US Department of Agriculture (USDA)

Performance Work Statement

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Project Title

White River National Forest Vault Toilet Waste Pumping Service – Eagle/Holy Cross & Dillon Ranger Districts

General Information

1.0 Background and Purpose

This contract is to provide septic pumping service of nineteen (19) vaults at fourteen (14) US Forest Service managed recreation sites located in Eagle and Summit Counties, Colorado as identified in the attached.

Objectives:

- Provide septic pumping service for 19 vaults at 14 US Forest Service managed recreation sites located in Eagle, and Summit Counties, Colorado as identified in the attached Schedule of Items.
- During pumping, the vaults should be cleaned as thoroughly as possible to help prevent the production of odors. Service should notify USFS when this pumping occurs.
- Humans are free from unhealthy exposure to human waste after toilet pumping.

The 14 recreation sites contain a total of 19 **1000** gallon vault toilets. All vaults need to be pumped when they reach **80% c**apacity, with **90%** of the vault content removed. Generally, the vaults will require at least one (**1**) pumping per year, but some vaults will be pumped multiple times a year.

All vault waste shall be disposed of at a commercial treatment facility off National Forest Lands. Provide the quantity of volume pumped for at each site and note any discrepancies or abnormalities (cracks, chips, vandalism, or broken hatch) at the vault sites.

The toilet vaults require pumping during the summer season which usually runs from May 1st through November 30th annually, so contents do not freeze. Pumps may occur outside this timeframe based on temperatures.

2.0 Definitions

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.6. KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

ACOR	Alternate Contracting Officer's Representative
AGAR	Department of Agriculture Acquisition Regulations
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
FAR	Federal Acquisition Regulations
FFP	Firm-Fixed Price
FSAR	Forest Service Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996
CO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and
Hawaii) ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit
USDA	United States Department of Agriculture
USFS	United States Forest Service

3.0 Technical Requirements / Tasks

The contractor shall ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.

The contractor shall perform pumping procedures within 14 calendar days after call to pump by district POC.

The Contractor shall furnish all supplies, equipment, and services required to perform work under this contract.

The Contractor shall provide a toilet pumping vehicle capable of driving on dirt roads with a long enough hose to reach toilets not easily accessible. The Contractor shall furnish all toilet pumping equipment and tank truck. The length of hose must be long enough to accomplish the required pumping without driving off road unless specifically detailed for that vault.

All equipment shall be in full accordance with all local and State Regulations.

If any vault requires pumping more than the quantities identified in the Schedule of Items, the Government will issue a bilateral modification for additional services. Pricing for additional pumping will be based on the unit rates applicable to the current performance period and will apply only to the affected site.

Pumping Procedures When an Outside Manhole is Available

The clean out hatch is located on the vent stack side of the unit. The double units have two (2) clean out hatches and the single units have one (1). A key, combination or tool, provided by the Forest Service, will be needed to unlock the hatch.

ALL DEBRIS AND SEWAGE REMOVED FROM THE VAULT SHALL BE PLACED INTO A LEAK PROOF CONTAINER SO THAT NO CONTAMINATION TO THE SURROUNDING GROUND WILL RESULT. DEBRIS AND SEWAGE SHALL BE REMOVED FROM FOREST SERVICE LANDS AND SHALL NOT BE PUT IN CAMPGROUND DUMPSTERS.

If the bottom of the vault is flat, then the waste (sewage and debris) shall be removed down to within 4-5 inches of the bottom. At this time, remove any further debris that was not removed during the initial raking and removal.

If there is a heavy concentration of solids on the bottom of the vault, apply water to break up and dilute the solids and then pump this diluted waste down again.

Thoroughly clean and disinfect all contaminated areas resulting from the pumping process. Either sweep or wash all waste that is deposited on the concrete surrounding the manhole cover back into the vault.

Thoroughly clean around the manhole cover gasket area and replace the cover. When locking the lid on the CXT concrete units, it will be necessary to stand on the lid (compressing the seal) to line up the holes provided for the lock. The manhole cover MUST fit with an airtight seal so that the venting process of the vault toilet is not interfered with. If there is not an airtight seal, the Contractor shall notify the COR immediately.

