FORT EUSTIS UNIQUE REQUIREMENTS FOR

BASE MAINTENANCE CONTRACT (BMC)

[redacted]

733d CIVIL ENGINEER SQUADRON (CES)

Joint Base Langley-Eustis (Fort Eustis), VA

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1.0 INTRODUCTION

The purpose of this appendix is to outline the specific requirements and expectations for the Base Maintenance Contract (BMC) at Fort Eustis, Virginia. This document details the scope of services to be provided that include, furnishings management, tree removal services, light maintenance for ball fields, and dining facility equipment maintenance. This appendix also provides Government furnished property and general information regarding the contract. The contractor is responsible for ensuring all activities comply with applicable regulations and standards to maintain operational efficiency and support the mission-critical needs of Fort Eustis.

2. Furnishings Management (FO Funds: CLINs IM-01; IM-02)

2.1. Furnishings Management Section.
Provide, inventory, and maintain all furnishings in Furnishings Management Section warehouse for Unaccompanied Housing and other authorized facilities, and supplemental furnishings of high value /pilferable items maintained in the warehouse and reconcile discrepancies with the government. IAW AFI 32-6000, para 1.2.37.4., Furnishings Management Section will perform a semi-annual inventory of high value and pilferable items.

2.1.1. Inventory Management. Conduct annual furnishings inventory reconciliation and all other inventories required. Develop and maintain a current inventory identifying available assets within Furnishings Management Section authorized for occupant selection in UH.

2.1.2. Furnishing. Perform transport of furnishings and appliances. Pick-up, deliver, and exchange furnishings and appliances within two (2) business days after receipt of a valid work order from authorized personnel.

2.1.3. Appliances. Provide/install replacement/working appliances within two (2) business days after removal or upon approval from COR.

2.1.4. Barcode System. Service Provider will conduct inventory in a secure area for inbound and outbound furnishing for UPH. All items are tracked manually, and the inventory process is determined by the contractor and UPH staff.

2.1.5. Develop, maintain, and update the annual five (5)-year furnishings plan for O&M facilities.

2.2 Back-Up Stock

2.2.1. Maintain Stock. Maintain back-up stock for furnishings and appliances not to exceed three percent (3%) per item for all furnishings items.

2.2.2. Repair Program. Establish a furnishings repair program.

2.2.3. New Furnishing & Appliances. All new furnishing and appliance items will be purchased and funded by the government when new inventory is requested by the SP.

2.3. Disposition of Furnishings

2.3.1. Excess Furnishing. Use furnishings and appliances identified as excess on the installation to the maximum extent possible

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2.3.2. Damaged Property. Identify, report, and document suspected abuse, neglect, or loss of government owned property. Prepare documentation to hold customers' financially liable if found responsible for items damaged or destroyed.

2.3.3. Disposal. Coordinate with the COR for turn-in/disposal of government owned property/furnishings and obtain MHO approval prior to turn-in/disposal.

2.4. Appliance Maintenance

2.4.1. Washers and Dryers. Provide and maintain washers and dryers for dormitories, and/or other authorized facilities IAW government guidance.

2.4.2. Service Requests. Respond to service calls from the appliance user or authorized representative and repair when more cost effective than replacement. A list of all barracks appliances can be found in the technical exhibit (refer to TE 2-009).

2.4.3. Replacement. Replace appliance IAW AFI 32-6000, para 9.11.3.

2.4.4. Warranty. Manage warranty repair or replacement on all appliances IAW manufacturer warranty or guidance.

3. Tree Removal Services (DFSRM Funds: CLIN TR-01 Labor & Material)
The SP shall remove dead trees and trees which are a hazard or nuisance because of location, e.g., near electric lines or roads. The work shall include trimming or the complete removal of trees, stumps, and debris. SP shall fill existing hole with topsoil and provide seeding and mulching of the bare ground area if tree was removed. Tree debris shall be disposed of in accordance with all Federal, State, and local laws, and Installation policies. Tree removal shall be coordinated with CES Environmental Element (CEIE) before work begins.

4. Ball Fields, Tennis Court, and Scoreboard Maintenance (FSS Funds: CLIN FSS-01 Labor & Material)

4.1. Ball Field, Tennis Court, and Scoreboard Lights. The SP shall check all ball fields, tennis court, and scoreboard lighting twice a year (spring and fall) to replace bad bulbs and make any necessary repairs to fixtures. There are four ball fields and two lighted tennis court complexes.

5. DINING FACILITY EQUIPMENT MAINTENANCE (FSS Funds: CLIN DFAC-01 Labor & Material)

5.1. INTRODUCTION
The SP shall perform inspection, maintenance, and repair of Government-owned dining facility equipment only at Building 695 & 2300. The SP shall perform services as required herein to provide complete maintenance of dining facility equipment. The SP shall replace parts and assemblies as necessary to ensure that all equipment is safe and operable. All work shall be performed by qualified personnel in accordance with applicable laws, regulations, and manufacturer specifications and subject to the Service Contract Act (SCA) and the Davis Bacon Act. Technical Exhibit 6-002 provides expanded information for installed dining facility equipment.

5.2. SCOPE OF SERVICES

5.2.1. Work Area and System Description

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Dining facility equipment covered under this contract includes, but is not limited to, the following:

- Coffee makers, beverage dispensers, and ice machines
- Braising pans and steam kettles
- Meat slicers, food saws and slicers, and electric mixers
- Broilers, cookers, grills, ovens, ranges, fryers, and microwave ovens
- Dishwashers
- Garbage disposals
- Refrigerators and freezers

5.2.2. Power, Water, Sewer, and Natural Gas Connections
The following utilities connected to dining facility equipment shall be maintained by the SP.

- Electrical power supplies
- Sewer lines
- Natural gas service
- Water supply

The SP shall disconnect and re-connect appliances and equipment to utilities at the valve or other connection.

5.3. Work Management and Control

5.3.1. Administration and Work Coordination

5.3.1.1. Day-to-Day Equipment Condition. The dining facility has a separate food service contractor who is responsible for ensuring that kitchen equipment is kept sanitary and in satisfactory operating condition on a day-to-day basis. The SP shall report suspected neglect of this duty to the CO and COR, if such neglect is discovered during maintenance or repair.

5.3.1.2. Instruction of Dining Facility Personnel. The SP shall instruct dining facility personnel on how to use new equipment using operations and owner's manuals. The SP shall also instruct dining facility personnel in equipment use each time equipment is repaired due to misuse. The SP shall report cases of repetitive equipment misuse.

5.3.1.3. Meetings. The SP shall attend meetings as required to coordinate dining facility equipment maintenance with the food service contractor and facility managers.

5.3.1.4. Pre-Work Deficiency Assessment. At the start of each maintenance and repair job, the SP shall check with dining facility personnel to assess whether the equipment has any deficiencies.

5.3.1.5. Post-Work Dining Equipment Standard. After completion of each maintenance and repair job, the SP shall ensure that the equipment is safe, operational, connected, and cleaned of all food, dust, and grease accumulated from the food service employees, so that food preparation may commence.

5.4. Special Instructions

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5.4.1. Use of Lubricants. Where possible contact with food might occur, the SP shall use United States Department of Agriculture (U.S.D.A.) H-1 approved lubricants. Where steam or water exist, such as in dishwashers, the SP shall use waterproof lubricants.

