Acquisition & Construction Management Branch
Code 1022 - Infrastructure Division - Sustainment
Statement of Work (SOW)
B3405 (OTA) JIB Crane 154644

1. SCOPE

The scope of this effort is to provide all management, labor, material, equipment, transportation, supervision, and environmental and quality controls, to replace a JIB Crane at the Saltwater Tank near Building 3405 at Naval Support Activity (NSA) Crane, Located in Crane, Indiana.

2.0 ACRONYM TABLE

Acronym Table			
ACBM	Asbestos Containing Building Material	HVAC&R	Heating, Ventilation, Air-Conditioning, & Refrigeration
ACM	Asbestos Containing Material	MHE	Material Handling Equipment
AHA	Activity Hazard Analysis	NSA	Naval Surface Activity
APP	Accident Prevention Plan	NSWC	Naval Surface Warfare Center
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers	ODS	Ozone Depleting Substance
ASNRDA	Assistant Secretary of the Navy for Research and Development Acquisition	OSHA	Occupational Safety and Health Administration
CDRL	Contract Data Requirements List	PAK	Post Award Kickoff
CFR	Code of Federal Regulations	POV	Privately Owned Vehicle
COR	Contracting Officer Representative	PPE	Personal Protective Equipment
CRCD	Contract Required Completion Date	QASP	Quality Assurance Surveillance Plan
CTR	Contractor	RTA	Requiring Technical Activity

DBIDS	Defense Biometric Identification System	SDS	Safety Data Sheet
DFOW	Definable Feature of Work	SECNAV	Secretary of the Navy
DoD	Department of Defense	SLP	Standard Lift Plan
DoDD	Department of Defense Directive	SOH	Safety and Occupational Health
DoDI	Department of Defense Instruction	SOP	Standard Operating Procedure
DON	Department of the Navy	SOW	Statement of Work
DOR	Designer of Record	UFC	Unified Facilities Criteria
GOV	Government Entity	UFGS	Unified Facilities Guide Specification
HDBK	Handbook	USC	United States Code
HPSB	High Performance and Sustainable Building	VOC	Volatile Organic Compound
		Vols.	Volumes

3.0 APPLICABLE DOCUMENTS

The following documents of the revision or issue in effect at the date of award, form a part of this SOW for reference. In the event of conflict between the documents referenced herein and the contents of this SOW, the contents of this SOW shall prevail.

3.1 Specifications and Applicable Documents:

Document Number	Title	Effective Date
ASHRAE 62.1	American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)	September 2022

ASHRAE 90.1	American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)	April 7, 2023
ER 415-1-10	Submittal Register	April 30, 2012
UFGS 01 33 00	Submittal Procedures	August 1, 2018
UFGS 02 82 00	Asbestos Abatement	November 1, 2018

3.2 Standards:

Document Number	Title	Effective Date
MIL-STD-461G	DoD Interface Standard- Requirements for the Control of Electromagnetic Interference Characteristics of Subsystems and Equipment	December 2015
EM385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements Manual	March 15, 2025
10 CFR 435	Energy Conservation Voluntary Performance Standards for Commercial and Multi-Family High Rise Residential Buildings	April 5, 2023
29 CFR 1910	Occupational Safety and Health Standards	May 29, 1971
29 CFR 1926	Safety and Health Regulations for Construction	February 9, 1979
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan	December 11, 2023
40 CFR 355	Emergency Planning and Notification	July 21, 2025
40 CFR 763.99	Asbestos-Containing Materials Exclusions	December 14, 1987

3.3 Other Publications and Regulations:

Document Number	Title	Effective Date
TITLE 40	Code of Federal Regulations	July 1, 2024

UFGS 01 74 19	Construction and Demolition Waste Management	February 1, 2019
UFGS 01 33 29	Sustainability Reporting	February 1, 2021
USC 42	National Environmental Policy; Section 4321-4370d	January 1, 1970
ASN (RDA) MEMO	DoN Policy on Digital Product/Technical Data w/Attachment "Guidance on Acquisition and Conversion of Product / Technical Data to Digital Form"	January 1, 2005
DoD 5000.04-M-1	Cost and Software Data Reporting Manual, Cost Analysis Improvement Group (CAIG)	November 4, 2011
UFC 4-026-01	Design to resist forced entry. Antiterrorism Standards	March 4, 2020
UFC 4-010-05	SCIF / SAPF Planning, Design and construction, May 2023	May 26, 2023
UFC 3-410-01	Heating, Ventilation, and Air-Conditioning Systems	July 1, 2013
UFC 4-010-01	DoD Minimum Antiterrorism Standards for Buildings	December 12, 2018
UFC 3-420-01	Plumbing Systems	April 1, 2021
UFC 1-300-08	Transfer and Acceptance of DOD Real Property	April 3, 2023
UFC 3-301-01	Structural Engineering, Change 1	April 11, 2023
UFC 3-501-01	Electrical Engineering, with Change 2	November 27, 2024
UFC 3-600-01	Fire Protection Engineering for Facilities	August 8, 2016
UFC 3-520-05	Stationary and Mission Batteries	May 1, 2015
NFPA 70E	Electrical Safety in the Workplace	May 13, 2023
NFPA 90A	Fire Protection Standard for Air-Conditioning and Ventilating Systems.	May 13, 2023

