Defense Logistics Agency

DLA Installation Management Richmond
DM-FRIE

DSCR-ARNG QA/CAL SHOP BOILER REPLACEMENT

P.2026.00549

STATEMENT OF WORK (SOW)

1. OBJECTIVES

The objective of this project is to remove and properly dispose of the existing oil-fired boiler system, associated hydronic piping, hot water circulating pumps, isolation valves, controls in accordance with all applicable **UFC**, federal, state, and local environmental and safety regulations. The contractor shall furnish, install, test, and commission a new dual fuel oil/natural gas boiler system including all required mechanical, electrical, venting and control components necessary to provide a fully functional and code compliant heating system. Natural Gas hookup shall not be required at this time as there is no service present in the building.

2. BACKGROUND

The existing oil-fired boiler has reached the end of its service life and requires replacement. Installation of a new dual fuel boiler (Fuel Oil/Natural Gas) shall allow for the replacement equipment to continue to provide heating services to the affected building, while allowing for the boilers to continue to be utilized at a later date when the building is converted to operate on the natural gas piping utilized in other facilities on the installation. Work shall be performed in an occupied government facility with minimal disruption to daily operations.

3. SPECIFIC REQUIREMENTS

The contractor shall prepare and submit complete shop drawings for the new boiler and all associated system components for government review and approval prior to commencement of work. The government will be allotted ten working days to review submitted drawings. In the event the submittal is not approved, the contractor shall revise and submit corrected documents. A new ten working day review period shall begin upon receipt of each resubmittal. Upon written government acceptance of the submittals, the contractor shall proceed with the removal of existing boiler and all associated equipment, including but not limited to pumps, furnaces, controls, and related components. The contractor shall provide written notification to the government's designated point of contact a minimum of fourteen calendar days prior to initiating and removal activities to allow the government sufficient time to isolate and secure existing gas and water services to the affected area.

The contractor shall be responsible for the complete removal and lawful disposal of existing boilers and all associated equipment, piping, and materials generated during the replacement process in accordance with all applicable federal, state, and local regulations. The contractor shall perform a complete system blowdown and all required preparation procedures in accordance with applicable Unified Facilities Criteria (**UFC**) standards and manufacture recommendations. All activities shall be executed by qualified personnel and shall include proper isolation, controlled discharge, inspection of system components, and verification that the system is safe and ready for subsequent work. The contractor shall provide a temporary dumpster and portable toilet.

The contractor shall implement lockout/tagout procedures. Maintain fire prevention and spill containment measures. Provide daily housekeeping and maintain safe access routes. Coordinate utility shutdowns with project manager.

The contractor shall provide all labor, supervision, tools, equipment, materials, transportation. Isolate and secure existing boilers, fuel oil, electrical, and water connections. Drain and remove existing oil-fired boilers and associated components.

The contractor shall furnish and install a new dual fuel boiler oil/natural gas boiler sized to the existing heating load. Modify and reconnect existing heating distribution piping. Install new isolation valves, hot water circulation pump, motor controllers, fittings, sediment traps, supports,

and installation as required. Reconnect to existing hydronic heating distribution system. Provide air combustion and new flue/venting system in accordance with local code. Provide electrical power, disconnects, controls, thermostats and safety devices. Integrate boiler controls with existing building systems if applicable. All boiler piping shall be insulated per American Society of Heating (**ASHRAE**).

The contractor shall furnish and install a complete water softening and/or chemical treatment system for the boiler to maintain proper water quality and protect equipment from scale, corrosion, and fouling. The system shall include all required piping, valves, controls, metering equipment, chemical feed components, and accessories necessary for a fully functional installation. The contractor shall coordinate system setup, provide initial chemical charge, perform startup and commissioning, and provide operator training and documentation in accordance with manufacture recommendations and applicable codes and standards.

The contractor shall conduct a pressure test on all piping and on the fuel oil systems. Fill, purge, and balance the system. All equipment and systems shall be thoroughly inspected, tested, and verified to be fully operational prior to the Government. The contractor shall ensure that all installed components function in accordance with contract requirements, manufacture specifications, and applicable codes and standards.

The contractor shall provide and coordinate in-person training for designated Government personnel for final acceptance. Training shall include, at a minimum, system startup procedures, normal operation, emergency shutdown procedures, preventative maintenance requirements and schedules, and troubleshooting of system and control components. Training shall be conducted by qualified personnel knowledgeable in the installed system.

The contractor shall furnish with the Government, prior to contract completion, a complete turnover package including but not limited to: equipment warranty documentation, operation and maintenance (O&M) manuals, manufacture technical literature, and complete mechanical and electrical system schematics. All documentation shall be organized, clearly labeled, and submitted in both electronic and hard copy formats

All work shall comply with the latest editions of: **NFPA 54**- National fuel gas code, **NFPA 31**- Installation of Oil-Burning Equipment, (**ASHRAE**) American Society of Heating, Refrigerating, and Air-Conditioning Engineers, **NFPA 70**- National Electrical code, International Mechanical Code (**IMC)**, International Building Code (**IBC**), **OSHA** Safety Regulations (29 CFR 1926), **EPA** Environmental Requirements, Local and state codes, Manufacturer installation codes.

4. CONTRACTOR QUALIFICATIONS

The contractor shall have a minimum of ten (10) years of documented experience in the installation, maintenance, and repair of commercial hot water boilers of similar size, scope, and function to the equipment specified in this SOW. The contractor must provide a portfolio of at least three (3) similar projects completed within the last five (5) years, including client references and contact information.

5. PERIOD OF PERFORMANCE

Completion date shall be no later than 270 days after notice to proceed.

6. POINTS OF CONTACT

Project Manager (PM)/Sponsor/Contracting Officer Representative (COR)
Name: Steven Hall
Cell Phone: (804)573-2988
Email: steven.hall@dla.mil
DLA Installation Management Richmond
6090 Strathmore Rd.
Richmond, Virginia 23237

7. PROPOSAL EVALUATION

The proposal/quote and all documentation received by the Government from the contractor before the solicitation end date will be reviewed and evaluated based on the criteria listed below. The submission will be deemed either technically acceptable or technically unacceptable. The contractor is required to provide all documentation at the time of the submission and before the solicitation end date. Failure to provide all required documents will result in the contractor's proposal/offer being technically unacceptable.

Technically Acceptable – meets the minimum requirement and contains no deficiencies. Demonstrates an understanding of the services required to meet or exceed the contract requirements. An acceptable quality level of contract performance is anticipated.

Technically Unacceptable – does not meet the minimum requirement and contains one or more deficiencies and/or omissions. Failure to demonstrate an understanding of the services required to meet the contract requirements. The acceptable quality level of contract performance is not anticipated.