5.4.2. Warranties. The SP shall ensure that all equipment with a warranty is maintained in such a way that the warranty is not invalidated. The SP shall ensure that the Government takes maximum advantage of warranty repairs and service and shall provide recommendations to the Government when warranty repairs and service are available to perform required work.

5.5. DINING FACILITY EQUIPMENT PREVENTATIVE MAINTENANCE TASKS
The SP shall perform the preventative maintenance tasks below twice annually.

5.5.1. Preventive Maintenance of Dining Facility
The SP shall perform PM on dining facility equipment (Technical Exhibit 6-001 & 6-002). All PM shall include an operational check and a check for rusted components which could cause leakage or contaminate food. PM shall be scheduled to minimize interference with dining facility activities. The SP shall prepare and submit an SR or Reimbursable Facility Project appropriate for repair work that exceeds the scope of PM. The SP shall provide a dedicated dining facility maintenance team who have at least 3 years of experience in appliance repair throughout the contract period of performance. The SP shall provide electronic copies of all PM performed on dining facility equipment to the COR by the fifth day of the following month.

5.5.2. Deep Fat Fryer PM. The SP shall inspect and calibrate all deep fat fryers monthly. For fire protection and safety enforcement, the SP shall ensure that deep fat fryers (conventional, pressurized roasters and automatic conveyor belt) conform to National Fire Protection Association (NFPA) Standard 96. The SP shall also maintain, and repair deep fat fryers as needed. Tasks shall include, but not be limited to: checking with operators for deficiencies, checking compartments, piping, and valves for leaks, checking pilots and flames on gas operated units, checking elements, switches, controls, contacts, and wiring on electric units, checking thermostats, baskets for bends, or defects, checking cooking oil filters, cleaning machines of dust, grease, and food particles, checking the operation of motors for excessive noise or overheating, and checking the tightness of all fasteners. The SP shall take corrective actions as necessary.

5.5.3. Deep Fat Fryer PM Record. The SP shall maintain a current record of all deep fat fryers receiving PM. The SP shall update the record on the same working day that the PM is performed and include the following information:

- Dining facility name and number
- Date PM performed
- Equipment name and number receiving PM
- Safety cut off temperature

5.5.4. Refrigeration Equipment PM. The SP shall perform the following PM tasks for domestic and display case refrigerators; walk-in refrigerators and refrigerator or freezers with external condensers; walk-in and reach-in freezers; ice cream cabinets, freezers, and machines; cold food counters; ice making machines; fluid coolers; and all other refrigerated equipment on an annual basis. Task shall include, but not be limited to: clean coils, fans, fan motors, intake screens, drip pans, and other areas as necessary, lubricate door hinges, fan bearings, and motors, check and adjust door latches, check for corrosion and damaged paint and clean and touch up paint as required, change filters, check refrigerant and compressor

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oil levels and refill as needed, check and adjust low pressure cut-outs, check thermostat calibration, ensure that there is no excessive noise or vibration, inspect and adjust defrost systems for proper operation, check starter panels and controls for proper operation, burned or loose contacts, or loose connections.

5.5.5. Food Preparation Equipment PM. The SP shall perform preventive maintenance on food processing equipment such as the food slicers, peelers, choppers, and mixers. Preventive Maintenance task shall include, but not limited to the following: Check with operating or area personnel for any deficiencies; check cutting surfaces, clutch assembly and guards for damage and proper alignment; adjust as required. Check nuts, bolts, and screws for tightness; tighten or replace as required. Check switch and controls for proper operations; adjusted as required. Clean machine of dust, grease, and food particles. Check operation of motor and check motor bearing for overheating; lubricate as required. Check belt tension: replace belt and or adjust as required.

5.5.6. Cooking Equipment PM. The SP shall perform PM on cooking equipment. Inspections shall include a check for grease build-up, as well as the following tasks:

5.5.7. Gas or Electric Convection Ovens. The SP shall check doors and seals for warping and misalignment; lubricate hinges; replace broken knobs; check piping and valves for leaks; check nuts, bolts, and screws for tightness and replace or tighten as required; check fan blades and the fan motor for proper operation; and check the operation of the thermostat and calibrate as required.

- **Gas Oven.** The SP shall check the pilot, igniter, and jets for uniform flame and adjust as required, check with operators for deficiencies, check doors and seals for warping and misalignment, lubricate hinges, check piping and valves for leaks, check fasteners for tightness, check elements, switches, controls, and wiring on electrically heated units for defects, check fan blades and fan motors for proper operation, and check thermostats, and clean the area around the equipment.
- **Electric Oven.** The SP shall check the element, switches, controls, and wiring for defects, check with operators for any deficiencies, lubricate main bearing bushings, check operation of chain drive mechanisms, lubricate chains, inspect motors and wiring, sensory inspect motor and bearing for overheating, lubricate motor bearings, check V-belts, inspect shelves for defects and level, tighten or replace any loose fasteners, check thermostats, check operation of stop and reverse switches, check timer mechanisms, check lubricant in gear cases, check ventilators, and clean the area around the equipment.

5.5.8. Griddle Tops. For gas and electric griddle tops, the SP shall check nuts, bolts, and screws for tightness and tighten or replace as required; and check calibration of thermostats and adjust as required. The SP shall clean and adjust orifices and nozzles where applicable.

- **Gas Griddle Tops.** The SP shall check piping and valves for leaks; and check pilot, igniter, and jets for uniform flame and adjust as required.
- **Electric Griddle Tops.** The SP shall check switches, connections, and wiring for proper operation and adjust as required.

5.5.9. Steam Kettles, Fixed or Tilt. Check with operating or area personnel for any deficiencies. Check piping and fittings for leaks; tighten as required. Check operation electric water valve. Inspect cover, hinges, and seals on units to equipped; lubricate hinge. Lubricate tilting gear mechanism and trunnion bearings, if applicable.

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5.5.10. Exhaust Fan PM. The SP shall perform the following PM on all exhaust fans. The SP shall test exhaust "smoke" hoods; lubricate bearings; replace belts; remove dust, dirt, and paper from unit; and adjust and calibrate equipment timers; check components of automatic cleaning system and automatic fire protection system; and clean fan motor housings, and blades to maintain an exhaust rate in accordance with the Uniform Mechanical Code, Chapter 20, NFPA regulations, and the manufacturer's literature.

5.5.11. Dishwashing Equipment. The SP shall perform preventive maintenance on dishwashing equipment such as electric and steam dishwashers. Preventive Maintenance task shall include, but not limited to the following: Check with operating or area personnel for any deficiencies; motor and bearings for excessive noise, vibration and overheating; check dish conveyor by turning on switch and observing conveyor movement, ensure to adjust chains when necessary; check operation of wash and rinse spray mechanism for spray coverage and drainage; inspect soap and spray solution feeder lines, ensure to clean when necessary; inspect water lines and fittings for leaks, ensure to tighten fittings as necessary; lubricate conveyor drive bushings and chain drive; check belt tension and adjust if required; tighten loose nuts, bolts and screws; check packing glands on wash, rinse and drain valves and add or replace packing as required; check lubricant in gear case and add oil if required. Inspect splash curtain for tears, clearance and water tightness and adjust as required; check proper operation of solenoid valve and float in fill tank and adjust as required; check pumps for leakage and obstructions as adjust as required; check proper operation of micro-switch; check water for proper temperature readings, check operation of safety stop and clutch on conveyor belt motor and adjust cut-off switch mechanism as required; check temperature regulator and adjust if necessary; clean lime off thermostatic probe.