ICD-705	Tech Specs for Construction and Management of SCIFs	March 13, 2020
UFGS 01 45 00.10 20	Quality Control for Minor Construction	August 1, 2023
CR-1022-ACQ-FM-11000-000002	CDRL Submittal Form	January 30, 2024

3.4 Instructions and Directives:

Document Number	Title	Effective Date
NSACRANEINST 08020.1G	Explosive Safety Program At NSA Crane	July 11, 2025
NSACRANEINST 08020.4C	Hazards of Electromagnetic Radiation to Ordnance Emission Control Bill	January 5, 2022
NSACRANEINST 11200.7C	Motor Vehicle and Pedestrian Traffic Control and Enforcement	January 27, 2020
NSACRANEINST 11262.1B	Management of Weight Handling Equipment	October 24, 2023
NSACRANEINST 5530.1B	Visitor / Guest Access Control	March 2, 2023
NSACRANEINST 5100.13A	NSA Crane Smoking and Tobacco Use	March 6, 2013
NSWCCRANEINST 05090.2C	Hazardous Waste Management Plan	March 5, 2014
NSWCCRANEINST 05100.7	Hazardous Material Control and Management Program	September 16, 2014
NSWCCRANEINST 5100.1B	Occupational Safety and Health Program	February 9, 2023
NSWCCRANEINST 5100.2A	Contractor Safety and Health Program	March 13, 2023
NSACRANEINST 5100.23B	Asbestos Instruction	May 16, 2021

NSWCCRANEINST 5500.1A	Portable Electronic Devices, Photography, and Audio-Visual Recording	July 2018
OPNAVINST 1500.76B	Naval Training System Requirements, Acquisition, and Management	April 10, 2025
OPNAVINST 5100.19E	Vols. I, II, and III: Navy Safety and Occupational Health (SOH) Program Manuel for Forces Afloat	May 30, 2007
OPNAVINST 5100.23G CH-1	Navy Safety and Occupational Health (SOH) Program Manual	January 5, 2020
OPNAVINST 5102.1	Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping	September 23, 2021
SECNAVINST 5370.2J	Standards of Conduct and Government Ethics	November 4, 2020
DoDI 5000.02	Operation of the Defense Acquisition System	June 8, 2022
DoDD 4140.1	Supply Chain Materiel Management Policy	March 6, 2019
DoDD 5000.01	The Defense Acquisition System	July 28, 2022
DoDD 4715.1E	Environmental, Safety, and Occupational Health, dated March 19, 2005	March 19, 2005

4.0 PERFORMANCE REQUIREMENTS

Include all labor, equipment, materials and supervision required to perform the following improvements at B3405, in accordance with (IAW) all applicable laws, Codes and requirements and as set forth herein.

4.1 REQUIREMENTS

The Contractor is responsible for the following tasks:

A. Install new concrete foundation per manufacturer's recommendations. Refence local building code minimums.
    a. Excavate and form in place footing. Minimum depth 24" below grade.
    b. Minimum 3000 psi steel reinforced concrete over soil pressure of 2500 psf.
    c. Install anchor bolts. Minimum of 3470 lbs. pull out force.
B. Furnish and install a JIB crane
    a. Fire/explosive resistance
    b. Capacity: 1,000 lbs.
    c. Span: 10ft
    d. Height under boom: 10ft
    e. Load test JIB at 125%. Provide detailed service report and certificate.
C. Furnish and install dual brake air hoist
    a. Capacity: 1,000 lbs.
    b. Lift: 40 ft
    c. Include sheet metal parking shed.
    d. Stainless steel tag
D. Furnish and install a 400 Gallon Air Tank with relief, gauges and condensate drain.
E. Furnish and install pneumatic lines (underground application) from GOV air-compressor to air tank and JIB crane/hoist controls as needed.