The following is a list of documents that shall be provided as separate PDF and/or hardcopy documents along with the proposal:

Project narrative

- A narrative outlining the way the contractor is planning to accomplish the project
- A list of definable features of work
- Projected timeline

Previous relevant project experience

- Provide a minimum of 5 projects completed within the last 5 years related to this SOW
- Award amounts
- Project descriptions
- POC information
- Contract number or unique identifier

8. IMPORTANT CONSIDERATIONS

Administrative

a. Technical correspondence (where technical issues relate to compliance with the requirements herein) will be addressed to the Contracting Officer with an information copy to the Contracting Officer Representative/Project Manager/Facility Operations Specialist (COR/PM).
b. The contractor awarded this contract shall always have the Quality Control system Manager (CQC-SM) onsite when work is being performed. Onsite is defined as the actually work

location where work is being performed, not in a vehicle, trailer etc. Government employees overseeing this project (PM, COR, Safety, etc.) reserve the right to order a stop work order if the contractor QC manager is not onsite while work is being performed. Provide the name(s) of the QC Manager to the PM/KO in writing (submittal required) within 10 business days of the start of work. The government will not be responsible for any additional costs incurred by the contractor if a stop work order is issued.

c. All other correspondence, including invoices (which propose or otherwise involve waivers, deviations or modifications to the requirements, terms, or conditions of this SOW) will be addressed to the COR/PM with an information copy to the Contracting Officer.
d. Upon any invoice submission into WAWF the contractor must email the PM/COR to inform them that an invoice has been submitted for approval. The government will not be responsible for any late fees if the contractor fails to follow-up.
e. All documentation, records, and schedules, as described in this SOW, are the responsibility of the Contractor and the property of the Government and shall remain so upon termination or completion of the contract. The Contractor shall keep these items current.
f. The contractor shall always keep conditions in mind throughout the life of this contract. Whenever weather conditions indicate strong winds, tornadoes, hurricanes etc. the contractor shall take all necessary action to prevent all materials, debris etc. from becoming flying hazards. Any damage or harm caused by contractor material, debris etc. will be the sole responsibility of the contractor at no cost to the Government.
g. Weather delays for a contract extension will only be considered if the following conditions are met. The delay must be a minimum of 4 hours that impacts the critical path of the project. The delay and reason why the contractor believe they are entitled to a delay must be documented in the daily report for that day and must be submitted by 8:00am the next business day. The contractor must send a separate email to the PM and KO explaining why they believe a delay is warranted by 8:00am the next business day. Requests for weather delays received after the above timeline will be denied.
h. The Contractor should conduct a site visit to each location to verify all measurements, sizes, interferences, quantity of material etc. for this project. It's the contractor's responsibility to confirm all measurements. The contractor shall verify via email if they will be attending any scheduled site visit with the COR/PM and the contracting officer at least 2 business days ahead of the site visit.
i. The contractor shall propose a phasing work schedule for work being performed in occupied spaces for government comment, changes and approval.
j. For all meetings conducted by the contractor via internet the contractor shall use Microsoft Teams. A call-in telephone number shall be provided for those without computer access.
k. For all government inspections, meetings etc. the contractor shall send a Microsoft Outlook invite to COR/PMs within the specified timelines. Set the reminder time in Outlook to a minimum of 4 hours ahead inspections, meetings etc.
l. The contractor shall provide the minutes of all meetings the same day the meeting was held.
m. Music of any kind is not permitted. Use of any ears buds or the like is prohibited.

General & Construction

a. The contractor is required to and shall adhere to The Buy American Act.
b. The contractor is responsible for all materials, hardware, tools, labor, equipment, etc. pertaining to execution of work under this SOW unless otherwise specified.

c. All demolished and excess dirt/materials/etc. shall be removed from the premises of the installation. The areas that were disturbed shall be fixed to restore original condition.
d. All hardware and equipment shall be tested, started up and fully operational after turnover.
e. The contractor shall consider ALL electrical, mechanical, plumbing, security or any other interferences that may impede their work from being part of their work under this SOW. The contractor shall remove, disable, relocate etc. all interferences as needed ensuring all items function as they were intended to at the conclusion of the contract. All items that need to be terminated for any reason are the responsibility of the contractor.
f. Anytime any electrical work is completed the contractor shall update all affected panel schedules. The contractor shall rewrite (type written) the entire panel schedule(s) completely. Any new or replaced receptacles, switches, and any other electrical equipment shall receive a type of written tag with panel name/number and circuit number of the panel/circuit that it is fed by. The location of the tag is to be confirmed with the COR/PM. Place the old panel schedule behind the new one.
g. Prior to submitting their proposal, the contractor shall confirm/verify any new equipment, components, plumbing, circuits, voltage, phasing, wiring, or other systems, are compatible with the existing infrastructure. This assessment must confirm that the current structural, mechanical, electrical, and plumbing systems are adequate to support the proposed additions and modifications. The Contractor shall verify that all new installations will function correctly, efficiently, and at full capacity without compromising safety, performance, or compliance with applicable codes, regulations, and manufacturer specifications. Any deficiencies or limitations identified during this assessment must be promptly reported to the Contracting Officer and Project Manager via request for information. If the contractor fails to identify any issues the contractor shall be responsible for any additions, modifications etc. to the existing infrastructure components at no cost to the government.
h. Anytime any utilities (water, heat, AC, gas, electric etc.) need to be shut down for any period of time during the duration of the contract, the contractor shall provide 14 calendar day advance notice to the COR/PM.
i. All new openings that are to receive a frame and door(s) or any door/frame that was replaced shall receive a typewritten tag indicating the door number. The contractor is to request the correct door number and installation location from COR/PM in case the tag is missing, or the opening was a new requirement.
j. If the contractor needs water to fill a tank for use on DSCR they may use the hydrant near building 80, which is already equipped with a backflow preventor.

   If the above hydrant or backflow preventor is not available, the contractor shall provide a back flow preventer for use on any hydrant, with approval from the PM. The contractor shall provide documentation that the back flow preventer has been inspected within the previous six months prior to using the hydrant and keep this six-month inspection interval for the length of the contract. No hydrant shall be used without the proper documentation. The contractor shall provide the Government COR/PM three business day notice if they will need to access a hydrant. The contractor shall fill out and submit to the COR/PM the hydrant application 3 business days in advance. The application must be approved by the fire department and a copy provided to the contractor prior to hydrant use. At no time will the contractor use the hydrant without an approved hydrant application. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible

for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount of water to accomplish cleaning vehicles and equipment etc.

k. Any door locks or hardware required shall accept Best cores using the Best 7-pin lock system, heavy duty series for the core and cylinder. The contractor shall provide a core for each lock provided pre-pinned to DSCR specifications. Contact the PM 60 days before the final inspection to obtain the pin schedule. The contractor shall have the pinned cores mailed directly to the FRIM shop supervisor. The mailing shall have a tracking number.

l. The Contractor shall diligently prosecute their work and must always maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for any reason.

m. The contractor is forbidden to use any government equipment or tools, i.e. ladders, lifts, etc. unless the contractor's use of government tools and/or equipment is expressly permitted in this SOW. If any government employee offers the contractor use of any government tools, equipment, lifts, etc. they shall not use the items and report the incident to the contracting officer and COR/PM immediately.

n. The contractor shall provide and allow the use of contractor equipment, ladders, tools, lifts (including operator and fall protection), for government use to conduct all inspections.

o. The contractor shall provide portable sanitary facilities which will be used by the contractor's personnel and will be the responsibility of the contractor. Upon completion of the project all portable sanitary facilities shall be removed from the installation. No contractor personnel are allowed to use government restrooms.

p. Anytime there is a chance dust could be created by the contractor a MERV 8 filter shall be installed over all HVAC returns to prevent dust from entering the HVAC system. If the contractor fails to install these filters, they will need to have the HVAC system and all ducts professionally cleaned by a third party at no cost to the government.

q. Whenever carpet tile, vinyl composite tile, ceramic tile or any other tile is being installed all borders edges must be of the same dimension.

