credential must be displayed and be visible at all times while on Government property. The COR, AOC personnel designated by the COR, Government law enforcement, or security personnel shall periodically verify passes of Contractor employees with their personnel identification. Contractor and subcontractor employees must comply with security verification procedures at all times.

The Contractor must ensure that every contract and subcontract employee has a Government issued identification credential before the employee enters on duty. As required by the Government, the Contractor must make its employees and subcontractors available for photo identification badges, on a schedule to be worked out with the COR. The Government will make the identification credentials after a favorable security determination has been received for the Contractor's employees.

Note: Identification credentials will be issued by the United States House of Representative's I.D. Services Office in Washington DC. Contract employees will be required to present themselves at this office for photograph and acceptance of ID.

The Contractor shall be responsible for ensuring that all identification credentials are returned to the issuing agency whenever contract or subcontract employees leave the contract (when the contract has been

completed, employees leave the company, or employees are dismissed or terminated). The Contractor must notify the COR immediately whenever employee badges are lost.

H.3. ESCORT REQUIREMENTS

The Library of Congress (LOC) Security and Emergency Preparedness Division (SEPD) requires all "Frequent Visitors" to the Packard Campus to have a government credential. LOC defines "Frequent Visitors" as more than 1 time per year.

It may be necessary to escort infrequent subcontractors who do not have favorable preliminary or final suitability determinations and must work in federally controlled space. In those cases, all uncleared contract employees must be escorted in nonpublic space by a responsible cleared contract employee who is approved by the CO or COR. Other Government agencies may have specific agency security requirements for their own space that may only allow escort by Government employees or those designated by their agency. Government employees or approved cleared contract employees who provide escorts for uncleared contract employees must always be in close proximity and within eyesight of the uncleared contract employee. The contract escort must watch uncleared employees and remain with uncleared contract employees for the entire time they are in the building and or federally controlled space. Uncleared employees cannot be left alone or out of eyesight at any time they are in nonpublic space. A cleared and approved escort may not allow several uncleared contract employees to be in federally controlled space that is not within close proximity and within eyesight at all times. A cleared and approved escort may not allow multiple uncleared employees in nonpublic space on different parts of one floor or different floors at the same time. Any security violation of escort requirements by a cleared and approved contract employee will result in the immediate removal from the contract of all contract employees involved, i.e., escorts and uncleared escorted contract employees.

It will be the responsibility of the Contractor to provide a cleared and approved escort to all their subcontractors for the full duration of a project, reimbursable or otherwise, at no cost to the government.

H.4. STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking disciplinary action with respect to its employees as necessary. The Contractor is responsible for ensuring that its employees do not disturb papers on desks, open desk drawers or cabinets, disturb collection materials, or use Government telephones or computers, except as authorized. Each employee is expected to adhere to standards of behavior that reflect favorably on his or her employer and the Federal Government.

The smoking of cigarettes or use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, electronic or vaporizer cigarettes) is not allowed to be used within or on any Library building or within 50 feet of building entrances, roofs, or any other area in which the effects of smoking impact the occupants of building.

H.5. REMOVAL FROM CONTRACT WORK

Under the following conditions, the CO or COR may request the Contractor to immediately remove any employee from the work site:

- When the Government determines the employee to be incompetent, careless, insubordinate, unsuitable, or otherwise objectionable.

- When the Government deems the employee's continued employment to be contrary to the public interest, inconsistent with the best interests of security, or when the employee is identified as a

potential threat to the health, safety, security, general well-being, or operational mission of the facility and its population.

The CO may also request the Contractor to immediately remove any employee from the work site if it is determined that individuals are being assigned to duty who have been disqualified for either suitability or security reasons or who are found to be unfit for performing duties during their tour of duty.

Contractor employees who are removed from contract work must be required to leave the work site immediately.