Pumping Through the Toilet Riser When There Is No Outside Manhole or When Authorized by the COR

Remove the debris and pump in accordance with pumping procedures. Extra care shall be taken to prevent waste spillage onto the interior floor and wall surface while removing debris and while pumping. The toilet paper dispenser and toilet riser shall be protected from damage, and the toilet paper shall be covered with a waterproof material prior to removing debris or pumping in order to prevent the paper from getting contaminated.

During the final cleanup, the interior floor surface and any wall surface that was contaminated by waste shall be thoroughly disinfected. Thoroughly wash, disinfect and dry the toilet riser, seat, and seat cover before leaving the job site. Remove the waterproof cover that was protecting the toilet paper and make sure the paper is not

contaminated. If the paper is contaminated, the Contractor shall notify the COR immediately. The door handles or knobs shall also be disinfected and dry before leaving the job site.

Each unit shall be available for immediate use after the pumping and final cleanup. The Contractor shall not leave any toilet location until final cleanup is accomplished.

Confined Spaces

The Contractor shall not enter any vault without agreement from the COR and acquiring a State of Colorado permit for confined spaces in accordance with 29 CFR 1910.146.

Drafting of Water

The Contractor shall not draft fresh water from lakes, ponds or streams to be used for washing down the vault walls, emulsification of the waste or for final cleanup unless approved by the COR.

Offsite Disposal of Sewage and Debris

The Contractor shall be properly licensed and shall be responsible for all fees associated with disposal of sewage and debris. The Contractor is responsible for making disposal arrangements for sewage and debris.

ALL DEBRIS AND SEWAGE REMOVED FROM THE VAULT SHALL BE PLACED INTO A LEAK PROOF CONTAINER SO THAT NO CONTAMINATION TO THE SURROUNDING GROUND WILL RESULT. DEBRIS AND SEWAGE SHALL BE REMOVED FROM FOREST SERVICE LANDS AND SHALL NOT BE PUT IN CAMPGROUND DUMPSTERS.

Disposal shall conform to all Federal, State, and local laws and ordinances.

The Contractor shall be responsible for prevention of spillage and hauling all waste material (sewage and debris) in watertight containers. Handling of all waste materials shall be in accordance with all applicable health regulations.

4.0 Deliverable / Schedule

The period of performance shall be for one (1) Year of 12 months with four option years. The Contractor shall perform pumping operations within 14 calendar days of being contacted by the district's POC. See section 3.0

Table 1: Eagle Holy Cross Ranger District Vaults

Line Item #	Location	Number of Vaults	Approx. Vault Size Gallon	Approx. Total Gallons of Waste	Lat/Long	Remarks	Frequency
1	Missouri-Fancy Trailhead	1	1000	1000	39.39583333, 106.4702778	Single Vault	1x/year
2	Shrine Ridge Trailhead	2	1000	2000	39.546006, 106.241558	Double Vault	3x/yr
3	Halfmoon Trailhead	1	1000	1000	39.50027778 106.4333333	Single Vault	3x/yr
4	Mount of the Holy Cross Overlook	1	1000	1000	39.55925814 106.25826573	Single Vault	1x/yr
5	Camp Hale Climbing Area	1	1000	1000	39.43902777 106.31666389	Single Vault	1x/yr
6	Deep Lake Fishing Site	1	1000	1000	39.77194444 107.3022222	Single Vault	1x/yr
7	Deep Lake Campground	3	1000	3000	39.772102 107.295496	1 Dbl & 1 Single	1x/yr
8	Tennessee Pass Trailhead	2	1000	2000	39.36327, 106.31160	Double Vault	2x/yr
9	Sweetwater Lake Campground	1	1000	1000	39.79722222 107.1605556	Single Vault	1x/yr
10	Yeoman Park Day Use	2	1000	2000	39.50222222 106.6780556	Double Vault	1x/yr

***4WD Access may require smaller vehicles with auxiliary pump/tank to transfer waste back to the larger septic truck.*

Table 2: Dillon Ranger District Vaults:

Line Item #	Location	Number of Vaults	Approx. Vault Size Gallon	Approx. Total Gallons of Waste	Lat/Long	Remarks	Frequency
1	Cataract Creek Trailhead	1	1000	1000	39°50'14.25"N 106°18'58.41"W		1x/yr
2	Sapphire Point Overlook Area	2	1000	2000	36.58 N, 106.04 W		1x/yr
3	Columbine Landing	2	1000	2000	39.76 N, 106.14		1x/yr

***4WD Access may require smaller vehicles with auxiliary pump/tank to transfer waste back to the larger septic truck.*

Access to sites is by all-weather and seasonal roads. (See attached maps for directions and actual locations) Some units may not be accessible due to inclement weather. Administrative access can be granted to access behind locked gates as long as road is in drivable condition.

