Operation & Maintenance of Facilities
Jefferson Laboratories Complex

PERFORMANCE WORK STATEMENT

Submitted by:

Jefferson Laboratories Complex
3900 NCTR Road
Jefferson, Arkansas 72079
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SECTION 1: OVERVIEW

1.1 Background

The Jefferson Laboratories Complex (JLC) campus sits on 496 acres in the midst of a beautiful pine forest and occupies more than one million square feet of floor space which about 80 percent has been renovated or converted for administrative, research and research support. The facilities host two separate organizations within the Food and Drug Administration. In January 1971, the National Center for Toxicological Research (NCTR, sometimes referred to as "the Center") was established by Presidential order. In May 1972, the NCTR became operational by using a surplus Department of Defense facility. The facility was constructed in the early 1950's on the U. S. Army Pine Bluff Arsenal complex. The NCTR is a basic and applied research laboratory that is part of the Food and Drug Administration and the Department of Health and Human Services. There are over 600 fulltime government and contract employees at the Center. The Arkansas Regional laboratory is co-located with the NCTR in Jefferson, Arkansas. The 146,400 square foot facility was built by the FDA Office of Regulatory Affairs (ORA) and is organizationally a part of its Southwest Region and was built as a part of FDA's plan to restructure its 18 ORA field Laboratories. ARL is one of five multi-disciplined Laboratories and provides laboratory support for a 17 statewide area and for the U.S-Mexican border stretching from Otay Mesa, California to Brownsville, Texas. The ARL is able to accommodate approximately 150 employees and provide analytical support in chemistry and microbiology. Its scientists test products regulated by the FDA to ensure compliance with the U.S. Food, Drug and Cosmetic Act, which include products produced in the U.S. and imported. Located approximately 33 miles south of Little Rock and north of the Pine Bluff Arsenal, on NCTR Road about six miles east of U.S. Highway 365 at Jefferson, Arkansas. See Appendix II (Description of Existing Facilities) for a detailed description of each building. The Campus is an isolated research/industrial complex containing complicated and sophisticated building environmental support and utility systems to support long and short-term animal research programs. These programs involve the toxicity effects of many different compounds, environmental conditions and other areas of concern to the FDA. Only basic utilities are purchased from public utility companies. See Appendix III, Description of Utility Systems for a description of each utility service.

Jefferson Laboratories (JLC) engages in acute and chronic studies involving carcinogenesis, mutagenesis and Teratogens as end points as well as general toxicological research in support of the FDA regulatory mandates. Thousands of laboratory animals (primarily rodents and primates) are bred or purchased and maintained for experiments, where carefully formulated diets are provided. Other experiments determine the effects specific drugs have on the animals. Subsequently the animals are evaluated to determine the effects of the treatment. These test animals are housed in very tightly controlled temperature and humidity environments and are supplied with air that has been filtered to remove microorganisms and chemicals. Many of the experimental chemicals employed in the research are toxic to man; therefore, chemical containment and surveillance

regimens are employed to ensure occupational safety. The support of these animal studies and other concurrent in vitro studies require a large number of Laboratories, many of which are furnished with extremely complex and expensive test equipment requiring closely controlled environments to function properly. Responsiveness and skill of the Contractor's employees to repair and restore operation and control of the facilities is critical for the protection of the integrity of the research programs being conducted at the JLC.

1.2 General Statement of Work

This work statement provides for a full range of operational and maintenance support including Work Order (WO)/Indefinite Delivery Indefinite Quantity (IDIQ) work services to the JLC. This statement of work is intended to provide the Contractor (Contractor) only general guidance and information concerning the scope or content of the work to be performed during the term of this contract. It prescribes original equipment manufacturers (OEM) procedures and best commercial practices for performing or conducting systems maintenance and it sets forth those tasks the Government anticipates and expects the Contractor to perform during the term of the contract. It is not an inclusive list of all services to be performed and the Contractor may be required to perform other tasks necessary to meet commercial standards, mission needs, or to properly maintain on-site systems. The Contractor shall determine the method and manner of performance necessary or required to properly maintain the systems outlined in this PWS and to assess the level of quality control needed to ensure system performance based on criteria or factors listed in commercial OEM standards as well as any or all parts of this document. The overall responsibility to properly maintain and operate these systems and infrastructure and/or equipment shall always rest with the Contractor and be performed in accordance with the commercial manufacture and recommended procedures, schedules, tolerances or instructions and compliance is the sole responsibility of the Contractor. These services include, but are not limited to, operation and maintenance of all campus utility systems; craft shop support services; operation and maintenance of utility plants and equipment; maintenance of all process and non-process equipment; maintenance, alteration and repair of buildings and structures; pest control and grounds maintenance; janitorial and housekeeping services; and cafeteria food service operation. These services are required for the entire JLC campus, including those currently undergoing renovation and new construction. Warranties applicable to any equipment must be considered by the Contractor prior to performance of any service/maintenance. Further, all repairs or preventive maintenance will be scheduled around research activities and managed utilizing the government provided online work management system. Some repairs or maintenance may be necessary after normal duty hours. In that event any overtime expense resulting from such work will not be reimbursed by the government it is considered to be part of the firm-fixed –price contract. The Contractor shall keep critical areas on campus online during emergencies and/or catastrophic events. **Overtime for emergencies/catastrophic events will be reimbursed on an individual case review**.

During the performance of this contract, the Contractor may be required to provide for and support campus

changes and other support requirements necessary to meet mission requirements. Support requirements may originate from technology changes, new or additional equipment, local area network installations and upgrade, reconfigurations to include routing and diversity requirements and other environmental changes that could impact or alter the service requirements.

The Contractor shall maintain maintenance records on all equipment, systems, and buildings utilizing the government furnished online work management system and hard copy records determined by mission needs. The online records include informational fields necessary to properly document the location, status, maintenance history, and other pertinent data used to accomplish the work called for in this PWS. The Contractor is to ensure all information called for on the online forms is entered accurately and timely. No service provided by the Contractor shall be considered accomplished until all appropriate information is correctly entered into the online forms and other necessary documentation completed. Documentation such as Logs, records, checklists, and any other electronic or non-electronic media documentation maintained by the Contractor shall be available for the COR, or CO to review upon request. These records shall be filed and stored in T-45 **and after each Contract completion year shall be submitted to JLC archives**. The Contractor's operational and maintenance support actions shall be entered daily into the government furnished online work management system. The Contractor shall maintain a Preventative Maintenance plan that includes a plan/schedule that describes Quality Control and the Contractor's method for interfacing with the Government's Quality Assurance plan. The plan shall be updated, as necessary, to reflect changes in equipment inventory. The Contractor shall submit proposed revisions to the COR for approval within fifteen (15) days of identification. All new equipment and systems shall be added to the online work management system upon receipt.

1.2.1 Compliance and Liability

The Contractor shall be solely liable for acts of commission, errors, and omission in regard to compliance with Federal, State, and Local statutes, regulations and applicable guidelines which lead to fines, penalties, or prices associated with enforcement actions, removal actions, corrective actions, or remedial actions.
The Contractor shall assume full liability for the release of any hazardous substance to air, soil, or water resulting from its own or its subcontractor's actions. The Contractor shall be responsible for the costs associated with the cleanup of any such release. In the event the Contractor is removed from the duties at the facility, the Contractor shall also be responsible for latent defect caused while performing work while on property. JLC retains the right to initiate abatement and remediation actions for which the Contractor shall reimburse all associated expenses.

1.2.2 Safety Data Sheets

The Contractor shall furnish Safety Data Sheets for hazardous materials used, as described by OSHA standards, to the Center Safety Manager prior to beginning work.

1.2.3 Employee Conduct

All Contractor employees are expected to adhere to standards of competency, conduct, appearance, and integrity that reflects credit to the employee, the Contractor, and the Government. The Contractor shall be responsible for disciplinary action with respect to their employees.

1.2.4 Contractor Furnished Property

The Contractor is responsible for all Contractor Furnished Property (CFP) and supplies required by this PWS to perform the specified services of this contract see below. The Contractor shall be responsible for all utility connections required for CFP.

1.2.5 Contractor Supplied Parts and Materials

The cost of administrative supplies, janitorial supplies, cafeteria related material and disposable supplies and all chemicals used on the campus utility systems such as Potable Water systems, all Closed Loop Water System Treatment Chemicals, Boiler Treatment Chemicals, Industrial Sewer Treatment Chemicals, hand sanitizer dispensers, hand sanitizer refills, and associated supplies as needed and any other chemicals necessary as required by the government or manufactures recommendations will not be purchased by the government. Contractor supplied supplies and materials shall be in accordance with the following order of precedence:

1. Manufacturers' recommendations and standards
2. Industry standards
3. Good Laboratory Practices
4. National, State and Local Arkansas codes
5. JLC Building Standard
6. Direct materials history

1.2.6 Affirmative Procurement of Bio-based Products for Operations and Maintenance Services

The contractor must comply with sections 9002 the Farm Security and Rural Investment Act of 2002; The food Conservation and Energy Act of 2008; and the Agricultural Act of 2014; and the Federal Acquisition Regulation to provide biobased products. The contractor shall also comply with the clause at FAR 52.223-2, Reporting of Biobased Products Under Service and Construction Contracts. The contractor shall also comply with the provision at FAR 52.223-1, Biobased Product Certification.

The contractor shall utilize products and material made from biobased materials (e. g., biobased composite panels, biobased greases, biobased penetrating lubricants, biobased 2 cycle engine oil, and biobased wooden

concrete sealers). All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer Representative (COR).

Biobased products that are designated for preferential procurement under USDA's BioPreferred Program must meet the required minimum biobased content as stated in USDA's Final Rules available at www.biopreferred.gov. The Contractor shall provide data for their biobased products such as biobased content. In addition to the biobased products designated by the USDA BioPreferred Program, the Contractor is encouraged to use other commercially available biobased products such as biobased products certified with a label.

Within thirty (30) days of contract award, the contractor shall provide a complete list of USDA designated biobased products that it intends to use or supply during performance of this operations and maintenance contract, including products used or supplied by subcontractors. For each designated product, the Contractor shall also identify the product and brand/manufacturer. For each designated product the contractor shall also identify the biobased content. The contractor shall provide detail on how the contractor intends to keep abreast of the development and increasing availability of designated and non-designated biobased products and how any new or improved products will be incorporated on an ongoing basis into contract performance. The list shall be approved by the COR in writing. The Contractor shall not commence work until this list is approved by the COR in writing. The list must be reviewed and updated annually, and as required by the COR.

The Contractor should also note that USDA-designated biobased products are available for purchase through the AbilityOne Program. Under this program, members of organizations including the National Industries for the Blind (NIB) and the National Institute for the Severely Disabled (SourceAmerica) offer products and services that are mandatory by Federal agencies. A search of the AbilityOne Program's online catalog (www.ability.gov) indicated biobased products that fall within the operations and maintenance area. These include but are not limited to: cleaners (glass, hand, and multi-purpose), graffiti removers, and sorbents.

JLC supports all Contractor efforts to supply and utilize products conforming to the affirmative procurement of Bio-based products under service contracts requirements. The Contractor shall utilize products and material made from bio-based materials (e.g., bio-based greases, bio-based hydraulic fluids, and bio-based absorbents) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. Bio-based supplies and materials furnished in this PWS shall be of a type and quality that conform to PWS 1.2.5; and shall be coordinated with and are subject to the approval of the COR.

1.2.7 Available Government Property and Materials

- **Stock Materials:** The facility has a stockpile of Government owned parts, supplies, and materials on hand. All parts and supplies are "as-is" and will be replenished at the government's discretion.

- **Tools and Equipment: The Contractor shall be afforded the opportunity to inspect** Government-owned tools and equipment prior to their issuance. All such tools and equipment are provided as Government property. The Government makes no warranty as to their serviceability at the time of inspection; however, the Contractor shall be responsible for the custody, safeguarding, and day-to-day management of the Government-furnished tools and equipment once provided.

  If any Government-furnished tools or equipment become unusable during contract performance, the Government will determine, on a case-by-case basis and with COR approval, whether such tools or equipment will be repaired, replaced, or replenished at Government expense.

- **Accountable Property**: Accountable properties are those big-ticket items, such as a tractor, that have an expense above $ 5,000.00.

The Contractor shall

  - Operate/utilize Government-furnished property/equipment in a safe and proficient manner following appropriate industry practices and techniques.
  - Promote self-maintenance to the maximum extent possible without jeopardizing personnel, and equipment safety.
  - Communicate with equipment manufacturers and perform maintenance to ensure that equipment is maintained properly and that warranties remain valid.
  - Be responsible for the physical security of Government furnished property (GFP) and assumes full replacement price of all GFP damaged or stolen due to their neglect while under their control.

1.2.8 Modernization and Outside Contractor Support

The Contractor shall assist the Government throughout Modernization or other Construction projects within the limits of PWS 1.2. This type of assistance normally includes: locating of various utilities (valves, piping, switches, and circuit breakers); assisting with shut downs that may be required and deferring work as necessary with COR approval. The government has established the need for specialized outside service provider support. These services are to be maintained through existing relationships; reference **APPENDIX V: Sub-Contracted Services. There are major additions to the scope of work for the Contractor included in Appendix V.**

1.2.9 Personal Protective Equipment, Uniforms and Medical Exams

The Government shall furnish personal protective equipment identified by the Contractor as required to perform the work and medical exams for their employees in performance of this contract. All training is required to be supplied by the Contractor. Contract employees shall wear uniforms of a style acceptable to both The Contractor and JLC, and shall maintain a clean, neat appearance at all times**.** Uniforms will bear a decal with Company name and individual name; first only. Hairnets or hair restraints are required to be worn by all contract employees and serving gloves are required for all employees whose hands come in direct contact with foods.

1.2.10 Working Hours

Services are required twenty-four hours per day, 365 (or 366) days per year, on an uninterrupted basis. The Contractor shall perform the majority of the work required by this PWS during JLC Normal business hours. The Government reserves the right to close the facilities due to weather conditions, safety, health, or medical emergencies as necessary. The Contractor shall anticipate for **two inclement weather days** and **two additional federal holidays per Executive Order** each year. Personnel may be required to remain on duty during adverse weather, emergencies, or Executive Order holidays to ensure continued facility operations. No additional compensation will be provided for executive order holidays or early dismissals. All costs associated with maintaining required 24/7 operations during inclement weather, Executive Order holidays, and early dismissal or closure events are included in the firm-fixed-price portion of the contract. JLC normal business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding Federal holidays as listed below and other day(s) designated by Federal statute, Executive Order or Presidential Proclamation.

Normal occupancy hours are from 6:00 a.m. – 6:00 p.m., Monday through Friday, excluding Federal holidays.

The onsite Government personnel observe the listed dates as holidays:

- New Year's Day — January 1
- Martin Luther King, Jr. Birthday — 3rd Monday of January
- Presidents Day — 3rd Monday of February
- Memorial Day — Last Monday of May
- Juneteenth Day — June 19th
- Independence Day — July 4th
- Labor Day — 1st Monday of September
- Columbus Day — 2nd Monday of October
- Veterans Day — November 11th
- Thanksgiving Day — 4th Thursday of November

- Christmas Day December 25th
- Any other day designated by Federal statute, executive order, or Presidential proclamation.

When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel will not by itself be cause for an additional period of performance, or entitlement of compensation except as set forth within the contract.

1.3 Defective Performance

It is possible for the Contractor to perform in such a manner as to constitute defective performance. In such cases, the Contracting Officer will make the determination as to whether or not the Contractor has performed defectively and whether or not a deduction will be assessed, or re-work will be required for said defect. If a Government employee or agent (includes other on-site Contract personnel) observes a defect that can be construed as intentional or negligent, such employee or agent shall report the defect to the Contracting Officer for a determination. The Contracting Officer may make a unilateral determination that a reported defect was intentional or negligent or was unintentional. In this case, the defect will be handled under the provision of paragraph 1.4 - Criteria for Accepting or Rejecting Defective Performance. However, if the Contracting Officer determines that the defective performance is intentional or by neglect of the Contractor, a Contract Discrepancy Report (CDR) will be prepared and forwarded to the Contractor's Program Manager. The criteria used for accepting/rejecting performance in question will be clearly stated in the CDR.

1.4 Criteria for Accepting or Rejecting Defective Performance

The Contractor will be required to attend bi-weekly performance meetings to review and resolve customer complaints, inspect quality control records and results of unscheduled inspections. These meetings may also discuss other contract items such as planned work, progress of ongoing work etc. The Contractor will take meeting notes and provide a draft for concurrence by all meeting members within 3 business days after the meeting. The Contractor is required to explain in writing why performance was unacceptable, how the Contractor intends to prevent future occurrences and how performance will be restored to an acceptable level. The Contractor shall have fourteen (14) days to correct identified defects in service. When defects identified in the previous period are not corrected by the current period's performance evaluation meeting, the Government will take appropriate deductions from the current month's invoice. The magnitude and severity of the defect will be as determined by the Contracting Officer and will govern the actions taken by the government. These actions could include deductions, negative Contractor evaluations, and not exercising option years for the contract. The Contracting Officer, upon observing or learning of a defect not specifically identified in a Performance Requirement Summary, will inform the Contractor via a Contract Discrepancy Report. The Contracting Officer will use evidence presented by both parties (complainer and Contractor) in determining whether performance will be accepted or rejected.

1.5 Remedies for Defective Performance

When performance is determined to be defective, the amount of any deduction shall be proportionate to the severity, duration, and operational impact of the defective performance and consistent with the Performance Requirements Summary (PRS) and the Government's Quality Assurance Surveillance Plan (QASP) as determined by the Contracting Officer as described in PWS section 1.4 (Criteria for Accepting or Rejecting Defective Performance). The Government reserves the right to revoke acceptance for latent defects and defective performance that could not have reasonably been discovered at the time of acceptance. In such cases, the deduction will be computed and deducted from the current month's invoice.

The provisions of FAR clause 52.212-4, Contract Terms and Conditions - Commercial Items, of the contract, will apply to defective performance of any requirement enunciated in the narrative of a particular section of the PWS.

Re-accomplishment of work, if possible, may be directed by the COR in accordance with the provisions of the FAR Clause entitled "Contract Terms and Conditions - Commercial Items." The COR will make the determination as to whether or not it is possible to re-accomplish the work. The Government may increase or decrease the frequency of Government inspections, based upon Contractor performance. Any disagreement with a rejection of work by the COR should be immediately brought to the attention of the CO who will have the final decision.

1.6 Reports and Plans

The Contractor shall submit the following reports and updates as specified in the appropriate PWS Section.

a. Quality Control Plan

The Contractor shall provide a complete Quality Control Plan for assuring that the requirements of the contract are met. This plan shall contain at a minimum the information outlined in the Performance Work Statement, Section 2.12(d). Contractor shall provide updated plans to the COR within 30 days of any changes.

b. Safety and Health Plan

This plan is to be submitted prior to commencement of work under the contract as outlined under Performance Work Statement, Section 2.12(c).

c. Preventive Maintenance Plan

This plan is to be submitted as outlined in Section 14 of the PWS.

d. Emergency Procedures Plan

These procedures must be submitted as outlined in Sections 2.12 (e) of the PWS to address: Loss of Steam; Loss of Power; Loss of Air; Leaks; and System Shutdowns.

e. Monthly Status Report

The Monthly status and Daily Work sheets report shall be delivered to the ACO and COR covering the previous full month, delivered by the 10th of the month. It shall include but not limited to:

- Safety detail, Hot work Permits, Confined space entry permits, General safety and building inspections, Routine Maintenance Requests, Preventative Maintenance, Craft Shop Requests, IDIQ/Task Orders, Pest Control, Elevator Maintenance, Boiler House, Water Plant, Summary of all subcontractor services, NCTR Monthly Boiler Report, Public Water System Report, Monthly Integrator Readings, Water Usage Summary, Potable Water Safety Reports, Quality Control Report.
- Contractor shall also include the following training updates;
- Refrigerant recovery/recycling procedures
- Compressed gas cylinder safety
- Global harmonized labeling system (HAZCOM)
- Hazardous waste/universal waste
- A record of maintenance performed on all equipment.
- Anticipated repairs not a part of this contract observed by the contractor during the period.
- Identify equipment requiring replacement of parts during the period and spare parts utilized.
- Staffing updates
- Air Permit Records; provide monthly generator reading reports and completed PMs for all work associated with the generators, monthly boiler fuel usage reports include the following:
- Dates, start times, and end times for all emergency operation of the emergency generators;
- Fuel certifications for all diesel fuel delivered to the emergency generators;
- Fuel certifications for all diesel fuel delivered to the boiler house fuel tanks.

f. Preventive Maintenance Reports

Included in Monthly Status report. The report shall detail by trade skill/shop that states assigned PM's, completed PM's, and PM's not completed and for what reason not completed.

g. Quarterly Safety/Accident Report

The Contractor shall submit to the Contracting Officer a Quarterly Safety/Accident Report in accordance with HHSAR 352.223-70 Safety and health within fifteen (15) days after each quarter, two (2) copies of a report of all accidents and incidents resulting in death, traumatic injury, occupational disease, and/or damage to all property incidents to work performed under the contract.

h. Annual Inventory

This report shall include as a minimum the following information:

(i) Description, including model number, quantity, and location of each Government furnished property item;

(ii) Serial number and FDA property decal number.

(iii) Any transfers of Government furnished property made during the reporting period and,

(iv) Any maintenance performed on the Government furnished property item during the reporting period.

(v) This shall be updated annually in ARCHIBUS.

i. Required Insurance

Prior to commencement of work, hereunder, The Contractor shall furnish to the Contracting Officer a

certificate or written statement of insurance as outlined under Clause H-2- Required Insurance.

j. Security Clearance Requirements

Pursuant to the Clause in attached Contractor Personnel Security Clearance Standards and Residency Requirements, The Contractor shall submit completed security forms for all on-site contract employees and subcontractors as specified in Contractor Personnel Security Clearance Standards and Residency Requirements.

k. Strike Contingency Plan

Updates to the strike contingency plan will be submitted 30 days prior to implementation.

l. Special Reports

In addition to the above reports, The Contractor may be requested by the Jefferson Laboratory Complex, COR or Contracting Officer to provide special reports on an as needed basis.

m. Bi-weekly Reports

The Contractor shall provide a bi-weekly status report on all equipment and building systems that are out-of-service for repairs or not in operation to the government COR. The bi-weekly status report shall contain the following information: equipment number, equipment location, area served location, out-of-service date, parts required for repair, purchase order number, and the anticipated date of repair. Building systems should have the following information: date, location and authorization for removing from operation. The COR shall be notified on all changes in status of equipment and systems.