9. PRE-CONSTRUCTION MEETING

After the award, and prior to the pre-construction meeting, the contractor shall provide a Site-Specific Safety Plan, their OSHA 300A Logs, Activity Hazard Analyses, and Quality Control Plan, via email in PDF format. Send the three safety documents in one email (separate pdf's) at the same time for review and approval by the DLA Weapons Support Safety Office and DLA PM/COR. After the award and prior to the initiation of work, a pre-construction meeting will be held with the Contractor, Contracting Officer, Contract Specialist/Contract Administrator, and any other individuals designated by the Government. The purpose of the Pre-Construction meeting is to discuss matters of mutual interest concerning the resulting delivery order. General conditions, work schedules, coordination, security, safety, permits, and other matters pertinent to work accomplishments shall be discussed in this meeting. This meeting shall be held in person, on DSCR, by all parties.

PRE-CONSTRUCTION DELIVERABLES		
Name of Deliverable	**Due Date**	**Recipient**
Site Specific Safety Plan	Within 10 calendar days of award	(PM/COR email)
OSHA 300A Log	Within 10 calendar days of award	(PM/COR email)
Activity Hazard Analyses	Within 10 calendar days of award	(PM/COR email)
QC Plan	Within 10 calendar days of award	(PM/COR email)
Payment Bond	Within 5 calendar days of award	(Contract specialist email)
Performance Bond	Within 5 calendar days of award	(Contract specialist email)
Security Vetting Requests	NLT 5 working days prior to start of work	(PM/COR email)

The contractor shall submit a site-specific safety plan following the US Army Corps of Engineers engineering Manual EM-385-1-1 (latest edition). All safety related items must be approved by the DLA Weapons Support Safety Office before work can begin. The QC Plan shall meet all QCP standards outlined in the Submittals section of this SOW. These documents should be emailed to the Project Manager/COR and the Contract Specialist outlined in Points of Contact section of this SOW.

Until all the required above documentation is provided, a pre-construction conference will not be held and the Notice to Proceed will not be issued. If the contractor fails to meet the above guidelines the contract may be terminated for cause at the convenience of the government.

Additionally, all subcontractors that perform work under this contract shall also submit their own Site-Specific Safety Plan, OSHA 300A Logs and Activity Hazard Analyses for approval by DLA Safety, a minimum of 10 Business days prior to the start of any work IAW the above references. No work can start until these items are approved.

For all the above submittals, the contractor shall make appropriate modifications within five (5) calendar days after receiving any comments and provide revised submittals within the same five (5) calendar days.

SUBMITTALS

The contractor shall provide submittals for Government review and/or approval for all materials, equipment, supplies and other items to be used in the completion of this project prior to completing any commitments for purchases (see information below and in Attachment 4). Submittals shall be provided in both electronic format (PDF) via email to COR/PM and hard copies. All hard copy submittals shall be single sided prints with the material/equipment being submitted clearly indicated by the contractor.

Failure to provide required submittals on time may result in a ‘stop work’ order. The government will not incur any additional costs for delays or cost overruns caused by any such issue.

The list below along with the information in Attachment 4 outlines requirements for submittals:

Quality Control Plan (QCP)

The Contractor shall submit a Quality Control Plan within 10 calendar days of contract award. This plan shall describe the Contractor’s methodology for compliance with the Deliverables and Performance Requirements Summary above. The Contracting Officer, or his/her authorized

representative will notify the Contractor of concurrence or required modifications to the QCP within 10 calendar days of receipt. The Contractor shall make appropriate modifications within five (5) calendar days of the Contracting Officer, or his/her authorized representative's notification and provide a revised QCP within five (5) calendar days.

Include, as a minimum, the following to cover all construction-operations, both onsite and offsite, including work by subcontractors, fabricators, suppliers, and purchasing agents, subcontractors' designers of record, consultants, architect/engineers (AE), fabricators, suppliers and purchasing agents:

a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff will implement the three-phase control system for all aspects of the work specified. Include a CQC System Manager that reports to the project superintendent.

b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.

c. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the Contract. Letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities will be issued by the CQC System Manager. Furnish copies of these letters to the Contracting Officer/Gov't rep.

d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, and purchasing agents, subcontractors, designers of record, consultants, architect engineers (AE), offsite fabricators, suppliers, and purchasing agents. These procedures must be in accordance with SOW Submittals section.

e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test. Laboratory facilities accepted by the Contracting Officer are required to be used.

f. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.

g. Procedures for tracking construction deficiencies from identification through acceptable corrective action. Establish verification procedures that identified deficiencies have been corrected.

h. Reporting, scheduling, and communication procedures, including proposed reporting formats, deadlines, meeting notifications, etc. Communication with the Government shall be outlined and defined.

i. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and is identified by different trades or disciplines, or it is work by the same trade in a different environment. Although each section of the specifications can generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section. This list will be agreed upon during the coordination meeting.

j. Completion inspections (punch-out, pre-final, final), startups, training, and turnover of all final documentation to the Government.

k. The contractor shall use the quality control report listed in Attachment 5.

Three phase Inspection

The contractor is required to follow the U.S Army Corps of Engineers three-phase inspection process. If the contractor is not familiar with this process it can be found on the internet. The contractor shall take notes from all inspections, startups, training etc. Provide all notes, type written to the PM within one business day.

a. Preparatory phase inspection – The general contractor shall provide notice to the Government within 3 business days prior to calling for a preparatory meeting for each Definable Feature of Work (DFOW). No work can start on a DFOW without a preparatory meeting. The supervisor leading that DFOW MUST attend the preparatory meeting AND stay on the work site acting as a supervisor until that DFOW has been completed.
b. Initial phase inspection – The general contractor shall provide notice to the Government two business days prior to calling for an initial inspection.
c. Follow up inspections – The general contractor shall conduct follow up inspections daily, by the on-site supervisor to ensure all contract requirements are being met. The contractor shall schedule a pre-final inspection after it verifies all work conforms to the contract for either that DFOW and/or when all work is completed. The contractor shall provide notice to the Government within 3 business days of when it would like to hold pre final inspection(s).

Contractor Punch-Out Inspection

Near the completion of all work or any increment thereof the Contractor Quality Control System Manager (CQC-SM) shall conduct an inspection of the work and develop a punch list of items which do not conform to the approved drawings, specifications, SOW, etc. The CQC-SM shall provide the list of items identified as deficient to the COR/PM in writing via email. The CQC-SM will make a backcheck inspection to ensure all previously identified deficiencies have been corrected. Once this is accomplished, the CQC-SM shall notify the Government COR/PM that the project is ready for the Government/Contractor Pre-Final Inspection.