5.0 Government Furnished

The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. USFS Yale locks are on the vaults for toilets. Contractor will be issued a USFS Yale Key. At the close of each work period, government facilities shall be secured.

In the event, keys, including the master key, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key the master key or be reissued a master key by the Government; however, the Government, at its option, may replace the key or perform re-keying. In the event locks are lost, the Contractor shall, upon direction of the Contracting Officer, be issued a new lock by the Government. When the replacement of locks or keys or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due to the Contractor.

If the master key is lost by the contractor or contractor's representative, the contractor shall be responsible for replacement of the key. **Cost per lost key is $100.00**.

If a lock is lost or damaged by the contractor or contractor's representative, the contractor shall be responsible for replacement of the lock. **Cost per lost or damaged lock is $100.00**.

6.0 Travel

NA

7.0 Contractor's Key Personnel

The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 8:00 a.m. to 4:30p.m., Monday thru Friday; except for Federal holidays or when the government facility is closed for administrative reasons.

8.0 Security Requirements

All vaults require access by a government furnished USFS Yale key. The Contractor will be required to sign an AD-107 Transfer of Government Property form when they receive the key (see section 7.0).

Contractor shall be responsible for the key. The Contractor shall establish and implement methods of making sure all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

The Contractor shall prohibit the use of Government issued keys by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