A bi-weekly work sheet showing the equipment serviced and the type of maintenance performed shall be maintained. This shall be completed by the maintenance Contractor's on-site employees and the information entered into the work management system no later than the following work day.

All reports submitted hereunder shall be typewritten and of reproducible quality. All data becomes the property of the U.S. Government. The Contractor is not to place his imprint or logo on any but the front cover of any required report.

n. Bio-based Product Reporting

See section 1.2.6 above.

1.7 Special Conditions

The Government shall furnish the tools and test equipment required for performance of this contract. All such tools and test equipment remain Government property and shall be returned to the Government at contract completion in the condition received, normal wear and tear excepted. The service provider is solely responsible

for the custody, safeguarding, and day-to-day management of all Government-furnished tools and test equipment and for ensuring their availability to perform the tasks under this PWS. If any Government-furnished tools or test equipment become unusable, the Government will determine, on a case-by-case basis through the COR, whether replacement will be provided at Government expense. The Government will provide access, when down time can be scheduled, to all devices which are to be serviced. The Contractor shall be free to start and stop all primary equipment incidentals to the operation and maintenance of the mechanical and electrical systems only after notification, and arrangements have been made to personnel in the affected facility; all notification are to be documented in the facility maintenance log. All planned preventive maintenance service work under this contract shall be performed during normal working hours unless otherwise approved by the COR. This Scope of Work includes all existing facilities and equipment and those under construction at JLC. The Contractor shall be accountable for use of spare parts and supplies. The data on expenditure of parts and supplies shall be entered into the work management system, inventory control (Archibus/Excel) and other government provided online systems as necessary to fulfill mission requirements.

1.8 Equipment additions, deletions, change Procedures

When changes or additions to equipment occur, the Contractor shall submit to the COR the following for approval.

(i) Any additions or changes made shall be entered into the appropriate online systems.

(ii) An equipment card shall be prepared and submitted for approval for each piece of equipment added to the equipment inventory to coincide with the appropriate online systems.

(iii) The preventive maintenance master schedule shall be updated by the Contractor in the work management system. The schedule shall contain the following information: Item, number, description of maintenance task, tools required, quantity, description, maintenance schedule date, and maintenance completion date, i.e. LOTO.

1.9 Contractor Personnel Requirements

The Contractor shall submit evidence to the Contracting Officer & COR that personnel meet the qualifications for their respective tasks under this contract and have or have applied for the proper certification(s) and license(s) required by the State of Arkansas or other requiring authorities. A temporary license may be substituted during the first ninety-days of performance. However, at least one operator in each utility plant must be fully licensed and responsible for oversight not later than the start of the performance period. Where 24-hour services are required, a fully licensed operator must be present, i.e., in the utility plants. The Contractor shall bear the cost of obtaining all necessary certifications and licenses (to include training and other related costs).

a. <u>Supervisory/ Key personnel and Lead Craftsmen</u>

Shall have experience in maintenance of complex industrial facilities and in the operation of utility systems of the type used at the JLC. Supervisory personnel shall be experienced in the administration, scheduling, and coordination of a work force for the maintenance of a facility of the complexity of the JLC.

b. Craftsmen

Journeyman craftsmen and any non-journeyman craftsmen (i.e., laborers) furnished under this contract shall be experienced in the maintenance of industrial equipment and systems of type in use at the JLC.

c. Staff Licensing Requirements

It is the Contractor's responsibility to ensure that all required licensing of crafts i.e. Electricians, Utility Plant Operations Personnel, Refrigeration, etc. as required by either state or federal law are maintained. All boiler plant operators and their immediate supervisor(s) must possess a current Arkansas Boiler Operator License for high pressure steam. All water treatment plant operators and their immediate supervisor(s) must possess a current Grade B operator license as outlined in ACT 333 of the State of Arkansas code. All refrigeration technicians working on refrigeration equipment under this contract must have a Universal EPA certification and shall comply with all EPA regulation on Refrigerants. The Safety Manager shall have the appropriate amount of OSHA training required for a complex industrial facility of the type used similar to the JLC.

d. Contractor Responsibility and Authority

The Contractor has the ultimate responsibility and authority to hire personnel to accomplish the work called for in the PWS. The Contracting Officer, however, retains the right to determine whether the personnel hired by The Contractor possess the requisite qualifications.

e. Wages and Fringe Benefits

The Contractor shall provide the Contracting Officer with a schedule of wages and fringe benefits to be paid to each employee under this contract. This shall be provided to the Contracting Officer at the beginning of the performance period and shall be updated annually thereafter for the life of the contract.

f. Restrict Employment

Government is authorized to restrict employment under the contract of any Contractor employee, or prospective Contractor employee, who is identified by the Contracting Officer as a potential threat to the health, safety, security, general wellbeing, or operational mission of the Center or its population. The Contractor shall not employ any person who is an employee of the Government if the employment of that person would create a conflict of interest.

g. Government Supervision and Control Prohibited

The Government shall not exercise any supervision or control over the Contractor's employees performing services under this contract. Such Contractor employees shall be accountable not to the Government, but solely to the Contractor, who in turn shall be accountable to the Government.

h. Staffing Vacancy Price Adjustment Clause

Notwithstanding the fixed-price nature of this contract, price reductions shall apply for unfilled positions in accordance with the provisions below:

1. Vacancy Definition

A position shall be considered vacant when it is unoccupied due to resignation, termination, reassignment, failure to staff after contract award, or any other reason resulting in the position not being filled by a qualified individual.

2. Vacancy Period and Price Reduction Trigger

If any quoted position remains unfilled for more than 90 calendar days after the position becomes vacant or after contract award (whichever occurs later), a price reduction shall apply beginning on the 91st calendar day and shall continue until the position is filled by a qualified individual who has completed all required contractor-provided training.

Government onboarding, security processing, credentialing, and badging time shall not be counted toward the Contractor's allowable vacancy period, provided the Contractor has submitted a qualified candidate and all required onboarding documentation in a timely manner.

3. Price Reduction Calculation

The price reduction shall be calculated as follows:

[Labor Category Fully Burdened Hourly Rate] × [Quoted Daily Hours for the Position] × [Number of Days the Position Remains Unfilled]

Daily reductions shall be based on the quoted daily hours for each position as specified in the Contractor's proposal.

4. Notification and Reporting Requirements

The Contractor shall:

- Notify the Contracting Officer's Representative (COR) within five (5) business days of any position becoming vacant.
- Provide weekly written status updates to the COR detailing recruitment and staffing efforts until the position is filled.
- Demonstrate good-faith recruitment efforts, which may include job postings, candidate outreach, interviews conducted, and anticipated fill dates.

5. Invoice and Documentation Requirements

Price adjustments under this clause shall be processed through reductions to the monthly invoice amount and shall be clearly documented. The Contractor shall:

- Calculate and apply the applicable daily staffing reduction amounts to the affected billing period.
- Include a separate line item on the invoice clearly identifying the staffing vacancy price adjustment.
- Submit supporting documentation with each invoice when reductions are applied, including:
    1. Identification of unfilled position(s) and duration of vacancy
    2. Daily reduction calculations
    3. Total reduction amount for the billing period
- Reflect the same information in the monthly status report.

1.10 Energy Conservation

The Contractor shall comply with the energy conservation practices stated below and shall be responsible for conserving energy to the maximum extent possible. The Contractor shall plan and develop energy conservation procedures when new technologies or Contractor awareness make such measures feasible, and shall bring these to the attention of the COR. Contractor-generated energy conservation measures must be approved by the COR prior to implementation.

a. **Water**

Domestic hot water temperatures shall not exceed:
The FGI Guidelines require temperatures of 95 to 110 degrees Fahrenheit (35-43 degrees Centigrade) in resident care areas and a minimum of 140 degrees Fahrenheit (60 degrees Centigrade) in dietary and laundry, except when separable from process hot water generation. Process hot water (i.e., the hot water supplies to the Laboratories for their use) shall be at the lowest temperature that meets customer requirements. The COR will establish temperature set points.

b. **Electricity**

Inside lights shall be turned off to the maximum extent possible and window lighting utilized. During non-duty hours, interior and exterior lighting shall not be illuminated except when it is essential for safety and security purposes. All lights and equipment shall be turned off any time they are not needed. Well water pumps shall be operated during off-peak electrical power demand hours.

c. **Steam**

Steam traps shall not be bypassed. Traps shall be maintained in good operating condition to prevent the bypass of live steam into the condensate system.

d. Heating and Air Conditioning Control Settings

Heating and air conditioning control settings for critical facilities shall be in conformance with federal policy.

1.11 Physical Security

a. Controlled Entry

Entrance into the JLC is controlled through two entry points. Visitors (i.e., those personnel that are not a part of the JLC workforce, Government or Contractor) are required to sign in and out at the entrances. Permanent personnel are not required to sign in or out except for hours 6:00 p.m. to 6:00 a.m. Monday through Friday, week-ends, holidays and when they do not have their identification badges. However, the Contractor shall provide the Contracting Officer and/or the COR, on demand, a roster of Contractor personnel that are employed for work at JLC. The Contractor shall also provide the COR a roster of visitors at least 24 hours prior to their expected arrival at the Complex.

b. Key Control

The Contractor shall establish and implement a procedure for ensuring that all keys and lock combinations issued to Contractor personnel are not lost or misplaced and are not used by unauthorized persons.

(i) All keys and combinations required for satisfactory accomplishment of tasks will be furnished by the Government.

(ii) Keys issued shall not be duplicated; combinations shall not be disseminated beyond a "need to know" basis.

(iii) The Contractor shall report lost keys or compromised combinations immediately to the COR or Contracting Officer. All lost keys will be replaced, or locks changed by the Government at the Contractor's expense.

c. Fire Safety

The Contractor shall include fire safety precautions and procedures in its safety and accident prevention plans. The Contractor shall adhere to applicable portions of the National Fire Code issued by the National Fire Prevention Association. All fires shall be reported immediately by the most expeditious means:

(i) The Contractor shall notify the COR and the Safety Officer prior to welding in any areas other than the welding shop.

(ii) The Contractor shall notify and coordinate with the COR before proceeding work and at the completion of work on a fire suppression system, fire hydrant, or water main. The Contractor must obtain approval of the COR before turning off water which could affect the fire protection capabilities of any facility.

(iii) The Government will perform periodic for prevention inspections of Contractor-occupied facilities. The Contractor shall perform corrective actions on fire hazards noted by the Government.

(iv) The Contractor shall provide Fire Extinguisher monthly inspections , periodic maintenance and service which is to be performed in compliance with NFPA 10 standards and OSHA (29 CFR 1910.157) regulations and as identified in Appendix XIV SOW for Fire extinguisher inspection, maintenance and service for Jefferson Labs; see Appendix XIV**.**

SECTION 2: WORK MANAGEMENT

2.1 General

The Contractor shall maintain a Project Manager or designee, continuously on-site, to manage work requests, and other requests or orders during normal duty hours. All work activities shall be scheduled through JLC's online work management system. The Contractor shall coordinate any interruption of utility service with the COR. The interruption of service must be scheduled to minimize the length of time of the interruption and to minimize its effect on the operations in areas being disrupted. For scheduled interruption of utility services for periods longer than twenty-four (24) hours in non-critical areas and for any interruption in critical areas that may adversely affect a research project, the Contractor shall, unless otherwise directed by the COR, provide temporary service to the areas affected. Contractor employees charging time to any On Demand Work Order (ODWO) which involves air filters or equipment shall enter the identification number for that air filter or equipment on their daily time card and the identification numbers shall be entered into the work management system along with other time card data. Work that must be redone shall not be assigned and treated as a new work request or order; rather, it shall be counted as part of the original work request or order and deficiencies shall be documented and additional time required noted.

2.2 Classification of Work

Any time-based or meter-based, repetitive, planned, or regularly scheduled maintenance work such as inspections, calibrations, adjustments, cleaning, lubricating, and parts replacement; will be classified as preventive maintenance work. Any one-time, emergency, breakdown or corrective work, such as repairing a roof leak, installing new equipment, painting an office, relocations, furniture assembling, small renovation projects etc. will be considered as ODWO. Work such as furniture assembly or relocation, Office/ Lab painting for floor spaces, appliance installations or moves, window replacement or repairs, data cable pulls etc. is routine and will be considered part of the firm-fixed portion of the contract. Work with larger scopes of work whose labor estimate is greater than 600 hours, or whose labor cost estimate exceeds $25,000 dollars will be considered outside the scope of routine work and may be accomplished under the IDIQ/WO portion of the contract. It is understood that other routine work may be delayed or postponed making time for this IDIQ/WO work. Upon receipt by the Contractor; all work will be classified by type, Routine Maintenance Request (ODWO), Preventive Maintenance Order (PMO), or IDIQ Work Order (WO) and priority, see Appendix I, Definitions. All indefinite quantity work or reclassification of work must be approved by the COR or CO prior to the actual work proceeding; IDIQ tasks will be issued in the form of a Task Order.

2.3 Assignment of Priorities

The COR will assign priorities to all Work Orders with approval to scheduling to the Contractor. ODWO's shall normally be assigned Priority 3 except for those specifically assigned a higher priority by the COR, Government On-Site Facility Management Team, or those contract individuals approved by the COR and CO to have that authority. PMO's shall normally be assigned Priority 4. The Contractor shall assign its personnel to complete these work orders and requests consistent with the assigned priority. The COR, and CO retain the right to change priority or disapprove any work done under this PWS.

2.4 Routine Maintenance Requests

ODWO's will be initiated by either oral or written request to the service provider. Upon receipt, the proper PWS Section number and other required information will be entered into the work management system and the work process initiated as the Contractor deems necessary. ODWO's generally do not require prior COR approval for scheduling/commencement of work, however the COR and CO retains the right to disapprove or change the priority on any work done under this PWS**.** Therefore, 50% of Priority 3 ODWO work requests shall be completed within one work day of receipt and the remainder shall be completed within five working days unless otherwise approved by the COR. A satisfactorily completed ODWO shall have the following attributes: proper response time (depending on the assigned priority); service and surrounding area (s) free of the debris, labor time, documented corrective action taken and proper data codes etc. entered into the work management system. Completion of an ODWO shall restore the affected system or area to full operational condition without introducing new deficiencies or safety hazards.

2.5 Work Orders/IDIQ

Authorized Government or authorized Contractor employees will initiate WO's. The COR will review WO's, assign priorities and either approve it for estimation, refer it to engineering for further review or provide other guidance as necessary to the Contractor for its accomplishment. Estimates shall include materials (not from government stock), subcontracts & Contractor labor. This cost shall represent the total cost for each work order. When residual materials exist, with each work order they will be added as a gain to the government stock and entered into the Archibus/Excel. The total cost of the Actual Work Order shall not be greater than the approved estimate submitted by the Contractor. The Contractor shall provide all documentation of material requirements, use and purchases to insure accountability of spare parts and materials.

The Contractor shall schedule WO's from the Approved for Scheduling Queue in the work management system to complete in accordance with assigned priority and the COR's guidance. All WO's will be priced in accordance with the Indefinite Quantity-Indefinite Delivery pricing schedule or through quotes from Subcontractor's for work that cannot be accomplished by the Contractor staff. Upon completion of each WO, the Contractor will provide an invoice, and final inspection documents to the COR for final approval. The Contractor shall not exceed the approved WO price for labor and material or cost estimate without prior

approval from the CO.

2.6 Preventive Maintenance Orders

The Contractor will utilize the online work management system to establish the schedule of PMO's and will perform such as scheduled in the current PM section. The Contractor may request a re-schedule of a PMO, subject to COR Approval, to balance the staff workload. The first re-schedule shall be submitted to the COR for approval, as part of the Preventive maintenance Plan, during the transition period thereafter schedules shall be prepared as necessary, but at least annually. The Contractor will assign a PWS Section number to each PMO before scheduling. A problem area on all PMO'S in the backlog, as stated in Appendix X shall be given priority in clearing the backlog.

2.7 Alterations and Changes

The COR may make alterations and changes to approved work requests. Work requirements cannot be changed, by the Contractor, without prior approval of COR.

2.8 IDIQ/Work Order Labor Rates and Classifications

All estimates for labor shall clearly identify proposed labor rates and at a minimum match the labor rates established in the collective bargaining agreement or DOL wage determinations as appropriate. Subcontracted work labor rates may be different than the CBA and contract.

2.9 Labor Estimates

Contractor Labor estimates shall be expressed in man-hours. Man-hours shall be taken from an approved work standard or documented estimate. **Mark-up, allowances, or add-ons for work time associated with craft delay allowances, partial day influences, crew size, job preparation, or clerical support shall not be added to the estimated hours**. The estimate will include all job phasing if applicable.

2.10 Material and/or Subcontract Estimates

Material and/or Subcontract Estimates shall be based on the estimated material cost from vendor quotations. When vendor quotes are used, at least three vendors shall be contacted for estimates to the maximum extend practicable. Documentation of quotes or actual invoices will be submitted as evidence of costs.

2.11 Rental Equipment

When required for task completion, equipment rental charges may be added to job estimates. Estimates shall include a detailed price listing, stating: size, capacities, quality, number of units and unit prices. Rental equipment shall be based on the lowest price available and time constraints of the job. Cost for equipment operators, when separate operators are required, shall be estimated on a craft hour basis, unless operator cost

is included in the equipment rental price.

2.12 Operating Plans

The Contractor shall establish and maintain a written Standard Operating and Maintenance Plan. The plan shall incorporate the requirements and recommendations of equipment manufacturers, industry standards, and commonly accepted principles of good management. The plans shall include the following:

a. **Staffing Plan**

Include organization chart, job titles, position descriptions and responsibilities, procedures for filling unexpected absences of critical personnel or positions, hiring plan to fill personnel vacancies; and general management policies. All staff is considered critical thus the Contractor must maintain established levels through temporary hires as needed. When a staff position is vacant for two or more weeks; temporary hires will be required continuously until position is filled. Only basic security clearance is needed for temporary hires. Shall provide an updated organization chart when updates to staff are made or upon request.

b. **Work Schedules**

The Contractor shall submit work schedules for all shop services and operational support personnel and are to be submitted to the COR for approval thirty (30) days prior to the start of the performance period. The approved procedures shall be instituted immediately upon commencement of the performance period.

c. **Safety and Health Plan**

The Safety and Health plan will describe the services provided by the Contractor to assure a high standard of support and shall include the responsibility of providing management, supervisory and technical personnel. Contractor responsibilities include, but are not limited to, designing, directing and administering the Environmental Health and Safety Program. The Contractor shall have a safety record that meets industry standards for operation and maintenance of facilities and shall provide data indicating company safety policy and its effect in creating an accident free work place, specifically in animal research facilities, hazardous chemical environment, and meeting Federal, State and local regulations.

The Contractor shall establish an accident prevention and safety program encompassing each line item of this contract, which shall provide safety, health protection and personnel medical record maintenance as required by the Occupational Safety and Health Act (OSHA), as amended, and all Code of Federal Regulation segments implementing OSHA guidelines. The plan(s) shall be submitted to the COR for approval during the phase-in period.

A. The Contractor shall appoint a Safety Manager independent from all other supervisory positions. The name(s) of the Safety Manager along with his/her qualifications shall be submitted to the CO/ COR during the Proposal/Solicitation Phase. The Safety Manager shall be responsible for developing and directing and Environmental Health and Safety Program with duties including, but not limited to, scheduling, conducting and documenting safety inspections, identifying required PPE, maintaining accident and training files, conducting safety meetings and investigating and reporting accidents.

B. The Government reserves the right to conduct unannounced safety inspections of Contractor occupied facilities at any time.

C. The Government reserves the right to investigate accidents involving Contractor personnel. The Contractor shall immediately report any bodily injury or death, damage to Government property or loss of Government property resulting from the activities of the Contractor, its agents or employees to the COR.

D. The Contractor shall provide employees with protection against health hazards by furnishing certified protective equipment appropriate for the intended use as specified by the PWS.

E. The Contractor shall ensure that all signs, equipment, machinery, and hazards are marked or painted to identify the hazard. Colors and markings used shall comply with OSHA regulations specified at 29 CFR 1910.144 or the latest Standard, and other State and local statutes as applicable.

F. All waste material defined at 40 CFR 261.20, or latest Standard, which could affect the environment, must be disposed of in accordance with direction provided by the JLC/RCRM.

G. Contractor personnel that may be required to enter restricted areas shall be identified to the COR during the phase-in period or upon employment, whichever is earlier. The Government will provide medical screenings, testing and monitoring of these personnel, at the Government's expense. It should be noted that successful medical screening is not a condition for employment at JLC; rather it is a condition for entering restricted areas.

H. Asbestos. The Contractor shall take special precautions for the portion of the work which may involve the handling of materials which contain asbestos. All such work shall be carried out in strict conformance with the requirements of the CFR, Title 29, Part 1910.1001, or latest Standard, and Title 40, Part 61, Subpart B as amended, including, but not necessarily limited to, the use of special protective worker equipment and EPA regulations on National Emission Standard for Hazardous Air pollutants.

I. **Mold remediation is not considered hazardous. Standard operating procedures for mold remediation have been established; consult the EPA recommendations as needed.**

In addition, the following regulations must be followed when developing and implementing health and safety operating procedures and practices for both personnel and facilities involving the use or handling of hazardous materials and the conduct of research, development, or test projects:

i) 29 CFR 1910.1030, Blood borne pathogens; 29 CFR 1910.1450, Occupational exposure to hazardous chemicals in Laboratories; and other applicable occupational health and safety standards issued by the Occupational Health and Safety Administration (OSHA) and included in 29 CFR Part 1910. These regulations are available at *http://www.osha.gov/complinks.html.*

ii) Nuclear Regulatory Commission Standards and Regulations, pursuant to the Energy Reorganization Act of 1974 (42 U.S.C. 5801 et seq.). Copies may be obtained from the U.S. Nuclear Regulatory Commission, Washington, DC 20555–0001.

iii) The following guidelines are recommended for use in developing and implementing health and safety operating procedures and practices for both personnel and facilities:

- Bio-Safety in Microbiological and Biomedical Laboratories, CDC and NIH, HHS. This publication is available at *http://www.cdc.gov/biosafety/publications/bmbl5/index.htm*.

- Prudent Practices for Safety in Laboratories (1995), National Research Council, National Academy Press, 500 Fifth Street, NW., Lockbox 285, Washington, DC 20055 (ISBN 0–309–05229–7). This publication can be obtained by telephoning 800–624–8373. It also is available at *http://www.nap.edu/catalog/4911.html*

iv) Further, The Contractor shall take or cause to be taken additional safety measures as the Contracting Officer, in conjunction with the COR determines to be reasonably necessary. If compliance with these additional safety measures results in an increase or decrease in the cost or time required for performance of any part of work under this contract, an equitable adjustment will be made in accordance with the applicable ‘‘Changes’’ clause set forth in this contract.