The Contractor is not responsible for the following tasks:

A. Disconnet electrical power & remove back to service panel. (NAVFAC-Shops). Refer to Figures below,
B. Removal and disposal of existing JIB Crane. (NAVFAC-Transportation). Refer to Figures below,
C. Remove foundation. (NAVFAC-Transportation). Refer to Figures below,
D. GOV (Code) to have the oil/water separator mounted on the JIB to mount the air festoon system to test the system on the day of install.

Additional Notes:

A. The Contractor shall hold weekly status meeting and provide meeting minutes two days after weekly meeting is held. (CDRL A001)
B. Contractor shall provide daily status reports NLT the end of the next working day (CDRL A002).
C. Contractor shall provide a critical path schedule at PAK meeting and provide updated schedule if any deviation over five (5) days of the approved schedule (CDRL A003).
D. The Contractor shall clean the worksite at the end of each workday. The Contractor shall dispose of any scrap material and clean any spills that may occur.

E. The Contractor shall coordinate and schedule underground utility marking prior to digging. Proof of utility marking shall be submitted to the COR within two (2) business days of receipt. Proof may be an email with a date and time stamp of schedule marking and/or a receipt after completion.
F. Contractor shall provide weekly Certified Payrolls for all employees working on the project on the Monday following the prior week. (CDRL A004)

Submittal Requirements

A. Contractor is responsible for providing a Submittal Register utilizing form ER 415-1-10 (CDRL A005) for all anticipated submittal items.
B. Submittals are to be provided to the GVT for review and acceptance by the COR prior to procurement of material.
C. The QCM shall follow processes set forth in the Quality Control plan and UFGS Spec 01 45 00.10 20 to ensure the products being submitted are contract compliant.
D. Submittals shall include the following where applicable:
    i. Shop Drawings
    ii. Product Data
    iii. Samples
    iv. Design Data
    v. Test Reports
    vi. Manufacturer's Instructions
    vii. Manufacturer's Field Reports viii. Operation and Maintenance Data
E. Anticipated material submittal items listed but not limited to:
    i. Concrete
    ii. JIB Crane iii. Air Hoist 4.2 Installation Access

Be advised that access to the installation will not be permitted if any of the following are true:

- No "REAL ID" identification
- Foreign National
- Felony Conviction
- Suspected of Felony
- More than 3 misdemeanors within 5 years

DBIDs

Physical access to the Government's facility at Naval Support Activity (NSA), Crane shall be through the use of the Defense Biometric Identification System (DBIDS) and associated data processing/information services for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information. DBIDS information can be found at the following website: http://dbids.dmdc.mil/

The Contractor shall obtain employee personal identity verification credentialing (badge) by submitting to the NSA Crane Visitor Center, Form SECNAV 5512/1 (APR 2014), for each Contractor employee. The Contractor shall obtain a template of the Form SECNAV 5512/1 (APR 2014) by contacting the COR.

The Contractor shall retrieve badges of employed personnel upon separation and/or contract termination/closure.

Temporary Passes

For Contract employees or subcontractors requiring infrequent access to the Activity, temporary passes MAY be authorized. Requests for temporary passes shall be submitted to the COR via email at least 5 working days prior to the requested base access day and must include the following information:

Employee Full Name (Last, First, Middle Initial)
Phone Number
Email
Company
Requested Start Date of Visit
End Date of Visit
Purpose of Visit

A base pass request DOES NOT guarantee base access. Approved base access will be communicated to the Contractor by the NSWC Construction Manager, or their designee.

Upon arrival at the Visitor Center of the installation on the first day of the Visit, each Contractor Employee must present a completed hardcopy SECNAV 5512/1 form to the authorizing authority at the Visitor Center in order to receive a Temporary Pass.

Temporary passes MAY be authorized up to and including a 28 day duration.

Each employee shall affix their badge on their person above the waist at all times while on the Activity. Badges may only be removed for safety reasons and must be reaffixed when work is completed.

Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

Depending on the facility/installation regulations, Contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement.

All Contractor persons engaged in work while on government property shall be subject to inspection of their vehicles at any time by the government, and shall report any known or suspected security violations to the local host Security Department.

Failure to obtain entry approval will not affect the contract price or the time of completion.

4.3 Program Management

The Contractor shall comply with the manufacturer's recommendations in installation of all materials and equipment.
The Contractor shall provide a copy of installation instructions and maintenance manuals 5 days prior to BOD (CDRL A006).
The Contractor shall be responsible for field verification of actual conditions prior to commencement of work. The Contractor shall be responsible for quality control of all work that is performed via this task order. The Contractor is responsible for compliance with the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, and shall maintain a

safe working environment at all times during the performance of this task order. Although this document is intended to identify all significant features of work to be accomplished in the performance of this task order, it should not be considered absolutely inclusive of all minor tasks required for completion of the major work described herein.