9.0 Data Rights

The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

10.0 Section 508 - Electronic and Information Technology Standards

NA

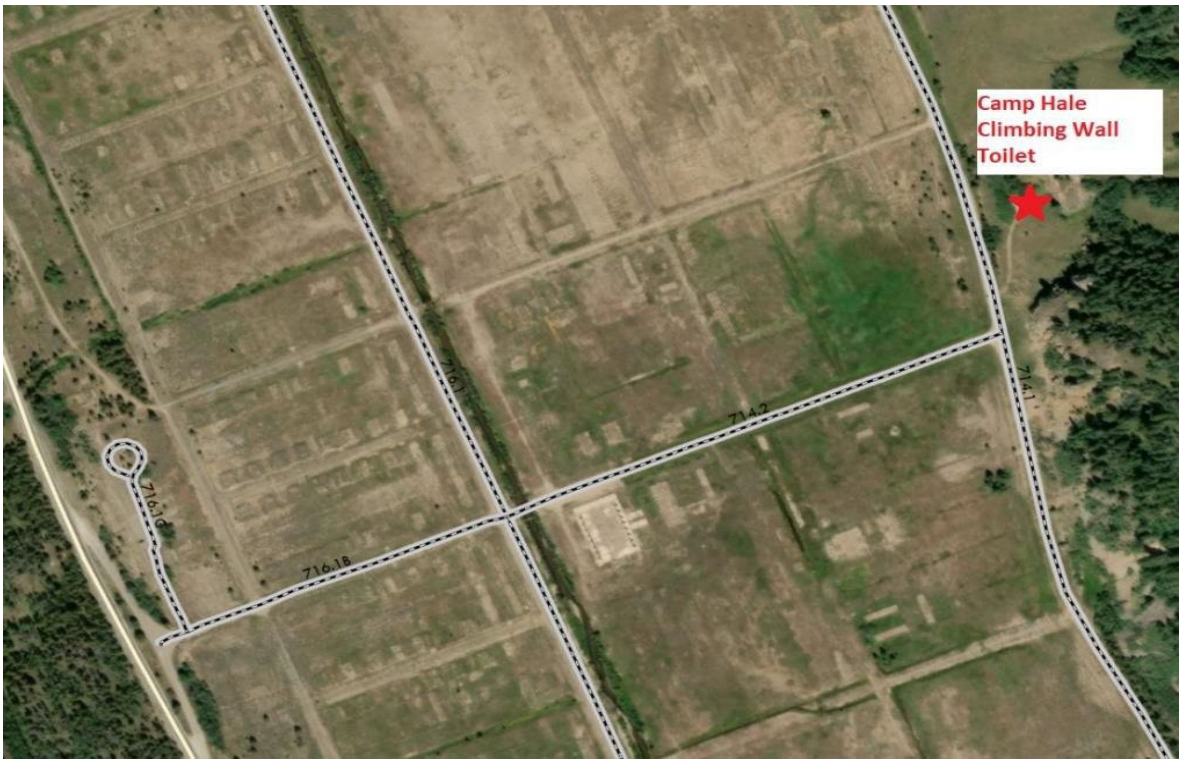
11.0 Performance Requirement Measures

Performance Objective	*Required Task or Deliverable*	*Performance Standard*	*Method of Surveillance*	*Positive/Negative Incentive* *% for NOT meeting the Task*
• Vault toilets pumped when requested by USFS.	Contractor shall pump vault toilets in accordance with this PWS.	• Humans are free from unhealthy exposure to human wastes after toilet pumping • Vaults should be cleaned as thoroughly as possible to help prevent the production of odors (see 3.0). • Contractor should notify USFS when this pumping occurs.	• Notify USFS requestor upon pump completion to allow for 100 percent inspection by USFS staff	*NA*

Attachment

Eagle-Holy Cross RD Maps and Driving Directions

Camp Hale Climbing Wall



Directions: Travel south on Hwy 24 for 25 miles from the I-70 Exit 171 to Camp Hale. Turn left (east) at the Camp Hale sign onto Forest Service Road 716.1B. The road comes to a T-junction. The vault is on the administrative road just left.

Sweetwater Campground

Directions: I-70 to Exit 133, take Colorado River Road north for 7 miles to County Road 40 – Sweetwater Road. Turn left onto Sweetwater Road and follow it for 9.8 miles. Just before the lake, take the left turn and follow the road along the east side of the lake to the campground.