The Contractor shall maintain an accurate record of, and promptly report to the Contracting Officer, all accidents or incidents resulting in the exposure of persons to toxic substances, hazardous materials or hazardous operations; the injury or death of any person; and/or damage to property incidental to work performed under the contract and all violations for which The Contractor has been cited by any Federal, State or local regulatory/enforcement agency. The report shall include a copy of the notice of violation

and the findings of any inquiry or inspection, and an analysis addressing the impact these violations may have on the work remaining to be performed. The report shall also state the required action(s), if any, to be taken to correct any violation(s) noted by the Federal, State or local regulatory/enforcement agency and the time frame allowed by the agency to accomplish the necessary corrective action. The Contractor shall establish a hazardous communication plan in accordance with OSHA standard 29 CFR 1910.1200. The Contractor's plan shall be submitted to the Contracting Officer within 30 days after contract award.

v) If The Contractor fails or refuses to comply with the Federal, State or local regulatory/enforcement agency's directive(s) regarding any violation(s) and prescribed corrective action(s), the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action (as approved by the Federal, State or local regulatory/enforcement agencies) has been taken and documented to the Contracting Officer. No part of the time lost due to any stop work order shall be subject to a claim for extension of time or costs or damages by The Contractor.

vi) The Contractor shall insert the substance of this clause in each subcontract involving toxic substances, hazardous materials, or hazardous operations. Compliance with the provisions of this clause by subcontractors will be the responsibility of The Contractor.

vii) In addition to the above the Contractor shall comply with local Veterinary Services Standard Operating Procedures (SOPs) and medical surveillance protocols as directed for access to facilities necessary to accomplish work as outlined in this PWS. Current SOPs are in Appendix XVII (Page 94) and are only used for reference due to these being continually updated dependent upon current animal studies. Current and future SOPs can be accessed at the following location: O:\Shared\Veterinary Services SOPs.

d. Quality Control Program/Plan

The Contractor shall establish and maintain a complete Quality Control Program that is acceptable to the Government to ensure the requirements of this contract are provided as specified. The QC Program shall provide a verifiable record of performance that can be inspected by the government to determine compliance. If the records indicate a defect, the Government shall validate the specific item (s) and at its discretion take appropriate actions as stated in Section 1.4 Criteria for Accepting or Rejecting Defective Performance. This will constitute normal sampling and inspection.

The QC Program shall be established independent of on-site management and shall provide an independent verification of the performance of the requirements.

The program shall include:

- A quality control inspection system covering all required contract services listed in the PWS of each section. It must include all areas to be inspected on either a scheduled or unscheduled basis to assure compliance with the PWS.
- **A qualified Quality Control Officer (See: Definitions) with the sole responsibility for inspection with enough authority to reject and/or order correction or rework.**
- 100% QC of all animal room calibrations and laboratory integrity are considered critical to the ongoing science of JLC.
- Contractor shall provide 100% QC of all dampers, linkages, bearings, critical system valves, strainers.
- A method of identifying deficiencies in the quality of services performed and corrective actions to prevent performance from becoming unsatisfactory.
- Quality Control inspections shall evaluate both task completion and service outcomes to ensure contract requirements and PRS performance standards are met.

e. Emergency Procedures Plan

The Contractor shall establish and maintain an Emergency Procedures Plan that is acceptable to the Government to ensure the requirements of this contract are provided as specified. The plan shall specify in detail how the Contractor will respond and manage the Loss of Steam, Electrical Power; Loss of Air; Leaks and System Shutdowns: and Generator fuel supply during power failure for up to 72 hours.

f. Strike Contingency Plan

The Contractor shall submit a strike contingency plan within 60 days after award.

2.13 Work Management System

All work required to be performed by the Contractor shall be controlled by the government furnished online work management system. The Contractor shall enter all work requests received into the work management system daily, as well as daily input of all work performed on each work request and order. This system is the primary means of work scheduling and control, status monitoring, fund control, quality control, and follow-up action. The Contractor shall continuously maintain and utilize the Governments automated work management system (WMS) for receipt of work requests, planning, estimating, material requisition, inventory control, facility inspection, work assignment, scheduling, reporting and quality control of all work It is the primary instrument utilized to manage and document performance. At the current time Upgrades to the WMS are being implemented at JLC. During the phase in of the new Work Management System (Archibus and/or Excel) there will be a time when multiple systems will be in use at the same time.

The current WMS uses work requests i.e. (ODWO's, PMO's and WO's) to identify and release all work

requirements to the Contractor and is used for scheduling of routine and preventive maintenance as well as IDIQ work orders (WO). These work requests have tiered priorities for estimation, requisition of material; and the regulation and coordination of work tasks to promote timely scheduling; and ensure availability of labor, materials, facilities and equipment. The Contractor shall review each work request for completeness, understanding, and clarity. Vague and incomplete work requests shall be returned to the COR for clarity, additional information, enough detail, descriptions of work, sketches or drawings as necessary to allow the Contractor to develop an estimate of hours, materials, and to comply with established priority. The COR will approve the estimate of labor and materials, prior to scheduling and commencement of work.

All information required to be furnished by the Contractor to the COR must be input directly into the WMS in order to meet regulatory requirements, collect data, prepare reports, and ensure quality and efficiency of work. The Contractor shall insure that all information input into the system is correct, complete, and entered into the system daily. These work request terms and methods will likely change with the new work management system and have yet to be finalized so the Contractor should be aware. The Contractor shall identify to the COR those contract employees approved to have access to this system. All work shall be coordinated with appropriate JLC activities as required.

2.14 Stock Store Operation

The Contractor is responsible for the inventory management of all materials, spare parts and supplies used under this contract. The Contractor is also responsible for furnishing estimates for purchase of materials, spare parts and supplies and for processing the necessary purchases and deliveries to JLC. Purchases from GSA/Grainger vendors are preferred. **The Contractor must ask for the Government's pricing.** The Contractor shall take control and manage an existing Government owned stock of spare parts, maintenance-related supplies and materials located at the JLC. This stock will serve as the Contractor's source of supply for performance under this contract. The Contractor shall be responsible for maintaining proper stock levels, re-ordering supplies and spare parts and establishing new stock levels as necessary to perform the requirement of this contract. The Contractor shall utilize the government's database (Archibus/Excel) to provide an updated inventory listing with an accounting system to charge materials to the appropriate ODWO, PMO's and IDIQ work (WO's). The Contractor is responsible for operating, maintaining and managing the Government owned stock of spare parts and maintenance related supplies and materials necessary for the operation and maintenance of the JLC. The materials shall be government furnished.

Contractor responsibilities include:

- Operation of the computerized inventory system to provide an updated inventory and accounting system to charge materials to the appropriate work request and organizational element.
- Maintaining the appropriate stock level of spare parts and supplies. The Contractor shall always

reorder items to maintain the maximum stock level. The Contractor shall establish re-order points for each item in order to properly maintain the stock levels.

- Removing obsolete items from the stock and for establishing new items as necessary to support the maintenance operation. Addition or removal of items shall be submitted to the COR for approval before action is taken.
- Labeling and assigning stock number in accordance with the approved system. Maintaining stock items in an orderly manner on shelves, bins, or lay down areas as appropriate.
- Maintaining security over the Stock Store always to ensure unauthorized use of the spare parts or supplies does not occur**. The Contractor shall conduct an annual inventory of the Stock Store during each contract performance period. The inventory shall be compared to the current data in Archibus/Excel. The Contractor will adjust the Quantities to the stock record cards to reflect the actual quantity "in stock" based on the inventory. The Contractor shall initiate a report to the COR (by Stock Number, brief description, quantity, and unit cost) documenting gains or losses in inventory within 30 days of the completion of the physical inventory.**

2.15 Existing Drawings and Technical Data

Existing drawings and technical data are maintained by the OFEMS/JLCS) and will be made available to the Contractor as necessary. Original copies of these will not be removed from the record area; however, copies can be made for Contractor use. Due to the age of the facility and the many changes made during its history, technical data and drawings may not be available or completely accurate for all systems and equipment. It shall be The Contractor's responsibility to provide the COR with information concerning any changes made or discrepancies found in the existing drawings.

2.16 Update of Work Management Records

The Contractor shall update the work management system records for any new, re-located, or salvaged equipment. New equipment shall be scheduled for PM in accordance with manufacturer operation and maintenance manuals.

2.17 Equipment Tagging System

The Contractor shall maintain an equipment tagging system on all equipment and air-filter housings (see Appendix VII Equipment List). The tagging shall conform to the work management system identification system. The tag shall be permanently affixed to the equipment or filter housing and shall have the equipment number and unit nomenclature assigned by the work management system. In the event the equipment becomes irreparable and is removed to salvage and is replaced with a spare/new unit, the Contractor shall remove the

equipment tag from the salvaged unit and deliver the tag to the COR. A new equipment number will be assigned by the work management system for the new replacement unit, for which the Contractor shall prepare a tag and permanently affix to the new unit.

2.18 Task Descriptions

The Contractor shall update the Task Descriptions as necessary to reflect actual needs in the proper maintenance related to a specific piece of equipment. The tasks include the recommended maintenance functions, craft assignment, and the frequency each will be performed. The tasks also require the recommended tools, spare parts, and specific lubricants necessary to accomplish the task. The Task Description(s) update shall be submitted to the COR for approval.

SECTION 3: CRAFT SHOP SERVICES

3.1 General

Shop services are those non-repetitive, craftsman services provided to satisfy the full spectrum of daily operational needs of research, research support, and administrative programs. These services include but are not limited to, fabrication of scientific prototypes; alteration, and modification of devices, equipment, and instruments; uninstalling, moving, and installing laboratory and office furniture and equipment; fabrication of special safety equipment; remanufacture of parts no longer commercially available; and minor demolition and removal of abandoned equipment.

3.1 Carpentry, Masonry, and Paint Shop Services

The Contractor shall be responsible for carpentry, masonry and paint shop services to support the Maintenance, Alteration, and Repair of Buildings, Equipment, and Structures of all buildings and structures including floors, walls, ceilings and roof construction, building finishes, door hardware, foundations, water proofing seals, and flashing at the JLC. Carpentry shop services will typically 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. Paint shop services typically paints and redecorates walls, woodwork and fixtures may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. 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. Termite damage shall be reported to the COR.

3.2 Electrical Shop Services

The Contractor shall perform 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 electrical fixtures, tools, equipment, and appliances, fire alarm systems, and electrical power circuits, 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. It may install and modify a wide variety of electronic equipment and diagnose system/equipment malfunctions and repair malfunctions. Inspects tests and adjusts electrical buzzers, bells circuits, light sockets, light fixtures and timers, emergency lights and emergency lighting systems and install laboratory

and other scientific equipment.

The Contractor shall install and test electric motors; inspect and replace bearings; check controls and components associated with motor controls and circuits; troubleshoot electric motors on location; Fabricate sleeve bearings, washers, rings, bushings, and other parts related to, electric motors, cutting and undercutting motor generator commutators.

The Contractor shall install, test, and modify electrical portable equipment (such as single-phase electric hand tools).

3.3 Heating, Ventilation, and Air Conditioning Shop Services

The Heating, Ventilation, and Air Conditioning Shop Service installs, modifies and repairs refrigeration hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This shop performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities & ultra-low freezers (-80, -20, etc, and evaporative mechanical ventilation, and dehumidification systems.

This shop installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. They may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, heating and cooling and economizer systems.

3.4 Instrumentation Shop Services

The Contractor shall install, repair, maintain, modify, alter, adjust, or substitute components or elements of applicable systems in order to meet specific indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, humidity, motion, force, and chemical composition, using hand tools and precision instruments. This shop will disassemble malfunctioning instruments, examine and test mechanism and circuitry for defects; troubleshoot equipment in or out of control system and replace or repair defective parts, reassemble instrument and tests assemblies for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, DDC control system component and makes minor

calibration adjustments to insure functioning within specified standards. Craftsmen in this shop may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.

The Contractor shall modify existing instruments for special tests and similar applications from requirements established by the COR. Convert many types of millivolt, thermocouple, and resistance thermometry instruments to other measurement ranges. Some conversions require modification of instruments.

The Contractor shall adapt trade tools and devices for special applications such as extending the range of sensitivity of such equipment or manufacturing one-of-a-kind fixtures to accommodate special or unusual configurations.

3.5 Metal Working Shop Services

The Contractor shall heat and bend metal to form shapes, drill, torch cut, hammer forge, grind, saw and fit metal parts. Form single and double hem edges and seams, dovetail and lock seams, set-in and burred bottom seams and wired or rolled edges and flanges. The Contractor shall lay out and cut materials for any combination of square, rectangular, circular, conical, cylindrical, oval, irregular, and transitional shapes to allow seams, joints, laps, and shrinkage. Shear, bend and form metal parts into desired shapes with hand and power tools and equipment. Using such equipment as shears, brakes, folders, formers, crimping, burring, and bending machines, milling and grinding machines, metal lathes, shapers, other metal working and hand tools repair, modify or fabricate metal items with all types of equipment including light or intricately made mechanical parts, which must fit in assemblies where close tolerances are required; and preheating metal and maintaining heat to prevent distortion.

The Contractor shall weld all types of metals using electric, acetylene and inert gas shielded welding processes. Welding shall be performed on light to heavy gauge and hardened metals using flat, vertical, horizontal, and overhead positions. Processes include preheating, brazing, bead welding, tack welding, flame cutting, and heat treating.

The Contractor shall manufacture parts and complete items of equipment from raw stock of different kinds of metals, metal alloys and other materials. Perform machining work required in the manufacture of castings, forgings, and other fabrications.

The Contractor shall modify and fabricate a wide variety of piping systems, laboratory equipment, and mechanisms.

SECTION 4: MAINTENANCE, ALTERATION, AND REPAIR OF BUILDINGS EQUIPMENT, AND STRUCTURES

4.1 General

The Contractor shall perform all preventive and remedial maintenance, and minor alteration of buildings and structures to assure that the facilities remain in the required state of repair and preservation and are capable of carrying out the assigned mission of the JLC. (See Appendix I [Description of Existing Facilities]) The maintenance, alteration, and repair (MARS) of buildings and structures shall include, but is not limited to, the following: all structural features such as foundations; walls; doors; windows; roofing; floors and floor coverings; porches; stairs; fixtures; hardware; exterior and interior painting and glazing; interior piping and plumbing; interior and exterior electric; heating, ventilation and air conditioning systems (HVAC); DDC controls, communications trunks IT cabling; fire protection and alarm systems; and elevators. The Contractor shall move and subsequently replace all furniture, furnishings, and equipment necessary to accomplish (MARS) activities. The Contractor shall respond to emergency conditions indicated by the Environmental Monitoring and Control System (EMCS).

The Contractor shall be responsible for all maintenance of campus wide processing equipment to include troubleshooting with proprietary software. This type of equipment shall include but not be limited to autoclaves, cage washers, rack washers, and tunnel washers. This does not include washers used for laundry purposes such as in the cafeteria or dorms.

The Contractor will be responsible for troubleshooting Daikin Air units located in Building 14. Maintenance and repair expenses are not included in this.

4.2 Workmanship

The level of repair provided by the Contractor shall assure that any items included in a service call are free of defects during (MARS) activities. Work areas left unfinished overnight or on non-workdays, or unattended shall be temporarily closed to the extent necessary to protect personnel from possible safety hazards and to protect the facility from weather damage. Work shall be warranted against defects in workmanship in accordance with the FAR clause entitled "Warranty of Services."

4.3 Cleanup

The Contractor shall be responsible for cleaning all areas immediately after the work has been performed. Cleaning shall include, but not be limited to, the removal of all smudges, grease, stains, dirt, paint drips, and refuse resulting from the Contractor's work. Carpet which is soiled shall be cleaned. Windows shall be cleaned after application of glazing.

4.4 Coordination

The Contractor shall be responsible for all necessary coordination with building occupants. The Contractor shall identify the need for and obtain any necessary permits and licenses for alterations. The Contractor shall notify the COR prior to any scheduled utility outages or curtailments at least one (1) week in advance of desired outage (unless otherwise specified in this PWS). Utility outages must be approved by the COR.

4.5 Preventive Maintenance of Buildings and Structures

The Contractor shall review the existing PM program and recommend improvements/modifications. The Contractor's recommendations will be reviewed by the COR. Upon approval, the Contractor will be responsible for implementing the approved changes to the Program in accordance with the approved modifications. Special attention to the state of repair of animal facilities to meet AAALAC accreditation and Good Laboratory Practices, including special attention to doors, door frames and door hardware including weather-stripping (interior and exterior). The Contractor thru their preventive maintenance shall include the cost of all cleaning materials

4.6 Remedial Maintenance and Operation

The Contractor shall process requests for remedial maintenance and alterations through the online work management system. The Contractor shall be responsible for continual inspection of all facilities for conditions requiring remedial maintenance and initiating the appropriate work order for COR approval.

Alterations to Contractor-occupied facilities for Contractor benefit must be processed through the online work management system and receive prior approval from the COR. The Government is not required to pay for such alterations.

4.7 Unscheduled Maintenance

Unscheduled maintenance shall consist of: Repair and/or replacement of items found defective during routine scheduled preventive maintenance. Emergency repair will be done when an elevator is out of service or is experiencing problems that could put it out of service. Callback shall be required under this contract if an elevator has failed within a 24-hour period after unscheduled maintenance has been performed. There will be no additional charge for call back on unscheduled maintenance.

Repair/replacement parts shall be original manufacturers' design and/or specifications (or a direct equal to). All standard warranties shall apply to all repair/replacement parts. Materials supplied by the Contractor shall be: (a) charged at the rate of an established catalog or list price in effect at the time the materials are furnished, less all applicable discounts to the Government, and (b) shall not exceed the manufacturers' sales price to its most favored customer for the same item in like quantity, or the current market price, whichever is lower. Established catalog/price list is subject to random checks by the COR and/or CO. Contractor shall submit itemized bills for maintenance parts to the COR.

4.8 Test Equipment

The Contractor shall maintain and calibrate government furnished test equipment used in maintenance

operations, in accordance with industry standards and manufacturers, specifications.

4.9 Decontamination

Decontamination of work areas is not the responsibility of the Contractor. The Contractor shall coordinate with the Facility Environmental Health and Safety Office to ensure areas that may be subject to contamination have been decontaminated prior to any maintenance, repair, replacement, or relocation work can be performed.

SECTION 5: STEAM GENERATION AND DISTRIBUTION

5.1 General

The Contractor shall operate and maintain the boiler heating plant and steam distribution system at the JLC, (see Appendix III Description of Utility Systems). The boiler plant is comprised of high-pressure boilers, accompanying fuel storage and handling systems, feed water, water treatment and control, and steam distribution and condensate return systems. The steam distribution system includes all steam and condensate piping, piping insulation, regulators, valves, vents, traps, supports, and hangers external to the building. These services shall be performed in accordance with applicable portions of the codes listed below and in approved operating procedures. Note: State Boiler Inspections are required annually.

5.2 Boiler Plant Operations and Maintenance

The Contractor shall provide personnel for boiler plant operations on a continuous basis to ensure an uninterrupted supply of steam (100 psig saturated steam at the boiler plant) sufficient to meet JLC operational needs.

The Contractor shall provide enough qualified operations personnel to operate and maintain the boiler plant and the boiler plant emergency air compressor in accordance with established written procedures and as called for in the governments online work management system. A plant-wide steam outage is permitted only one day in the spring and one day in the fall for purposes of maintenance and shall be performed on a weekend. The Contractor shall submit a plan one week in advance of this scheduled outage to the COR detailing the work to be accomplished and any special provisions to be made to maintain critical systems.

There are three Cleaver Brooks boilers model number 4W1-200-750-150, a condensate return tank, a deaerator tank, and associated equipment located in building 11. These all work together in a complex manner to supply steam to the center. In accordance with the OEM guidelines maintenance shall need to be performed periodically. This shall include but not limited to calibrations of the feedwater valve, O2 trim/O2 firing rate, gas valve, economizer flow control valve, master control panel, and VFD programming on boilers, condensate return and deaerator. The Contractor shall provide this service as part of the base bid and all option years as part of the fixed price. The OEM representative is Power Equipment Company in Memphis, TN.

SECTION 6: NATURAL GAS AND FUEL OIL PUMPING AND STORAGE

6.1 General

The Contractor shall be responsible for the maintenance, operation, and repair of the natural gas and fuel oil pumping systems located at the JLC; including storage tanks, dike areas, loading/unloading station, and oil separators, see (Appendix III, Description of Utility Systems). All systems shall always be kept operative, free from leaks. These systems include, but are not limited to, all pipe, valves, fittings, strainers, regulators, blow-downs, meters, tanks, pumps, oil/water separators, and all other related facilities. The Contractor shall maintain operating logs, detailed reports, and system operational notes, operator checks and services, consumption of fuel and fuel inventories in storage, normal or abnormal operating conditions, deficiencies or malfunctions, and corrective action taken as called for in the governments online work management system.

SECTION 7: WATER PUMPING, TREATEMENT, STORAGE AND DISTRIBUTION

7.1 General

The Contractor shall provide sufficiently qualified and licensed water treatment personnel as necessary to ensure proper systems operation, and an uninterrupted supply of potable water to meet the JLC's needs. Water pumping, treatment, storage, and distributions systems include a JLC-owned water well with its associated pumps, controls, and discharge piping on JLC property between the wells, the water treatment plant with its associated filters, chemical feed systems, transfer systems and backwash water settling basin; the elevated water storage tanks with their associated level controls and protection systems ; and the various water distribution systems with their associated valves, valve pits, post indicator valves, fire hydrants.,(see Appendix III, Description of Utility Systems) These services shall be performed in accordance with applicable National and State codes, and as called for in the governments online work management system.