4.3.1 Design and Construction Quality Control Plan

The Contractor shall establish and maintain a Quality Control program that is administered by a Design and Construction Quality Control organization, using Quality Control (Design and Construction) Plans, (CDRL A007) Commissioning Plans and Reports, meetings, a Coordination and Mutual Understanding Meeting, three phases of control, submittal review and approval, testing, completion inspections, and QC certifications, Inspections in accordance with UFGS Section 01 45 00.10 20 Quality Control for Minor Construction and documentation necessary to provide design, materials, equipment, workmanship, fabrication, construction and operations which comply with the requirements of this Contract. The QC program must cover on-site and off-site work. No construction work or testing may be performed unless the Contractor's QC Manager is on the work site.

4.3.2 Inspection Benchmarks

A. Periodic quality / safety checks at Government determined frequency. The Government may or may not provide notification to the Contractor prior to quality and safety checks. B. Footing depth & reinforcement prior to concrete placement.
C. Pre-Final

The Contractor shall notify the COR when pre-final inspection is ready. The COR will schedule the Pre-Final with the construction manager and Building POC.

The Government and QC Manager will perform this inspection collectively to verify that the facility is complete and ready to be occupied. A Government "Pre-Final Punch List" will be documented by the QC Manager as a result of this inspection. The QC Manager will ensure that all items on this list are corrected prior to notifying the Government that a "Final" inspection with the Building POC can be scheduled. Any items noted on the "Pre-Final" inspection must be corrected in a timely manner and be accomplished before the contract completion date for the work or any particular increment thereof, if the project is divided into increments by separate completion dates.

E) Final (At completion) Inspection

The Contractor shall notify the COR at least 5 working days prior to the requested date for the final acceptance inspection. The Contractor shall state within the notice that all items previously identified on the pre-final punch list will be corrected and acceptable, along with any other unfinished Contract work, by the requested date of the Final Acceptance Inspection. The Contractor must be represented by the QC Manager, the Project Superintendent, and others deemed necessary. Attendees for the Government may include the COR, Construction Management personnel, and personnel representing the building POC.

4.4 Safety and Health

The Contractor shall demonstrate a current and compliant Occupational Health and Safety Program in accordance with NSWCCRANEINST 5100.1A. The requirements of this contract may require Contractor personnel to come in contact or be exposed to hazardous conditions. The Contractor shall abide by all applicable federal, local, and state occupational safety and

health requirements. The Government will provide Standard Operating Procedures (SOP) when applicable. The Contractor must have on record a corporate safety plan and shall provide a copy to the COR when instructed. The Contractor shall ensure all employees have appropriate Personal Protection Equipment (PPE). The Contractor shall ensure employees have all required training and certifications related to Occupational Safety and Health Administration (OSHA) requirements.

Any Contractor employee exhibiting unsafe behavior may be removed from the NSWC Crane site. Such removal shall not relieve the Contractor from meeting its contractual obligations and shall not be considered an excusable delay as defined in FAR 52.249-14.

4.4.1 Activity Hazard Analysis (AHA)

Before beginning each activity, task, or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA. Format the AHA in accordance with EM 385-1-1, Section 1 or as directed by the COR. Submit the AHA for review, at maximum, ten (10) working days after the PAK meeting. (CDRL A008) The Government reserves the right to require the Contractor to revise and

resubmit the AHA if it fails to effectively identify the work sequences, specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.

4.4.2 Accident Prevention Plan

Contractor shall provide a site-specific Accident Prevention Plan (APP), including Activity Hazard Analyses (AHA), in accordance with EM 385-1-1 Appendix A, paragraph 3.k and accordance with DoDD 4715.1E, for the construction team to follow during design, each DFOW, site visits, testing, and investigations. Update the APP if there are changes in the personnel, or the tasks to be performed. Submit the APP for review and acceptance by the Government at maximum, ten (10) days after the PAK meeting. (CDRL A009) Plan must be accepted by the COR before work can begin. SSHO may also be designated the role of the QCM and Superintendent if individual meets all applicable criteria.