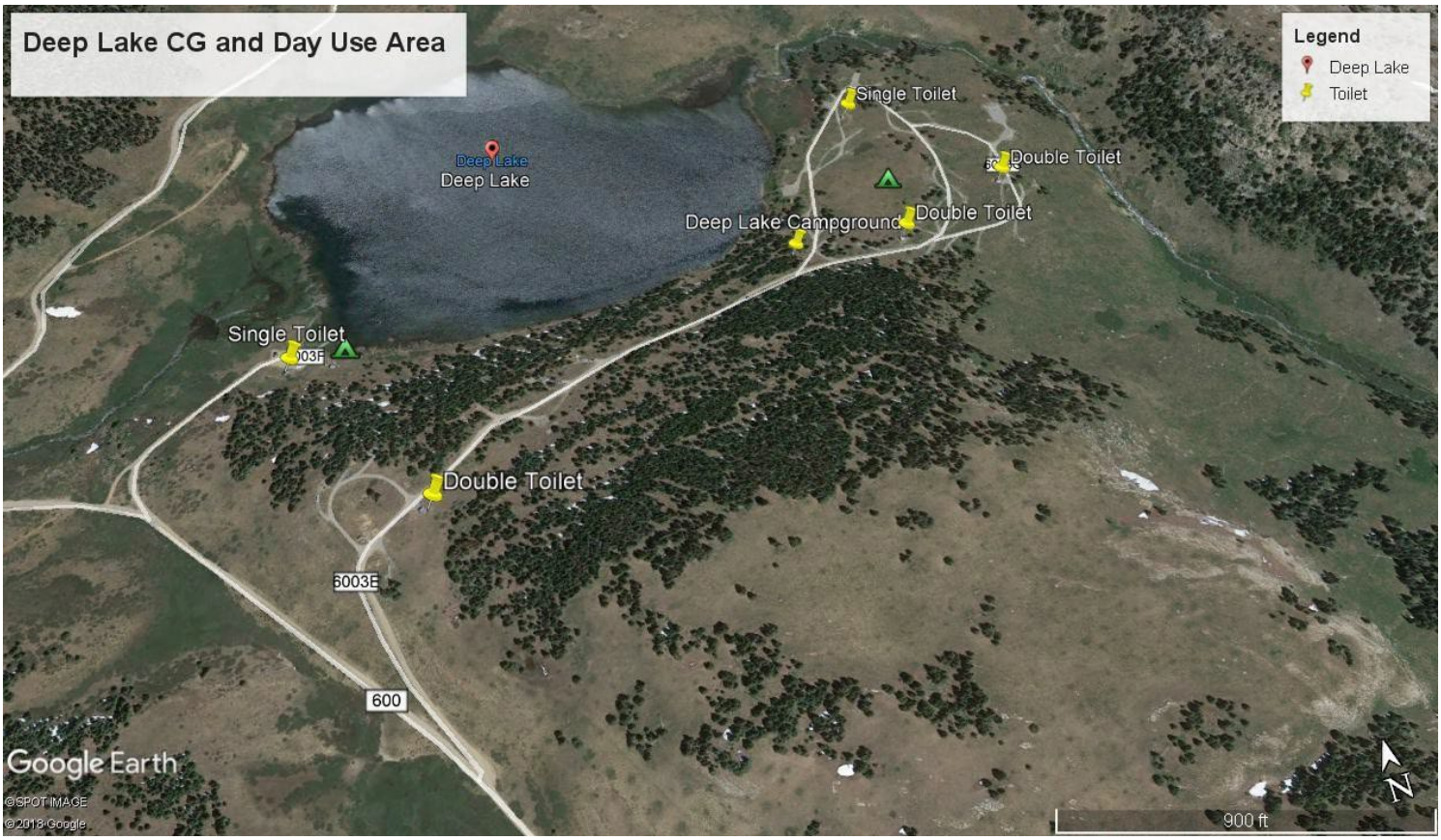
Shrine Ridge Trailhead

Directions: Take Exit 190 from I-70 to Vail Pass and head west onto Forest Service Road #709. Shrine Ridge Trailhead is approximately 1.5 miles west.

Mount of the Holy Cross Overlook

Directions: Take exit 190 from I-70 to Vail Pass and head west onto Forest Service Road #709. Mt. of the Holy Cross Overlook is approximately 3.75 miles from Vail Pass on the left at the signed parking area.

Deep Lake Campground & Day Use Area



Directions To Deep Lake Campground: Take exit 133 off I-70 and head north onto Colorado River Road. After 1.8 miles, turn left on Forest Service Road #600 (Coffee Pot). Follow #600 road for 29 miles. The Deep Lake Campground is on the right.