The Contractor shall ensure that an adequate supply of water is available to meet JLC's needs Well water pumps produce from 1100 to 1600 gallons per minute. DI/RO water systems must be maintained by a certified water treatment provider. All system equipment involved with these systems shall be provided by the Contractor. Below is a listing of system currently in use at the JLCS:

LOCATION	Average GALLONS/MONTH
BLDG.RM	
5B-106	100
5B-117	50
5B-130	50
5B-150	80
5C-110	20
51-BASE-A	1850

51-BASE-B	110
53B-219	470
53C-227	50
53C-211	20
53D-218	310
53E - 130	10
62-217	100
62 - BASE	50
Bldg. 14 RO System	Estimated at 2600

SECTION 8: WASTE WATER PLANT AND SEWAGE SYSTEMS

8.1 General

The Contractor shall operate and maintain all sewage, wastewater, and industrial wastewater collection systems and treatment facilities (see of Appendix III, Description of Utility Systems) at the JLC in accordance with the established Preventive Maintenance (PM) and Operating Plans. JLC's online work management system will be utilized to maintain a system operating log, detailed reports, system operational notes, operator checks and services, volume discharged and flow rates, water treated, and quantity and types of chemicals used, normal and abnormal operating conditions, deficiencies or malfunctions, and corrective action taken. The systems include, but are not limited to, one industrial waste treatment plant, entire sewage collection system (including gravity flow and pressure type sewer lines conveying sewage, wastewater, and industrial wastewater to the treatment plant), sewer manholes, storm drain system, wastewater drain system, ponds, underground drain systems, in and around buildings and structures, and all associated mechanical and electrical equipment; their associated accessories and instrumentation. The Contractor shall satisfy Pine Bluff Arsenal discharge requirements.

The U.S. Army Pine Bluff Arsenal (PBA) holds the National Pollution Discharge Elimination System (NPDES) permit. All of the JLC's sanitary and process waste is discharged to PBA for treatment and final discharge. The Contractor must be responsive to special discharge requirements of the Pine Bluff Arsenal.

SECTION 9: GROUNDS MAINTENANCE

9.1 General

The Contractor shall maintain all improved grounds, sprinkler systems, fountains, plantings etc., road surfaces, storm drainage systems, fencing, mowing/lawn maintenance and signs. All repairs shall be tracked through JLC's work management system. The Contractor shall furnish all equipment, materials**, fuel**, and supplies necessary to accomplish the PWS except for the fountain pumps. Should these pumps require replacement; the government will reimburse the cost of the materials for that replacement action. Fuel shall be stored in properly labeled safety cans. Grounds shall be maintained in a safe, orderly, and well-kept condition, free from hazards, excessive growth, erosion, trash accumulation, and conditions that detract from facility appearance or safety.

9.2 Written Procedures

The Contractor shall maintain the JLC's Grounds in accordance with the established Preventive Maintenance (PM) and Operating Plans. JLC's online work management system will be utilized to maintain a system grounds maintenance log to detail services under this section of the PWS.

9.3 Specific Requirements

The Contractor shall repair any damaged areas caused by oil and fuel spills from Contractor owned equipment or vehicles. Ruts and scars caused by the Contractor shall be filled, mulched, fertilized and seeded as necessary to return

the area to original condition.

9.3.1 Lawn Maintenance

See Appendix XI for mowing areas. Note lawn irrigation exists 51/50, 26/50, 10/54, and continuing around 2, 10, 26 and 14.

9.3.2 Grass Mowing of Area 1

All grass in this area shall be maintained between 2-1/2 to 3 inches.

9.3.3 Fertilizing

All lawn areas located in Mall areas 5D/52, 51/50, 26/50, 10/54, and areas around 10, 26 and 14 shall be fertilized on an annual program to be done by a licensed provider.

9.3.4 Grass Mowing of Area 2

The Contractor shall mow all areas inside and outside of fences, the road rights-of-way to the Pine Bluff Arsenal and the county road and the areas north and east of the parking lot (an area comprising approximately 86 acres). All grass in this area shall be maintained between 3 and 5 inches.

9.3.5 Removal and Replacement

Any trees that die during the duration of this contract shall be immediately removed and replaced with a nursery grown tree of the same species and size (not to exceed four inches caliber).

9.3.6 Weed and Grass Control

The Contractor shall initiate weed and grass control within thirty days after beginning of the performance period to ensure that weeds and grass are destroyed in the following areas: the area adjacent to the north perimeter fencing, the fenced tank farm, the parking lot and perimeter area, the fenced solar system area, the perimeter fence on the east, west and south, the walkway area between buildings 51/60 and 5, and in cracks on walkways adjacent to all buildings, the area around the JLC signs(2) on Hwy 365 @ NCTR Rd. The herbicide shall be mixed and applied per EPA-approved manufacturers' directions and shall be approved in advance by the COR. Note: Chemical must be applied by Arkansas State Certified Applicators approved for ornamental and turf pest control in the area's marked on TE-9-1(Mowing Areas). All chemicals must first be submitted to the COR for approval of type, method and rate of application, and time of application.

9.3.7 Poison-Ivy Control

Application of herbicides shall only be accomplished after 6 p.m. workdays or on weekends. These times must be cleared and agreed upon by the COR one week in advance of scheduled work. All chemicals shall be approved by the COR before being used.

9.3.8 Control of Fire Ants

The Contractor shall treat all fire ant mounds in the Campus area.

9.3.9 Clean-Up

All mowed areas inside and outside the fences of the JLC, the parking lot and roads, are to be thoroughly policed in accordance with approved schedule. The Contractor shall keep all lawns, shrub beds and paved areas free of fallen leaves and trash. All areas shall be cleaned of leaves at least twice each fall season, once at approximately mid-point of leaf fall and again at end of leaf fall period. Mulching of leaves back onto fine lawn areas is not acceptable; leaves must be removed and disposed of. The Contractor shall keep streets, drives, parking lots, walkways, patios, and other hard surfaces, clean and free of trash, gravel, soil accumulation and weed growth, to provide a neat appearance. To include, clean and discarding of goose droppings as needed around building entryways and walkways. Removal of wild geese as needed.

9.3.10 Insects and Disease Control

The Contractor shall maintain surveillance of lawns, trees, shrubs, paved areas, ground cover, etc., to determine infestations of insects and/or disease. Infestations shall be reported to the COR immediately. The Contractor shall recommend appropriate chemical and/or mechanical control for all infestations and (after approval by the COR) shall furnish all equipment, protective materials, labor, etc., to apply the control properly. All applications of chemicals must be applied by Arkansas State Certified Pest Control Applicators with certification for applying pesticides to ornamental and turf. All chemicals shall be of low toxicity to mammals ("Caution labels only) and applied strictly according to label instructions for the host plant material and the target pests. The Government shall reimburse the Contractor for the cost of the chemicals.

9.3.11 Watering

The Contractor shall maintain all sprinkler systems, and **water all grass areas**, shrubs, trees, reseeded areas and beds as needed or as directed by the COR to prevent plant and turf loss during dry weather. The Government shall provide the water at no cost to the Contractor.

9.3.12 Snow and Ice Removal

Emergency snow and ice removal shall be accomplished as required for JLC access, personnel safety, and facility operation. **Snow and ice on parking lots, roads, sidewalks, steps, and entrances to buildings shall be removed prior to the beginning of the normal workday**. Regardless of the situation, an employee's priority should be his/her personal safety. See attached Appendix XVI for snow/ice removal route. Ice glaze shall be removed with EPA approved chemicals or covered with traction assisting material (e.g., sand). If, in the Contractor's opinion, weather Conditions do not permit snow and ice removal within the time frames stated in this paragraph, the Contractor shall seek the guidance of the COR.

9.3.13 Nature Damage

The Contractor shall repair all damage caused by storms, floods, snow and ice storms, wind, hail, etc. Any damage of this nature will be handled with an indefinite quantity work order.

9.3.14 Submittals

Within ten (10) days after the effective date of the contract, the Contractor shall submit to the COR the following samples and submittals for approval:

- Monthly work schedule - detailed proposal of work to be performed for the first month.

The Contractor shall provide a plan for accomplishing the work in this section. Those items scheduled for accomplishment on a monthly basis shall be done on approximately thirty (30) day intervals. The Contractor shall provide a schedule to the COR for policing and the monthly grass cutting of Area 2.

9.3.15 Road surface repairs

The Contractor shall be responsible for identifying and detailing areas in need of repair. This shall be provided to the COR on an annual basis. The costs for repair will be by the Government on the task order IDQ portion of the contract.

SECTION 10: HVAC AND REFREIGERATION SYSTEMS AND EQUIPMENT

10.1 General

The Contractor shall operate and maintain all HVAC and refrigeration, and related equipment at the JLC, in accordance with the established Preventive Maintenance (PM) and Operating Plans. JLC's online work management system will be utilized to maintain system operational logs, detailed reports, system operational notes, operator checks and services, normal and abnormal operating conditions, deficiencies or malfunctions, and corrective action taken. These services include, but are not limited to, the central plant chilled water and distribution systems, individual building hot and chilled water systems, process heating and cooling systems, refrigeration equipment and related controls, refrigerators, coolers, freezers, and low temperature freezers, the central plant cooling towers, evaporative condenser and evaporative coolers, and their associated piping and pumping systems and controls including all ongoing and future construction project equipment, and systems. The Contractor shall inspect, maintain, calibrate, adjust, and install HVAC systems; central plant chilled water systems, steam and hot water space heating and humidification systems, process steam, process hot water systems, and associated system controls. Performance of set-up and testing of these systems both new and existing will be required as well, see Appendix III, Description of Utility Systems. These services shall be performed in accordance with applicable National and State codes, industry standards, the requirements stated herein and in approved operating procedures.

10.2 Operating Procedures

These services shall be performed in accordance with the established Preventive Maintenance (PM) and Quality Control Plans and administered utilizing JLC's online work management system. The Contractor shall provide necessary personnel to ensure an uninterrupted supply of cooling water for air conditioners and process equipment systems to meet the JLC's needs. Operation, includes, but is not limited to, handling all lubricants, chemicals, and auxiliary equipment; water treatment; record keeping, analysis of records for and correction of non-optimal operations;

monitoring warranties; testing operation and capability of systems; periodic operation and inspection of idle equipment; and cleaning, preservation, lubrication, and adjustment of systems equipment. The Contractor is responsible for eddy current testing of all chillers in the district cooling system. Testing shall be performed every 3 years. See Appendix III

Description of Utility Systems for date of last test performed.

10.3 Specific Requirements

The Contractor shall comply with all EPA regulation on Refrigerants. All technicians working on refrigeration equipment under this contract must have a Universal EPA certification. The Contractor shall request approval at least three (3) weeks prior to complete system shut-downs.

10.4 Testing, Balancing, and Adjusting (TBA)

The Contractor shall perform TBA, Retesting, balancing, and adjusting on any system or sub-system when they have deteriorated to the extent that it no longer performs to meet design or AAALAC accreditation and Good Laboratory Practice standards. This deterioration and need for retesting and balancing shall be determined by the COR via random inspections performed under the governments Quality Assurance Surveillance Plan. Under the preventive maintenance program the Contractor is required to take temperature and humidity measurements, supply and exhaust flow , and fume hood face velocity measurements using government furnished test equipment in animal care and laboratory environments so that the software on the EMCS front end can be up-dated to ensure that the systems are in calibration in accordance with AAALAC requirements, manufacturers' standards and standards contained in the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Guide and Data Books. Maintenance of the EMCS Building Automation System hardware however is the responsibility of the Contractor. The Contractor is required to provide 100% “real time” QC inspections on all animal room calibrations and laboratory integrity TBA functions.

Extent of Work:

1. Extent of testing, adjusting, and balancing work is defined to include, but is not necessarily limited to: air distribution systems, hydronic distribution systems and associated equipment and apparatus of mechanical work.
2. The work consists of setting speed and volume (flow), adjusting facilities systems, recording data, conducting tests, preparing and submitting reports, and recommending modifications to work as required by contract documents.
3. Component types of testing, adjusting, and balancing specified in this section includes fans, ductwork systems (including supply, return and exhaust diffusers and grilles), lab hoods and piping systems.

10.5 Testing Equipment

All testing equipment required for this PWS shall be Government furnished except fan balancing and vibration analysis equipment. If these services are required, the Contractor shall be responsible for all costs.

SECTION 11: ELECTRICAL PLANT AND DISTRIBUTION

11.1 General

The Contractor shall inspect, install, maintain, and perform alterations and construction on all electrical power systems

and all electrical lighting; in accordance with established Preventive Maintenance (PM) and Operating Plans. JLC's online work management system will be utilized to maintain system operational logs, detailed reports, system operational notes, operator checks and services, normal and abnormal operating conditions, deficiencies or malfunctions, and corrective actions taken. This includes, but is not limited to, auxiliary generators, overhead and underground electrical distribution components, transformers, regulators, and oil switches located at the JLC; (see Appendix III, Description of Utility Systems). The Contractor shall maintain the total electrical power system to ensure continuous electrical power to the JLC. A spring and fall full building Center wide generator load test are required.

11.2 Written Procedures

The Contractor shall maintain quality control of electrical plant operations and maintenance by preparation and adherence to established operating and maintenance procedures as specified in Work Management System.

11.3 Power Outages

Power outages scheduled on the power system shall be held to a minimum. If power outages are necessary, an outage schedule depicting the dates(s) of the outage, the building(s) affected, and the approximate duration of each outage shall be submitted to the COR for approval two weeks in advance of the time required. De-energizing of circuits shall be accomplished by Contractor personnel. In no event shall the Contractor curtail electrical service without prior approval of the COR. Additionally, the Contractor shall respond to any unscheduled power outage as a Priority 1 ODWO. All temporary service required in an emergency shall be replaced without delay at the end of the emergency.

11.4 Polychlorinated Biphenyls (PCB)

The Contractor shall inspect transformers containing PCBs in accordance with 40 CFR 761 The results of the inspections shall be kept in a report which shall always be available for Government inspection and which shall be turned over to the Government upon completion or termination of the contract.

11.5 Standard Products

All materials installed as replacement parts or as required for repairs shall be new and shall be of the same manufacture as existing equipment.

11.6 Temporary Service

The Contractor shall, upon approval by the COR, provide temporary electrical service to any work site where needed. This may include poles, cross arms, transformers, weather heads, circuit breakers, and any other equipment necessary to provide the service. The Contractor shall provide temporary service until lines can be installed or if power is needed only for a short time.

11.7 Fire Alarms

Fire alarm systems and suppression systems shall be maintained by service personnel qualified (trained and certified) in the inspection, testing and maintenance of such systems. All Facility fire alarm systems are shown for buildings in the Appendix II, Description of Existing Facilities**. Contractor shall provide an outside vendor for these services in accordance with the NFPA and industry standards.**

11.8 Switch Gear / Breaker Repair (480 Volt – 13,800 Volt)

The Contractor shall be responsible for removal and packaging (for shipment) of these items requiring repair. The costs for repair shall be by the Government.

Provide preventative maintenance (PM) on the Outdoor Loop Switches, Transformers and Building 9 exposed MV terminations (back of gear) / Energized Infrared Thermographic inspection and a fully deenergized service to building 9 medium voltage switchgear and vacuum breakers. The Contractor will develop a plan to perform maintenance on the following items as to minimalize the power outages to the center. The Contractor shall hire an Electrical contractor to perform the following work in the fixed price portion of the contract:

1. **Outdoor Loop Switches, Transformers and Building 9 exposed MV terminations (back of gear) / Energized Infrared Thermographic inspection (Perform annually while the system is operating under normal load). This work shall be performed prior to the deenergized work to identify any possible repairs that need to be completed during the center wide outage.**
   - **Inspect physical and mechanical condition**
   - **Open all covers that can be accessed safely**
   - **Conduct an infrared thermographic inspection to identify areas of concern and provide recommendations for repair**
2. **Building 9 MV Switchgear and vacuum circuit breaker:**
   - **Inspect physical and mechanical condition**
   - **Inspect anchorage, alignment and grounding**
   - **Cleaning**
   - **Perform mechanical operation of breakers**
   - **Verify proper operation of interlocks**
   - **Inspect bolted electrical connections for high resistance using a low-resistance ohmmeter**
   - **Inspect insulating assemblies for physical damage or contaminated surfaces**
   - **Lubricate moving current-carrying components and on moving / sliding surfaces if needed**
   - **Perform insulation resistance test for one minute**
   - **Perform a vacuum bottle integrity test on each vacuum bottle**
   - **Perform ground resistance test**
   - **Conduct repairs of items identified during the infrared thermographic inspection of the loop**
3. **Coordination with Entergy to deenergize and energize power feeding building 9**
4. **Starting and stopping generators (This will count as one of our generator load tests)**
5. **Fuel truck on site**
6. **Notification of the center to plan for freezers and refrigerators that are not connected to emergency power and shut down of critical equipment**
7. **Ensuring that the electrical contractor has all materials on hand before job starts and an estimated time to complete the work.**
8. **Have enough staff on hand to check buildings and refuel generators**
9. **This work will need to be planned for a weekend**
10. **This work is weather dependent. We need to perform this work when we can take advantage of free cooling (March or April).**

SECTION 12: COMPRESSED AIR AND DISTRIBUTION

12.1 General

The Contractor shall inspect, install, maintain, and perform alterations and construction on all the plant compressed air systems, including distribution piping, and building-local instrument compressed air systems with their associated piping, (see Appendix III, Description of Utility Systems).

12.2 Operating Procedures

The Contractor shall operate and maintain compressed air and distribution in accordance with the Work Management System and Quality Control Plans. "Operation," as used in this section, shall be interpreted to include, but is not limited to, the handling of desiccant; lubricating oils; record keeping of operations, operating conditions and practices; monitoring warranties; testing operations and capabilities of the compressed air systems; training of personnel; and cleaning, preserving, lubricating, and adjusting equipment and components.

12.3 Reports

The Contractor shall submit the following reports:

Operations Data Report (See Appendix X and Appendix IV) Unfired Pressure Vessel Test Report

SECTION 13: PEST CONTROL

13.1 General

The Contractor shall maintain JLC and its work environment free of undesirable insects, wild rodents, stray dogs, stray cats, and other undesirable pest or vermin. The Contractor shall provide all materials and equipment necessary to perform the requirement of this section. The Contractor shall submit an organized Pest Control Plan for the entire JLC with regularly scheduled routine treatment to the COR thirty (30) days after contract award.

13.2 Pesticide Use

The Contractor shall employ state licensed applicators to apply the pesticides. The Contractor shall provide data sheets on pesticides to the JLC Safety Office at least 10 days prior to use. Furthermore, the Contractor shall get clearance from the scientist in charge prior to a specific pesticide being used to treat Laboratories.

13.3 Insect Control

The Contractor shall treat Building 12, which houses the cafeteria, for roaches, and ants on an as needed basis. The Contractor shall also treat the Health Unit, the offices of Quality Assurance and Diet Preparation for roaches and ants on a monthly basis, or more often, to control problems which may arise. All occupied areas except for animal rooms at the JLC shall be treated by the Contractor for roaches and ants on a quarterly basis, or more often as the need arises. The Contractor shall treat other infestations of insects as the need arises.

13.4 Animal Pest Control

The Contractor shall develop and institute a control program for wild rats and mice to prevent their presence in JLC Buildings. The Contractor shall trap and properly dispose of any stray or wild animals that become a nuisance following state & local regulations. The Contractor shall trap any wild animals that become nuisances and release them in an area

remote to JLC.

13.5 Schedules

The Contractor shall prepare a schedule for routine or periodic pest control activity to the COR at least five (5) days prior to conducting the work to permit inspection of the work.

13.6 Termite Treatment

The following buildings shall require a treatment program: 70, 71, 72, 73, and 74.

SECTION 14: PREVENTIVE MAINTENANCE PROGRAM

14.1 General

The Preventive Maintenance Program (PMP) is a large, important portion of the PWS and is critical to the operation and maintenance of the facility. The Contractor shall develop plans required in Sections 2 through 18 of the PWS.

It is critical for the Contractor to note that several long-term studies are constantly on-going at the facility, particularly in areas dealing with carcinogenic and other high hazard studies. Responsiveness of the Contractor to maintenance difficulties encountered in the facility becomes critical in terms of protecting the integrity of this research. Inability to respond quickly and to take appropriate corrective measures could result in the loss of extremely valuable data gathered over lengthy periods of time. The Contractor will become involved in some very specialized maintenance problems such as changing contaminated carcinogenic laboratory filters.

The Contractor shall continue to implement, update, and execute the existing on-going preventive maintenance (PM) program on a daily as needed basis at the Jefferson Laboratories Complex (JLC). Preventive Maintenance activities shall be performed in a manner that minimizes equipment downtime, prevents unplanned failures, and sustains continuous operation of critical systems in accordance with PRS performance standards.

PM plans shall be continuously developed by the Contractor, and approved by the COR, in consonance with each other, and in accordance with the following order of precedence: (1) manufacturers' instructions, (2) industry standards, and (3) National and Arkansas codes. The plans shall include a listing(s) of items and components to be maintained; inspection and maintenance techniques; personnel schedules for performance; system shutdown and coordination requirements, as necessary, PM checkpoints, services, and frequencies; and recording methodology. Special Note: All fire alarm systems and fire sprinkler systems shall be tested and certified by an Arkansas state licensed firm. Listing of these systems are found in Appendix II, Description of Existing Facilities. The current PM plan includes frequencies of testing.

The Contractor shall, with the COR approval, continue to provide a viable Preventive Maintenance Program for all continuously used equipment at the JLC. The Preventive Maintenance Program shall comply with established frequencies, identify the maintenance required on previously unidentified items (or newly purchased equipment), and schedule required maintenance for performance by the necessary crafts as required to accomplish tasks.

The Contractor shall conform to the JLC equipment identification system and continue to gather and enter information into online work management system to provide a comprehensive management of the Preventive Maintenance Program.

Monthly testing of water well, to be performed by a certified well testing firm.

The Contractor will be responsible for all maintenance, both PM and as needed on all government owned heavy equipment in the possession of the O&M contractor. The Contractor will also be responsible for providing fuel for the heavy equipment.

The Contractor shall be responsible for maintenance, both PM and as needed for all emergency generator located on campus. This shall include annual load testing and fuel costs for normal operation and maintenance, not to include emergency use.

14.2 PM Program

The PM program shall be executed as scheduled with all relevant documentation maintained accurately and up to date at all times. The Contractor shall update the PM program as necessary to reflect any changes in equipment inventory, with such updates being subject to COR approval. The Contractor's may request changes to the frequency dates of PMO'S in order to establish a balance in the work load as viewed in the Preventive Maintenance calendar. Once the balance has been established, the work load should remain constant.

14.3 PM Records

PM records shall be maintained on all equipment and systems. These records shall reflect the scheduled and accomplished dates of the PM performed and include documentation of any repairs made. The PM shall not be considered complete until all data has been input accurately and correctly into the current online work management system. Logs, records, checklists, and any other documentation maintained by the Contractor shall be available during all normal working hours for COR review and shall be the property of the Government.