The Contractor must comply with any removal request. For clarification, a determination to remove an employee will be made for, but is not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below:

- Failure to receive a suitability determination, temporary clearance, or clearance from AOC or a tenant agency.
- Violation of Federal, State, or local law.
- Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3. This includes the carrying or possession of explosives or items intended to be used to fabricate an explosive or incendiary device.
- Neglect of duty, including sleeping while on duty, excessive personal electronic device use (excluding work related or critical quality of life issues), unreasonable delays, or failure to carry out assigned tasks; conducting personal affairs during official time; or refusing to render assistance or cooperate in upholding the integrity of the security program at the work site.
- Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
- Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, fighting, or participation in disruptive activities that interfere with the normal efficient operations of the Government.
- Theft, vandalism, immoral conduct, or any other criminal actions.
- Selling, consuming, or being under the influence of intoxicants, drugs, or substances that produce similar effects while in or on federally controlled property.
- Improper use of Government identification.
- Unauthorized use of communication equipment on Government property.
- Violation of security procedures or regulations.
- Violation of Title 18, U.S.C., Section 930, which prohibits the knowing possession or the causing to be present of firearms or other dangerous weapons in Federal facilities.

The CO will make all determinations regarding the removal of any employee from work site, except under certain conditions. When a CO is not available, either during the day or after hours, or in situations where a delay would not be in the best interest of the Government or is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the facility and its population, the COR will have the authority to immediately remove the contract employee from the work site.

Law enforcement officers of the United States Capitol Police or their designee (including Culpeper County Police Department and contracted security guards) will have the authority to immediately remove any contract employee from the work site who is found to be in violation of any of the items mentioned above and where a delay in removal would not be in the best interest of the Government or security or is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the facility and its population. The CO will be notified as soon after the incident as practical or at the beginning of the

next business day if an action happened after hours. The CO will make all official notifications to the Contractor. In the event of a dispute, the CO will make a final determination. Specific reasons for removal of an employee will be provided to the Contractor in writing by the CO.

The Contractor is responsible for providing replacement employees in cases where contract employees are removed from working at the work site or on the contract. The approval of substitute personnel will not be considered to be grounds for an increase in the contract price.

H.6. CONTROLLED UNCLASSIFIED INFORMATION AND LAW ENFORCEMENT SENSITIVE (CUI/LES)

Unless otherwise directed in writing, the Contractor shall consider all AOC drawings and electronic copies at a minimum to be Controlled Unclassified Information and Law Enforcement Sensitive (CUI/LES). The Contractor may transmit documents electronically using secure file transfer protocol (SFTP) or encrypted electronic mail only if the AOC's security specification is followed.

Section J Attachments marked //CONTROLLED// contain CUI/LES. To receive a copy of the Section J Attachments, Offerors shall send an email to troy.dorsey@aoc.gov and lily.najera@aoc.gov requesting access to the SFTP site. The Offeror must follow AOC CUI policy described in Section J.31 when handling Section J Attachments marked //CONTROLLED//.

H.7. RECORDING PRESENCE

Each contract employee must sign in when reporting for duty and sign out when leaving at the end of the workday and follow card access requirements as directed by the COR. The Contractor shall accumulate records (Record of Time of Arrival and Departure from Building) each calendar week. This information shall be made available to the COR upon request.

H.8. GOVERNMENT FORMS

The various Government forms mentioned in this document may be obtained from the COR. Many are included in Section J Attachments.

H.9. OTHER CONTRACTORS

The Government may undertake or award other contracts for additional work, and the Contractor must fully cooperate with such other Contractors or Government employees. The Contractor must carefully schedule its own work, in conjunction with the additional work, as may be directed by the COR. In addition, the Contractor must not commit or permit any act that will interfere with the performance of work by another Contractor or by Government employees.

H.10. ORDINANCES, TAXES, PERMITS, AND LICENSES

Without additional expense to the Government, the Contractor must fully comply with all local, city, State, and Federal laws, regulations, and ordinances. The Contractor will also be liable for all applicable Federal, State, and local taxes and must obtain and pay for all licenses governing performance under the contract.

H.11. DISCREPANCY IN THE SPECIFICATIONS

In any case of discrepancy in the specifications, the matter must be immediately submitted to the CO. The decision of the CO as to the proper interpretation of the specifications shall be final in accordance with the Disputes clause of this contract.