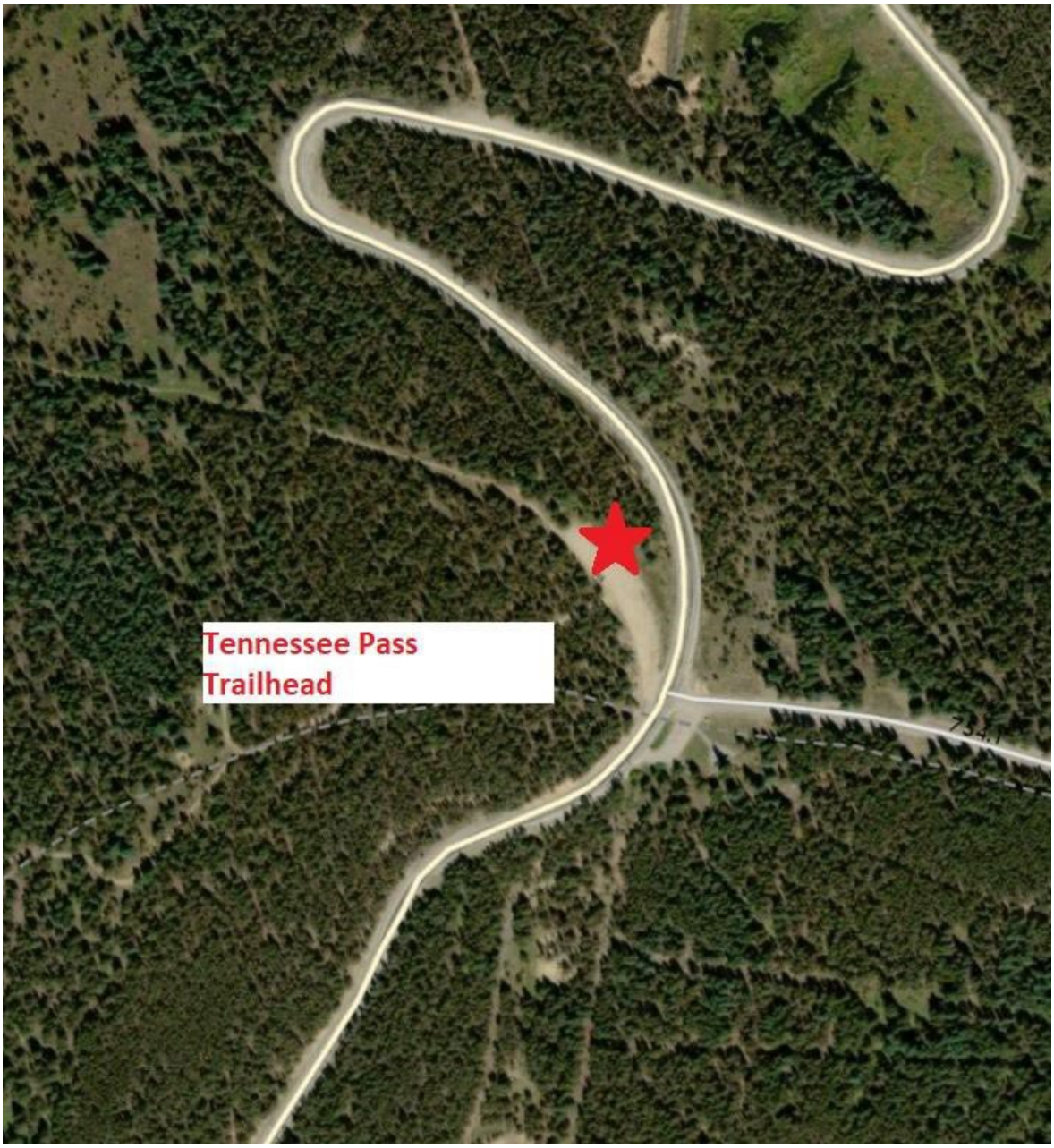
- This location is for the first double toilet and single within the campground only.

Directions To Deep Lake Day Use: Take exit 133 off I-70 and head north on Colorado River Road. After 1.8 miles, turn left onto Forest Service Road #600. Follow #600 road for 30 miles to Deep Lake Day Use, on the right just past the Deep Lake Campground.

Missouri/Fancy Trailhead

Directions: Travel south on Hwy 24 for 12.6 miles from I-70 Exit 171. Turn right onto Forest Service Road #703 (Homestake). Travel 8.5 miles then turn right onto #704 at the sign for Missouri Lakes. The vault is 3 miles on the right at the T junction.