4.5 Waste Management Plan

The Contractor shall submit a waste management plan within 10 days after the PAK meeting. In accordance with UFGS 01 74 19 Construction and Demolition Waste Management. The plan must demonstrate how the project waste diversion goal is met and plan must include the following: (CDRL A010)

- The Contractor shall maintain records to document the quantity of waste generated. The Contractor shall make the records available to the COR during construction, and a copy of the records must be delivered to the COR upon completion of the construction. (CDRL A011)
- Ensure Hazardous Waste is labeled, handled and stored in accordance with the Safety Data Sheets (SDS) and regulations.
- The Contractor shall contact the COR to set up a temporary hazardous waste storage area. This storage area shall not exceed 60 days.
- The Contractor shall immediately notify Emergency Dispatch at 911 for any hazardous material spillage. After notifying Emergency Dispatch, Contractor shall notify the COR.
- The Contractor shall be responsible for clean-up efforts in accordance with 40 CFR 300 and shall provide verbal and written notifications to the COR (CDRL A012) as required by 40 CFR 355.
- Any unforeseen hazardous material is found or suspected to be hazardous material, the Contractor shall notify the COR. (CDRL A013) Stop work and wait for the government for instructions.

4.6 Standard Lift Plan (SLP)

Plan lifts to avoid situations where the operator cannot maintain safe control of the lift. Prepare a written SLP in accordance with EM 385-1-1, Section 16.A.03, and using Form 16-2 for every lift or series of lifts (if duty cycle or routine lifts are being performed). Submit SLP to the COR for approval within 10 working days in advance of planned lift (CDRL A014).

4.7 Environmental

4.7.1 The Contractor shall not use any Asbestos Containing Material (ACM) at any time during the construction. The Contractor shall verify that all materials, including those supplied by third parties, are asbestos free.

- A written certification letter shall be provided by the Contractor to the Contract Officer certifying that the finished work is asbestos free. A signed letterhead stating," to the best of my knowledge, no Asbestos Containing Building Material (ACBM) was used as a building material in the building" may suffice, per 40 CFR part 763.99 (a)(7). (CDRL A015)
- The Contractor shall submit SDS for any suspect materials to the COR.

4.7.2 Provide protection of areas and spaces not to be painted. Prior to surface preparation and coating applications, remove, mask, or otherwise protect such items not to be coated that are in contact with surfaces to be coated.
Following completion of painting, reinstall removed items by workmen skilled in the trades. Restore surfaces contaminated by coating materials, to original condition and repair damaged items.

4.7.3 Comply, at minimum, with manufacturer recommendations for space ventilation during and after paint application.
Isolate area of application from rest of building when applying high-emission paints or coatings.

4.7.4 Do not apply coating when air or substrate conditions are:

- Less than 3 degrees C 5 degrees F above dew point;
- Below 10 degrees C 50 degrees F or over 35 degrees C 95 degrees F, unless specifically pre-approved by the COR and the product manufacturer.

4.7.5 Do not use materials having a lead content over 0.009 percent by weight of nonvolatile content.

4.7.6 All coatings containers used to apply the contents therein to a surface directly from the container by pouring, siphoning, brushing, rolling, padding, ragging, or other means shall be closed when not in use.

4.7.7 Containers of any Volatile Organic Compound (VOC) containing materials used for thinning and cleanup shall be closed when not in use.

4.7.8 Compliance with the VOC content limits shall not exceed the following limits: flat coatings (0.835 lb VOC/gal), non-flat coatings (1.25 lb VOC/gal), non-flat-high-gloss coatings (2.09 lb VOC /gal) and floor coatings (2.09 lb VOC/gal), as per coating category identified in 326 IAC 8-14-3. The Contractor shall provide chemical products Safety Data Sheets (SDS) to show compliance with VOC content limit (CDRL A016).

4.7.9 Do not, under any circumstances, violate the manufacturer's application recommendations.

4.7.10 For any work on HVAC&R systems (refrigerant containing equipment)

a) Technicians conducting work on HVAC&R systems that could result in a release of refrigerant and technicians conducting leak inspections must be certified as a Section 608 Technician in accordance with 40 CFR 82 and 40 CFR 84.

b) Copies of technician certifications must be provided to the Contracting Officer and NSWC Environmental Air Program Manager at least 14 calendar days prior to working on equipment containing refrigerant.

c) No person maintaining, servicing, repairing, or disposing of a refrigerant containing appliance may knowingly vent or otherwise release into the environment any refrigerant from such appliances.

d) Technicians must recover refrigerant in accordance with the requirements of 40 CFR 82 and 40 CFR 84 using equipment certified for the refrigerant being recovered.

e) New HVAC&R systems must use EPA Significant New Alternative Policy (SNAP) approved and 40 CFR 84 compliant refrigerant with an ozone depleting potential of zero. Low-global-warming-potential refrigerants should be selected when feasible.