Government & Contractor Pre-Final Inspection

This inspection shall not be scheduled until the contractor provides the information required under the Contractor Punch-Out Inspection section above. The contractor shall give the Government 5 business days' notice for the Government/Contractor pre-final inspection to be scheduled with the Contractor's CQC-SM/Superintendent to verify that all work is complete. The CQC-SM shall develop a new joint punch-out list (if applicable) from this inspection and provide it to the COR/PM in writing via email. The CQC-SM will perform a backcheck inspection to ensure all previously identified deficiencies have been corrected. Once this is accomplished, the CQC-SM shall provide the final completed punch list and notify the Government COR/PM that the project is ready for the Final Inspection.

Final inspection

This inspection shall not be scheduled until the contractor provides the information required under the Government/Contractor Pre-Final Inspection section above. The contractor shall provide the Government with 10 business days' notice when they would like to hold the final inspection. The COR/PM may have to change the final date based on other government personnel's schedule that are required to attend. Any schedule changes will be at no cost to the government. New punch list items may be developed during the Final Inspection. The contractor CQC-SM shall develop a new joint punch-out list (if applicable) from this inspection and provide to the COR/PM in writing via

email. The CQC-SM will make a backcheck inspection to ensure all previously identified deficiencies have been corrected. Once this is accomplished, the CQC-SM shall notify the Government COR/PM that the project is ready for the Final Inspection backcheck.

Startups/Training

The contractor shall not hold any required training on the same day any startups of equipment are required. All inspections shall be held on different days when startups or training is scheduled (i.e., each task shall be held on a different day). The contractor shall provide manufacturer training on all equipment/systems installed. The contractor shall provide 10 business days of any training and 10 business days of any startups of equipment for the Government maintenance personnel to arrange to be present. The contractor shall provide a minimum of three different dates and times for training and startups to allow government personnel to schedule to attend.

Daily Reports

Once construction has begun, the contractor shall perform daily inspections of the project, to be conducted by a qualified employee outlined in the QCP. The contractor shall provide the COR/PM with daily inspection reports detailing the work accomplished that day, weather conditions, safety related topics, etc. The contractor shall use the daily report form in Attachment 5. The contractor can propose using an alternate daily report form but must be approved by the PM. The daily report shall be typed. The daily report is due the next business day by 8:00am.

Construction schedule

The contractor shall, within two weeks after receipt of the notice to proceed but at least 5 calendar days prior to beginning any construction work, provide the COR/PM with a fully detailed construction schedule in a Gannt chart format. For projects lasting longer than 90 days, an updated version of this schedule shall be provided on the first Monday of the month. Contractors shall provide a “two-week look ahead” for the work scheduled for the next two weeks not later than noon every Monday, regardless of project duration.

Equipment Data Sheet

After final acceptance of the entire project the contractor shall completely fill out the equipment data sheet found in Attachment 1 for all equipment removed and/or installed. The contractor shall include the sheet(s) in the closeout documents (Section 13 of this SOW). All information provided on the equipment data sheet shall be type written. Upon request the project manager will provide the form to the contractor in Adobe PDF format.

Warranty

After final acceptance of the entire project the contractor shall provide a one-year written warranty letter along with any other warranties for the project. No warranty start date for any equipment installed will start until after the final acceptance of the entire project. The warranty letter shall be included in the closeout documents (Closeout Documents Section of this SOW). At a minimum, the warranty letter shall include the following information.

a. Contractor name
b. Contract phone number
c. Project title
d. Warranty start date
e. Warranty end date
f. Name and phone number of the person to call for warranty issues

g. Contractors' physical address

Warranty Response

The contractor shall physically respond on site within 2 business days after being notified of a warranty issue to survey the issue and develop a plan to make corrections.

10. REQUESTS FOR UTILITY MARKING

The contractor shall:

1. Submit routine requests to the PM/COR at a minimum of 14 calendar days in advance.
2. Mark the area to be excavated with white marking paint prior to submitting requests to PM/COR.
3. Provide the PM/COR with a satellite (Google maps/earth) map showing where the area marked in white paint is located to aid the marking crews.
4. Maintain all utility markings for the duration of the work once the initial markings have been completed.

The contactor shall use the following APWA Uniform Color Codes for temporary marking of underground utilities:

RED – Electric Power Lines, Cables, Conduit, and Lighting Cables
YELLOW – Gas, Oil, Steam, Petroleum, or Gaseous Material
ORANGE – Communication, Alarm or Signal Lines, Cables, or Conduit
BLUE – Potable Water
GREEN – Sewers and Drain Lines
WHITE – Proposed Excavation Limits or Route
PINK – Temporary Survey Markings, Unknown / Unidentified Facilities
PURPLE – Reclaimed Water, Irrigation, and Slurry Lines

11. CONSTRUCTION TRAILER SIGN REQUIREMENTS

The following section is only applicable if the contractor is required to provide a construction trailer per Specific Requirements Section of this SOW, or if the contractor chooses to provide one voluntarily at no cost to the government. Contractor trailers placed at DSCR shall have a project sign posted at the trailer location within 5 days of trailer placement. Sign shall be 2'x4' ¾" plywood painted white with black letters 3" tall, mounted of on 4x4 post, Top of the plywood sign shall be 7' high from grade located within 10' of the main entrance to the trailer. Coordinate with DSCR PM for sign placement.

Project sign shall include the following information.

1. Project Title
2. General Contractor
3. Contact Name and Phone Number
4. Project Completion Date

The contractor shall schedule a site visit at the trailer location with the DLA PM one day prior to trailer placement to ensure site use is correct. The contractor shall schedule a site visit the day after the trailer is removed and any equipment, debris etc. is removed. Any equipment, materials etc. left will be considered abandoned. Final payment will be withheld until all equipment, materials etc. are removed. If the contractor damages any Government provided utilities the contractor shall repair/replace at their own cost.

12. APPLICABLE DOCUMENTS

The contractor is required to reference and follow the latest editions of the following publications:

a. Unified Facilities Criteria (UFC)
b. International Building Code (IBC)
c. International Mechanical Code (IMC)
d. International Plumbing Code (IPC)
e. National Fire Protection Agency (NFPA) 72, 70, 101, 90A, 13, etc.
f. National Electric Code (NEC)
g. AHRI/ASHRAE publications
h. ASME publications
i. USACE EM 385-1-1 Safety Manual
j. Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines
k. 29 CFR 1926 OSHA Construction Industry Regulations
l. 29 CFR 1910 OSHA General Industry Regulations
m. All manufacture recommendations

13. CLOSEOUT DOCUMENTS

Documentation, records, and schedules shall be turned over to the Government upon termination or completion of the contract. Before the conclusion of the project (end of POP) and within 5 working days of the final inspection the contractor shall provide 2 loose leaf binders, a CD containing all the information from the binders, and an electronic PDF copy (emailed to the PM/COR) with all project documentation: warranty, O&M's, submittals, etc. The PDF submission shall be sent in one portfolio PDF file. The binders shall have a table of contents and be tabbed. If the PDF file size is larger than 10Mb the contractor shall notify the COR/PM and request a drop-off link from the COR/PM. Warranty letter shall be placed after the table of contents. At a minimum the following information shall be provided (as applicable) in the following order:

a. Table of Contents
b. Warranty Letter
c. All submittals and warranties
    i. Lighting / gear
    ii. Fire protection
    iii. Mechanical
    iv. Electrical
    v. Plumbing
    vi. Other divisions if applicable
d. Equipment Data Sheet(s)
e. Provide the manufacture, color codes and sheen of any paint used in the closeout documents.
f. Any other pertinent documents for the project