H.12. (RESERVED)

H.13. (RESERVED)

H.14. UNIFORMS

All employees shall present a neat and professional appearance and wear distinctive uniform clothing that clearly identifies the Contractor with the employee's name attached in a permanent or semi-permanent manner, such as a badge or monogram. Uniforms shall be neat, clean, and in good repair. In addition, all Contractor personnel shall be required to display identification on their person at all times as required by the Government.

Any worker exposed to arc flash hazards should never wear polyester, nylon, or other melt-able fibers when working energized. This includes undergarments.

H.15. PERSONNEL QUALIFICATIONS

H.15.1 Reserved

H.15.2. Corporate Sponsor

The Corporate Sponsor is a person, designated in writing by the Contractor, who has overall contract responsibility. The Corporate Sponsor shall be contacted in the event that the Project Manager is unable to resolve an issue that affects the quality, pricing or success of the project.

H.15.3. Project Manager and Chief Engineer

The Project Manager and Chief Engineer are considered key personnel per AOC52.211-1. Resumes of the proposed Project Manager and Chief Engineer are to be submitted with the Contractor's proposal with a signed letter of commitment. The appointment and/or replacement of any of these positions is subject to the approval of the COR.

H.15.3.1 Project Manager

The project manager is a person, designated in writing by the Contractor, who has complete authority to act for the Contractor in every detail during the term of the contract. The Project Manager must have the authority to accept notices of deductions, inspection reports and all other correspondence on behalf of the Contractor. The Project Manager is responsible for formulating and enforcing work standards; assigning schedules; coordinating work; reviewing discrepancies; overall supervision of contractor personnel and subcontractors; communicating policies, purposes, and goals of the organization; quality control; and customer satisfaction. The Project Manager shall be onsite in a full time capacity during normal building hours and on-call to respond to emergencies. If the Project Manager is not available, a designation must be made to act on their behalf.

The Project Manager must possess at a minimum five (5) years of recent (within the past seven (7) years) experience in the management and supervision of building mechanical maintenance operations for buildings of the approximate size and characteristics of the buildings to be covered by this contract. The following experience(s) are highly desirable:

- A mechanical background and experience as a Chief Engineer
- Relevant college degree
- Industry certifications from: Project Management Institute (PMP), International Facility Management Association (IFMA), Building Owners and Managers Institute (BOMI), or Association for Facilities Engineering (AFE)

Additional requirements include:

- Demonstrated ability to plan, organize and meet project deadlines.

- Demonstrated ability to work on several projects simultaneously and prioritize work as required.
- Demonstrated working technical expertise in engineering and building infrastructure systems.
- Ability to read and understand blueprints.
- Proficiency with CMMS, word processing, spreadsheet and project tracking software.
- Shall be available for emergency contact by phone twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- Shall have an availability to work flexible hours as required in response to emergency situations;
- Demonstrated ability to provide error-free written correspondence such as progress and status reports, notifications, memoranda and executive summaries in an on-time manner.
- Demonstrated ability to effectively communicate with a positive and cooperative attitude orally and in writing via briefings, public announcements and meetings.
- Demonstrated ability and experience managing and coordinating emergency events involving a multitude of parties including tenants, law enforcement and other officials, and several agencies and organizations.
- Demonstrated experience managing building reconstitution efforts after building closure due to damage or an emergency event.

A detailed resume containing the information specified in this document must be submitted with the Offeror's technical response to the RFP. Both new and replacement project managers must meet these qualification standards. Minimally the resume must contain:

- The full name of the proposed project manager.
- A detailed description of the previous seven (7) years' employment history of the proposed project manager and time at each position.
- The names and addresses of the companies for whom the proposed project manager worked for the past seven (7) years, along with the names and telephone numbers of the immediate supervisors.
- Degrees, certifications and licenses held. (Copies are to be provided with resume.)

A signed letter of commitment must be included with the Offeror's technical response to the RFP from the proposed Project Manager.