f) Provide the manufacturer, model, serial number, installation date, refrigerant type, and full refrigerant charge, in pounds, of newly installed and modified HVAC&R systems (including any associated lines carrying refrigerant

beyond the unit) to the NAVFACML PWD PM Manager and to the Environmental Air Program Manager. The full refrigerant charge value must also be permanently marked at the system.

g) Reuse refrigerants and ozone depleting substances generated to the maximum extent practicable to minimize used refrigerant and ozone depleting substance disposal as HW.

h) ODS CFCs R11, R12, R114, R500, R502, HCFC R22 and HFC's R125, R134a, R227ea, R236fa, R404a, R407a, R407c, R410a, R417a, R438a and R507a recovered by the Contractor shall be packaged and turned over to the Government Repository (Bldg. 2748) for recycling upon the completion of the work.

i) The Contractor must remove from the installation and manage refrigerant not required to be turned over to the government in accordance with EPA regulations (40 CFR Part 82 and 40 CFR 84). Once refrigerant is recovered, it may be destroyed, reclaimed for resale, or stored safely to prevent emissions. If the Contractor chooses to send recovered ODS refrigerant for destruction, the ODS shipment must be sent to a destruction facility which uses one of the following destruction technologies: liquid injection incineration, reactor cracking, gaseous/fume oxidation, rotary kiln incineration, cement kiln, or radio frequency plasma. If the Contractor sends recovered ODS refrigerant for reclamation, the ODS refrigerant shipment must be sent to an EPA-certified refrigerant reclaimer. You can view a list of reclaimers at https://www.epa.gov/section608/epa-certified-refrigerant-reclaimers

j) The Contractor shall test, collect, transfer, recycle, and/or arrange for shipping and proper disposal of used refrigerants and ozone depleting substances generated during the performance of work in compliance with 40 CFR 82 and 40 CFR 84. The Contractor is responsible for all associated costs.

k) The Contractor shall arrange for recycling of non-ODS used refrigerants (not required to be turned over to the Government) at a licensed refrigerant recycler approved by the Contracting Officer.

l) HVAC&R appliances removed from service for disposal must be labeled with a statement, "All refrigerant and oil that had not leaked was removed from appliance IAW 40 CFR 82 prior to disposal." The statement must include the name, signature, and address of the person who recovered the refrigerant and the date the refrigerant was recovered. A copy of the statement must be submitted to the NSWC Environmental Air Program Manager.

m) HVAC Technician Refrigerant Forms (J-1502000-05), or equivalent, shall be completed and turned into the Contracting Officer and NSWC Environmental Air Program Manager for the disposal of all HVAC&R appliances and disposal or transfer of all refrigerant types. A copy of the form is available from the Air Program Manager upon request.

n) Repairs completed on HVAC&R appliances must be conducted in accordance with all requirements contained in 40 CFR 82 and 40 CFR 84. Records required by the regulation are required to be submitted to the NSWC Environmental Air Program Manager for such repairs. A form is available from the Air Program Manager upon request to maintain records of repairs.

4.8 Closeout Submittals

As-built drawings are developed and maintained by the Contractor and depict actual conditions, including deviations from the Contract Documents. These deviations and additions may result from coordination required by, but not limited to: contract modifications; official responses to Contractor submitted Requests for Information; direction from the Contracting Officer; designs, which are the responsibility of the Contractor, and differing site conditions. Maintain the as built throughout construction as redlined hard copies on site. These files serve as the basis for the creation of the record drawings. Other closeout submittals may include, but not limited to, warranty documentation, operation and maintenance manuals, manifests, testing results, equipment training report, as applicable. The asbuilt drawings shall be submitted for COR approval, at a minimum, five (5) working days prior to Beneficial

Occupancy Date (BOD). (CDRL A017)

4.9 Warranty Management Plan

Develop a warranty management plan, which contains information relevant to FAR 52.246-21. At least five (5) working days prior to Beneficial Occupancy Date (BOD). (CDRL A018) Include within the warranty management plan all required actions and documents to ensure that the Government receives all warranties to which it is entitled. The plan must be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The construction warranty period will begin on the date of project acceptance and continue for the full product warranty period. A joint 6-month and 11-month warranty inspection will be conducted, measured from time of acceptance, by the Contractor, COR, and the Customer Representative.

5.0 TECHNICAL DATA DELIVERABLES

All CDRL's that are sent to the COR for approval shall use CR-1022-ACQ-FM-11000-000002, CDRL transmittal form as a cover page.