14. INSTALLATION SECURITY REQUIREMENTS

Work to be performed under this contract or task order may, in full or in part, be performed at the Defense Supply Center Richmond), with physical access to a federally controlled facility. Prior to beginning work on a contract, DLA and its field activity offices require all contractor personnel working on the federally controlled facility to have a minimum of a favorably adjudicated National Agency Check with Written Inquiries (NACI) or NACI equivalent.

a. The Contractor shall comply with current visitor pass requirements for access to and/or performance of work at DSCR, which can be found at https://www.dla.mil/Aviation/Installation/Visitors.aspx

Effective May 7th, 2025, DSCR will no longer accept state-issued identification that does not meet the Real ID Act of 2005 standards for identity proofing. Visitors seeking unescorted access to DSCR must present a Real ID-compliant driver's license or identification card, or an alternative ID. Acceptable alternate IDs:

U.S. or foreign passport or passport cards
Federal personal identity verification cards
Non-federal PIV-interoperable cards

i. Combination of the following:
ii. Non-Real ID Driver's license **and** a Transportation Worker ID Card (TWIC)
iii. Non-Real ID Driver's license **and** a Veteran's Health ID cards (VHIC)
iv. Non-Real ID Driver's license **and** an original or certified copy of your Birth Certificate **and** Social Security Card

ii. Enhanced Driver's Licenses are Real ID Compliant (EDLs Michigan, Minnesota, New York, Vermont, and Washington).

b. Anytime a contractor would like to access DSCR for one or more days, they shall submit the request a minimum of 5 business days prior to the visit date.

c. No employee or representative of the Contractor will be admitted to the work site unless he/she furnishes satisfactory proof that he is a citizen of the United States or an alien who has been lawfully admitted for permanent residence, or who presents evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

d. *Personnel Information*: All authorized non-military personnel utilizing the base are required to always have in their possession an installation visitor pass or access control badge. This pass shall be worn on the outermost garment above the waistline. This pass is issued by the DSCR Visitor Center, located at Building 210. The Visitor Center is open Monday through Friday except federal holidays from 6:30 a.m. to 4:30 p.m.

e. *Badge Requests:* To obtain pass/badge for one day or more, the contractor shall complete DBIDS pre-registration online using the following link DBIDS Pre-Enrollment or at https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page. Once pre-registration has been complete, the visitor/contractor shall record and send the QR code/alpha-numeric code as a PDF/screenshot to the COR/PM via email (if multiple people are visiting or being vetted, the contractor shall compile all QR/alpha-numeric codes into a single email) at least 5 business days prior to visit/start date. The contractor shall include requested dates, times and names of personnel in the email. Failure to provide all the above information may lead to delays in requests being processed which could result in missed site visits, meetings etc. The COR/PM will notify the contractor upon their approval or denial. If approved, the contractor will have 30 days to pick up their visitor pass or project badge. When picking up the project badge the contractor is required to present their QR or alphanumeric code along with a valid form of ID. When filling out the QR code form, for the Service Site - select All. State – Virginia. Filter – Defense Logistics Agency Richmond.

f. *Badge duration:* DSCR doesn't allow blanket access for contractors that don't need full access routinely (with exceptions for management if applicable). The contractor shall

submit personnel for access for only the amount of time needed for those individuals to complete their work.

g. The contractor shall arrive at the visitor's center at least 1 hour prior to any scheduled site visit time, to get through the access process. It's the contractor's responsibility to ensure they allow ample time to receive their badging and arrive at the site visit location at the appropriate time. Sites visit will start on time.

h. *Proof of Identity:* Official identification consists of any current Government issued picture identification. Examples of official identification are valid state issued driver's license, military ID card, military dependent ID card, green card, etc. Expired identification is not valid.

i. *Pass or Badge Management*: Expired, invalid, inaccurate, inoperative, or terminated pass or Access Control Badge shall be returned to the Contracting Officer or his designee for disposition. These cards are the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoW affiliation of the employee has been terminated. The Contract Officer or his designee shall deliver all returned contractor badges to the Visitor Center (Building 210) within 5 business days. If the Pass or Access Control Badge is lost or stolen, a police report will be completed, and the applicant must submit a new request through DBIDS pre-registration portal. Compliance with this requirement is mandatory and certification thereof to the Contracting Officer is required prior to submitting final invoices. Failure to return badges will hold up Contractor's final payment.

j. *Contractor Security Responsibilities:* The contractor is responsible for employees and subcontractors under their employment. Contractors will ensure that employees are familiar with and obey installation traffic, safety, and security regulations. Contractor employees, including subcontractors, are required to always wear the ID card conspicuously on their outer clothing and above the waist while working on DSCR. Personnel are subject to challenge and removal from the work area if the ID card is not worn. It is the COR/designee's responsibility to enforce this requirement. Failure to do so is just cause for ordering that work on a contract be stopped.

k. Firearms, Weapons, Illegal Drugs (federal level), and Contraband are prohibited on DSCR property. Violators may be prosecuted. State issued/authorized concealed weapons permits are not valid on Federal (DSCR) property. See Attachment 7 for additional details.

L. Camera Security Policy: DM-FR SOP 5200.01, effective April 17, 2025

Contractors must consult with their COR/PM/Sponsor prior to any/all image capturing. The COR/PM/Sponsor is responsible for determining if the image capturing is in support of projects or mission requirements and if it needs to be approved through the PAO or DLA Intelligence as prescribed in this SOP. If the image being captured is in a LOW-RISK AREA, the COR/PM/Sponsor may approve the image capturing. Image capturing of SENSITIVE AREAS cannot be approved by the COR/PM/Sponsor.

Image capturing and image capturing devices are not permitted in the following types of areas: Restricted, Controlled Areas or areas containing or processing classified material. Livestreaming of any kind is strictly prohibited. In the rare event image capturing of these

areas is required for official business, prior written approval by the OPSEC Program Manager is required.

The contractor shall schedule all image capturing needs in support of projects with their COR/PM/Sponsor a minimum of 3 business days in advance.