SECTION 15: HOUSEKEEPING SERVICES (Contractor OCCUPIED FACILITIES)

15.1 General

The Contractor shall provide housekeeping services including supplies and materials for Contractor-occupied facilities. This service is limited to assigned shops, mechanical rooms, and utility plants as listed at Appendix XII. Outside stairs and docks to mechanical motor control rooms are considered Contractor occupied facilities. **The Contractor shall keep all Contractor occupied facilities broom clean at a minimum.**

15.2 Equipment and Safety

Equipment shall be furnished by the government, but it is the responsibility of the Contractor to maintain it in a safe operating condition and maintain a fire safe condition at all times. Extension tools shall not be over six (6) feet long. An employee using a brush or squeegee on a pole shall attach it to his person by a wrist loop or other device to prevent

dropping. Each extension device so used shall have a locking device to prevent inadvertent detachment of the brush or squeegee. Extension tools shall be made of non-metallic material to prevent electrical hazard. Surfaces which are being mopped or waxed shall be identified with markers (signs or cones) labeled with "Wet Surface." The markers shall be placed at all entrances to the area being serviced and shall not be removed until the area surface is completely dry.

SECTION 16: ENVIRONMENTAL MONITORING AND CONTROL SYSTEMS

16.1 General

The central coordination and control point for JLC's facility operation is the Environmental Monitoring and Control System (EMCS) section. It consists of various computerized environmental monitoring and control systems used on the facilities HVAC, water, fire, safety and life support systems, Ultra-low and scientific refrigerated equipment, and electrical systems throughout the center that are critical in nature. The Contractor shall monitor, operate, and maintain the environmental monitoring and control systems 24 hours per day (Monday through Sunday) and respond to alarms, equipment failures, failed points, in accordance with established standard operating procedures.

The existing building automation systems consist of Siemens Desigo CC system. This system monitors all HVAC and Life Support Systems for laboratory, animal, and office spaces. This system has a computer operational console with audio for alarming capability and special procedures that must be strictly adhered to in the event an incident occurs. Work station, computer server hardware, and software are maintained by both the government and the Contractor. When experiencing issues, the troubleshooting shall be initiated by the Contractor.

The center has 90 control panels throughout the various buildings. Within the 90 control panels there are just under one-hundred thousand points that the Contractor will use to monitor and control the following needs, Stop/Start Commands, Status of Flow, Air Flow, Temperatures, Humidity, Valve command access, FLN, Fume Hoods.

The Contractor is required to perform the recommended calibration of all physical points on this system at the frequency set by current preventative maintenance schedules.

16.2 Requirements

Alarms, failed points and abnormal system conditions are to be acknowledged, corrected, documented, and reported as required in paragraph 16.1. **Any critical alarm or system condition must be cleared within 1 hour in any 8-hour period. Failure to do so will be considered defective performance and will be dealt with as specified in paragraph 1.4 - Criteria for Accepting or Rejecting Defective Performance.** Operator logs for all systems are to be maintained as directed by EMCS SOP's. These logs shall be used to record all significant equipment events that could affect the JLC mission, operational alarms, system malfunctions, and personnel activities such as on ongoing maintenance actions, renovations, and new installations JLC wide**.**

SECTION 17: JANITORIAL SERVICES

17.1 General

The Contractor shall provide janitorial services including supplies and materials as described herein for the general offices, Laboratories, corridors, kitchen area etc. on the main campus of JLC excluding building 26 (ARL Building) as shown in Appendix VI. Areas to be service by Janitorial Staff include, but are not limited to, restrooms, windows, floors, walls, ledges, doors, furniture, areas under furniture, furnishings, floor mats and runners as well as obvious exposed areas, entrances/foyers: exterior doors (metal, glass or wood), steps, stoops and sidewalks within 10 feet of buildings. All areas to be serviced including corridors, lobbies, hallways, passageways and drinking fountains shall be kept free of debris, soil markings, and defacements. All offices, conference rooms and Laboratories floors shall be cleaned. Wipe/wax/dust furniture in conference rooms and lobbies only. The Cafeteria shall be vacuumed daily**. Hand sanitizers are installed throughout the JLC campus; the Contractor will supply all dispensers and associated supplies as needed. The Contractor is responsible for the scheduled cleaning of all occupied areas of the JLC**

All janitorial services shall be performed to maintain facilities in a clean, sanitary, and orderly condition, free from visible soil, debris, stains, odors, and unsanitary conditions, regardless of the specific task frequencies listed below.

17.2 Work Schedules & Reports

The Contractor shall continue to implement, update, and execute the existing on-going preventive maintenance (PM) program tasks of janitorial services on a daily as needed basis at the Jefferson Laboratories Complex (JLC).

The Contractor shall submit to the COR, any revisions to the schedule or personnel assignments one week prior to the changes being implemented. This schedule is required for the Security Staff to provide Access to locked areas after normal work hours (8:00 a.m. to 4:30 p.m.)

The Contractor shall submit to the COR, weekly deficiency reports showing areas not serviced as required, the reason for not maintaining them and corrective action taken, deficiency reports shall be submitted no later than close of business every Friday.

17.3 Floor and Space Types Chart

Floor Types on the Center	Percentage of Center Covered	Sqft
Carpet	32.4%	142000
Concrete	9.6%	42000
Ceramic Tile	0.3%	1500
Epoxy	3.2%	14000
Epoxy Paint	11.0%	48000
Quarry Tile	1.1%	4800
Snow Matt	0.1%	500

Terrazzo	0.8%	3325
Tile	10.0%	44000
Vinyl	31.5%	138000
Total	100.0%	438125

17.4 JLC Janitorial Frequency Chart

Janitorial Task	**Current Frequencies**
Stripping/Waxing/flooring	*As needed*
Carpet Cleaning	*As needed*
Glass at doors, mirrors, window; below 7'. Dusting/wipe/wax partitions, walls & public furniture	**2 times/wk*
Mat Cleaning	**2 times/wk*
Misc. hardware & metal; sinks and countertops	**2 times/wk*
Policing	**2 times/wk*
Power scrub/wet mop	**1 time/wk*
Restrooms; all surfaces and finishes	**2 times/wk*
Servicing-stock supplies	*Daily*
Shampoo carpet and rugs	*As needed*
Spray Buffering	*As needed*
Sweep/Dust Mop (except restrooms)	**1 time/wk*
Vacuuming carpet and rugs	**1 time/wk*
Steam clean or shampoo furniture fabric	*As needed*
Venetian Blinds	*As needed*
Waste collection	**2 times/wk*
Loading Dock	*N/A*
Exterior Windows; above 7'	*Annually*

Note: Performance based contracting allows for the Contractor to establish frequencies in order to meet the Acceptable Quality Standards of the Contract. If Acceptable Quality Levels (AQLs) cannot be met at the scheduled frequencies, the Contractor shall adjust staffing, methods, or frequency as necessary to restore compliance, at no additional cost to the Government.

17.5 Floor mats

The Contractor shall provide for the floor mat service at buildings: 10-100 & 10-102(2/4 Mats), 21 (5 / 10 mats), 54-200 (2 / 4 mats), 50 (3/6 mats). All floor mats for buildings 10, 21 and 50 shall bear the “FDA LOGO”.

SECTION 18: CAFETERIA FOOD SERVICE OPERATION

18.1 General

The Contractor shall provide the necessary services, qualified personnel, food, and all disposable supplies, not otherwise provided by Jefferson Laboratories Complex, as needed to provide a quality cafeteria food service operation and shall have exclusive vending machine rights for the Jefferson Laboratories Complex. All profits from the operation and sales in the cafeteria and vending machines will belong to the Contractor. With regard to the vending machines the Contractor will receive no funds from NCTR/Jefferson Laboratories or the Federal Government and will be responsible for maintenance, upkeep, and customer refunds from vending machine malfunctions. Vending machines shall be stocked and maintained to ensure reasonable product variety, freshness, and operational reliability consistent with a remote facility environment. (Appendix XIII Current Vending Machine Location and Historical Sales)

Note: The Jefferson Laboratories Complex shall furnish the space, utilities, and equipment (only) for this service but will repair and or replace such equipment at its discretion. All other disposable supplies shall be provided by the Contractor. The Contractor will provide food service operations under the following guidelines.

The Contractor is encouraged to propose innovative approaches to improve food quality, menu variety, customer satisfaction, and operational efficiency, provided such approaches do not increase prices, reduce portion sizes, limit access, or otherwise diminish service quality without prior approval of the COR.

18.2 Food Service and Preparation:

a. Quality of Food:

The Contractor shall serve food in accordance with the provisions contained in the DHHS 2022 Food Code and can be downloaded at this website. https://www.fda.gov/food/fda-food-code/food-code-2022

The Contractor shall purchase food from sources that comply with the Department of Agriculture and Food and Drug Administration (FDA) regulations. All food purchased and/or used by The Contractor shall be stored, processed, packaged, delivered in accordance with all Federal Regulations. Only first quality foods, such as Grade AA eggs, Grade A poultry, U.S. Choice grades of beef, U.S. No.1 Grade pork, Grade A or fancy fresh or frozen vegetables and fruits, and Grade A or B canned goods shall be used. All foods served shall be free from spoilage, adulteration, misbranding, and safe for human consumption. Uncooked items, such as fresh fruits, shall be clean and free from blemish. All foods shall, when served, be attractive in appearance and correct in temperature and consistency.

b. Sanitation:

The Contractor shall serve food, under clean and sanitary conditions in accordance with the provisions and recommendations contained in the FDA 2022 Food Code and can be downloaded at this website. https://www.fda.gov/food/retail-food-protection/fda-food-code Safe food storage, preparation, serving, and proper cleanness shall be of the up most importance. Food service workers shall present a clean appearance and

comply with all federal sanitation regulations.

c. Food Menus and Recipes:

The Contractor shall exercise reasonable imagination in the selection and use of different foods that will be served and that the taste is acceptable to the patrons in the preparation of the meals and planning a variety of menus that will be served at the Center. Given the remote location of the Jefferson Laboratories Complex and limited alternative food options, menus shall provide reasonable variety and balance over time, including consideration of dietary preferences and nutritional needs of the workforce. The Contractor shall submit all menus requested to the COR for review and approval prior to implementation. After coordination with the COR, menus may be changed to low level of effort meals (e.g., "soup and sandwich") when attendance is expected to be low (e.g., inclement weather).

18.3 Safety and Health:

In order to provide safety controls for protection of the life and health of employees and other persons, prevention of damaged to all property, and avoidance of all work interruptions in the performance of the contract, The Contractor shall comply with all applicable laws, ordinances, rules and regulations concerning sanitation, safety and health of the food service operation, and secure and maintain all necessary licenses, certificates and permits. The Contractor is responsible for the health and safety of their employees and shall assure that their employees have the needed sanitation and safety training for tasks the employees are required to perform.

a. Codes.

Specifically, The Contractor shall comply with the FDA 2022 Food Code in the conduct of the Food Service Operation; OSHA Standards, 29CFR 1926/1910 OSHA (or latest edition); and, the current JLC Occupational Health & Safety Guidelines.

b. Testing.

In addition to such testing of food as the Contractor conducts in providing the food service, the Contractor shall immediately report to COR and promptly have food products tested whenever events of or claims of illness or injury are made in connection with such food operation.

c. Accidents and incidents.

The Contractor shall maintain an accurate record of, and report to the COR, all accidents and incidents resulting in death, traumatic injury, occupational disease, and/or damage to any property incident to work performed under this contract.

d. BioPreferred Requirements Cafeteria/Food Services

See section 1.2.6.

18.4 Uniforms:

Contract employees shall wear uniforms of a style acceptable to both The Contractor and JLC, and shall maintain a clean, neat appearance at all times. Contractor has the option to professionally launder or home launder uniforms. Uniforms will bear a decal with Company name and individual name; first only. Hairnets or hair restraints are required to be worn by all contract employees and serving gloves are required for all employees whose hands come in direct contact with foods.

18.5 Space and Utilities

Jefferson Laboratories Complex shall furnish space and utilities necessary for the operation of the food service described herein. The right is reserved to use dining areas and other public spaces, but not food servicing areas, at times other than serving periods for meetings of the Jefferson Laboratories Complex and its contractor employees provided that after each such use, the space will be cleaned and returned to the original configuration.

18.6 Prices and Portions

The NCTR Jefferson Laboratories reserves the right to approve all price increases or portion changes in advance of any such changes. The Contractor shall have approval from the COR before submitting proposed changes in price and portions.

18.7 Nutritional Information

Where feasible and available, The Contractor shall make available nutrition facts to include, but not limited to, calories, fat content, fiber, etc., for special menu items.

18.8 Operating Schedule

Cafeteria services will be provided 5 days per week, Monday through Friday, except on holidays observed by the Federal Government, (the cafeteria will observe the inclement weather schedule see Jefferson Laboratories Early Dismissal and Closure (Appendix XV) observed by JLC, and/or any special times the Center should be closed.) Schedule of holidays currently observed are as follows:

New Year's Day (January 1).

Birthday of Martin Luther King, Jr. (Third Monday in January).

Washington's Birthday (Third Monday in February).

Memorial Day (Last Monday in May).

Juneteenth National Independence Day (June 19).

Independence Day (July 4).

Labor Day (First Monday in September).

Columbus Day (Second Monday in October).

Veterans Day (November 11).

Thanksgiving Day (Fourth Thursday in November).

Christmas Day (December 25).

Center Fun Day (open for Breakfast-No noon meal)

Deviations that are desired in the above schedule will be agreed upon between The Contractor, COR and the Contracting Officer.

18.9 Hours of Operation

The dining area shall remain accessible between the hours of 7:00 a.m. and 2:00 p.m. daily. The current Contractor serves breakfast from 7:30 a.m. till 10:00 a.m. and lunch from 11:00 a.m. through 1:00 p.m. serving hours may be adjusted as necessary to suit the requirements of the Center. Service other than the normal hours may be required periodically and will be coordinated in advance by the COR. The dining area will be available to all employees who choose to bring their own food items during the hours of 7:00 a.m. until 2:00 p.m. Once scheduled hours of service have been identified The Contractor will obtain approval with the COR before making changes in the hours of service.

18.10 Personnel

a. The Contractor shall be responsible for the selection, certification, assignment, supervision, management and control of its employees and shall comply with all health and security policies and regulations referenced or stated herein and those of the NCTR Jefferson Laboratories and Federal Government.

b. All employees shall be sober, conscientious, competent, neat and courteous**. All food handlers shall possess current Health Certificates as required by local statutes and Arkansas State laws**. A current copy of each Certificate shall be kept on file by the Contractor for inspection by the Federal Government or State Health Department. Health Certifications shall be renewed as required by law.

c. Employees shall be experienced in the particular phase of the food operation in which they serve. For certain non-skilled areas, (such as dishwasher), previous experience is desirable but is not required.

d. The Contractor shall insure that short-term personnel replacements (i.e., less than one week), meet all personnel requirements stated or referenced above.

e. All employees hired by The Contractor to work under this contract shall be physically able to perform any assigned work and shall be free from any communicable diseases.

f. Any employee found to be suffering from a communicable disease shall be removed immediately from duty.

18.11 Customer Satisfaction

Annually, The Contractor will conduct a survey regarding Center employee's satisfaction with the cafeteria services, food quality, menu selection, pricing, and facility condition. The COR and/or Contracting Officer will review the surveys and discuss their findings with Contractor and make suggestions. The Contractor will be requested by JLC to respond accordingly in those areas under The Contractor's direct influence. The Contractor is encouraged to use informal feedback mechanisms (e.g., suggestion box, periodic comment cards, or electronic feedback tools) to supplement the annual survey and identify opportunities for service improvement.

18.12 GFE CAFETERIA PROPERTY/EQUIPMENT LISTING

Reference Appendix VII to review government furnished cafeteria equipment; Equipment number 553. The first three numbers designate what type of equipment or group it belongs too. Equipment number 553 is for cafeteria equipment.

APPENDIX I: DEFINITIONS

AAALAC Accreditation: JLC is fully accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) to be in compliance with PHS policy for the use and care of laboratory animals. Reference is made to the guidelines in the Guide for the Care and Use of Laboratory Animals, NIH Publication No. 86-23 Revised 1985. The guidelines require the facilities be designed, constructed and maintained to the highest standard to ensure proper care of laboratory animals.

Acceptable Quality Level (AQL). The expected level of performance. Performance that does not meet the AQL shall be rejected by the Government. The AQL for all Additional Work is 100%.

Animal Pests/Control: include but are not limited to: wild rats, wild mice, stray dogs, stray cats, skunks, opossum and other animals when they cause problems. Also, to include goose removal twice annually by professional outside contractor

Bench Stock: Residual material from completed Work Orders, whether performed by the Contractor or Sub-Contracted.

Catastrophic event: Major snow or ice storm and or a Center/JLC closing event.

Construction, alteration or repair: Means all types of work done on a particular building or work at the site thereof, including without limitation, altering, remodeling, installation (if appropriate) on the site of the work of items fabricated off-site, painting and decorating, the transporting of materials and supplies to or from the building or work by the employees of the construction Contractor or construction subcontractor, and the manufacturing or furnishing of
materials, articles, supplies, or equipment on the site of the building or work by person employed by the Contractor or subcontractor.

Continuous: Certain services are to be provided on a 24 hour per day, 7 days per week, 365 (or 366) day per year, uninterrupted basis, including all national and religious holidays. Utility operations and maintenance personnel must provide continuous service in these areas.

Contract Discrepancy Report (CDR): A formal, written documentation of Contractor non-conformance or lack of
performance for contracted work prepared by the COR.

Contracting Officers Representative (COR): The individual, who is designated as being responsible for Government monitoring and technical direction of this contract.

Contracting Officer (CO): The Government official with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Critical Environmental Conditions: Those environmental conditions that are to be maintained as specified in Appendix II Description of Existing Facilities which are necessary to ensure the integrity of ongoing research programs and experiments. Failure to maintain these conditions may cause irreparable harm to ongoing research and experimentation and may result in the assessment of liquidated damages, as further specified herein. These are Priority 1 conditions, monitored by an Environmental Monitoring and Control System (EMCS). Maintenance personnel must be on-site continuously to maintain critical environmental conditions.

Critical Equipment and Facilities: Items of equipment and facilities that must operate continuously to support critical missions. Failure of the equipment or facilities in meeting the design requirements may affect the Government's mission capabilities; the health and welfare of Government personnel; or damage Government equipment, property, or research programs. Emergency or urgent service calls are often required to restore the critical equipment to optimum operating condition and to provide the output required.

Davis-Bacon Work: Any construction, alteration or repair (including painting and decorating) of public buildings or public works that exceeds $2,000.

Defective Performance: A unit of service which contains one or more defects or non-conformance with specified requirements. See Section 1.4 & 1.5.

Environmental Monitoring and Control System (EMCS): A central monitoring and control system that continually scans a multitude of environmental and support parameters. It is the primary instrument used by the government to survey and document environmental conditions in critical laboratory and animal housing environments. It is also the instrument used to ensure that the methods by which these environmental conditions are being maintained are as efficient and cost effective as possible. Any deterioration in mechanical equipment efficiency or malfunction will show up either in an alarm state condition or be noted via an operator's report. Contractor personnel operate this system 24 hours a day 7 days a week. The present system is a multi-vendor facility automation system utilizing Johnson Controls Metasys, Siemens, and Trane building automation technology. (See Appendix II, Description of Existing Facilities and Appendix III, Description of Utility Systems). Upgrades to these systems are continuous in nature to meet the needs of the JLC campus.

Facility: A separate individual building, structure, utility system, or other item or real property improvement which is subject to separate reporting or recording.

Good Laboratory Practice: Reference is made to Good Laboratory Practice Regulations, Part II, Non-Clinical Laboratory Studies, Federal Register (December 22, 1978) and 21 CFR Part 58, Good Laboratory Practice for Non-Clinical Laboratory Studies, Department of Health and Human Services/Food and Drug Administration. Good laboratory practice requires the proper maintenance, testing, and operation of environmental systems where non-clinical studies are conducted.

Government Furnished Property (GFP): All Government facilities, property, and supplies provided for use and/or consumption by the Contractor in carrying out the responsibilities set forth in this contract. Ownership of GFP
always remains that of the Government (unless and until consumed or expended in the normal course of business). All GFP must be returned or accounted for upon completion of the contract performance period.

Industry Standards: Practices, procedures, or standards that are common within an industry or trade and which a reasonable and prudent person knowledgeable of that industry or trade would find acceptable. The term may also be

referred to as "standard commercial procedures" or "standard industry procedures."

Installed Equipment: Systems, equipment and furnishings; including materials for installation thereof, which are affixed as a permanent part of the structure and are required to make a facility usable.

Insects: include but are not limited to: Roaches, ants, wasps, termites, silverfish, fleas, crickets, carpet beetles, mites, ticks, chiggers, etc.

JLC: Jefferson Laboratories Complex a combination of NCTR and ARL

Lot: A collection of product or service outputs from which a sample is to be drawn and inspected to determine performance in accordance with established standard(s).

Lot Size: The number of product or service outputs in a lot.

Maintenance: The recurring day-to-day, periodic, scheduled, or unscheduled work required to preserve or restore a piece of equipment, a system, or a real property facility to such condition that it may be effectively utilized for its designated purpose. Includes preventive maintenance, remedial maintenance and scheduled maintenance.

Maintenance, Alterations, and Repairs of Buildings and Structures (MARS): The day to day operations of the JLC is dynamic with continuously changing requirements that demand modifications of existing facilities. The Contractor
will be an integral part of these changes and in many instances will be expected to actually perform the work. In these instances, the Contractor should utilize personnel from any of the crafts and/or others as needed. The Contractor shall provide
a plan to accomplish the maintenance and repair of the existing buildings and structure and any new facilities which may be added during this contract period.

Manufacturer's Recommendations and Standards: Procedures recommended by the manufacturer of an item of material, conformance with which shall provide the most effective maintenance or best use of the item, and which shall preserve warranty rights, if available.

Methods of Quality Assurance Evaluation: Four methods of quality assurance evaluation will be used. One or all may be used to evaluate the Contractor's performance for any given service requirement. The methods are: random monitoring, observations, periodic and 100% inspections (may include Unscheduled Inspections), customer feedback (may include Validated Complaints), and review of those records and files that are required to be maintained and delivered under this statement of work.

Minimum Stock Level: The minimum quantity of a spare part or material maintained in stock at which a risk of running out of that item is high.