5.6. UNSCHEDULED TASKS EQUIPMENT TASKS
The SP shall perform the tasks described below when initiated through either a service request (SR) or an approved Facility Project. As part of each SR or Facility Project, the SP shall perform an inspection and general operational check of the equipment, and repair the equipment as required.

5.6.1. Equipment Repair

5.6.1.1. Refrigeration Equipment Repair. The SP shall repair domestic and display case refrigerators (including sandwich units); walk-in refrigerators and refrigerator or freezers with external condensers; ice cream cabinets, freezers, and machines; cold food counters; ice making machines; fluid coolers; and all other refrigerated units in covered facilities. Repairs shall include, but not be limited to, the following components:

- Pumps and spray assemblies
- Floats and water levels
- Fan blades, fan belts, vibration pads, refrigerant, compressors, crankcase heaters, metering devices, cabinet parts, valves, defective piping, pulleys, and insulation
- Starter panels and controls, contacts, and connections
- Door gaskets

5.6.1.2. Beverage Dispenser Equipment Repair. The SP shall repair beverage dispenser equipment to include, but not be limited to, the following components**:**

- Hoses and valves
- Electrical wiring

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- Pressure gauges
- Door latches
- Fans and belts

5.6.1.3. Cooking Equipment Repair. The SP shall repair cooking equipment, including broilers, ovens, rotary ovens, microwave ovens, combination and pizza ovens, gas and steam cookers, grills, griddles, and ranges, gas and electric tilting braising pans, steam kettles, steam tables, hot food tables, warming tables and cabinets, vegetable steamers, rotary toasters, hoods, and blowers. Repairs shall include, but not be limited to, the following components:

- Pilot lights, igniters, and jets
- Piping
- Valves and hoses
- Doors
- Knobs
- Motors
- Thermostats
- Insulators

5.6.1.4. Baking Equipment Repair. The SP shall repair electric floor and counter mixers. Repair shall include, but not be limited to, the following components:

- Belts, gears, motors, and motor bearings
- Switches, controls, and conveyors
- Electrical wires
- Cutters and chain drivers

5.6.1.5. Miscellaneous Equipment Repair. The SP shall perform all repairs that dishwashers, sinks, and garbage disposals, safe and operable. Work shall include fabrication, welding, and modification of parts and components.

5.6.1.6. Equipment Removal and Installation
Upon receipt of a valid SR or Facility Project, the SP shall disconnect and install dining facility equipment.

5.6.1.7. Replacement. Upon determining that a piece of equipment requires replacement, the SP shall code and tag the equipment for turn-in and notify the Dining Facility Manager. The SP shall notify COR of their recommendation to disconnect or replace the equipment.

5.6.1.8. Assembly Instructions. The SP shall assemble new dining facility equipment according to the manufacturer's instructions and applicable regulations. The SP shall install cooking equipment in accordance with NFPA Standard 96. The SP shall instruct dining facility personnel in the operation of new equipment in accordance with operations and owner’s manuals when the SP cannot obtain factory representative demonstration.

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5.6.1.9. Connection. The SP shall connect new dining facility equipment to available utility connections. Where connections require modification of design, the SP shall arrange for the work to be performed as a reimbursable facility project.

5.6.1.10. Start-Up Inspection. The SP shall perform start-up inspection and services before new, reconditioned, or inactive dining facility equipment is placed in service. Start-up services include, but are not limited to, inspection of all parts, accessories, and connections for correct adjustment before the equipment is started, and testing and repair, if necessary, to ensure proper operation. The SP shall leave dining equipment in a configuration that allows it to be used immediately for food preparation.

5.6.1.11. Shut-Down Services. The SP shall perform shut-down services as necessary to protect equipment that is to be inactivated or placed on standby use and to conserve materials. Such services include inspecting and servicing equipment to ensure that it is properly secure, protected against deterioration, and is in stand-by condition. Stand-by services shall include, but not be limited to, the following:

- Drain all water and cooking compartments.
- Drain and clean peel traps for vegetable peelers.
- Drain circulating pumps for dishwashing machines and coffee urns.
- Drain all water, steam, and drain piping that forms a part of the equipment.
- Drain and clean all grease traps that form a part of the equipment.
- Relieve belt tension on all belt-driven equipment.
- Remove saw blades, slicer blades, and vegetable cutting machine blades. Apply a protective coat of noncorrosive grease to items removed and store them to prevent damage.
- Dismantle the draw-off valves, clean them thoroughly, and apply a protective coat of noncorrosive grease to all parts; reassemble valves and replace them in open position.
- Remove all rust from equipment, and paint with metal paint. Cover cooking tops, unpainted metal surfaces, and moving parts of kitchen equipment with a protective coat of noncorrosive grease.
- Close doors of ranges and ovens. Leave doors or covers of other equipment partly open.
- Fill all oil and grease cups with the proper grade of oil and grease.
- Where possible, wrap equipment with dust-proof and weatherproof paper.

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6.0. GOVERNMENT-FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

6.1. Government-Furnished Property & Equipment: The Government will furnish all equipment listed in TE 1-004. In accordance with FAR Clause 52.245-1, *Government Property*, title and ownership of all contractor replacement of Government-furnished equipment will remain with the Government. The contractor shall be responsible for the procurement of additional property or equipment to fulfill PWS requirements.

6.1.1. Government Property & Equipment Management Plan: The contractor shall submit a written Government Property & Equipment Management Plan that adequately identifies the processes, systems, procedures, records, and methodologies necessary for effective and efficient control of Government property in its possession as required by FAR 52.245-1. The Management Plan shall be submitted to the

COR NLT 30 days after contract start date for review and approval (CDRL A001). Proposed changes to the plan shall be approved by the COR prior to implementation.

6.1.2. Government Property & Equipment Inventory: The contractor shall conduct a joint inventory assessment of all property and equipment with the Government and submit a Government Property & Equipment Inventory Report (CDRL A002) no later than the final day of the transition-in period and within 15 days after the exercise of any option period under this contract. The contractor shall document any inventory discrepancies to the COR, and subsequently assume property accounting and serviceability responsibilities when inventory discrepancies have been resolved.

6.1.3. Government Furnished Facilities: The facilities listed below will be provided to the contractor. In the event that the below listed facilities become unavailable due to ongoing base reconstruction, equivalent facilities will be provided. No alterations to the facilities shall be made without the specific written permission from the functional commander and approved via NEXGEN-IT SR. If alterations are required for compliance with OSHA regulations, such permission shall not be reasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, except for fair wear and tear and approved modifications. The Government retains the right to add, withdraw, or replace facilities, to ensure efficient facility and space utilization. The following list of facility square footage is intended to be used as an estimate only.