Unless otherwise specified, there is no restriction on photography at ceremonies, community events or outdoor areas such as static aircraft displays, historic buildings and the elk herd.

a. The Government is not responsible for job site security. Removal of material from jobsite and DSCR are subject to security checks. The contractor is to notify DSCR security of any special measures (watchmen, alarm, etc.), security concerns, security problems, or unusual activities within the job site.

b. Traffic laws and enforcement:
   - **i.** Motor Vehicle Operation: Ingress and egress of personnel will be subject to the DSCR security regulations. All personnel must be made aware of the base speed limits, which are 25 mph (unless otherwise posted). Speed limits are enforced, and violators will be ticketed. DSCR traffic violations are processed through the federal court system.
   - **ii.** Seatbelts are mandatory.
   - **iii.** Use of cellphones while driving is prohibited. Exception: use of "hands free" devices for cellphone use is authorized.
   - **iv.** Parking is in designated areas only, between two white lines. No parking is permitted in fire lanes, on seeded areas, in reserved parking slots, or assigned handicapped parking. Any equipment or vehicle that does not fit within a standard parking space must contact the Contracting Officer to determine a designated area for parking such equipment or vehicle.
   - **v.** Traffic accidents should be reported immediately to the DSCR Emergency Dispatch by calling 911 or (804) 279-4888 for non-emergencies.
   - **vi.** All personnel entering DSCR are subject to random vehicle inspections/searches at any time while on the Installation. The purpose of these inspections is to detect the theft of Government and private property, or entry onto DSCR with firearms, weapons, alcoholic beverages, illegal drugs, or contraband.

c. Truck deliveries:
   - **i.** The contractor shall notify the Contracting Officer of truck deliveries and escort trucks from the truck gate to their destination.
   - **ii.** All commercial vehicles will enter DSCR through the Commercial gate adjacent to the North Gate access control point (ACP). All commercial vehicles will also depart the installation via the North Gate. Commercial vehicles include, but are not limited to, semi-trucks, box trucks, passenger buses, cargo vans, dump trucks and walk-in vans. All such vehicles entering the gate will be processed through an entrance security inspection point before continuing onto the Installation.
   - **iii.** Vehicle Inspection: DLA police per the most current Police Standard Operating Procedure will conduct Commercial/large vehicle inspections on all vehicles. The inspection may be upgraded based upon Force Protection Conditions (FPCON).
   - **iv.** Shipment Validation: All deliveries to DSCR will have some form of identifying documentation. For example, a bill of lading must identify: 1) a DSCR POC and 2) a delivery location. Validation will consist of reviewing the delivery documentation by

DLA police officers as provided by the delivery truck driver. Failure to do so may result in delivery delay or denial of the delivery. The source of delivery will be identified and verified by DLA police officers.

v. Driver Vetting: DLA police officers will vet all delivery/commercial truck drivers prior to allowing entrance onto DSCR. Vetting will consist of conducting a background check of the driver and all passengers using Virginia Criminal Information Network/National Crime Information Center. Any driver or passenger having an outstanding warrant will be handled in accordance with DLA/DSCR procedures. If the driver and/or passengers have personal weapons (firearms) or dangerous weapons, they will not be authorized to enter the facility. If procedural requirements have not been met, the driver will not gain access.

vi. Increased FPCON requires increased screening requirements. FPCON Charlie and Delta require the opening and visual inspection of each package.

15. PHYSICAL SECURITY

The contractor shall be responsible for safeguarding all Government equipment, information and property accessed while performing the work of this SOW. At the end of normal duty hours and/or after normal duty hours, all Government facilities, equipment, and materials shall be secured. The contractor is not authorized to, in any way, disengage, or disrupt the electronic security system. If there is a need to change the security system this office should be consulted and the Installation Operations ESS Team will complete the work and NOT the contractor.

a. SECURITY INCIDENTS

i. In the event keys are lost or duplicated, the contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its sole option, may replace the affected lock or locks or perform re-keying. When the Government, the total cost of re-keying or the replacement of the lock, performs the replacement of locks or re-keying or locks shall be deducted from the monthly payment due the Contractor.

ii. The contractor shall prohibit the use of Government issued keys/key cards by any person other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of people other than contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

b. LOCK COMBINATIONS

The contractor shall establish and implement methods of ensuring that no lock combinations are revealed to unauthorized people. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations.

c. SAFETY AND HEALTH REQUIREMENTS

The contractor shall comply with all applicable federal and state safety rules and regulations pertaining to this SOW in Attachment 2.

d. ENVIRONMENTAL REQUIREMENTS

The contractor shall comply with all applicable federal and state environmental laws and regulations pertaining to this SOW in Attachment 3. Any concrete washout shall be properly

contained (kiddie pool, plastic etc.) and allowed to dry prior to disposal. No concrete washout will be permitted directly on the ground anywhere on DSCR.

e. DISCLOSURE OF INFORMATION

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

f. LIMITED USE OF DATA

Performance of this effort may require the contractor to access and use data and information proprietary to a government agency or government contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be averse to the interests of the Government and/or others. Contractor and/or contractor employee shall not divulge, or release data or information developed or obtained in performance of this effort until made public by the Government, except to authorize Government personnel or upon written approval from the Contracting Officer. The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner that provides for greater rights to the contractor.

g. DATA RIGHTS

The Government has unlimited rights to all documents/materials 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 prior 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.

16. OTHER PERFORMANCE REQUIREMENTS

a. SECTION 508 COMPLIANCE REQUIREMENTS

Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements section 508 of the rehabilitation act of 1973, as amended, and is viewable at http://www.section508.gov.

b. PERMITS

The contractor shall, without additional expenses to the Government, obtain all appointments, licenses, and permits required to perform under this contract. Evidence of such permits and licenses shall be provided to the Contracting Officer and/or his designated representative before work commences and at other times as requested by the Contracting Officer and/or his designated representative. The contractor shall notify the COR/PM at least 24 hours in advance of any work that involves open flames, grinding, or spark

producing operations, and shall obtain a Hot Work Permit from the fire prevention office in advance of performing any work requiring a hot work permit.

c. PAYMENTS FOR UNAUTHORIZED WORK

No payments will be made for any unauthorized supplies/services or for any unauthorized changes to the work specified in this SOW; this includes any services performed by the contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Any additional work to be performed beyond the terms of this SOW must be approved by a Contracting Officer in writing prior to the commencement of such work; thus, only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

d. LIQUIDTAED DAMAGES: Contractor shall be informed that liquidated damages shall be assessed for non-compensable delays wherein the work is not accepted prior to the scheduled completion date in accordance with the scale provided by DCSO – as determined by total contract value.

e. INVOICING AND PAYMENT SCHEDULE

- **i.** The contractor shall submit the invoice monthly. The invoice shall include the specific performance standards performed and accepted and associated performance payments being invoiced for the month. Contractor to follow WAWF clause in the contract (**252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023) DFARS)**. The requirements of a proper invoice are subject to FAR 52.232-25 - Prompt Payment. The vendor may check on the status of their invoice(s) by registering for My Invoice at https://myinvoice.csd.disa.mil/ or contacting DLA at (800) 756-4571.
- **ii.** Payment schedule: Contractor shall consider themselves informed that no payments above 80% of the total contract value will be paid until the work final inspection is complete and accepted.
- **iii.** The following correct information constitutes a proper invoice per the Prompt Payment Act standards, and/or is required documentation for payment requests submitted electronically. Hard copy invoices cannot be accepted.
- **iv.** Name and Address of Contractor or Vendor
- **v.** Invoice date
- **vi.** Contract number (including the order/call number where applicable), or other authorization for delivery of goods or services. Note: DO NOT USE THE BID OR SOLICITATION NUMBER.
- **vii.** Invoice number, account number, and/or any other identifying number agreed to by contract.
- **viii.** Shipment Number, including the date (where applicable). Same as Block 2 of the DD Form 250. (See “Shipment Number Construction and Usage”, page 13 for format).
- **ix.** Description: line-item number, National Stock Number, Manufacture’s Part Number, unit of measure, quantity shipped, unit price, and extended amount, where applicable.
- **x.** Shipping and payment terms (unless mutually agreed that this information is only required in the contract), including terms of any discount for prompt payment offered.