Tennessee Pass Trailhead



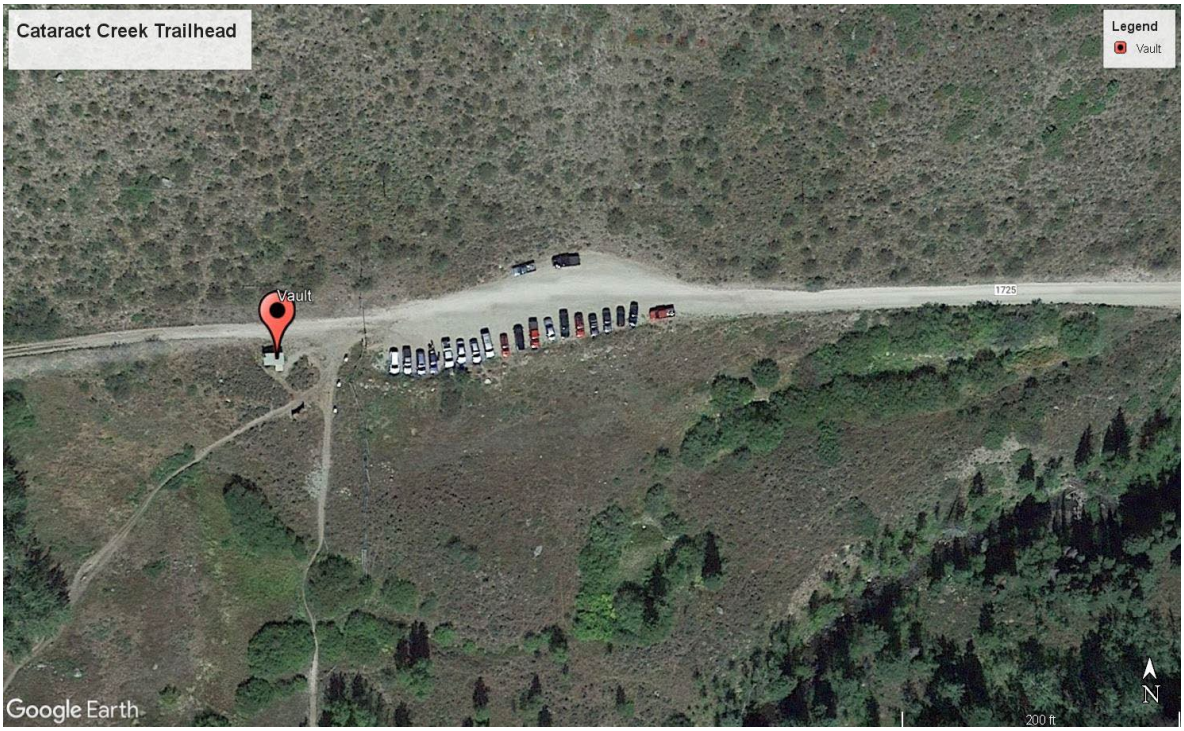
Directions: Travel south on Hwy 24 for 22 miles from I-70 Exit 171. Turn right into the Tennessee Pass Trailhead parking lot at the top of Tennessee Pass, across the road from the Ski Cooper entrance.

Halfmoon Trailhead

Directions: Travel south on Hwy 24 for 5 miles from I-70 Exit 171. Turn right onto Forest Service Road #707(Tigiwon). The road dead ends after 8 miles at the trailhead and the toilet is on the right.