Facility #	Description	Qty	UoM
1403	Salt & Sand Storage	8,551	SF
1405	BMC Shops	8,376	SF
1406	BMC Shops & Storage	14,582	SF
1412	BMC HAZMAT Storage	123	SF
1415	BMC Storage	1,989	SF
1422	BMC Shops	3,218	SF
1423	BMC Shops	5,650	SF
1425	BMC Admin	4,200	SF
1605	BMC Material Control & Storage	44,241	SF
3309	BMC FMO Storage	9,701	SF

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6.1.4. Government Furnished Automated Data Processing Equipment (ADPE): The Government will furnish desktop computer equipment upon award of the contract. The Government shall be responsible for all replacement, maintenance, and repair of ADPE as necessary. Under no circumstances shall the contractor modify existing software applications or add new software applications on Government-furnished ADPE. The Government will provide the contractor with the necessary training for Fort Eustis unique software products required in performing the PWS services. The use of ADPE by the contractor is only authorized in support of this contract and will be monitored by the Government for compliance. All unauthorized use will result in appropriate actions as governed by Government directives, policies, and regulations. ADPE assets shall be tracked by the 733d CES ADPE Custodian.

6.1.5. Equipment Authorized In-Use Details (EAID) Items: The Government will provide the CE authorized assets listed on each shop's Custodian Authorization/Custody Receipt Listing (CA/CRL) R14 Account. The contractor shall designate custodians and alternates to receipt and account for Government-furnished EAID equipment on the CA/CRL under the provisions of AFI 23-101, *Materiel Management.*

6.1.5.1. Additional or Replacement Equipment: Prior to adding or replacing EAID identified equipment, the contractor shall submit requests for additional or replacement equipment using procedures outlined in AFI 23-101, *Materiel Management.* Only equipment authorized by the allowance standard will be approved by the COR. Changes to allowance standard authorizations must be approved by the COR prior to requisition. Government-furnished EAID equipment the contractor determines as excess, and approved by the COR, shall be turned into Fort Eustis base supply without requisitioning replacement.

6.1.5.2. Non-EAID Items: The Government assets will be provided for contractor use in support of PWS requirements. Any additions and deletions to TE 1-004 shall be approved by the Government.

6.2. Utilities: The Government will furnish all utilities (Natural gas, electricity, water, wastewater, etc.) as required to fulfill all contract requirements.

6.2.1. Utility Conservation: The contractor shall adhere to base-level utility conservation practices or requirements. The contractor shall be responsible for executing requirements in a manner that prevents unnecessary waste of utilities.

6.2.2. Telephone: The Government will provide the contractor with base, local, and long-distance commercial telephone service. The contractor shall use Government-provided telephone services for official Government business in support of this contract only. The contractor shall not accept any collect telephone calls. All contractor communications services are subject to monitoring. The contractor shall coordinate changes in services and handset locations with the COR.

6.2.3. Security, Fire, and Medical Services: The Government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis.

6.2.4. Mail Service: The Government will provide postal services for official Government mail only. The contractor shall be responsible for coordinating with the US Postal Service for the delivery of mail to the contractor's facility or post office box.

6.2.5. Refuse & Recycling: The Government will provide refuse & recycling services to fulfill contract requirements. The contractor shall coordinate any refuse & recycling concerns with the COR for resolution.

6.2.6. Technology Services: The Government shall provide the contractor access to and use of existing LAN and Internet services as necessary to fulfill all PWS objectives. Contractor personnel shall not relocate Government-furnished access points to the local area network (LAN) or in any way tamper with existing LAN lines or connections. The contractor shall not upgrade or change any of the Government-provided services. The Government shall provide the contractor access to the Fort Eustis electronic mail system along with any necessary software requirements which shall be utilized by the contractor for official business only. The contractor shall submit all requests for relocation and maintenance or repair of LAN systems and Internet services to the Government designated activity or responsible official for resolution. The Government shall provide the contractor with necessary training for LAN access and other Fort Eustis unique systems required in performing the PWS services. Use of LAN and Internet by the contractor is authorized only for official Fort Eustis business and will be closely monitored by the Government. All unauthorized use will result in appropriate actions as governed by the FAR and/or other Government directives and laws. The COR will be the focal point for management and problem resolution of the contractor utilized Government-furnished LAN and internet services.

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6.2.7. Fuel Availability: The contractor shall be responsible for fueling all standard contractor owned or leased passenger vehicles. Government fuel products are available for government owned vehicles and equipment only.

7.0. GENERAL INFORMATION

7.1. Contractor Key Personnel:

7.1.1. Program Manager: The contractor shall designate a program manager who shall be responsible for the direction and performance of the work under this contract. The contractor shall designate an alternate who can act on behalf of the program manager in their absence. The program manager and alternate(s) shall have full authority to act on all contractual matters. The program manager, or alternate, shall be on-site during normal duty hours and contingencies requiring work during non-duty hours. During non-duty hours, the program manager, or designated alternate shall be available on-site at Fort Eustis, if required, within 1 hour of notification. The contractor shall furnish the phone numbers of the essential contractor personnel, to include the program manager, designated program manager alternate(s), and management personnel NLT the start of contract performance. The COR shall be notified within 1 workday whenever changes are made to essential personnel (CDRL A003).

7.1.1.1 Program Manager Qualifications: The Program Manager must possess extensive experience and expertise in managing large-scale maintenance and engineering contracts within a military or government environment. The ideal candidate should have a minimum of 10 years of progressive experience in civil engineering operations, including at least 5 years in a managerial or supervisory role. A bachelor's degree in Civil Engineering, Construction Management, or a related field is required. Professional certifications such as Professional Engineer (PE) or Project Management Professional (PMP) are preferred. The Program Manager must demonstrate a thorough understanding of federal, state, and local regulations governing construction and maintenance activities, as well as a solid background in project planning, resource allocation, and budget management. Strong leadership skills, with the ability to effectively manage multidisciplinary teams and foster a collaborative work environment, are essential. The candidate should have exceptional communication and negotiation skills, with the capacity to liaise with government officials, contractors, and other stakeholders effectively. Additionally, the Program Manager should be proficient in using project management and engineering software tools, possess a strong commitment to safety and quality assurance, and have a proven track record of delivering projects on time and within budget. Familiarity with military protocols and the unique operational requirement of a military base is an advantage.

The ability to obtain and maintain a security clearance as required for access to sensitive and restricted areas is mandatory. **Fort Eustis does not exercise the security clearance requirement at this time, all secured facilities on our installation will provide escorts to the technicians as needed.**

7.1.2. Quality Control Plan (QCP) & Personnel: The Contractor shall develop a QCP for measuring and attaining quality of performance under this contract. The Contractor's QCP shall explain the way the Contractor will ensure all contract requirements are being accomplished in accordance with the specifications of this contract and industry standards. A sustaining focus throughout the QCP shall be the attainment of continuous quality improvement. The plan shall identify contractor employees who are tasked to perform inspections and the extent of their authority. Their functional role shall be depicted in an organization chart. The plan shall be constructed in such a manner that each functional plan may be extracted and used for that function. The Contractor's QCP shall be submitted with proposal and will be reviewed by the COR after contract award for the purpose of achieving full compliance with the terms of this Contract. Any changes to the QCP shall be submitted to the CO/COR within 15 days (CDRL A004).

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7.1.3. Language: All contractor employees shall be proficient with the English language.

7.1.4. Appearance: Contractor employees shall present a professional appearance and be easily recognized as contractor employees. Clothing style and color is at the contractor's discretion; however, shirts will contain at a minimum company logo and employees' first and last name.