H.15.3.2 Chief Engineer

The Chief Engineer is a person, designated in writing by the Contractor, who has responsibility for the building's systems including, but not limited to, mechanical, electrical, plumbing, and supervision of technicians. The Chief Engineer shall be onsite in a full time capacity and on-call to respond to emergencies. It is recommended that the Chief Engineer's tour of duty be arranged such that time is spent each week with all operational shifts. If the Chief Engineer is not available, a designation must be made to act on their behalf.

The Chief Engineer must possess at a minimum five (5) years of experience within the past seven (7) years in the management of building mechanical maintenance operations and supervision of technicians for buildings of the approximate size and characteristics of the buildings to be covered by this contract.

The Chief Engineer must possess a valid stationary engineer's license at least equivalent to a Class 3 Steam Engineer (DC) or First Grade Engineer (MD) as well as demonstrate competency in other disciplines such as HVAC, plumbing and/or electrical through a combination of education, professional registration and experience. An industry certification from International Facility Management Association (CFM, FMP and/or SFP), Building Owners and Managers Institute (BOMI), and/or Association for Facilities Engineering (AFE) are highly desirable.

Additional requirements include:

- Ability to plan, organize and meet project deadlines.
- Ability to work on several projects simultaneously and prioritize work, as required.
- Demonstrate working knowledge of engineering and building systems.
- Ability to read, review, and understand blueprints.
- Ability to work independently and as part of a team.
- Shall be available for emergency contact by phone twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- Shall have an availability to work flexible hours as required in response to emergency situations.
- Excellent written and verbal communication skills.
- Proficiency with word processing, spreadsheet, CMMS and project tracking software.

A detailed resume containing the information specified in this document must be submitted with the Offeror's technical response to the RFP. Both new and replacement Chief Engineers must meet these qualification standards. Minimally the resume must contain:

- The full name of the proposed Chief Engineer.
- A detailed description of the previous seven (7) years' employment history of the proposed Chief Engineer and time at each position.
- The names and addresses of the companies for whom the proposed Chief Engineer worked for the past seven (7) years, along with the names and telephone numbers of the immediate supervisors.
- Degrees, certifications and licenses held. (Copies are to be provided with resume.)

A signed letter of commitment must be included with the Offeror's technical response to the RFP from the proposed Chief Engineer.

H.15.4. Qualifications of Technicians

All personnel engaged in the work to be accomplished under this contract, except for general maintenance workers and laborers, must possess at least five (5) years of recent (within the past seven (7) years) experience, unless otherwise indicated, in the operation and maintenance of equipment and systems comparable in complexity to systems covered by this contract. All personnel must possess all certifications and licenses required by state and local jurisdictions. The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than seven (7) days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition dated September 2015, as indicated by an occupation code in parenthesis. The below job titles are those non-key personnel positions that the Government believes are most likely to be needed in the performance of this contract. However, the contractor shall propose an organizational chart and staffing plan that it believes best meets the Government's requirements as stated in Section C.

The Offeror shall provide a crosswalk as part of its staffing plan submission. The crosswalk shall detail how the Offeror's staffing plan meets the Government's position requirements in Section H. The crosswalk shall include whether the requirements in Section H are met by a position in the CBA, the SCA Wage determination or an Offeror's unique labor category. If proposing to use an Offeror's unique labor category, the Offeror shall include the position description which demonstrates how it meets the Government's requirements. The Offeror shall initiate the conformance process after contract award for all of its unique labor categories. (For example, if the Offeror has a unique position titled "Elevator Technician" and it meets

the requirements in Section H.15.4.5, then the Offeror shall detail such in its crosswalk.) See the conformance process instructions included in the SCA wage determination.

A crosswalk is required for all positions listed in H.15.4 that the Offeror will staff as part of its prime contract staff solution. For instance, if the Offeror chooses not to staff a position in Section H as prime contractor staff (J.22), then the Offeror shall not provide a crosswalk for that position.