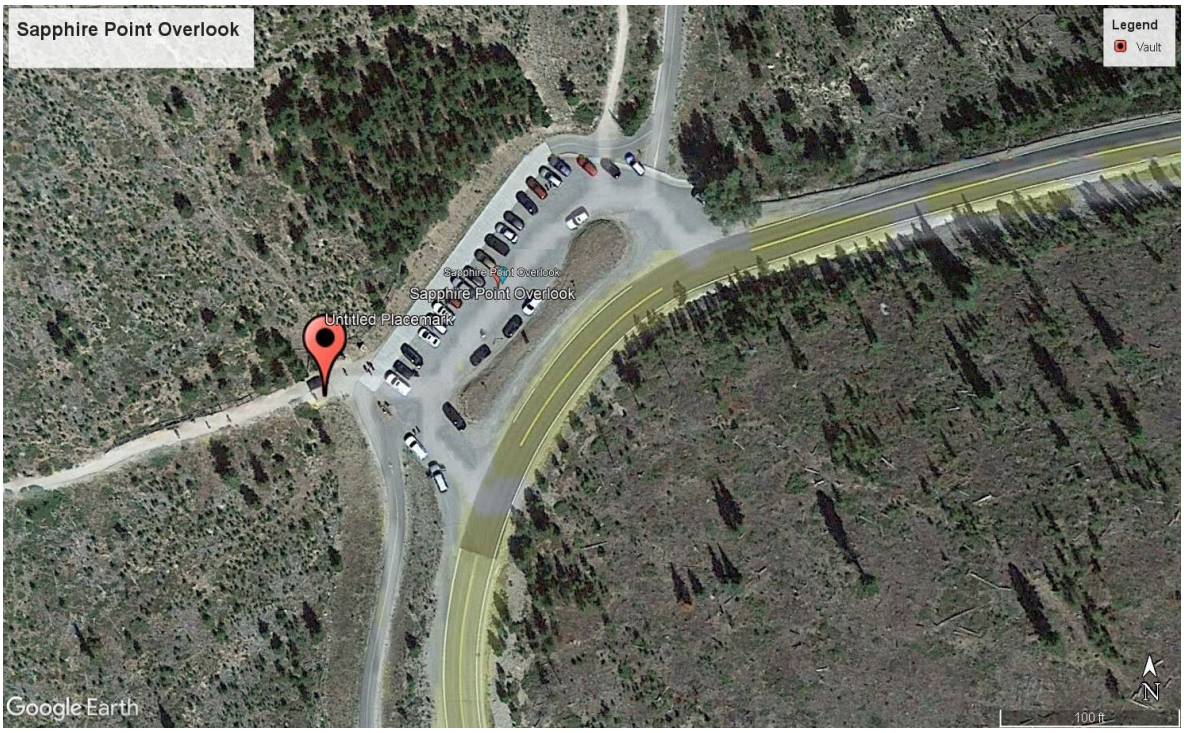
Dillon RD Maps and Driving Directions

Cataract Creek Trailhead



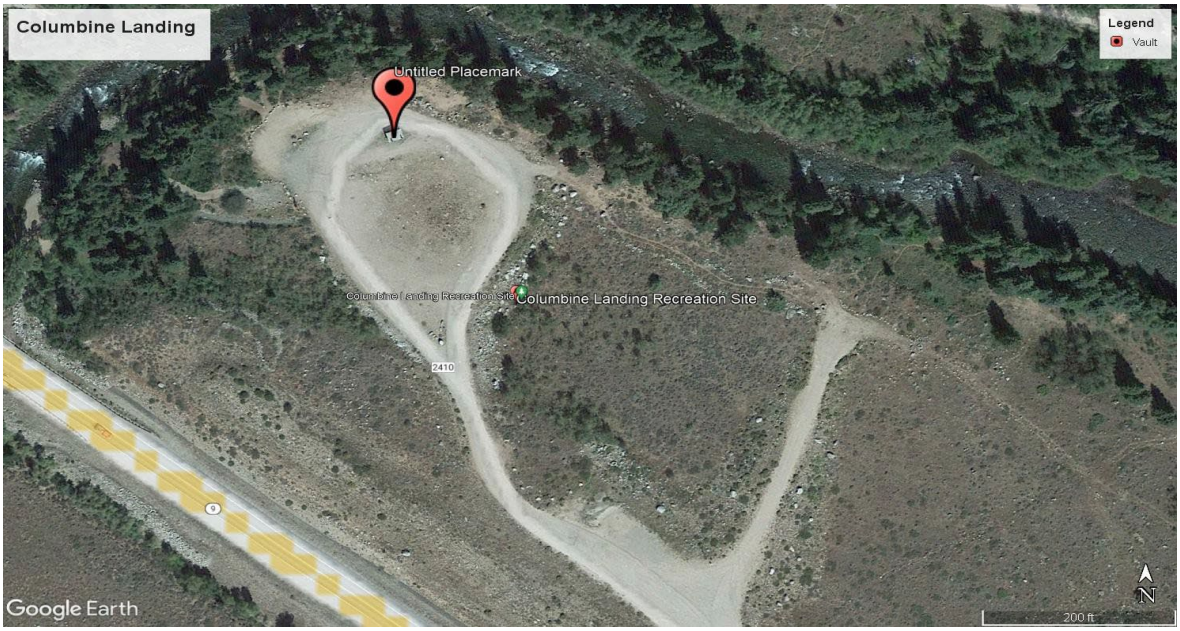
Directions: From the town of Dillon travel north on Highway 9 to County Road 30, turn west off Highway 9, stay on County Road 30 for approximately 3.5 miles, turn west on Forest Service Road #1725, and the vault is approximately 2.5 miles up Road #1725.

Sapphire Point Overlook



Directions: From Frisco – travel Highway 9 South to Swan Mountain Road, travel east on Swan Mountain Road approximately 2 miles to the site.

Columbine Landing



Directions: Travel north on Highway 9 from Dillon approximately 7 miles, turn right into Columbine Landing area.