7.1.5. Certifications: The contractor shall ensure that all employees requiring certifications to perform work under this contract have current and valid professional certifications prior to executing work under this contract.

7.1.6. Traffic Regulations: The contractor employees shall comply with all directives pertaining to operation of privately owned vehicles on DAFI 91-207, *The Traffic Safety Program.*

7.1.7. Employee Supervision: The contractor shall provide direct supervision of its own employees but shall not supervise or accept supervision from any Government personnel.

7.2. Mission Essential Functions: Services identified in the table below are mission-essential functions requiring performance during crises in accordance with DFARS 252.237-7023 Continuation of Essential Contractor Services. The contractor shall provide with its offer, a written Mission-Essential Contractor Services Plan in accordance with DFARS 252.237-7024 Notice of Continuation of Essential Contractor Services describing how it will continue to perform the essential contractor services.

Additionally, the contractor shall provide a list of mission-essential personnel to the COR within 30 calendar days after contract start date (CDRL A005). The mission-essential personnel list shall be updated no less than quarterly throughout the entire contract to reflect changes in personnel.

Below are the Mission Essential Functions with PWS References.

Mission Essential Functions	Operations Management PWS Reference
Operations Management	1.0 Inclusive
Materiel Control	2.3 Inclusive
Heavy Repair	3.1 Inclusive
Infrastructure Systems	3.2 Inclusive
Facility Systems	3.3 Inclusive

7.3. Strike Contingency Plan: The contractor shall develop and maintain a strike contingency plan that establishes procedures to address labor disputes among its unionized workforce in a manner to ensure continuity of required services under this contract. At a minimum, the strike contingency plan shall identify an adequate approach to providing the requisite labor support to meet all required contract performance objectives. The contractor Strike Contingency Plan shall be submitted to the CO & COR for

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acceptance no later than 30 days after contract award date. Any changes to the plan shall be submitted to the Government for review within 14 days of the change (CDRL A006).

7.4. Hand Tools: The contractor shall provide all hand tools and personal protective equipment required to fulfill all PWS requirements.

7.5. Vehicles: The contractor shall provide all vehicles, heavy equipment, special-purpose equipment (e.g. manlifts, cranes, etc.) required to fulfill all contract performance requirements. All vehicles must comply with the Energy Policy Act of 2005, Energy Independence and Security Act 2007 section 141 and current Presidential Executive Orders.

7.5.1. Vehicle Appearance: Contractor vehicles shall maintain a professional appearance and be easily recognized as contractor vehicles.

7.5.2. High-Reach Equipment: Contractor shall provide equipment able reach a maximum of 32 feet for interior repairs and 55 feet for exterior/hangar repairs. Interior high lift must fit through standard personnel double opening doors, six feet by six feet eight inches.

7.5.3. Vehicle Fleet Management: The contractor shall be responsible for contractor vehicle fleet to include vehicle inventory, monitor the status of all assigned vehicles, provide maintenance oversight, prepare reports, and investigate vehicle incidents.

7.6. Security:

7.6.1. Suitability Investigations:

7.6.1.1. National Agency Check with Inquiries (NACI)/Tier 1 Investigation: Personnel working in a government facility 6 months or longer or at any time requiring access to the DoD network will require a NACI clearance. NACI is now being replaced with a Tier 1 Investigation, however NACI is still acceptable if valid. An open NACI investigation, at a minimum, is required before access to Government-furnished workstations that have access to AF e-mail systems can be granted. A network waiver may be granted by the unit commander after completion of NACI investigation process. These investigations shall be submitted by the Government at no additional cost to the contractor. Personnel requiring unescorted entry to restricted areas require a favorably completed NACI clearance IAW DoD 5200.2-R, *Personnel Security Program*. In accordance with AFI 31-101, *Integrated Defense (FOUO)* regarding access requirements, an open investigation is the minimum for whichever level clearance is required.

7.6.1.2. Employee Security Clearance: Any personnel requiring administrative rights to DoD network in support of Emergency Management Control Systems IAW Operations Management PWS paragraph 3.2.2.1. shall have the ability to possess a Secret Clearance or favorable Tier 3 Investigation. The contractor shall, at its own expense, be responsible for providing and maintaining personnel with the appropriate security clearance to ensure compliance with Government security regulations. **Fort Eustis does not exercise this requirement at this time, all secured facilities on our installation will provide escorts to the technicians as needed.**

7.6.2 Facility Clearance Level (FCL) Requirements: The contractor shall possess the required Facility Clearance Level prior to performing work on this contract, which is Secret as indicated on the applicable DD254. The contractor shall, at its own expense, maintain their FCL by the Defense Security Service (DSS) for the entire term of the contract. The contractor shall notify the Contracting Officer in writing if there are any changes in the status of their FCL and provide the reason for the change. If only part of a Contractor's organization has the requisite FCL, the contractor shall make the distinction between which

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business units or sites and geographical locations have an FCL. **Fort Eustis does not exercise this requirement at this time, all secured facilities on our installation will provide escorts to the technicians as needed.**

7.6.3. Unescorted Entry to Restricted Areas: Contractor employees requiring unescorted entry to restricted areas shall possess a restricted area badge. The contractor shall coordinate with the Government Unit Security Assistant to obtain restricted area badges as necessary.

7.6.4. Pass and Identification Items: The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and privately owned vehicles.

- Defense Biometric Identification System (DBIDS) Contractor Identification Card: If no DOD network access is required, the contractor shall process a DBIDS application to obtain a DBIDS contractor ID card.

- AF Form 1199, USAF Restricted Area Badge, or a locally developed badge (if applicable).

- DoD Common Access Card (CAC): If DOD network access is required for contractor employees, the contractor shall coordinate with the Government Unit Security Manager (USM) and Trusted Associate Sponsorship System (TASS) point of contact as required to obtain the requisite CACs. Refer to AFI 36-3026, Vol 1, *Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel for complete requirements & Vol 2 Common Access Card (CAC).*

- AF Form 75, *Visitor/Vehicle Pass*: The contractor shall adhere to local security policy when applying for short/long term visitors' passes. Any contractor requesting a pass for more than 3 days will complete a local files check with 733d Security Forces Squadron (SFS) pass & ID.

7.6.5. Retrieving Identification Media: The contractor shall retrieve all identification media from employees who depart for any reason prior to contract expiration and submit them to the COR.

7.6.6. Listing of Employees: The contractor shall maintain a listing of employees that includes the employee's name and their associated work center. The list shall be submitted NLT the last day of the 45-day transition period and validated quarterly (CDRL A007).

7.6.7. Computer Security Requirements: The contractor shall comply with AFI 17-130, Cybersecurity Program Management; AFMAN 17-1303 *Cybersecurity Workforce Improvement Program;* regarding security clearances and training requirements prior to being granted access to Government systems.

7.6.7.1. Cybersecurity: The contractor shall comply with the Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.239-7001, *Information Assurance Contractor Training and Certification,* and all cybersecurity requirements stipulated in the contract.

7.6.8. Antiterrorism/Force Protection: All contractor personnel must comply with and participate in the installation AT/FP Program, including be subject to random antiterrorism measures IAW DODI 2000.16V_AFI10-245-O.