Non-process Equipment: Non-scientific equipment used throughout the JLC in Laboratories, support areas, and administrative areas. This category includes, but is not limited to, facility support equipment and machinery (such as cafeteria equipment, refrigerators, freezers [conventional and low temperature], dishwashers, fume hoods, ice makers, incubators, ovens, water stills, water purification systems, and walk-in coolers), shop machinery and equipment, and plant machinery and equipment. Generally, these items are not critical and normally can be routinely scheduled for maintenance. However, there is non-process equipment monitored by the Environmental Monitoring and Control System (EMCS) that must be repaired on a priority 1 basis. Quantity and type of this equipment will be changing throughout the year and will be identified on the monitoring system.

Operating Plans: The Contractor must consider the following order of precedence when establishing Operating Plans:

(1)
manufacturers' recommendations and standards, (2) National, State and Local codes, (3) procedures outlined herein, (4) industry standards, (5) Good Laboratory Practices, and (6) AAALAC accreditation requirements. Unless otherwise specified herein, operating plans shall include, at a minimum, a complete description of operating procedures; personnel organization and schedules; reporting methodology; operational testing, measuring, record ing, and reporting of operating data including operations logs; operator checks and services and their frequencies; and identification and reaction to operational emergencies. Logs, records, checklists, and other documentation maintained by the Contractor shall be available during all normal working hours for COR review and shall be the property of the Government. All operating plans shall include the Contractor's Quality Control procedure for that function,
including a description of how the plan will interface with the Governments Quality Assurance Program.

Operational Support: The providing of all services other than maintenance and craft shop services in accordance with applicable statutes, regulations, and standards as are herein prescribed; and in such a manner that JLC programs are allowed to function at optimum levels. For example, operating the utility plants.

Operator Checks and Services: Routine inspections of and services to plant and equipment performed by the operator as a standard part of his/her operation of the plant or equipment; while like preventive maintenance, it is not included in the definition of preventive maintenance. Operator Checks and Services are documented in the normal daily log and records maintained by the operating personnel in the performance of their duties.

Performance Period: The period immediately following the phase-in period, during which the Contractor shall have full responsibility for carrying out all of the technical requirements of this Performance Work Statement.

Performance Evaluation Meetings: Bi-weekly meeting with the Project Manager, COR and/or Contracting Officer, at which time the Contractor's Quality Control records will be examined for areas of defective performance. A mutual effort shall be made to resolve all problems identified. Three copies of the written minutes of these meetings shall be prepared and signed by the Program Manager and submitted to the COR within two work days of the meeting. An electronic copy shall be submitted to the Contract Specialist within two work days of the meeting. Any disagreement with decisions or determinations made during the meeting shall be submitted, including the reason(s) for the disagreement, in writing, to the COR and Contracting Officer. The written minutes of these meetings shall be prepared by the contractor and signed by the Project Manager and COR with in three business days.

Performance Requirements Summary (PRS): Identifies the key performance indicators and acceptable quality levels (AQL) of the services to be performed under this contract, and that will be evaluated by the Government to assure that contract performance standards are met. Identifies only those requirements where performance is quantifiable and where defective performance exceeding an established AQL will result in deductions from monies paid to the Contractor.

Pesticides: Substances and combination of substances to prevent, destroy, repel or mitigate pests. Also, substance and mixture used as plant regulators defoliants or desiccants.

Phase-In Period: The time after the effective date of the contract and before the date of the start of the performance period, during which the Contractor shall prepare itself for full contract performance.

Physical Security: Those actions taken to preserve property from loss or damage.

Preventive Maintenance: Scheduled checks and services (including, but not limited to, adjustments, cleaning, calibration, inspection, and equipment servicing) of buildings and installed equipment, utility systems, and process and non-process equipment at intervals recommended by the manufacturer or standards within the industry to ensure proper and efficient operation with minimum breakdowns, deterioration, or other deficiencies. Preventive maintenance shall include repairs or other actions taken to correct deficiencies discovered during preventive maintenance inspections.

Preventive Maintenance Order (PMO): The specific work and hour requirements must be performed as scheduled in the current PM program. Defects discovered during the actual performance of a PMO shall be corrected and charged to that PMO.

Preventive Maintenance Program is a large, important portion of the services required, see Sections 2 through 15. The Contractor shall be required to review the existing PM program and recommend improvements/modifications. The
Contractor's recommendations will be reviewed by the COR. Upon approval, the Contractor will be responsible for implementing the approved changes to the Program in accordance with the approved modifications.

Priority 1 (Emergency): Maintenance and repair work which requires immediate action, including diverting personnel from other jobs. Usually work is necessary for the protection of health or safety, protection of ongoing experiments and research programs, or prevention of damage to property. Immediate corrective action shall be taken and shall be pursued on a continuous basis until permanent repairs are completed unless otherwise directed by the COR or Contracting Officer. The Contractor shall maintain or provide essential services to critical equipment and facilities and maintain critical environmental conditions, or as otherwise required by the COR. Emergency repairs can be accomplished on an ODWO for immediate action.

Priority 2 (Urgent): Work which should be accomplished by the first available craftsman. Personnel are not to be diverted from current scheduled work. Work shall start within one workday and be completed as soon as possible, but within five working days of receipt, unless otherwise authorized by the COR.

Priority 3 (Routine): Work shall be accomplished in the most economical and efficient manner, on a "first come, first served" basis. Prompt response to ODWO is essential to smooth operation of research and support elements. ***Therefore, 50% of these work requirements shall be completed within one work day of receipt and the remainder shall be completed within five working days unless otherwise approved by the COR***. The COR will establish a specific due date for completion of some ODWOs based on program requirements.
Priority 4 (Scheduled): This Priority is normally assigned to PMO's. Work shall be accomplished in the most economical and efficient manner and shall be initiated and completed in accordance with the preventive maintenance schedules.

Quality Assurance: The Government will evaluate the Contractor's performance using these surveillance methods: Random monitoring, observations, periodic and 100% inspections, customer feedback, and review of those records and files that are required to be maintained and delivered under this statement of work. This surveillance does not relieve the Contractor of its own quality control responsibility. When an observation indicates defective performance, the
COR will prepare and present a write up of the finding to the COR and CO for further action.

Quality Control Officer: The Contractor shall provide a Supervisory Level individual with the responsibility for inspection (See: SECTION 2.12(d)) with enough authority to reject and/or order correction or rework. COR
Quality Control: The Contractor shall prepare and present to the COR for approval, within thirty (30) days of award, a comprehensive Quality Control plan. Each area of work that is included in this PWS must be included as part of the overall quality control plan. Upon the COR's approval, the plan shall be implemented. Refer to paragraph 2.12 (d) for detailed requirements.

Quality Control Plan: A document in which all measures taken by the Contractor to ensure that the quality of service
meets the contract requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity. It includes, but is not limited to, a written set of self-inspection checklists developed by the Contractor which comprehensively detects variations from the contract requirements; recording of work data; trend analysis; feedback and control systems for correcting deficiencies; and the necessary documentation to record findings. The

Quality Control System used to implement the plan shall be automated using current computer aided techniques that are compatible with existing on-site Government systems.

Remedial Maintenance: Unscheduled repairs of equipment, systems, and buildings, are an integral part of this contract. These may occur at any time and depending on the impact on critical systems may require immediate repairs. The Contractor shall provide an overall response plan that incorporates personnel notification lists, and response action for all utility systems failures and other major failures which may occur. This plan shall be submitted to the COR in accordance with Appendix XII, T.E. 1-4. The Contractor shall prepare a Quality Control plan for the Remedial Maintenance function. This plan is to be part of the overall Contractor Quality Control Plan.

Routine Maintenance: Repair of buildings and structures and their installed equipment, utility systems, and process and non-process equipment, in accordance with manufacturers, recommendations or standards within the industry, to restore it to its proper operating condition. This term may be used interchangeably with "repair."

Re-order Point: The established quantity of a spare part or material that allows for the time of purchasing and delivery of the items to ensure a constant supply of the item

Response: The time required dispatching a worker to begin work to correct or repair an emergency condition or to meet a required time frame.

Restricted Area: Those areas in Division of Veterinary Services and Diet Preparation where Specified Pathogen Free (SPF) conditions are maintained for controlled research and other designated Laboratories. These areas require specific clearance and monitoring of personnel entering the areas. Procedures for these areas require personnel to shower, change into special sterile clothing and mask, and limit movement within animal areas (e.g., must go through cleanup procedure before entering a second animal room). Contractor personnel are subject to applicable JLC
standard operating procedures while in these areas, to include vaccinations.

Repair. Restoration of a piece of equipment, a system, or a real property facility to such condition that it may be effectively utilized for its designated purposes. Repair may include overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance.

Routine Maintenance Request (ODWO): Any one-time, emergency, breakdown or corrective work, such as repairing a roof leak, installing new equipment, painting an office, relocations, furniture assembling, etc. whose labor estimate is less than 600 hours, or whose labor cost estimate is less than $25,000 will be considered as ODWO. Work will be further broken down into two categories. On demand work such as furniture assembly or relocation, Office, Lab painting for floor spaces, appliance installations or moves, window replacement or repairs etc. is considered to be routine and will be considered part of the firm-fixed portion of the contract. A priority 1 will be given to the request if warranted by circumstances. ODWO's may need urgent attention or require a limited time to correct but will normally be limited to minor repairs. ODWO's received before 2:00 p.m. shall be estimated and scheduled in the maintenance management system that same day. ODWO's received after 2:00 p.m. shall be estimated and scheduled not later than 9:00 a.m. the next working day. ODWO's turned in and not entered by the time stated above will be considered defective performance and shall be reviewed with the COR in the bi-weekly meeting for appropriate action. An ODWO may be requested by authorized personnel at the JLC and does not require prior COR approval for scheduling and accomplishment**. ODWO's shall not be considered as closed out until all proper documentation such as corrective action taken has been entered into the work management system.**

Routine Work. Any single element of work, other than Preventive Maintenance, Additional Work or other

work specifically required by this contract, that can be performed, within scope, using existing staff and does not require a subcontractor.

Safety Manager: The Contractor shall provide s Supervisory Level individual responsible for developing and directing and Environmental Health and Safety Program with duties including, but not limited to, scheduling, conducting and documenting safety inspections, identifying required PPE, maintaining accident and training files, conducting safety meetings and investigating and reporting accidents.

Sample: Consists of one or more service outputs drawn from a lot, the outputs being chosen at random. The number of outputs in the sample is the sample size.

Service Points: A building or structure which uses or has a need for a given utility service.

Shall: This word is used in connection with the Contractor and specifies that the provision is binding.

Shop Services: Those non-repetitive, craftsman-type services to satisfy the full spectrum of daily operational needs of research, research support, and administrative programs. Includes, but is not limited to, fabrication, alteration, and modification of prototype devices, equipment, and instruments; de-installing, moving, and installing laboratory and office furniture and equipment; fabrication of special safety equipment; remanufacture of shafts and parts no longer commercially available; and minor demolition and removal of abandoned equipment.

Contractor Refers to both the Prime and all Subcontractors, and is the contractor referred to in the RFP sections A-M. The Contractor shall be responsible for ensuring that its Subcontractors comply with the provisions of this contract.

Contractor Furnished Property (CFP): All property and supplies other than Government Furnished Property (GFP) required by the Contractor to perform the specified services of this contract.

Standard: An acknowledged measure of comparison.

System: Includes all of the mechanical and electrical equipment; supporting structures; pneumatic, electrical and mechanical types of controls; and auxiliary equipment required to provide a specific function or output.

Stock Level: The normal operating quantity maintained in the Stock Store to support the maintenance operation. This quantity will be used as guide when reordering spare parts or material.

Task Order/WO/IDIQ: See WO
Unscheduled Inspection: An unscheduled inspection is, as the name implies, an impromptu evaluation of Contractor performance by authorized Government personnel

Validated Complaints: Customers monitor the service provided by the Contractor. When there is a case of poor or nonperformance, the COR will be notified. Upon notification, the COR or his designee will investigate the reports for validity. Upon verification of poor or non-performance, the incident will be documented and discussed at the monthly performance evaluation meeting.

Wait Queue (WQ): The wait queue is a work management tool to provide the Contractor with a tracking device for
Routine Maintenance Requests (ODWOs) and Work Orders (WO's) that cannot be accomplished for various legitimate reasons within the time frames described in specific sections of the PWS. An ODWO or WO may be moved from the Contractor's daily work schedule by the Contractor to the wait queue if the request cannot be satisfactorily
accomplished because the material was not readily available, or it must be held for the availability of the equipment for safe repair reasons. The request can be moved to the wait queue if so, directed by the COR or his designee and/or is awaiting engineering guidance/confirmation. The Contractor is obligated to resume the assigned task as soon as the obstacle that caused the work stoppage is removed.

Work Management System (WMS): The Governments automated work management system used for receipt of work requests, planning, estimating, material requisition, inventory control, facility inspection, work assignment, scheduling, reporting and quality control of all services. This system is the primary instrument utilized to manage and document all items of work necessary to accomplish the various tasks described in this PWS. The Work Management System provides reports to assist in supervision, recording, and evaluation of work performance to ensure timeliness, completeness, and efficiency. It is comprised of several software applications empirically developed and written over many years to accommodate the centers dynamic needs over time. Upgrades, modifications and improvements like the center itself are anticipated to occur during the performance of this work statement and training on the current or future systems will be provided by the Government.

Work order (WO)/IDIQ/Task Order. A Work order is defined as a one-time request for maintenance, fabrication, modification or repair of plant and equipment; and maintenance, alteration and repair of building and structures whose labor estimate is greater than 600hours, or whose labor cost estimate exceeds $25,000 dollars. A WO will be submitted to the COR for review prior to release to the Contractor for estimating. A WO will be estimated for labor and materials and other costs by the Contractor and submitted to the Government for approval prior to scheduling and accomplishment of the work. Estimates shall be submitted to the COR by the due date assigned by the COR. The work order shall be completed, inspected by the Contractor using their Quality Control System prior to inspection and approval by the Government for payment. The Contractor cannot exceed the approved estimates for labor and material without prior approval from the Government.

Work request: All work requested to be done by the Contractor whether it is an ODWO, WO/IDIQ/Task Order, or PMO.

APPENDIX II: DESCRIPTION OF EXISTING FACILITIES

Figure I Jefferson Labs Campus

See pages 1-152 of Attachment 2

APPENDIX III DESCRIPTION OF UTILITY SYSTEMS

See pages 153-173 of Attachment 2

APPENDIX IV: APPLICABLE PUBLICATIONS

The Contractor shall adhere to applicable portions of the latest editions of the publications listed below. Where a specific
task or procedure is not defined in these publications, the Contractor shall adhere to accepted commercial standards and
procedures.

National

1. National Fire Protection Association (NFPA) Standards
2. Arkansas State Plumbing Code
3. American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code.
4. Arkansas Department of Labor/Boiler Inspection Division's "Laws, Rules, and Regulations Governing Boiler Inspection."
5. Protection of the Environment, US EPA, Title 40 CFR Subchapter D, Parts 100-149. All Fire Codes.
6. Flat Glass Marketing Association (FGMA) Glazing Manual and Sealant Systems.
7. American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code.
8. American National Standards Institute (ANSI) National Electrical Safety Code.
9. American Society for Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Guide and Data Books.
10. Sheet Metal and Contractors National Association (SMCNA) Standard.
11. US EPA, Safe Drinking Water Act of 1986
12. US EPA, Water Programs Title 40 CFR Subchapter D, Parts 100-149
13. FDA 2022 Food Code this code and can be downloaded at this website. https://www.fda.gov/food/retail-food-protection/fda-food-code .
14. USDA BioPreferred Program, http://www.biopreferred.gov

Government

1. CFR Part 58, Good Laboratory Practice for Non-Clinical Laboratory Studies, Department of Health and Human Services/ Food and Drug Administration.
2. Guide for the Care and Use of Laboratory Animals (NIH Publication No. 86-23, Revised 1985).
3. Occupational Safety and Health Administration (OSHA) Standard for Construction and General Industry 29 CFR 1910/1926
4. Hazard Communication Standard 29 CFR 1200 (OSHA).
5. JLC Spill Control and Counter measures (ContractorCC Updated October 2020)
6. Federal Acquisition Regulation (FAR)

State

1. Arkansas State Plumbing Code.
2. Act 333 (of 1951) of the State of Arkansas – "An Act to Provide for Licensing of Public Water Supply Operators.

APPENDIX V: Sub-Contracted Services

The following services have been and are currently being sub-contracted. This list of sub-contracted services is considered Government owned data and may include this on any resulting solicitation for these services.

Service	Provider to be determined by the Offeror unless otherwise listed
Elevator Maintenance	
De-Ionized Water	
Water Treatment Services	
Fertilization and Lawn Care	
Pest Control	
EMCS/HVAC Controls Maintenance Support	Powers of Arkansas
Fire Alarm and Mass Notification Maintenance	
Eddie Current Testing	
Major Roof repairs and replacements	various sub-contractors
Variable Frequency Drive Repair	
Uniform and Floor Mat	
Fire Extinguisher Maintenance and Inspections	
Boiler Maintenance	Power Equipment Company in Memphis, TN.
Medium Voltage Switchgear & Build 9 Main Switch Gear	**Koontz Electric Co.**

Also contracts with the following: Outside window cleaning, Variable frequency drives, Emergency generator repairs, Emergency generator annual load testing, Sodium hypochlorite, salt and caustic flake supplies, Cathodic protection, Air compressor repairs, Glass replacement, Fan balancing, Shrub and tree replacement.

Elevator Information

Location	Description	MFG	Type
51 -125A-	ELEVATOR	WESTINGHOUSE	Traction
52 -110A-	ELEVATOR	WESTINGHOUSE	Traction
53B-223 -	ELEVATOR	MONTGOMERY	Hydraulic
62 -100 -	ELEVATOR	OTIS	Traction
53A-100A-	ELEVATOR	MONTGOMERY	Hydraulic
26A-A009-	ELEVATOR	MONTGOMERY KONE	Hydraulic
26B-B041-	ELEVATOR	MONTGOMERY KONE	Hydraulic
50-108	ELEVATOR,	MONTGOMERY KONE	Traction

10-117	ELEVATOR	DOVER ELEVATOR CO.	Hydraulic
50-800-N	ELEVATOR	SCHINDLER	Traction

Roof Warranty Information

Bldg:	**Roof Type:**	**Status:** \
2	Mod Bit	Installed 5/1/25 (20YR)
5A	SS Metal	Installed 3/18/03 (20YW)
5B	Single-ply	Installed 5/16/25 (2YW)
5C	Modified	Installed 8/15/25 (2YW)
5D	Single-ply PVC	Installed 1/23/02 (15YW)
6	Single-Ply PVC	Installed 1/9/02 (15YW)
7	Modified 3-Ply	Installed 9/7/02 (20YW)
9	Single-ply PVC	Installed 10/15/08 (15YW)
10	SS Metal	Installed 7/21/94
11	Modified 3-Ply	Installed 8/17/03 (20YW)
12	Single-ply PVC	Installed 3/29/10 (15YW)
13	Modified	Installed 11/25/96 (12YW) – NDS 2008
14C	SS Metal	Installed 1/3/94 (10 YW)
14A&B	SS Metal	Installed 1/19/99 (20 YW)
15	Modified 3-Ply	Installed 8/16/01 (20YW)
16	Modified	Installed 12/16/98 (12YW)
17	Modified 3-Ply	Installed 9/7/02 (20YW)
20	Tar and Gravel	Original – NDC 2007
21	SS Metal	Installed 4/25/00 (20YW)
26	SS Metal/Modified	Installed 11/19/99 (20/10YW)
28	Modified	Installed 12/16/98 (12YW)
31	SS Metal	Installed 12/1/00 (20 YW)
32	Modified	Installed 12/16/98 (12YW)
37	Modified 3-Ply	Installed 12/17/03 (20YW)
44	Modified 3-Ply	Installed 9/7/02 (20YW)
45	Single Ply PVC	Installed 1/5/02 (15YW)
46	Metal	Installed
50	SS Metal/Modified	Installed 11/19/99 (20/10YW)
51	Modified	Installed 6/30/95 (12YW) – R 2007 (3-Ply)
52	Modified 3-Ply	Installed 8/21/03 (20YW)
53 A, B, C, D&E	Modified 3 Ply	Installed 9/15/98 (15YW)
54	Modified 3-Ply	Installed 9/15/98 (15YW)
60	Single-ply PVC	Installed 12/4/08 (15YW)
62	Modified 3-Ply	Installed 5/28/25 (20 YW)
62A	Modified	Installed 10/16/02
70	Asphalt Shingles	Installed 10/9/89
71	Asphalt Shingles	Installed 10/9/89
72	Asphalt Shingles	Installed 10/9/89

73	Asphalt Shingles	Installed 10/9/89
74	Asphalt Shingles	Installed 10/9/89
85A	Modified 3-Ply	Installed 8/16/01 (20YW)
85B	Tar and Gravel	Original – NDC 2007
85C	Modified	Installed 5/6/95 (12YW) – NDS 2008
T-45	Single-Ply PVC	Installed 1/23/02 (15YW)

APPENDIX VI: AREAS TO BE SERVICED BY JANITORIAL SERVICES

Bldg.	Included Areas	Excluded Areas
2	Offices, Breakroom, Restrooms, Control Room	All other areas
5A	None	Entire Building
5B	All Laboratories, offices, corridors, computer rooms, break room, electrical rooms, conference rooms, and other general space.	Rooms 5B-100A, 5B-110, 5B-111, 5B-116, 5B-117, 5B-119, 5B-120, 5B-120A,5B-120B, 5B-130, 5B-155, 5B-157, 5B-160, 5B-160A, 5B-170, 5B-180, 5B-190,58-5BNA and 58-5BNB.
5C	All offices, computer, conference, electronics shop, storage and archive space.	5C-110
5D	All areas except stated exclusions.	All Diet Prep processing areas, mechanical room 5D-101A, electrical room 5D-190, mechanical room 5D-182, and mechanical room 5D-200.
6	None	Entire Building
7	None	Entire Building
10	All areas except stated exclusions.	Mechanical Room 10-112.
11	None	Entire Building.
12	All offices, conference rooms, restrooms, kitchen floor, serving line of the cafeteria and dining area.	107,106, and mechanical rooms 12-124, 111, & 12-200
13	None	Entire Building
14	All offices, kitchenets, conference rooms, Laboratories, restrooms, storage and break rooms.	fire sprinkle room 1138.
15	Entire building except for stated exclusions.	Electrical room 15-107, and mechanical room 15-125.
16	None	Entire building.
17	Bathrooms 101B, 101C, & Offices 102,102A,102C, 103,103A, and 103B	17-100,101,101A,101D,104,104A, & 105
18	None	Entire building.
21	Entire building.	
28	None	Entire building.
31	Entire building	Mechanical Room 31-102
32	None	Entire building.