H.15.4.1 Service Order Dispatcher

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to ensure satisfactory performance of service, keeps record of service calls and work orders, and may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. Must have proficiency with TMA Systems CMMS, word processing, spreadsheet and project tracking software.

H.15.4.2 Laborer, Grounds Maintenance (11210)

The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.

H.15.4.3 Carpenter, Maintenance (23130)

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

H.15.4.4 Electrician, Maintenance

An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing

trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. Per C.8.1, the contract requires at least two 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.

H.15.4.5 Elevator Repairer

The Elevator Repairer repairs and maintains "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This worker trouble shoots and determines causes of trouble in brakes, electrical motors, switches, signal and control systems, using computers, test lamps, voltmeters, ammeters, and oscilloscopes, disassembles defective units and repairs or replaces parts such as electrical door locks, cables, electrical wiring and faulty safety devices installs push button control systems, complete control systems, and other devices to modernize automated people mover systems, and cleans and lubricates bearing and other parts to minimize friction.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. All personnel involved in the inspection, adjustment and maintenance of all elevator systems must be a certified elevator technician (CET) by the National Association of Elevator Contractors (NAEC) and be licensed as a Certified Elevator Mechanic by the Commonwealth of VA.

H.15.4.6 Elevator Repairer Helper (23220)

The Elevator Repairer Helper assists Elevator Mechanics or Repairers to service and repair "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to, elevators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This helper assists in all maintenance or repair functions while under the direct supervision of an Elevator Mechanic or Repairer using mechanic's hand tools.

H.15.4.7 Fire Alarm System Mechanic

The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. All fire alarm system mechanics must be certified by the National Institute for Certification in Engineering Technologies (NICET). Fire alarm systems 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, technician must have at least five (5) years of recent (within the past seven (7) years) experience in fire alarm system testing, repair, maintenance, installation, and related activities for buildings and equipment comparable to the buildings and equipment

covered by this contract. Technicians modifying the fire alarm control panel of systems must be factory trained and currently certified for the operating system, including software version, of the particular fire alarm system and must provide documentation of this certification to the COR prior to contract start. The Contractor and subcontractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the state, county, city, and other local jurisdictions. The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than seven days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid.

H.15.4.8 Reserved

H.15.4.9 General Maintenance Worker (23370)

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Excluded are: a. Craft workers included in a formal apprenticeship or progression program based on training and experience; b. Skilled craft workers required to demonstrate proficiency in one or more trades; c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

H.15.4.10 Heating Ventilation and Air-Conditioning Mechanic

The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.

This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. Must possess a valid master HVAC license from the Commonwealth

of VA. Experience and certification at the journeyman level or above in other relevant disciplines such as electrical or plumbing desired. Must possess EPA Universal Chlorofluorocarbon (CFC) certification.

H.15.4.11 Laborer (23470)

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

H.15.4.12 Machinery Maintenance Mechanic (23530)

The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

H.15.4.13 Maintenance Trades Helper (23580)

The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

H.15.4.14 Painter, Maintenance (23760)

The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

H.15.4.15 Pipefitter, Maintenance (23790)

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible

for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

H.15.4.16 Plumber, Maintenance (23810)

The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

H.15.4.17 Boiler Tender

The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. Must possess a valid stationary engineer's license at least equivalent to a Class 3 Steam Engineer (DC) or First Grade Engineer (MD).

H.15.4.18 Stationary Engineer

The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. Must possess a valid stationary engineer's license at least equivalent to a Class 3 Steam Engineer (DC) or First Grade Engineer (MD).

H.15.4.19 Water Treatment Plant Operator

This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

Note: The following requirement is supplemental to the position description of the Service Contract Act's Directory of Occupations 5th Edition. Must possess a valid Class VI Waterworks Operator License from the Commonwealth of Virginia.

H.15.4.20 Sprinkler System Technician

All sprinkler system technicians must be certified by the National Institute for Certification in Engineering Technologies (NICET). All 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 technician must have at least five (5) years of recent (within the past seven (7) years) experience in inspecting, testing, and maintaining of water based fire protection systems. The Contractor and subcontractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the state, county, city, and other local jurisdictions. The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than seven days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid.