7.7. Freedom of Information Act Program: The contractor shall comply with DoD 5400.7-R, *DoD Freedom of Information Act Program,* and AFMAN 33-302, *Freedom of Information Act Program,* requirements; AFI 33-332, *Air Force Privacy and Civil Liberties Program;* and DoDI 5200.48 *Controlled Unclassified Information* requirements. The regulation sets policy and procedures for the disclosure of

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records to the public and for marking, handling, transmitting, and safeguarding CUI materiel. Contractor personnel responsible for official Government records are not authorized to make the decision to disclose Government records.

7.7.1. Privacy Act (PA) Program: The contractor shall comply with DoD 5400.11-R, *Department of Defense Privacy Program* and AFI 33-332, *Air Force Privacy and Civil Liberties Program.* These regulations specify mandatory compliance with guidelines for collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personal information kept in systems of records to comply with the Privacy Act, Title 5, United States Code, Section 552a.

7.7.2. CONTROLLED UNCLASSIFIED INFORMATION (CUI): The contractor shall create and maintain CUI materiel IAW DoD Instruction 5200.48 CONTROLLED UNCLASSIFIED INFORMATION.

7.7.3. Records Management: The contractor is responsible for compliance with records management in accordance with AFI 33-322, Records Management and Information Governance Program. All data created for Government use and delivered to, or falls under the legal control of the Government, are federal records and shall be managed in accordance with DoD and AF directives. These records include information for official use only or information subject to the Privacy Act of 1974.

7.7.4. Forms and Publications: All publications necessary for service performance under this contract are available electronically. In the event that a federal form or publication is not available electronically, the Government COR shall provide the forms, instruction, or publication to the contractor upon request.

7.7.5. Directives and Publications: The contractor shall comply with all applicable directives and publications referenced in this PWS. Supplements or amendments to listed publications may be issued during the life of this contract. The contractor shall immediately implement those changes that result in no change in contract price and notify the CO in writing of such change. In the event there is a conflict between two or more publications, the contractor shall provide written evaluation along with specific supporting data to the CO and the COR within 10 business days of knowledge of conflict. Resolution of the conflict will be facilitated by the CO. The contractor shall ensure that all directives/publications such as technical orders, regulations, instructions, manuals, pamphlets, and forms are current and available to perform all requirements of this PWS. The contractor shall perform a monthly review of all applicable Technical Orders and Forms for any updates or changes and comply with any updates or changes accordingly. The contractor shall review all applicable directives and publications quarterly to ensure currency.

7.7.6. Compliance with Laws and Regulations: The contractor shall comply with all applicable federal, state, county, base, AF, and DOD instructions in fulfillment of all PWS requirements. The contractor shall ensure policies and procedures are established that protect the health and safety of employees and the base community. All DoD publications can be accessed at the following web address: http://www.e-publishing.af.mil/otherpublishingsites.asp.

7.8. Reporting Requirements: The contractor shall comply with AFI 71-101, Volume 1, *Criminal Investigations Program*; and AFI 71-101, Volume 2, *Protective Service Matters*, requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware that may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

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7.9. Physical Security: All contractor personnel shall comply with base operations plans/instructions for force protection condition (FPCON) procedures, random antiterrorism measures (RAMs), and local search/identification requirements. The contractor shall adequately safeguard all Government property including controlled forms provided for contractor use. At the close of each work period, Government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materiels shall be adequately secured.

7.10. Operating Instructions: The contractor shall adhere to the AF activity operating instructions for internal circulation control, protection of resources, and to regulate entry into AF controlled areas during normal, simulated, and actual emergency operations.

7.11. Controlled/Restricted Areas: The contractor shall implement local base procedures for entry to AF controlled/restricted areas where contractor personnel may work. The Government Unit Security Assistant will provide security guidance in addition to initial and follow-on training prior to being authorized a restricted/controlled area badge and as required by 733d SFS at Fort Eustis. AF restricted and controlled areas are explained in DAFI 31-101, Integrated Defense.

7.11.1. Entry Procedures for Controlled Areas: For on-base cleared facilities overseen by the base Information Security Program Manager (ISPM), the contractor shall comply with the NISPOM, to implement controlled area requirements. The ISPM will approve the establishment, construction, and modification of all contractor-designated controlled areas before they may be used to limit access.

7.12. Lost Keys: The contractor shall report all lost keys immediately to the COR. The contractor shall be responsible for replacing lost keys and performs re-keying as necessary. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced or rekeyed by the contractor.

7.12.1. Government Authorization: The contractor shall ensure Government issued keys are only used by authorized contractor personnel. Contractor employees shall not use keys to open work areas for personnel other than contract employees engaged in performance PWS requirements, unless authorized by the Government functional area chief.

7.13. Lock Combinations: The contractor shall ensure lock combinations are not revealed to unauthorized personnel. The contractor is not authorized to record lock combinations without written approval by the Government. If a lock combination is changed, the contractor shall provide the new combination to the authorized facility manager only. The contractor shall comply with DoDM 5200.01, Vol 3, *Protection of Classified Information*, security requirements for changing combinations to storage containers used to maintain classified materiels.

7.13.1. Security Alarm Access Codes: The contractor shall ensure security alarm access codes are not revealed to unauthorized personnel. Security alarms access codes shall only be given to employees who are authorized entry into areas with security alarms. Employees shall adhere to the AF activity operating instructions and shall properly safeguard alarm access codes to prevent unauthorized disclosure. The contractor shall not record alarm access codes without written approval by the Government.

7.14. Traffic Laws: All contractor employees shall comply with base traffic regulations IAW AFI 31-218*, JBLE Traffic Code*. Texting or manipulating a phone while driving is not permitted.

7.15. Base Fire Regulations: The contractor shall comply with all Base Fire Regulations as set forth in AFI 32-2001*, Fire and Emergency Services Program*. All work shall be in strict compliance with National Fire Protection Association 101, Life Safety Code. The contractor shall not use explosives or fire in performance of all PWS requirements unless approved through an AF Form 592, *Hot Work Permit.*

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7.16. Hours of Operation: 733d CES standard hours of operation are 0700 to 1600, Monday through Friday. All contractor operating hours shall be consistent with meeting all contract performance requirements, which may require the contractor to work after normal duty hours to meet mission requirements. These situations may include flight operations, military exercises, contingency operations, or short-term weather emergencies. Any accommodations to deconflict with mission requirements shall be at no additional cost to the Government.

7.17. Federal Holidays:
New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
President's Day - 3rd Monday in February
Memorial Day - last Monday in May
Juneteenth - 19 June
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

7.17.1. If these holidays fall on Saturday, the preceding Friday shall be observed. If these holidays fall on Sunday, the following Monday shall be observed. If a holiday falls on a scheduled service day, the contractor shall be responsible for rescheduling services for the first day post the holiday observance.

7.17.2. Down Days: Down days are designated by 633d Air Base Wing (ABW) Commander (CC) as non-working days for military personnel. Down days do not apply to contractor personnel. On down days, Government personnel may not be present to facilitate access and approval requirements. The contractor shall fulfill all PWS objectives on down days to the extent that access or approval requirements by the Government are not required. The list of down days will be provided to the contractor annually upon approval by the 633d ABW/CC.