33	**None**	**Entire building.**
37	**None**	**Entire building.**
44	**Office 44-109, bathroom 44-110.**	**All other areas.**
45	**None**	**Entire building.**
46	**None**	**Entire building.**
50	**The entire building except for stated exclusions. All stairwells (all floors)**	**All Electrical and Mechanical Rooms and Archive Area on 2nd Floor**
51	**The entire first floor except for stated exclusions. Offices 51-131, 51-132, 51-134, 51-135, 55-103 and 55-104 and corridors 58-50W, 58-51N and 58-55W adjacent to Building 51.**	**Cold room 51-126, waste tank room 51-140 on the first floor. Entire basement and second floor.**
53A	**First floor corridors 53A-100A and 53A-100 the elevator, stairwells 53A-S101, 53A-S201, 53A-S102 and 53A-S202. All areas on the second floor except stated exclusions. Note this building will be under renovation during this contract.**	**All remaining areas on the first floor not indicated as being included. Mechanical rooms 53A-211, 53A-212, 53A-230, and 53A-250. Cold rooms 53A-225 and 53A-225A, 53A-244 and 53A-244A on the second floor.**
53B	**The elevator foyer, 53B-126 and the elevator. All areas on the second floor except for stated exclusions.**	**Mechanical rooms, 53-208, 53B-223,53B-224 and 53B-219 and cold rooms 53B-205 and 53B-206 on the second floor.**
53C	**Stairwells 53C-S103, 53C-S104, 53C-S203, 53C-S204. All areas on the second floor except for stated exclusions.**	**All remaining areas on the first floor not indicated as being included. Mechanical rooms 53C-214 and 53C-229, cold rooms 53C-205, 53C-206, 53C-208 and 53C-209, storage rooms 53C-207, 53C-230, 53C-232 and 53C-231 on the second floor.**
53D	**All areas on the first and second floors including stairwells except for stated exclusions.**	**First floor animal rooms, corridors, shower unit, mechanical rooms 53D-121.**
53E	**All areas including the adjacent corridors except for stated exclusions.**	**Mechanical room 53E-101.**
54	**All areas including the adjacent corridors except for stated exclusions.**	**Small offices, 54-103A and 54-103B on the first floor. Second floor mechanical rooms, telephone rooms, 54-200 Corridor, and 54-202A (EMCS Lab)**

60	**All areas on the first floor except for stated exclusions. The break room 60-B04 in the basement.**	**First floor cold rooms 60-101A, 60-101B and 60-102C, stairwell 60-S105 and mechanical Room 60-130. All areas in the basement except for stated inclusions.**
62	**All areas on the first and second floors including stairwells except for stated exclusions. The adjoining corridors to building 50.**	**Primate holding facility,62-120,62-115, entrance airlock 62-130, graphics storage room, mechanical room 62-112, small storage room adjacent to elevator.62-217,62-204C, cold room in 62-206,62-207. All third floor third-floor areas.**
70	**All areas except for stated exclusions.**	**Mechanical closet 70-100G and storage room 70-100E.**
71	**All areas except for stated exclusions.**	**Mechanical closets 71-100B and 7-101B.**
72	**All areas except for stated exclusions.**	**Mechanical closets 72-100B and 7-101B.**
73	**All areas except for stated exclusions.**	**Mechanical closets 73-100B and 7-101B.**
74	**All areas except for stated exclusions.**	**Mechanical closets 74-100B and 7-101B.**
85 A, B, C	**Offices 85A-130D, 130F and 130E, restrooms 130B, 130C, 141, 142, 133 and adjoining corridor 58-85N.**	**The entire building except stated inclusions.**
T45	**Offices 101,102, 103, 104, 105, 106, 110, 111. Conference room 128. Bathrooms 125, 126. Break room 129. Hallways, all.**	**All other areas.**

APPENDIX VII: EQUIPMENT LIST

The Contractor shall be responsible for the maintenance of all Government Furnished Property under the scope of this PWS. A list of current equipment utilized will be provided separately from this document.

It is imperative for the Contractor to understand the equipment changes on a daily basis, so this list will not include all of the equipment to be maintained under this contract rather the intent is to illustrate to the Contractor the magnitude of tasks required. Examples of items excluded from this Equipment List include, Constant Volumes Boxes, Variable Air Volume Boxes, Individual Room Humidifiers and Reheat Valves, Building Automation System controls, Fume Hood Controllers, Electrical Distribution Equipment, Fire Alarms and Fire Protection systems.

See 156-page Equipment list Attachment 3

Appendix VIII Performance Requirements Summary

Quality Assurance Surveillance Plan (QASP) Shall be provided at the Contracting Officers discretion.

For requirements involving critical systems, including Environmental Monitoring and Control Systems (EMCS), animal environmental controls, and campus utility systems, the Acceptable Quality Level (AQL) shall be 99%, unless otherwise approved in writing by the Contracting Officer.

Performance Requirement	PWS Section	Performance Standard
Submit required report	1.6 a through l	95% Submission of required reports as scheduled and called for.
Satisfactory perform special conditions	1.7	95% Maintenance of all GFE to original condition. 95% availability of all tools and test equipment necessary to perform all work in this PWS. 95% notification and documentation of all major equipment starts and stops as required. 95% entry of all accountable spare parts and supplies into the JLC work management and inventory control systems.
Satisfactory perform equipment management	1.8	95% equipment management performance and submissions to the COR on any changes or additions to equipment.
Satisfactorily provide evidence of Contractor Personnel under this Qualifications.	1.9 a through g	95% submission of acceptable evidence required Section.
Energy Conservation	1.10	95% compliance with the energy conservation policy and procedures required
Physical Security	1.11	95% satisfactory performance physical security required
On Demand Work Order (ODWO)	2.1 through 2.4	95% ODWO's received, scheduled and completed in an accurate and timely manner to maintain control and efficiency of work management system. Therefore, 50% of Priority 3 work requirements shall be completed within one work day of receipt and the remainder shall be completed within five working days unless otherwise approved by the COR
Preventive Maintenance Orders (PMO)	2.1 through 2.6	95% PMO's scheduled and completed unless otherwise approved by the COR.
Work Orders (WO/IDIQ)	2.1 through 2.5	95% WO/IDIQs received, and scheduled and completed in an accurate and timely manner to maintain control and efficiency of work

		Management system.
Quality Control Program.	2.12 d	95% satisfactory accomplishment of all Quality Control inspections and reports conducted accurately and in a timely manner to execute the approved QC Plan.
Work Management Systems	2.13	95% satisfactory accomplishment of all tasks related to the operation, updating and maintenance of data regarding the government furnished work management systems.
Stock Store.	2.14	95% satisfactory accomplishment of all Stock Store purchases, inventory control and stock store operations maintained in an accurate and orderly manner.
Craft Shop services	3	95% satisfactory performance of PWS section 3 Craft Shop Services
Maintenance, Alteration and Repairs	4	95% satisfactory performance of PWS section 4 Maintenance Alteration and Repairs
Steam Generation and Distribution	5	95% satisfactory performance of PWS section 5 Steam Generation and Distribution
Natural Gas and Fuel Oil Pumping and Storage	6	95% satisfactory performance of PWS section 6 Natural Gas and Fuel Oil Pumping and Storage
Water pumping, treatment, storage and distribution	7	95% satisfactory performance of PWS section 7 Water pumping, treatment, storage and distribution
Waste Water Plant and Sewage Systems	8	95% satisfactory performance of PWS section 8 Waste Water Plant and Sewage Systems
Grounds Maintenance	9	95% satisfactory performance of PWS section 9 Grounds Maintenance
HVAC and Refrigeration Systems and Equipment	10	95% satisfactory performance of PWS section 10 HVAC and Refrigeration systems and Equipment
Electrical Plant and Distribution	11	95% satisfactory performance of PWS section 11 Electrical Plant and Distribution
Compressed Air and Distribution	12	95% satisfactory performance of PWS section 12 Compressed Air and Distribution
Pest Control	13	95% satisfactory performance of PWS section 13 Pest Control
Preventive Maintenance Program	14	95% satisfactory performance of PWS section 14 Preventive Maintenance Program

Housekeeping Services (Contractor Occupied Facilities) Housekeeping	15	95% satisfactory performance of PWS section 15 Services (Contractor Occupied Facilities)
Environmental Monitoring and Control Systems	16	95% satisfactory performance of PWS section 16 Environmental Monitoring and Control Systems
Janitorial Services	17	95% satisfactory performance of PWS section 17 Janitorial Services
Cafeteria Food Service Operation	18	95% satisfactory performance of PWS section 18 Cafeteria Food Service Operation

Appendix IX Historical Workload

2025 ODWO			
Fiscal Quarter	Completed	Labor Hours	Average Labor Hours
1	2,476	18,262.43	7.38
2	1,566	11,835.65	7.56
3	2,177	12,479.94	5.73
4	118	5,093.83	43.17

2025 Preventive Maintenance			
Fiscal Quarter	Completed	Labor Hours	Average Labor Hours
1	8,920	16,524.82	1.85
2	9,220	16,693.81	1.81
3	7,289	15,851.91	2.17
4	6,742	15,935.97	2.36

2019-2020

On Demand Maintenance

Problem Type (Multiple Items)

Work Request Status	Fiscal Qtr	Values Completed	Labor Hours	Average Labor Hours
Closed	**1**	825	5,208.34	6.31
	2	803	4,067.36	5.07
	3	*584	673.43	1.15
	4	*407	404.23	0.99
Completed	**1**	*5	7.00	1.40
	2	*299	441.12	1.48
Grand Total		**2923**	**10,801.48**	**3.70**

***Due to the COVID-19 pandemic most employees teleworked. The average labor hours are 5,000 to 7,000 hours a quarter.**

Preventive Maintenance

Work Request Status (All)

Fiscal Qtr	Problem Type	Values Issued	Completed	Labor Hours	%Complete	Average Labor Hours
1	PREVENTIVE MAINT	5194	5194	5,915.94	100%	1.14
2	PREVENTIVE MAINT	5985	5985	7,356.99	100%	1.23
3	PREVENTIVE MAINT	5383	5383	6,605.99	100%	1.23

4	PREVENTIVE MAINT	5468	5468	7,563.09	100%	1.38
Grand Total		**22030**	**22030**	**27,442.01**	**100%**	**1.25**

Appendix X Summary of Contractor Submissions

TITLE	PWS/SPECIAL CONTRACT REQUIREMENTS SECTION	FREQUENCY	DELIVERY SCHEDULE	RECIPIENT	NO. OF COPIES (Sent Electronically)
Quality control Inspection.	**1.6 and 2.12**	**Monthly**	**Monthly and within 30-days after completion or termination of contract.**	**COR**	**1**
Quality control records.	**1.6 and 2.12**	**Upon demand**	**Upon demand and within 30-days after completion or termination of contract.**	**COR**	**1**
Operating Plans (SOP's)	**1.6 and 2.12**	**Initially, and updated as approved changes occur**	**5-days prior to start of performance period.**	**COR**	**1**
Preventive maintenance status report.	**1.6 and 2.12**	**Monthly**	**By the 10th day of the month, for the month preceding.**	**COR**	**2**
PM of elevators.	**1.6 and 2.12**	**Monthly**	**Within seven (7) days of each monthly period.**	**COR**	**2**
Aging report for backlogged PMO's, ODWO's & WO's /IDIQ.	**1.6 and 2.12**	**Bi-weekly**	**At bi-weekly meeting**	**COR**	**2**
Bi-Weekly Reports	**1.6 (m)**	**Bi-weekly**	**At bi-weekly meeting**	**COR/CO**	**1**

TITLE	PWS/SPECIAL CONTRACT REQUIREMENTS SECTION	FREQUENCY	DELIVERY SCHEDULE	RECIPIENT	NO. OF COPIES (Sent Electronically)
Fuel oil inventory. Refrigerant Usage Report Chiller Report Water Treatment Report, Gas/Oil pumping and storage system	1.6 and 2.12	Monthly	Fifth working day of the month for preceding month.	COR	2
Criteria for Accepting or Rejecting Defective Performance	1.4 and Appendix I	Bi-Monthly	Three business days after meeting	COR/CO	1
Inventory of Government furnished property	1.6 (H)	Annually	On or about the 15th of the month following the award date then annually	COR/CO	1
Amount of sewage discharge to Pine Bluff Arsenal (PBA).	1.6 and 2.12	Monthly	On or about the 25th of each month.	COR & Pine Bluff Arsenal	2
Report on operational condition of auxiliary electrical generators.	1.6 and 2.12	Monthly	Fifth working day of each month for the preceding month.	COR	1
Grounds maintenance samples and submittals for approval.	1.6 and 2.12	One time and updated as approved changes occur.	Within 10-days after effective date of contract.	COR	1
Report of Operations data to COR.	1.6 and 2.12	Monthly	Within 7 days after end of reporting period.	COR	1
Pest control program.	1.6 and 2.12	Initially, and updated as approved changes occur	30-days prior to end of phase-in period	COR	1
Sub-Contracted Services	Appendix V	Initially, and updated as approved changes occur	10-days prior to end of phase-in period	COR/CO	1

TITLE	PWS/SPECIAL CONTRACT REQUIREMENTS SECTION	FREQUENCY	DELIVERY SCHEDULE	RECIPIENT	NO. OF COPIES (Sent Electronically)
Fire Alarm Report	**1.6 and 2.12**	**Monthly**	**Fifth working day each month for the preceding month**	**COR**	**1**
Stock Store Operation Plan	**2.14**	**Initially, and updated as approved changes occur**	**10-days prior to end of phase-in period**	**COR**	**1**
Stock Store Inventory	**2.14**	**Annual**	**On or about the 15th of the month following the award date then annually**	**COR**	**1**
Monthly Status Report	**1.6**	**Monthly**	**Fifth working day each month for the preceding month**	**COR/CO**	**1**
USDA-Designated Biobased Product Reporting	**1.6**	**Annual**	**On or about the 15th of the month following the award date then annually**	**COR/CO**	**1**

Appendix XI Mowing Areas

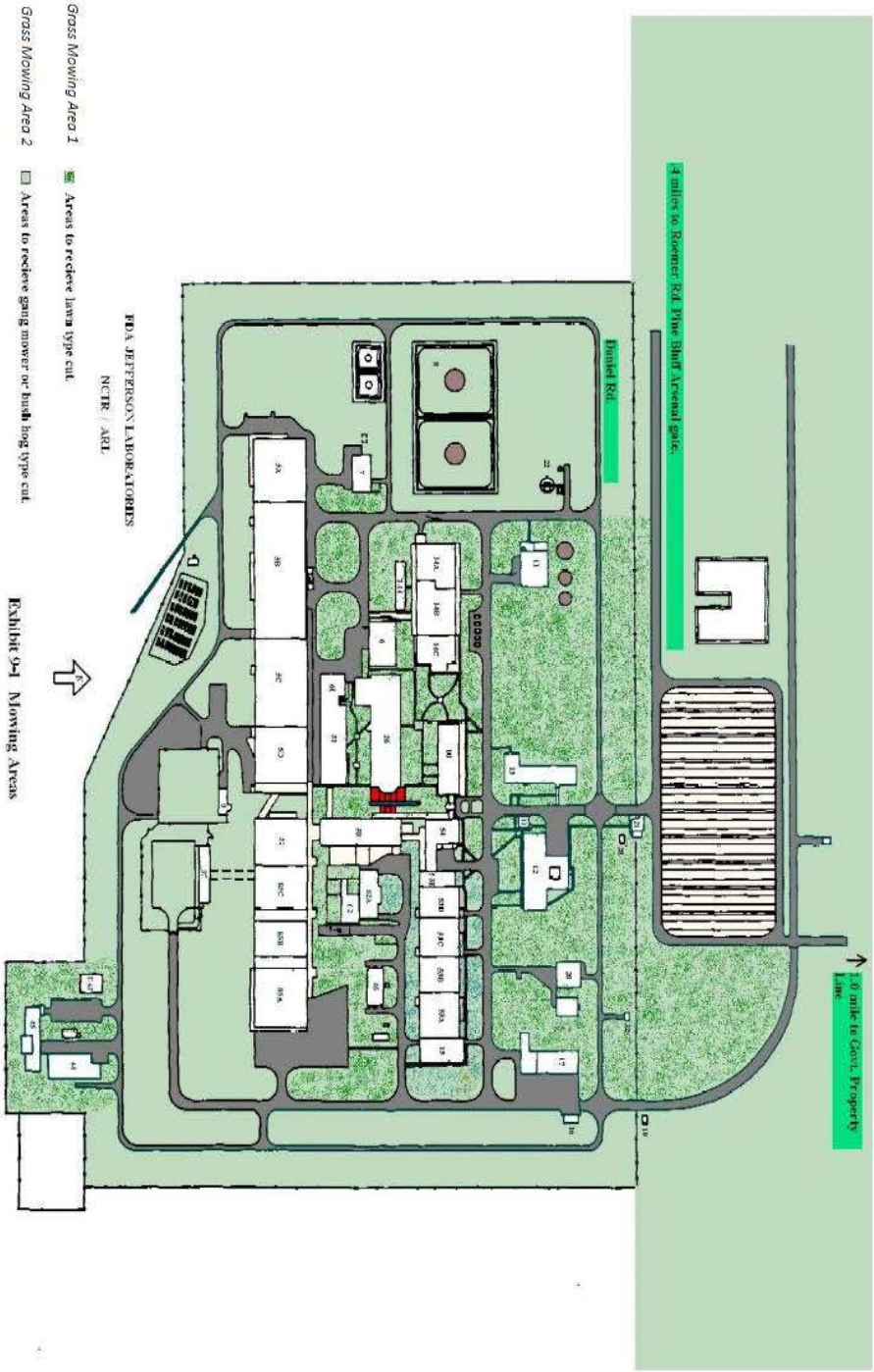


Exhibit 94 Mowing Areas
Main Areas

Mowing Area 2 continued

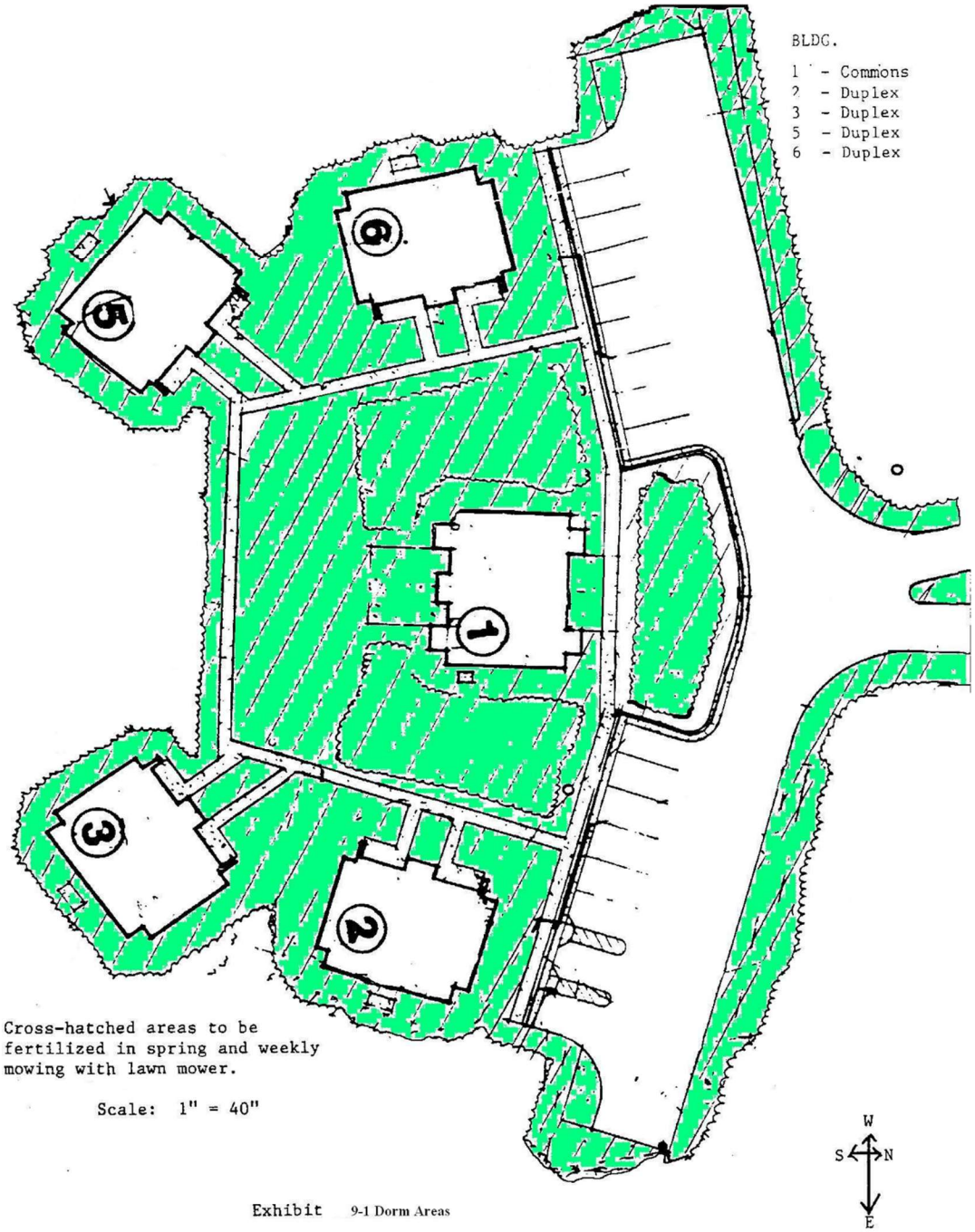


Exhibit 9-1 Dorm Areas

Appendix XII Contractor Occupied Facilities

The Contractor shall keep all Contractor occupied facilities broom clean at a minimum.