CDRL	DID Number	DID Title	Applicable SOW Paragraph	Deliverable Schedule
A001	DI-ADMN81250C	Meeting Agenda and Meeting Minutes	4.1	Weekly
A002	DI-MISC-80508B	Production Report	4.1	Daily after NTP issue
A003	DI-MISC-80507C	Construction Schedule	4.1	Post Award Kickoff
A004	DI-MGMT81508B	Weekly Certified Payroll	4.1	Weekly
A005	ER 415-1-10	Submittal Register	4.1	With each Submittal
A006	DI-MISC-80508B	Maintenance Manuals	4.3	5 days Prior to BOD
A007	DI-MISC-80508B	Quality Control Plan	4.3.1	Due within 10 days Post Award Kickoff and Prior to NTP issue
A008	DI-SAFT-81841	Operating, Support, Health, & Safety (OSH&S) Hazard Analysis Report	4.4.1	Due within 10 days Post Award Kickoff and Prior to NTP issue
A009	DI-MISC-80508B	Accident Prevention Plan	4.4.2	Due within 10 days Post Award Kickoff and Prior to NTP issue
A010	DI-MISC-80508B	Waste Management Plan	4.5	Due within 10 days Post Award Kickoff and Prior to NTP issue

A011	DI-MGMT-82372	Certificate of Disposal	4.5	Upon completion of construction
A012	DI-MISC-80508B	Hazardous Material Clean-Up Report	4.5	ASREQ
A013	DI-MISC-80508B	Severe Hazard Exposure	4.5	ASREQ
A014	DI-MISC-80508B	Lift Plan	4.6	10 Working days prior to lift
A015	DI-MISC-80508B	Asbestos Containing Building Material Report	4.7.1	5 days Prior to BOD
A016	DI-SAFT-82112	Safety Data Sheet (SDS) Report	4.7.8	ASREQ
A017	DI-MISC-81489B	As-Built Drawings	4.8	5 days of Final Inspection
A018	DI-MISC-80508B	Warranty Management Plan	4.9	5 days prior to BOD
A019	DI-MGMT-82188	Accident/Incident Report	6.5	ASREQ
A020	DI-MGMT-82188	Damage Reporting	6.7	ASREQ
A021	DI-MGMT81596A	Contractor's Personnel Roster	6.13.1, 6.14	Post Award Kickoff

6.0 SPECIAL CONDITIONS

6.1 Contracting Officer's Representative (COR)

The COR is the point of contact for non-substantiated communications of a technical nature. Only the Contracting Officer has the authority to change the requirements of this order(s).

6.2 Requiring Technical Activity (RTA)

The RTA contacts are Functional Managers, Task Managers, and project leads. RTAs do not have the authority to direct Contractor personnel or change the requirements of this order(s) or change the requirements of any TO(s). RTA's shall be copied on each CDRL deliverable identified.

6.3 Hazardous Materials

The Contractor will provide a responsible party for the handling of the hazardous materials and the respective SDS. This responsibility includes proper training in the handling and disposal of the hazardous materials.

6.4 Control of Contractor Personnel

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, meeting attendance, supervisory and work performance within government spaces (either temporary or permanent). Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

a. Depending on the facility/installation regulations, Contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement.

b. All Contractor persons engaged in work while on government property shall be subject to inspection of their vehicles at any time by the government, and shall report any known or suspected security violations to the local host Security Department.
c. All persons engaged in work while on Government property shall be subject to search of their persons (no bodily search) and vehicles at any time by the Government, and shall report any known or suspected security violations to the NSWC Crane Security Department.
d. Assignment, transfer, and reassignment of Contractor personnel shall be at the discretion of the Contractor. However, when the Government directs, the Contractor shall remove from contract performance any person who endangers life, property, or national security through improper conduct.
e. All Contractor personnel engaged in work while on Government property shall be subject to the Standards of Conduct contained in SECNAVINST 5370.2J (Standards of Conduct and Government Ethics).
f. Prior to conducting work under this contract, the Contractor shall provide a list of employees that will be working on site. The employee list shall contain full names, security clearance levels, social security numbers, job titles, and official birth certificates. This list shall be updated within forty-eight hours after changes occur.
g. Any photography on base is not permitted without prior approval and photography permit request submitted to the COR. Permit request must be approved and signed by the COR prior to any photos being taken. All photos taken, after approval, must be analyzed and approved prior to release.
h. Restricted Areas - visitor control and surveillance of personnel in a restricted area requires security consciousness and is the responsibility of all personnel working in the area.

6.5 Accident Reporting

The Contractor shall maintain an accurate record of and shall report all accidents to the COR within 10 minutes after incident occurs. (CDRL A019)

For Navy Projects, complete a near miss report (CDRL A019). Near miss reports are considered positive and proactive Contractor safety management actions.