7.18. Contractor Training: All contractor personnel shall complete the training requirements listed below at the specified frequency, as applicable:

- Antiterrorism Training. All employees shall complete Level 1 antiterrorism training via MyLearning module via the AF Portal within 90 days of initial assignment to the contract and renewed annually.

- DAF-Operations Security Awareness Training. All employees shall complete OPSEC specific training via MyLearning module via the AF Portal within 90 days of initial assignment to the contract and renewed annually.

- Cyber Awareness Training. All contractor personnel requiring access to the DoD network shall complete Cyber Awareness training located on MyLearning module via the AF Portal upon initial assignment to the contract and renewed annually.

- New or Updated Programs/Systems Training. The Government will provide contractor personnel with initial training for any new or updated programs/systems required under this contract.

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- Additional training requirements for specific functional areas are identified in the applicable sections of the Operations Management PWS.

7.19. Government-Owned Vehicles: In the event the contractor is directed to operate Government-owned vehicles during emergency situations, the contractor shall comply with AFI 24-301, Ground Transportation.

7.20. Airfield Driving: All contractor personnel operating contractor-owned vehicles on the airfield shall possess an airfield driver's license IAW AFI13-213_JBLANGLEY-EUSTISSUP, *Airfield Driving*, and AFI 24-301 *Ground Transportation*. Privately owned (personal) vehicles shall not be operated on the airfield unless authorized by Airfield Management.

7.21. Resumes/Qualified Staffing: The contractor shall obtain resumes and/or certifications showing that contractor personnel are qualified for the tasks they are performing. Within 15 days of contract award or replacement of personnel during the life of the contract, the Government may request and verify contractor personnel are qualified for the tasks they are performing. The CO, upon recommendation by the COR will determine whether personnel meet the task qualifications. If the CO, upon recommendation by the COR determines that the person does not meet the task qualifications, the contractor shall replace the personnel within 30 days of contract effective date.

7.21.1. License and Certifications: The contractor shall ensure that employees possess current federal, state, and/or trade license/certifications required to perform work IAW the PWS and all appendices.

7.22. Environmental: The Contractor shall comply with applicable environmental requirements at all times as directed in 32 CFR Part 989, *Environmental Impact Analysis Process.* Fines for Environmental/Safety/Occupational Health Violations: The contractor shall reimburse the Government for the cost of any environmental restoration undertaken by the Government to clean up releases caused by activities of the contractor or any of its subcontractors. Further, the contractor shall reimburse the Government for any civil or criminal fines or penalties levied against the Government for any environmental/safety/occupational health infraction caused by activities of the contractor or any of its subcontractors. The contractor is responsible for paying any fines levied against it by a regulatory agency (EPA, OSHA, etc.) that are a result of contract operations.

7.22.1. Hazardous Materiels Management: The contractor shall comply with all aspects of hazardous materiels management as outlined in AFMAN 32-7002, Environmental Compliance and Pollution Prevention, Fort Eustis Hazardous Waste Management Plan, and the Hazardous Materials Emergency Planning and Response Plan. Each shop shall use approved HAZMAT tracking system to track and manage HAZMAT usage. Contractor shall be responsible for the actions of its subcontractors and ensure they understand and comply with the provisions herein.

7.22.1.1. The contractor shall provide Government access to their area to perform environmental monitoring and auditing as required. Contractor will provide a management action plan within 10 duty days detailing actions taken to correct non-compliance findings.

7.22.1.2. The contractor shall immediately report all accidental or unintentional releases of hazardous materiels; hazardous waste; petroleum, oils, and lubricants products; and other materiels IAW the Government's plans and directives.

7.22.2. Environmental Management System (EMS): Comply with all aspects of EMS requirements as outlined in AFI 32-7001, *Environmental Management*.

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7.22.2.1. EMS Training: All employees must take EMS awareness training and maintain documentation showing training completion. Other mandatory training requirements must be taken at https://usaf.learningbuilder.com. The required training will be based on job description.

7.22.3. Solid Waste Recycling: To the maximum extent practicable, the contractor shall recycle cardboard and metal materiel generated through administrative or repair actions through the Fort Eustis Base Recycling Center. Hazardous waste shall not be disposed of in solid waste dumpsters. Sweeper debris shall be disposed of at Building 1209 Fort Eustis Base Refuse Yard. The contractor shall remedy any environmental deficiencies that they have caused within 24 hours.

7.22.4. Air Quality Compliance: Prior to the installation of new or modification of existing emissions units, the contractor shall obtain an air construction permit IAW AFMAN 32-7002 and 40 CFR Part 51, Subpart I, Review of New Sources and Modifications.

7.22.4.1. Air Quality Operating Permits: The contractor shall obtain Government approval prior to the replacement of any RPIE component which affects the Fort Eustis & Virginia Department of Environmental Protection air quality operating permits.

7.23. Contingency Planning, Procedures & Response: Upon written CO approval, the contractor shall provide up to 24/7, 7 days a week, contingency response for natural disasters, major accidents, and other real-world events that require CE support. Actual events and the required contractor responsibilities cannot be reasonably forecasted by the Government and the contractor response requirements may vary depending on the circumstances. As such, contractor response requirements related to these real-world contingency events will be subject to negotiation at the time of the event. The contractor shall adjust operations to meet both emergency response and prioritized PWS objectives as directed by the Government. All contingency planning, procedures and response activities shall be executed in accordance with the processes identified in the paragraphs below.

7.23.1. Planning. Upon contract award and upon exercise of each option year, the contractor shall submit a Contingency Price List to the COR and CO identifying the hourly overtime labor rates for all personnel fulfilling Ride Out Element (ROE) and Base Recovery Element (BRE) efforts outside of the normal duty hours as required to support the 733d CES Contingency Response Plan (CDRL A008). The overtime rates established in the Contingency Price List shall remain in effect for one year from date of submission and are subject to the Government's determination of fair and reasonable pricing. In addition to the Contingency Price List, the contractor shall include the status of the materiels on hand and associated equipment available to support contingency responses.

7.23.2. Procedures. At the request of the CO, the contractor shall submit a proposal for the Government directed contingency response requirements in the following format:

- Contract number, program title, and date of submission.
- A description of the proposed emergency response work needed.
- Specify the total proposed firm-fixed-price and provide a breakdown of the major cost elements as follows:
    - Labor. The number of labor hours proposed per labor category to accomplish the labor effort multiplied by fully burdened labor rates.
    - Other Direct Costs. Proposal provides a listing of proposed ODCs

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- Any execution of work directed by the CO prior to the completion of negotiation shall comply with all requirements of un-definitized contract actions.

7.23.3. Response. The contractor shall provide 24/7 contingency response at the direction of the Government. The Government may require that these activities supersede day-to-day operations.

7.23.3.1 UCC Response. The contractor shall support CE response operations utilizing the Fort Eustis common operating picture during and after real-world or exercise events, IAW base emergency plans developed by the Government that require CE actions. In addition, the contractor shall fulfill the following administrative support:

- Facilitate execution of operations management activities that fall within the scope of this PWS in response to Government EOC/UCC director direction

- Maintain current stand-by roster of contractor personnel that will be available to respond to UCC requirements outside of normal duty hours

7.23.3.2 BRE/ROE Response. The contractor shall:

- Perform Ride Out Element and Base Recovery Element responsibilities as outlined in the Contingency Response Plan and the Fort Eustis Installation Emergency Management Plan, to include the following:

- Perform damage assessment of airfield, facilities, and infrastructure systems and conduct recovery actions of airfield, facilities, and infrastructure systems.