xi. Electronic Funds Transfer (EFT) banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4.

xii. Point of Contact (POC) name (where practicable), title and telephone number of person to notify if the invoice is defective.

xiii. Other substantiation or information required.

xiv. The contractor's failure to include the necessary information will result in invoices being rejected.

xv. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice. Attachments created in any Microsoft Office product are attachable to the invoice. The maximum size limit of each attachment is 2 Megabytes (MB). Total size limit for all files is 5MB.

xvi. After clicking the "submit" button, a Notice of Successful/Unsuccessful Submission will appear. This screen contains a "Send More E-Mail Notifications" button. Click this button and add the email addresses for the Program Office and others as desired. Notification shall be provided for each invoice submitted.

xvii. WAWF Tools and Help

xviii. The vendor may have their CAGE code activated (required only first time) in WAWF by calling 866-618-5988. Once activated, the vendor should self-register at the web site https://wawf.eb.mil.

xix. Vendor training is available at: http://www.wawftraining.com. Additional support can be obtained by calling the DISA Ogden Help Desk at 1-866-618-5988 or e-mailing to cscassig@ogden.disa.mil.

xx. WAWF Vendor "Quick Reference" Guides are located at:

xxi. https://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information.

f. PERSONNEL AND RELATED REQUIREMENTS (CONTRACTOR EMPLOYEES)

Contractor personnel shall present a neat appearance and be easily recognized as Contractor employees by always wearing a Security Identification Badge above the waist while on Government premises. Shorts, tank tops, cutoff shirts etc. are never permitted. When Contractor personnel attend meetings, answer phones, and work in other situations where their status is not obvious to third parties, they must identify themselves as such to avoid creating the impression that they are Government employees.

g. CONTRACT OVERSIGHT POSITION

The contractor's proposal shall include the name and contact information of the individual responsible for the following functions:

a. Authority to act as the principal point of contact with the Contracting Officer.
b. Authority to submit invoices and act on the vendor's behalf in contract performance matters.

h. CONTRACTOR INTERFACES

The Contractor may be required as part of the performance of this effort to work with other Contractors or Government employees working for the Government. Also, this Contractor shall not direct the work of other Contractors in any manner. Contract personnel will also interface with other support personnel, such as the Contracting Officer Representative (COR), and the Government Program Manager as required. Contract personnel will also interface with internal and external customers.

i. KEY CONTROL

The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued or provided temporarily to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the execution of the work. 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 assumes all responsibility and accountability for any keys provided by the Government without limitation.

17. HOURS OF OPERATION

Normal hours for contractor work on DSCR can range from 7:00am to 5:00pm Monday through Friday excluding holidays or base closures. Each project may have different work hours. The contractor shall request what hours they would like to work from the PM for approval.

18. FEDERAL HOLIDAYS

The Contractor shall not provide services on the eleven Federal holidays observed at DLA unless approved by the Contracting Officer. The following holidays are observed:

a. New Year's Day (January 1)
b. Martin Luther King's Birthday (Third Monday in January)
c. Presidents' Day (Third Monday in February)
d. Memorial Day (last Monday in May)
e. Juneteenth (June 19)
f. Independence Day (July 4)
g. Labor Day (first Monday in September)
h. Columbus Day (Second Monday in October)
i. Veteran's Day (November 11)
j. Thanksgiving Day (Fourth Thursday in November)
k. Christmas Day (December 25th)

When one of the above holidays falls on Sunday, the following Monday will be observed as a legal holiday. When the federal holiday falls on a Saturday, the preceding Friday is observed as the holiday.

19. OTHER DAYS OF INSTALLATION CLOSURE

When the Installation Commander closes the installation for any reason, including but not limited to days of inclement weather, the Contractor shall not provide services until DSCR reopens.

In cases of inclement weather or other emergency installation closures the contractor shall contact DSCR emergency notification hotline at (804) 279-3599 to verify status.

20. PLACE OF PERFORMANCE

Place of performance will be the Defense Supply Center Richmond (DSCR) located at 6090 Strathmore Rd., Richmond, VA 23237 Richmond, Virginia.

21. IA/IT REQUIREMENTS

The contractor installing and/or configuring Information Technology shall provide to the Government proof that they hold a current IAT II, or higher, level certification per DoW 8570.01-M.

The contractor installing and/or configuring Information Technology shall provide to the Government proof that they have received a favorable IT-II, or IT -I (i.e., ADP-II or ADP-I) background investigation per Do 5200.2-R.

The contractor shall install and configure all Information Technology necessary for the operation of the utility metering system to meet the requirements specified in the applicable Security Technical Implementation Guide (STIG), those specified in NIST SP 800-53r4, and NIST SP 800-82rev2.

The contractor shall provide all diagrams and documentation necessary for the assessment and authorization to operate (ATO) of the utility metering system by the DLA Authorizing Official (i.e., DLA CIO) in accordance with DoWI) 8510.01 and NIST SP 800-82r2.

The following documents apply:

a. UFC 4-010-06 Cybersecurity of Facility-Related Control Systems, dated 19 September 2016
b. DoW 5200.2-R Personnel Security Program, dated January 1987
c. DoW Instruction (DoWI) 8500.01, Cybersecurity, dated March 14, 2014
d. DoW Instruction (DoWI) 8510.01, Risk Management Framework (RMF) for DoWInformation Technology (IT), incorporating Change 1, Effective May 24, 2016
e. DoW 8570.01-M Information Assurance Workforce Improvement Program, Incorporating Change 4, 11/10/2015
f. National Institute of Standards and Technology (NIST) Special Publication
g. 800-53 revision 4, Security and Privacy Controls for Federal Information Systems and Organizations, dated April 2013
h. National Institute of Standards and Technology (NIST) Special Publication
i. 800-82 revision 2, Guide to Industrial Control Systems (ICS) Security, dated May 2015
j. All publications and documents incorporated by reference from within any of the above listed publications and all manufacturers' recommended installation instructions.
k. UFC 4-010-06 Cybersecurity of Facility-Related Control Systems
l. UFC 3-470-01 Lonworks (R) Utility Monitoring and Control
m. UFGS 25 05 11 Cybersecurity for Facility-Related Control System
n. UFGS 25 10 10 Utility Monitoring and Control System (UMCS) Front End and Integration.
o. UFGS 25 08 10 Utility Monitoring and Control System Testing

ATTACHMENT 1

EQUIPMENT DATA SHEET – WARRANTY, O&M, AS-BUILTS ETC.