H.15.4.21 Portable Fire Extinguisher Technician

Technicians performing contract work involving the inspection, testing, and maintenance of portable fire extinguishers must meet the qualification requirements of the current edition of NFPA 10 and also possess current training certification by the respective portable fire extinguisher manufacturers verifying competence to work on these units. Technicians must have the appropriate service manuals, the proper types of tools, recharge materials, lubricants, and manufacturer's recommended replacement parts or parts specifically listed for use in each fire extinguisher. Additionally, technicians must have at least three (3) years of experience in the past five (5) years in the portable fire extinguisher testing, repair, maintenance, installation, and related activities of buildings and equipment comparable to the buildings and equipment covered by this contract. These requirements do not apply to persons performing monthly inspections to determine if the unit is in place, charged, and ready for use, if the person has been trained to do so by a competent fire protection technician, maintains the required records, and has a means to promptly request

service from a portable fire extinguisher maintenance and service technician for any deficiencies found. The Contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the state, county, city, and other local jurisdictions. The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than seven days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid.

H.15.4.22 BAS Technician

All personnel involved in the operation, adjustment and maintenance of all BAS systems including energy management systems must be trained and qualified. Prior to the contract start date, the Contractor must provide documentation of the level of experience, including any certificates of training, for all employees who will be involved in this function to the COR for approval.

H.15.5. Qualified Electrical Worker

A Qualified person is one who has demonstrated skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training to identify the hazards and reduce the associated risk. [NFPA 70E, 2021]

For a person to be considered qualified, he or she must understand the electrical hazards associated with the work task. Before selecting the necessary protective equipment (PPE), he or she also must understand the proper application and the limitations of PPE and tools such as voltage testers. A qualified person must have the ability to recognize all electrical hazards that might be associated with the work task being considered. An employee could be qualified to perform one work task and not qualified to perform a different task. A qualified employee must understand the construction and operation of the equipment or circuit associated with the contemplated work task.

The latest revision of the OSHA definition for qualified persons (1910.399 8/07) includes the phrase **"has demonstrated skills."** To meet this requirement, the person must demonstrate that he/she can perform the task. A dress rehearsal using appropriate PPE for the task will ensure that the employee can perform the task with the lighting limitations of the flash suit hood and the dexterity limitations of voltage-rated gloves with leather protectors.

A qualified person must understand how to select appropriate test equipment and apply that equipment to the work task. He or she must be trained to understand and apply the details of the electrical safety program and the procedures provided by the employer. A qualified person should be able to perform a hazard/risk analysis and to react appropriately to all hazards associated with the work task. Although licensing programs administered by state and local governments typically have training requirements a candidate must meet before being examined and again periodically after procuring the license, the license in and of itself does not make a person qualified for all tasks that he or she may encounter.

Electrical work requires continuing education and demonstration of the necessary skills to maintain the requisite skill level to work safely. Part of being a qualified person is recognizing that energized electrical work is permitted only under the conditions specified in the NFPA 70E as "Additional Hazard or Increased Risk" or "Infeasibility" found in article 110.4 2021 NFPA 70E.

In accordance with NFPA 70E, the following training is required in order to be considered a Qualified Electrical Worker.

- 8 Hour Classroom Training with written test (every 3 years)
- CPR/AED Training (every 2 years)
- Practical Audits (Annually)
    - Release of Victims
    - Voltage Rated Gloves Field Check & Worn Correctly
    - Choose and Inspect Proper Test Equipment, Meters, and Insulated Tools
    - Interpretation of Information on Arc Flash Label
    - Don Appropriate ARC Flash and Shock Hazard PPE
    - Demonstrate Proper Body Position When Interacting With Electrical Equipment
    - Create an Electrically Safe Working Condition
    - Properly Re-energize Electrical Circuits

- The employer shall establish, document, and implement the safety-related work practices and procedures required by this standard.