6.6 Smoking Regulations

Smoking on NSWC Crane, Crane, IN premises shall be in approved areas only in accordance with NSACRANEINST 5100.13A (NSA Crane Smoking and Tobacco Use). Smoking in vehicles is prohibited.

6.7 Damage Reporting

The Contractor shall maintain an accurate record of and shall report to the COR (within 10 minutes) all damages to Government Owned Equipment and Facilities as prescribed by OPNAVINST 5102.1. (CDRL A020)

6.8 Investigations

Contractor employees shall cooperate with Government investigative agencies conducting criminal or administrative investigations.

6.9 Government Observations

Government personnel, such as Inspector General or higher headquarters staff, are authorized to observe Contractor operations. Efforts will be made to minimize the degree of disturbance on Contractor performance.

6.10 Hours of Operation

NSWC Crane core duty hours for on-site Contractor personnel and the Contractor's liaison facility personnel assigned to this effort are 0900 to 1430 hours, Monday through Friday, during regular Government workdays.
Government personnel are afforded a flextime schedule that allows a starting time between the hours of 0600 and 0900, with a quitting time between the hours of 1430 and 1800 depending on the applicable work schedule.
Contractors are required to work during Government work hours in accordance with company timekeeping policies. The RTA will need to coordinate individually with each building POC where work is to be performed to arrange Contractor available working times. Exceptions may be approved by the COR if requested by the Contractor.

6.11 Closed Days

All closed days will be designated by the Commander, NSA Crane. Closed days will be associated with holidays, National Security, and/or inclement weather/dangerous conditions. The Contractor will not be allowed to work on NSA Crane during designated closed days.

6.12 Inclement Weather

When the Government Agency is closed by the Commander because of inclement weather conditions and/or dangerous conditions, notification of the closing will be broadcast over local radio and television stations.

6.13 Licenses, Certifications, and Training

The Contractor shall provide capable personnel with qualifications, experience levels, security clearances, and necessary licenses, certifications, and training required by Federal, State, and Local laws and regulations. Training necessary to ensure that personnel performing under this contract maintain the knowledge and skills to successfully perform the required functions is the responsibility of the Contractor. Training necessary to maintain professional certification is the responsibility of the Contractor.

6.13.1 All technicians conducting work on Heating, Ventilation, Air-Conditioning, & Refrigeration (HVAC&R) systems that could result in a release of refrigerant must be certified as a Section 608 Technician. Copies of technician certifications must be provided to the COR at least 14 days prior to working on equipment containing refrigerant. (CDRL A021) Products containing Ozone Depleting Substance (ODS) and non-exempt substitute refrigerants in a sealed, self-contained system shall be disposed of in accordance with 40 CFR 82. The full refrigerant charge, in pounds, of the installed HVAC&R systems must be provided to the RTA. This full charge value must also be permanently marked at the system.

6.14 Contractor Identification

This contract is for non-personal services as defined by FAR Subpart 37.104. As such, Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence. Contractor shall provide a Contractors Personnel Roster. (CDRL A021)

6.15 Post Award Meetings

A Post Award Meeting with the successful offeror will be conducted within 15 working days after award of the contract. The meeting will be held at (to be identified at award). The Contractor will be given at least five working days' notice prior to the date of the meeting by the Contracting Officer. The requirement for a Post Award meeting shall, in no event, constitute grounds for excusable delay by the Contractor in performance of any provisions of the contract. A second post award meeting may, if necessary, be held after the receipt of the first invoice to assure that adequate documentation has been received to substantiate

the validity of the invoice for the stated period of performance, in accordance with C-242-H002. The Contractor will be given at least five (5) working days' notice prior to the date of the meeting by the Contract Specialist.

7.0 Place of Performance

The primary work site will be Naval Surface Warfare Center Crane Division, Crane, IN.

8.0 Performance Standards

All Contractor proposals submitted for the contract effort will be evaluated based on the following criteria:

A.) Technical Capability – Contractor and Design Team shall submit proof of capability to perform the work involved in this scope.
B.) Past Performance – Contractor and Design Team shall submit two projects executed in the past that have similar features of work. The two projects submitted must be self-performed and within the last 3 years.
C.) Schedule – Contractor shall submit a preliminary critical path schedule/timeline meeting the designated period of performance.
D.) Cost – Contractor shall submit their proposed cost to complete the scope of work for this effort.

9.0 Contract Required Completion Date (CRCD)

The CRCD for this contract effort is: 6 months from award.

Figures:

ON
OFF