X4-1-1 **SHOP.**

a. Building 44
b. Building 54 (EMCS areas only)
c. Building 45
d. Building 16
e. Well 14, 14A, and upcoming new well 14B
f. Stock Store (All areas), Building 85A/85B – Basement
g. Trailer T-45

X4-1-2 **UTILITY PLANTS.**

a. Building 7 (Boiler Plant)
b. Building 11 (Water Plant)
c. Building 44 (Waste Water Treatment Plant)
d. Building 9 (Electric Building)
e. Building 5B 120 (Chiller Plant 3)
f. Building 26 B000 (Chiller Plant 1)
g. Building 53A 101 (Chiller Plant 2)

X4-1-3 **MECHANICAL ROOMS.**

5A-169	14-1138	50-121	54-100C
5B-111	14-200	50-137	54-206
5B-113	15-125	50-M-05	58S-05DN
5B-116	26A-000A	51-201	60-130
5B-117	26A-009	51-202	60-B00
5B-120	26A-010	51-203	62-112
5B-157	26A-065	51-204	62-217
5B-170	26A-108	51-B00	62-218
5B-180	26A-165	52-190	62-300
5B-190	26A-208	53A-101	62-301
5B-B00	26A-265	53A-128	62-304
5C-110	26A-308	53A-211	62-305
5D-101A	26A-365	53A-212	62-305A
5D-150	26A-400	53A-230	62-305B
5D-188	26A-401	53A-250	62-B00
5D-190	26A-402	53B-121	62-B01A
5D-200	26B-000A	53B-208	62-B01B
6-119	26B-061	53B-220	62-B04

10-112	26B-065	53B-223	62-B05
10-200	26B-066	53B-224	62-B06
12-111	26B-165	53C-151	62-B08
12-124	26B-265	53C-214	62-B08A
12-200	26B-365	53C-229	62A-200A
12-B01		53C-231	85B-170
		53C-305	
		53D-113	
		53E-100	

Appendix XIII Vending Machines

Historical Sales

2025 Historical Sales		
Period	Sales	Commision
1/1/2025 - 3/31/2025	$ 6,949.55	$ 555.95
4/1/2025 - 6/30/2025	$ 9,689.20	$ 775.13
7/1/2025 - 9/30/2025	$ 11,032.20	$ 882.58
10/1/2025 - 12/31/2025	$ 9,191.00	-

Appendix XIV SOW for Fire extinguisher inspection, maintenance and service for Jefferson Labs

The Jefferson Labs has approximately 600 fire extinguishers on campus. The fire extinguishers are predominantly dry chemical extinguishers of Class A, B, and C, but include at least one carbon dioxide fire extinguisher and may be expanded to include other types of extinguishers.

The fire extinguishers require monthly inspections and periodic maintenance and service which is to be performed in compliance with NFPA 10 standards and OSHA (29 CFR 1910.157) regulations.

Monthly Inspections

Monthly inspections should give a reasonable assurance that the fire extinguishers are available, fully charged, and operable. Monthly inspections for ABC fire extinguishers include a visual inspection of the extinguisher to accomplish the following.

- Confirm the extinguisher is not obstructed or blocked by objects that could interfere with access in an emergency.
- Make sure the pressure is at the recommended level. On extinguishers with a gauge, the dial should read in the green or "charged" area and should be clear and readable.
- Make sure the hose (if so equipped) is intact and not obstructed.
- Check that the pull pin and tamper seal are intact.
- Check for visible dents, leaks, rust, chemical deposits, and/or other signs of abuse or wear.
- Wipe off any corrosive chemicals, oil, or grease.
- Check that the extinguisher is in its proper (assigned) location and mounted correctly.
- Make sure that the fire extinguisher has a label and that it is legible.

Monthly inspections for carbon dioxide fire extinguishers should be conducted as recommended by the manufacturer and regulations (i.e. weight).

Yearly Maintenance

Yearly maintenance of the fire extinguishers should be conducted by qualified staff using the proper facilities and equipment as required by the NFPA and OSHA and includes a thorough check of the extinguisher. The check should give maximum assurance that an extinguisher will operate effectively and safely. Yearly maintenance includes a thorough examination, including all topics covered in the monthly inspection and any necessary repair, recharging, replacement, and/or testing.

Internal Maintenance and Hydrostatic Testing

Internal maintenance and hydrostatic testing of the fire extinguishers should be performed by qualified staff using the proper facilities and equipment as required by NFPA and OSHA. ABC fire extinguishers, commonly used at Jefferson Labs, require internal maintenance every 6 years and hydrostatic testing every 12 years. Other types of extinguishers may vary and should be examined and tested as recommended by the manufacturer or regulations (e.g. carbon dioxide extinguishers are to be hydrostatic tested at 5-year intervals). In addition, testing and maintenance should be conducted when extinguishers show signs of corrosion or mechanical injury.

Removal of Fire Extinguishers

Placement and re-location of fire extinguishers will only be conducted in coordination and with the approval of FDA OFEMS and NCTR RCRM staff.

Fire extinguishers that have been discharged or damaged should be removed and replaced, serviced or destroyed as applicable and according to the NFPA standards.

Documentation

Inspections, maintenance/service, and removal of fire extinguishers should be documented and maintained throughout the contract and provided to the government at the end of the contract.

A tag should be attached to each extinguisher to document monthly inspections. The documentation should include the month,

year, and initials of the inspector. The tag should be completed using a marker such that the documentation can be easily seen and will not easily fade.

Documentation (i.e. labels) of hydrostatic and other testing should also be attached to the cylinder

Inspection Environment

The fire extinguishers are located in approximately 28 buildings on campus, including laboratories, animal rooms, mechanical rooms, basements, dormitories, trailers, docks, generators (outside) and mobile equipment (e.g. hoe, tractor, truck).

Contract staff conducting inspections, maintenance or service tasks must meet and adhere to specific facility and safety requirements. All staff entering the animal facilities must be pre-approved by Veterinary Services and complete annual respirator fit testing/training. In addition, staff entering the Nonhuman Primate (NHP) Facility must complete the NHP Facility Clearance process (which includes a positive measles titer), complete annual respirator fit testing/training, have an annual negative TB test and take periodic NHP Emergency Procedure training. Staff entering laboratories must have documentation of basic laboratory safety. Staff will adhere to personal protective equipment requirements.

NCTR retains the right to designate fire extinguishers in high-security or high-risk areas to be inspected by government staff and will coordinate maintenance and service with the contractor as applicable. Examples may include the ARL's biosafety containment area, areas where specific controlled substances or specific radioactive substances/materials are stored, and areas where sensitive or specified procedures are being conducted.

The contractor is not responsible for providing extinguishers to other temporary contractors who are performing hot work.

Appendix XV Jefferson Laboratories Early Dismissal and Closure

Subject: Operational Summary #17—Procedures for Late Arrival, Early Dismissal, and Closure

Date: January 2024

I. PURPOSE
The purpose of this policy is to inform Jefferson Laboratories personnel of the requirements and procedures to be followed for reporting to work and closure procedures during emergencies and hazardous weather conditions that affect the Jefferson Labs complex. For emergencies that affect remote employee official duty stations and telework employee alternate work sites only (not affecting Jefferson Labs complex), employees should contact their supervisor immediately.

II. COVERAGE
This policy applies to all employees of the National Center for Toxicological Research (NCTR) and the Arkansas Human and Animal Food Laboratory (ARLHAF) referred hereafter as Jefferson Laboratories (JL).

Employees designated as "essential" are exempt from this policy and will report for work as intended via pre-arranged agreements/supervisor instructions. Office and Division Directors will identify and make a list of essential employees in their divisions and provide copies of the lists to the Associate Director, Office of Management, and Associate Director, Regulatory Compliance and Risk Management.

III. AUTHORITIES
The Director(s) of the NCTR and the ARLHAF have the authority to activate the Delayed Arrival, Early Dismissal, and Closure Policy. The Directors may delegate this authority to the NCTR Deputy Director for Research, Executive Officer/Associate Director for Management, or Associate Director, Regulatory Compliance and Risk Management. These Jefferson Laboratory officials, in a coordinated effort, will determine if delayed arrival, early dismissal, or closure of JL is warranted and take the appropriate action.

IV. ANNOUNCEMENTS AND INFORMATION
When conditions arise that make it necessary to activate the Delayed Arrival, Early Dismissal, and Closure Policy, employees should consult the following sources for information:

1. Call JL at 1-800-858-1468 or 870-543-7721 to hear a recorded message.

2. An Outlook email message will be sent to all employees of JL who have an FDA email address.

3. An announcement will be broadcast via the departmental emergency notification system ALERT FDA. FDA Employees and Contract Staff will be notified via contact information they provide in the ALERT FDA Self-Service Portal.

V. ACCESS TO FACILITIES
Employees that have been registered into the Pine Bluff Arsenal's (PBA) Automated Installation Entry (AIE) system may access the PBA with their valid driver's license.

NOTE: In the event the AIE system is not functioning, employees must present an FDA PIV badge to gain access.

During inclement weather, the gate access to the PBA may be limited. Changes to gate access will be communicated.

VI. PROCEDURES
When the JL Delayed Arrival, Early Dismissal, and Closure Policy is activated, public announcements will be made regarding the status of business operations for only that particular day. See the following table for the various announcements that will be issued.

NOTE – Only the Director(s) of NCTR and ARLHAF (or their expressed designee) may authorize the use of Administrative Leave. Supervisors requesting the issuance of Administrative Leave for these situations, must request such authority with their leadership prior to granting this leave to the affected staff.

ANNOUNCEMENT	PROCEDURES TO FOLLOW
"Jefferson Laboratories are OPEN; the UNSCHEDULED (Liberal) Leave Policy is in effect."	• Employees are expected to report for work on time, or employees may take leave without prior approval but must notify their supervisor. **Note:** Supervisors should be as flexible as possible in approving appropriate (annual, sick) leave or LWOP for employees facing emergency situations or other hardships (e.g., when schools/childcare centers open late or are closed.)
If an employee is identified as "essential" ...	• Report to work on time.
If an employee is identified as "remote" …	• Employee is expected to begin the scheduled workday on time and complete the scheduled workday at their Official Duty Station if the emergency has not impacted their elected work site. • As per FDA Telework policy, if the employee's telework site is impacted by the emergency (e.g., when power outages or network connection problems prevent telework), employees must promptly (usually within two hours) notify their supervisor. Decisions on whether to require the employee to report to Jefferson Labs or grant leave for a part or all of the day will be made on a case-by-case basis. • Employee may take leave without prior approval for all or part of the scheduled workday but must notify their supervisor.
Telework-ready employees	• Employee is expected to begin the scheduled workday on time and complete the scheduled workday at their alternate work site if the emergency has not impacted the work being performed at the alternate work site. • As per FDA Telework policy, if the employee's telework site is impacted by the emergency (e.g., when power outages or network connection problems prevent telework), employees must promptly (usually within two hours) notify their supervisor. Decisions on whether to require the employee to report to Jefferson Labs or grant leave for a part or all of the day will be made on a case-by-case basis. • Employee may take leave without prior approval for all or part of the scheduled workday but must notify their supervisor.
"Jefferson Laboratories are Open; the Delayed Arrival/Unscheduled (Liberal) Leave policy is in effect." *Employees should not arrive prior to 10 am, and employees who cannot report for work may take unscheduled leave.*	• Employees should plan their commutes so that they arrive no earlier than 10 am. • Admin leave will be granted for the time difference between "normal" start time and 10 am. • Employees may take leave without prior approval for all or part of the scheduled workday but must notify their supervisor.
If an employee is identified as "essential" ...	• Report to work on time.
Remote and telework-ready employees	• Employee is expected to begin the scheduled workday on time and complete the scheduled workday at the alternate work site if the emergency has not impacted the work being performed at the alternate work site. • As per FDA Telework policy, if the employee's telework site is impacted by the emergency (e.g., when power outages or

	network connection problems prevent telework), employees must promptly (usually within two hours) notify their supervisor. Decisions on whether to require the employee to report to Jefferson Labs or grant leave for a part or all of the day will be made on a case-by-case basis. • Employee may take leave without prior approval for all or part of the scheduled workday but must notify their supervisor.
"Jefferson Laboratories are CLOSED."	
If an employee is identified as "essential"...	• Report to work on time.
Remote and telework-ready employees	• Employee is expected to begin the scheduled workday on time and complete the scheduled workday at the alternate work site if the emergency has not impacted the work being performed at the alternate work site. • As per FDA Telework policy, if the employee's telework site is impacted by the emergency (e.g., when power outages or network connection problems prevent telework), employees must promptly (usually within two hours) notify their supervisor. Decisions on whether to require the employee to report to Jefferson Labs or grant leave for a part or all of the day will be made on a case-by-case basis. • Employee may take leave without prior approval for all or part of the scheduled workday but must notify their supervisor.
If an employee is on an alternative work schedule (AWS), and it is their scheduled day off...	• Employee is not entitled to another AWS day off "in lieu of" the workday on which the Center is closed.
If an employee is identified as Non-Portable	• Employees supervisor will request approval of Administrative Leave through the supervisory chain. Employee will not report to Jefferson Labs until a confirmation has been received from their supervisor.

VII. ADVERSE CONDITIONS AFTER THE WORKDAY BEGINS

When adverse conditions occur during normal work hours and an "Early Dismissal" is announced, JL employees should be dismissed relative to their normal departure time from work. For example, if a 3- hour "Early Dismissal" is announced, employees who normally leave work at 5:00 pm will be authorized to leave at 2:00 pm. Additional guidance on excused absence is provided in the following table:

ANNOUNCEMENT and SUBSEQUENT EMPLOYEE ACTIONS	PROCEDURES TO FOLLOW
"Jefferson Laboratories are implementing the EARLY DISMISSAL policy."	• Employees should be dismissed relative to their normal departure times from work. For example, if a two-hour early dismissal is announced, employees who normally leave their offices at 4:00 pm should leave at 2:00 pm. • In some weather-related situations, early dismissal may be issued for a specific time. For example, roads may be anticipated to be impassable within the next 2 hours due to weather impacts. In this case a projected time would be issued for all staff (Jefferson Labs will be under Early Dismissal starting at 1:00 pm today).

Telework-ready employees	• Employee is expected to take their equipment to their alternate telework location and finish their tour of duty if the emergency has not impacted the work being performed at the alternate work site. An employee who travels to their telework location during regular hours will be granted weather and safety leave for the time required to travel home. If the telework location is impacted by the emergency also, the employee may be granted the appropriate amount of weather and safety leave.
Remote employees	• Employee is expected to complete the scheduled workday at the alternate work site if the emergency has not impacted the work being performed at the alternate work site. • If the alternate work location is impacted by the emergency also, the employee may be granted the appropriate amount of weather and safety leave.
If an employee **IS AT WORK** when early dismissal is announced and goes on approved leave before the time is set for dismissal unless the leave intended purposes is frustrated by the same weather and safety related conditions for early dismissal	• Leave or LWOP is charged for the rest of the day.
If an employee is at work and leaves **BEFORE** official word of the pending dismissal is received unless the leave intended purposes is frustrated by the same weather and safety related conditions for early dismissal	• Leave or LWOP is charged for the rest of the day. • **Example A:** An employee who usually works from 8:30 am-5:00 pm decides to leave work at 9:30 am on approved leave or LWOP. If a dismissal order is received after the employee left, the employee is charged annual leave or LWOP for the rest of the day after 9:30 am.
If an employee is scheduled to return from leave after the official announcement of "Early Dismissal" is made, but before his/her authorized time of dismissal…	• Leave is charged for the difference of time between the employee's scheduled return time and early dismissal time which will be an excused absence. • For example, if an employee on leave is scheduled to return to work at 2:00 pm and has a workday that ends at 5:00 pm, the 3:00-5:00 pm time period would be covered as an excused absence for a two-hour early dismissal announcement.
If an employee is teleworking at an alternate work site…	• The employee is expected to complete the scheduled workday at the alternate work site if the emergency has not impacted the work being performed at the alternate work site. • Employee may take leave without prior approval for all or part of the scheduled workday but must notify their supervisor.
If an employee is absent on previously approved leave (example: annual, sick, or LWOP) for the	• Previously approved leave is charged for the entire workday.

entire workday unless the leave intended purposes is frustrated by the same weather and safety related conditions for early dismissal.	
If an employee fails to report for work…	• AWOL is charged, as appropriate, or the employee is permitted to request annual leave, sick leave, or LWOP, as appropriate for the entire workday. **Note:** Exceptions to this policy should be made only in unusual circumstances.

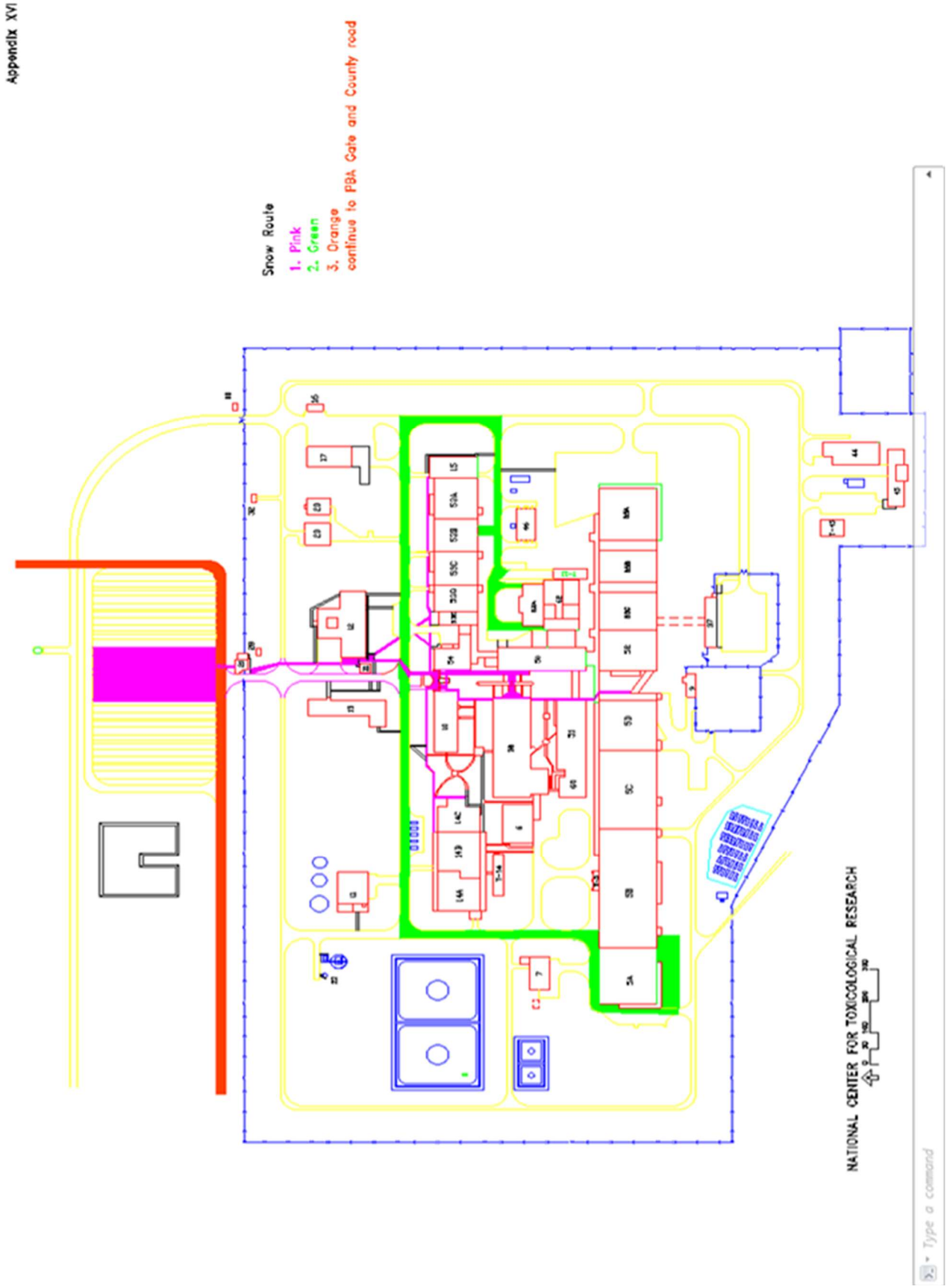
VII. REFERENCES

For more specific guidance on Early Dismissal and Closure procedures, refer to the following:

FDA Telework Policy

Signed by: Tucker A. Patterson, Ph.D. Director, NCTR	Michael Wichman, Ph.D. Director, ARLHAF
Prepared by: Executive Programs and Services and RCRM Staff	

Appendix XVI Snow Route NCTR Campus



Appendix XVII - Standard Operating Procedures (SOP) No.: NCTR VSP 103.00

National Center for Toxicological Research US Food and Drug Administration, Jefferson, AR Veterinary Services Procedures	
SOP No.: NCTR VSP 103.01	Approved by Director, Veterinary Services: PAMELA A. MACK -S Digitally signed by PAMELA A. MACK -S Date: 2025.04.16 09:02:03 -05'00'
Supersedes: NCTR VSP: 103.00	
Page 1 of 2	Effective Date: 4/21/2025

Requirements for Maintaining Healthy Research Animals

1. **PURPOSE:** To define the required process and procedures to maintain healthy NCTR animals after arrival.

2. **PROCEDURES:**

Rodents:

2.1 Immunocompromised rodents (e.g., nude, SCID, beige) and rodent breeding colonies are visited before any other animals and should not be re-visited after seeing other room types. If reentry cannot be avoided, a full body shower with clothing change will be required.

2.2 Rodents challenged with infectious agent cannot be handled by animal care contract staff. Since there may be cross contamination in this area, this area must be entered after all other rodent areas. If re-entry into other rodent areas is required, a full body shower is required. A plan to minimize re-entry into other rodent areas is recommended. There is no restriction for entry into swine or NHP areas.

2.3 Since rabbit and guinea pig enrichment items are not sterile, disposable PPE will be changed before entering rodent areas.

Guinea Pigs:

2.4 Disposable lab coats are required for this species. All PPE must be removed upon leaving the room and before entering any rodent rooms to minimize cross contamination.

2.5 Guinea pigs are highly susceptible to Bordetella bronchiseptica. Since rabbits and mini swine can carry this organism, the guinea pig housing cannot be entered after visiting a rabbit or swine area. If re-entry cannot be avoided, a full body shower with clothing change will be required.

2.6 Guinea pigs will be housed in a separate facility from rabbits and swine to prevent cross contamination of equipment.

Rabbits:

2.7 All PPE must be removed upon leaving the room and before entering any rodent rooms to minimize cross contamination. Rabbits will be housed in a separate facility from guinea pigs and hamsters.

Swine:

2.8 Swine are highly susceptible to exposure of the influenza virus which requires all personnel entering the area to provide proof of vaccination. All personnel must comply with the applicable standards of the Occupational Safety and Health Administration as well as with all relevant health and safety codes and standards established and mandated by an authorized government entity.

NOTE: Employees who have a medical condition which impacts their ability to maintain appropriate vaccinations should notify their supervisor. An individualized assessment for reasonable accommodation will be considered in accordance with the applicable policies, procedures, and collective bargaining agreements.

2.9 Dedicated uniform/scrubs and shoes/shoe covers that are not worn in the rodent facility are required for this area. Uniform/PPE must be changed before entering rodent facilities.

2.10 Veterinarians will wear PPE and dedicated lab coats/scrubs and dedicated shoes in this area.