- The electrical safety program shall be designed to provide an awareness of the potential electrical hazards.

- The program shall be developed to provide the required self-discipline for all employees.

As discussed in C.8.1, within 120 days of contract award, a qualified electrical worker is required onsite at all times. An Electrical Contractor Qualification Certification, Section J. 28, shall be provided to the COR for each qualified worker. The certification shall be updated annually.

Any subcontractors exposed to electrical hazards must provide an Electrical Contractor Qualification Certification, Section J.28, prior to performing any electrical work at the site.

H.15.6. State Licensing

All personnel (including sub-contractors) must be licensed and certified, or become licensed and certified within 90 calendar days of beginning employment, to perform work within their normal duties, where such licensing is required. Copies of licensing shall be submitted to the COR. Contractor personnel must also conform to all other licensing and certification requirements as described elsewhere in this document.

H.15.7. Compliance with Federal, State, and Local Codes

The Contractor must comply with all applicable federal, state and local laws, regulations and codes. The Contractor is responsible for determining which requirements are applicable and complying appropriately; the Contractor may ask advice of the CO or COR in this regard. AOC also has a policy of voluntary conformity to certain state and local code requirements even when permission or approvals from local regulators are not required; the Contractor must ask the advice of the CO or COR when such issues arise.

If a change in law and regulation requires the Contractor to implement an action that will result in an increase or decrease in Contract price, the Contractor shall submit to the CO a price proposal for such change. If the CO determines an equitable adjustment is substantiated, a modification to the Contract will be issued.

H.15.8. IT Security Awareness and Privacy Training

Annual Computer Security Awareness Training (approx. 45 min) is designed for all AOC employees and AOC contractors who use computers in the performance of their official duties. This training describes the appropriate use of AOC IT resources and provides information on how to protect personal information as

well as roles and responsibilities in the event of an IT security incident. This is a mandatory training required for all AOC employees and contractors with access to AOC IT systems.

H.16. GOVERNMENT-FURNISHED MATERIALS

Government furnished items are only to be used in the performance of work under the contract. The Contractor or the Contractor's employees must not use Government property in any manner for any personal advantage, business gain, or other personal endeavor. The following items are furnished by the Government in addition to the equipment listed in Section J.34 GOVERNMENT FURNISHED EQUIPMENT:

1. Electrical power at existing outlets for the Contractor to operate equipment that is necessary in the conduct of its work.

2. Hot and cold water as necessary, limited to the normal supply provided in the building. No special heating or cooling of the water will be provided.

3. Space in the building, if available. Any existing equipment within AOC space, such as lockers, tables, benches, chairs, etc., placed within the building by the Government may be used by the Contractor during the term of the contract provided authorization is received from the COR. This space and equipment must be kept neat and clean and returned to the Government at the expiration of the contract in reasonably the same condition as at the time of entering into the contract. The Government will allow the managing contractor's personnel to use the facilities that are available to Government personnel (cafeteria, break areas, restrooms, vending machines, etc.).

4. Space in the building or outbuilding for the storage of an inventory of supplies and equipment that will be used in the performance of work under the contract. The Contractor must maintain this space in a clean, neat, and orderly condition. Under no circumstances may the Contractor store flammable or explosive liquids (naphtha, gasoline, etc.) in any building. The Government will not be responsible in any way for damage or loss to the Contractor's stored supplies, materials, replacement parts, or equipment.

5. Offices for the Project Manager and Chief Engineer to be used for official business in the performance of this contract. Heating and air conditioning of office space will be provided during normal building operating hours.

6. Hard wired telephones will be provided at a minimum for use by the Project Manager, Chief Engineer, and Service Desk attendant. Government supplied telephones must only be used for communication related to the Contract.

7. Personal Computers, with access to both the AOC intranet and internet will be provided at a minimum for use by the Project Manager, Chief Engineer, Class VI Waterworks Operator, and Service Desk attendant. Additionally, at least one kiosk computer will be provided for use by contract staff who have AOC access accounts. At least one (1) network printer (including consumables supplies, but not paper) and digital scanner will be available for all users. Software updates, maintenance, repair and hardware refresh will be performed by the Government.