- Perform functions necessary to minimize loss of personnel, resources, and operational capability.

7.24. Transition

7.24.1. Transition-In:

7.24.1.1. The incumbent contractor shall continue to perform at full capacity until the end of contract or extension date. To ensure a smooth transition, the new contractor shall be provided a 45-day transition period prior to the end of the existing contractor's performance period. Upon completion of the transition period, the new contractor shall be fully capable of fulfilling all requirements outlined in the PWS.

During the transition-in period, the new contractor shall:

7.24.1.1.1. Observe performance of the incumbent contractor, as required, to become thoroughly familiar with all requirements and procedures.

7.24.1.1.2. Submit weekly status reports that demonstrate the ability to achieve full assumption of all requirements in the PWS by the end of the transition period. These reports shall include, but are not limited to, a status on personnel, vehicles, equipment, and materiel control (CDRL A009).

7.24.1.1.3. Complete all human resource activities to ensure adequate staffing is provided to fulfill all PWS objectives by the start of contract performance. These activities include but are not limited to ensuring compliance with all applicable training, certifications, and licensing requirements. A recruitment notice may be placed in each Government furnished facility. The contractor shall provide the Government an Employee List that identifies the full name of each employee under the contract (including

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subcontractor if applicable) and their associated work center no later than the final day of the transition-in period (CDRL A010). The Employee List shall be validated quarterly, and updates shall be submitted quarterly, as applicable.

7.24.1.1.4. Obtain Secret/Tier 3 Investigation for all employees requiring security clearances within sufficient time to allow for adequate turnover of Locksmith and EMCS requirements.

7.24.1.1.5. Obtain NACI/Tier 1 Investigation for all required employees within sufficient time to allow for adequate turnover of contract responsibilities.

7.24.1.1.6. Complete the development of adequate work plans and procedures to fulfill all contract requirements.

7.24.1.1.7. Conduct a joint inventory of all Government furnished property with the incumbent contractor and the Government representatives (identified by the CO) to be completed and signed over on the last day of the transition period. Signature will be required for all property received by the contractor from the Government. Discrepancies will be addressed by the Government.

7.24.1.1.8. Conduct a joint inventory of all materiel managed under the Materiel Control Program with the incumbent contractor and the Government representatives (identified by the CO) to be completed and signed over on the last day of the transition period. Signature will be required for all property received by the contractor from the Government. Discrepancies will be addressed by the Government.

7.24.1.2. The contractor will be allowed access to the Government furnished facilities, identified in paragraph 6.1.3, to facilitate familiarization. However, such access shall not interfere with the production efforts of current personnel. To preclude such interference, arrangements for access to the Government facilities shall be made with the COR.

7.24.2. Transition-Out:

7.24.2.1. The incumbent contractor shall provide the successor contractor with familiarization and shall support all activities described under PWS paragraph 7.24.1. During the transition-out period, the incumbent contractor shall be fully responsible for fulfilling all PWS performance objectives.

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8. DELIVERABLES / CDRL Table.

CDRL	Description	Para	Frequency
A001	Government Property & Equipment Management Plan	6.1.1	30 days of contract award
A002	Government Property & Equipment Inventory Report	6.1.2	NLT final day of transition-in period, and within 15 days after exercise of option year
A003	Contract Manager(s) & Alternate Listing	7.1.1	Start of contract period of performance and within 1 workday when changes occur

A004	Quality Control Plan	7.1.2	Provide within proposal, revisions after contract award shall be submitted within 15 days to the COR
A005	Mission Essential Personnel Listing	7.2	30 days of contract award
A006	Strike Contingency Plan	7.3	30 days of contract award
A007	Employee Listing	7.6.6	45 days of contract award
A008	Contingency Price List	7.23.1	Upon contract award and upon exercise of each option year
A009	Weekly Transition-In Status Report	7.24.1.1.2	Weekly within 45-day transition-in period
A010	Human Resource Tasks	7.24.1.1.3	45 days of contract award

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9. SERVICES SUMMARY.

Performance Objective	Performance Standards	Performance Thresholds
Dining Facility Equipment PM	100% compliance	SAT / UNSAT
Artificial Turf PM	100% Compliance	SAT / UNSAT
Ball Field & Tennis Court Lights PM	100% Compliance	SAT / UNSAT
Pick up and exchange furnishings and appliances within 48 hrs.	No more than three (3) discrepancies per month unless approved by the COR.	SAT / UNSAT
Warehouse FMO assets accounted for, maintained and	No more than three (3) discrepancies per quarter	SAT / UNSAT

Performance Objective	Performance Standards	Performance Thresholds
secured IAW the Government guidance		
Repair appliances	No appliance out of service longer than fourteen (14) calendar days unless approved by the COR.	SAT / UNSAT
Conduct annual assessment of furniture (FMO)	100% compliance	SAT / UNSAT

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10. ACRONYM LIST

Acronym	Definition
ABW/CC	Air Base Wing Commander
ADPE	Automated Data Processing Equipment
AF	Air Force
AFI	Air Force Instruction
AFMAN	Air Force Manual
BMC	Base Maintenance Contract
BRE	Base Recovery Response
CA/CRL	Custodian Authorization/Custody Receipt Listing
CAC	Common Access Card
CDRL	Contract Data Requirements List

CEIE	Civil Engineer Environmental Element
CES	Civil Engineer Squadron
CFR	Code of Federal Regulations
CMRA	Contract Manpower Reporting Application
CO	Contracting Officer
COR	Contracting Officer's Representative
CUI	Controlled Unclassified Information
DAFI	Department of the Air Force Instruction
DBIDS	Defense Biometric Identification System
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DoDM	Department of Defense Manual
EAID	equipment authorized in-use details
EMCS	Environmental Management Control System
EMS	Environmental Management System
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FCL	Facility Clearance Level
FMO	Furnishing Management Office
FOUO	For Official Use Only
FPCON	Force Protection Condition
FY	Fiscal Year
IAW	in accordance with
IGE	Independent Government Estimate
IJO	Internal Job Order
ISPM	Information Security Program Manager
LAN	Local Area Network
LOD	Letter of Direction
MHO	Military Housing Office
NACI	National Agency Check with Inquiries
NDAA	National Defense Authorization Act
NFPA	National Fire Protection Agency
NISPOM	National Industrial Security Program Operating Manual
NLT	No Later Than
O&M	Operation and Maintenance
ODC	Other Directed Cost
OPSEC	Operations Security

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OSHA	Occupational Safety & Health Administration
PM	Preventative Maintenance
PWS	Performance Work Statement
QCP	Quality Control Plan
RAM	Random Antiterrorism Measures
RFP	Request for Proposal
RFQ	Request for Quote
ROE	Ride Out Element
RPIE	Real Property Installed Equipment
SAF/AQ	Secretary of the Air Force/Acquisition
SCA	Service Contract Act
SFS	Security Forces Squadron
SOW	Statement of Work
SP	Service Provider
SR	Service Request
TE	Technical Exhibit
UCC	Unit Control Center
UH	Unaccompanied Housing
USDA	United States Department of Agriculture
USM	Unit Security Manager

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