8. Mobile devices (currently iPads) will be provided to the Contractor with the mobile CMMS application for contract employees to receive, process and close Work Order tickets using a Wi-Fi connection to the AOC network.

Note: All contract employees who require access to the AOC network or who are issued any IT equipment must complete and sign the "Non-disclosure Agreement for Contract Employees - Conditional Access to Sensitive but Unclassified Information for The Architect of The Capitol" before access will be granted. Additionally, all users must sign and comply with the AOC Rules of Behavior, see Section J.32. No nongovernment equipment is to be connected to the AOC network.

H.17. CONTRACTOR-FURNISHED MATERIALS

The Contractor shall provide all labor, services, tools and equipment necessary to efficiently and effectively perform the requirements of this contract, except as explicitly stated within this document.

The Contractor shall provide, on a cost reimbursable basis, all materials and spare parts needed for the operation, maintenance and repair of the facility as described in Section C.53.2. The following items are not reimbursable and should be provided as needed as part of basic services:

- Office Supplies used by the contractor (paper, pens, staples, binders, folders, etc.).
- Uniforms and all personal protective equipment for contract staff including gloves, disposable ear protection, safety glasses, protective coveralls and safety boots.
- All tools and their consumables such as blades and bits.

The Contractor shall provide key personnel with mobile telephones to communicate with AOC for service calls, emergencies, status of projects, etc.

H.18. (RESERVED)

H.19. (RESERVED)

H.20. (RESERVED)

H.21. OCCUPANCY EMERGENCY PLAN (OEP)

The Government's Occupant Emergency Plan (OEP) is used by the COR during building emergencies. Designated Contractor personnel, including the onsite supervisors, must be thoroughly familiar with the Government's OEP and must be trained by the Contractor to fully understand their responsibilities relative to each emergency plan. The Contractor must participate in fire and other emergency drills. The Contractor shall be required to perform the services required by the contract and as identified by the COR to the extent allowed during all emergency situations, including but not limited to pandemics, fires, accident and rescue operations, Contractor personnel strikes, civil disturbances, natural disasters, and utility service outages.

H.22. (RESERVED)

H.23. (RESERVED)

H.24. (RESERVED)

H.25. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor shall provide all employees proper PPE when required by federal, state, or local regulations. PPE is not reimbursable.

H.26. (RESERVED)

H.27. (RESERVED)

H.28. ENERGY USAGE

Conservation is a planned and organized approach designed to conserve energy in our buildings and reduce our dependency on non-renewable sources of energy. The Contractor shall ensure that work under this contract is performed in a manner that conserves energy and other Government resources. The Contractor shall take the necessary steps through training, communication, and implementing appropriate procedures in their use of energy consuming equipment. This will ensure that their employees are assisting the AOC in conserving energy.

The Contractor shall ensure that their employees support the Government's efforts to comply with Section 102 of the Energy Policy Act of 2005 (EPAct) and Energy Independence and Security Act of 2007 which requires the Government to reduce Agency energy use.

H.29. (RESERVED)

H.30 ACCIDENT REPORTS

The contractor shall report all employee accidents occurring on federal government property. No later than seven (7) days after occurrence, contractor will provide a report detailing the accident.

H.31 UNIT PRICE ADJUSTMENTS IN OPTION PERIODS - PACT PROGRAM UTILIZATION

This solicitation incorporates the Service Contract Labor Standards (formerly Service Contract Act of 1965) Wage Determinations. The wages in the contractor's proposal are to utilize the Wage Determination Rates per the WD/CBA attachments in Section J for the base period and all option years. The contractor warrants by submission of his proposal that the price does not include any contingency for future wage increases. If the option year is exercised, the most current Service Contract Labor Standards Wage Determinations for that option year will be incorporated into the contract at that time and the CLIN/ELIN prices will be adjusted in accordance with FAR Clause 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) for the Service Contract Labor Standards Wage Determinations.