PROJECT TITLE_____
BUILDING/LOCATION_____
CONTRACTOR NAME_____
CONTRACT NUMBER_____
PROJECT MANAGER _____
DATE _____
EQUIPMENT DESCRIPTION_____
FUNCTIONAL LOCATION_____
FUNCTIONAL LOCATION DESCRIPTION_____
EQUIPMENT INSTALLER_____
INSTALLED DATE_____
MANUFACTURER_____
MANUFACTURER SERIAL #_____
MANUFACTURER MODEL #_____**MANUFACTURER YEAR**_____
WARRANTY START DATE_____ **WARRANTY PERIOD**_____
HORSEPOWER_____ **VOLTAGE**_____ **PHASE**_____ **AMP**_____ **KVA**_____
CUBIC FEET PER MINUTE_____ **WEIGHT**_____**GALLONS PER MINUTE**_____
BTU_____ **FILTER SIZE (LxWxT)**_____ **FILTER QUANTITY**_____
REFRIGERANT TYPE_____ **BELT SIZE**_____
PM CYCLE (0) (30) (90) (180) (365) _____ **WORK CENTER**_____
IS THIS A REPLACEMENT OR NEW INSTALL_____
WHAT DID THIS REPLACE

- **NAME**_____
- **MODEL**_____
- **SERIAL**_____

INFORMATION PROVIDED ON NEW INSTALL

- **COPIES OF WARRANTY PAPERWORK**
- **MAINTENANCE AND OPERATION MANUALS (HARD COPIES OR ELECTRIC)**
- **COPIES OF SUBMITTALS (HARD COPIES OR ELECTRIC)**

ADDITIONAL COMMENTS:

_____

ENCLOSED ARE THE FOLLOWING:

_____
_____
_____

BY SIGNING YOU ACKNOWLEDGE RECEIPT OF THE ABOVE ITEMS
RECEIVED BY:_____
DATE RECEIVED:_____

ATTACHMENT 2

SAFETY AND HEALTH REQUIREMENTS

Contractors shall comply with all federal, state, and local occupational safety and health regulations, such as but not limited to US Department of Labor and Industry Occupational Safety and Health Administration (OSHA) , 29 CFR 1904,1910,1926, 41 CFR 50-204 if applicable; in addition to safety requirements of US Army Corps of Engineers EM385-1-1 (latest edition), National Electric Codes (NEC), National Fire Protection Association (NFPA) Codes and Standards, Department of War (DoW) and Defense Logistics Agency (DLA) safety regulations, for the life of the contract. The safety provisions listed above are only general in nature and not intended to be all-inclusive. For COVID-19 requirements see attachment 6.

1. SAFETY PLAN DELIVERABLE

The Contractor shall submit a site-specific Occupational Safety and Health Plan (OSHP) to the DLA Weapons Support Safety Office approval prior to the issuance of a notice to proceed for any on-site work for this SOW. Failure to submit an OSHP may result in termination of the contract. All site specific OSHP shall be developed to comply with all federal, state, and local occupational safety and health regulations, consensus standards, and any trade specific practices which will include but not limited to the following; US Department of Labor and Industry Occupational Safety and Health Administration (OSHA) , 29 CFR 1904,1910,1926, 41 CFR 50-204 if applicable; in addition to safety requirements of US Army Corps of Engineers EM385-1-1 (latest edition), National Electric Codes (NEC), National Fire Protection Association (NFPA) Codes and Standards, Department of War (DoW) and Defense Logistics Agency (DLA) safety regulations; and must at a minimum, be strictly adhered to by all contracted personnel. The safety office has 5 business days to review and comment on all safety documents/plans etc. submitted by the contractor. The following are required and must be submitted to the safety office via the PM.

An OSHP will be required for all contracted services involving the construction, alteration, and/or repair, including painting or decorating of Government buildings, public works, and equipment in addition to all activities using/applying products requiring safety data sheets (formerly material safety data sheets (MSDS)). OSHPs will also be required for all activities where there are potential health hazards that could be a result of the contracted services (i.e., hazardous material surveys and clean up, confined space entry, etc.). All contractors who are subjected to the submittal of OSHP shall also submit their most recent OSHA 300 log in accordance with 29 CFR 1904.

An OSHP will not be required for non-personal services contracts including, but not limited to, those which are administrative only, deliveries/pickups, transportation, or for nondestructive surveys. However, if contracted services specify a DSCR provided workspace the contractor should submit an OSHP or provide their COR and/or COTR with a letter stating that they will adopt and operate under DLA Weapons Support's written occupational safety and health control programs. The contractor should work through the Government assigned COR/COTR/PM and the Government assigned COR/COTR/PM will work with the DLA Weapons Support Safety Office.

All Contracted services requiring an OSHP where operations involving demarcating work areas with protective coverings, shields, protective barriers, barricades, warning signs and the like, will be furnished and installed by the Contractor where a hazard or potential hazard exists. Notices shall be provided to the PM twenty-four (24) hours prior to the planned installation of protective barriers and barricades; the Contractor will coordinate with the COR and/or COTR for concurrence. Barricades and barriers will be removed by the Contractor at the completion of the work in the area.

Crane safety – Whenever a contractor intends to utilize a crane, a comprehensive crane safety/lift plan shall be submitted to the PM/COR for review and comment prior to the commencement of any crane or lift work. The government shall have ten (10) business days to review and provide comments on all submitted crane safety/lift plans. No crane work shall be performed prior to the contractor receiving written approval.

2. ACCIDENT/INCIDENT

Contractors shall notify the Contracting Officer Representative (COR)/Project Manager, and the COR/PM will IMMEDIATELY notify the DLA Weapons Support Safety Office after an accident/incident of any kind. If there is a fatality, loss of an eye, inpatient hospitalization, or amputation to any of the contractor's employees, the contractor will submit a completed and detailed DLA Form 1591 or equivalent form to the COR/PM, who in turn will submit it to the DLA Weapons Support Safety Office for recordkeeping purposes.

Any other near misses or mishaps shall be immediately reported through a contractor incident report. The form will be provided upon notification from the contractor.

3. SAFETY AND HEALTH VIOLATIONS

US Department of Labor and Industry Occupational Safety and Health Administration (OSHA), 29 CFR 1904,1910,1926, 41 CFR 50-204 if applicable; in addition to safety requirements of US Army Corps of Engineers EM385-1-1 (latest edition), National Electric Codes (NEC), National Fire Protection Association (NFPA) Codes and Standards, Department of War (DoW) and Defense Logistics Agency (DLA) safety regulations must, at a minimum, be strictly adhered to by all contractors. After consultation with the contracting officer, the Installation's Safety and Health Manager reserves the right to contact the OSHA, Norfolk District Office for assistance if there are frequent safety and health violations by contractors.

DLA Weapons Support Safety Specialists, Industrial Hygienists and COR/PM shall perform unannounced inspections of Contractor job sites to ensure compliance with applicable standards. Violations shall be reported to the Contracting Officer, or his/her authorized representative. The Safety Specialist, Industrial Hygienist and COR/PM reserves the right to stop operations when violations could cause any injury, death, and/or property damage. The Safety Specialist, Industrial Hygienist and COR/PM reserves the right to stop any activity where DSCR employees are impacted. Frequent safety violations shall be reported to the Virginia Occupational Safety and Health (VOSH) Office.

Safety is the responsibility of every person on DSCR. If anyone perceives a safety violation, they are authorized to stop the work associated with the perceived violation. Even if the contractor believes there is no violation, the contractor shall stop that work element and immediately inform the COR/PM and DSCR Safety Office to discuss the alleged violation with the reporting party. Once the Government and contractor agree there is no safety violation, or that safety violation is corrected the work element may continue. The contractor will not be compensated for any stoppage of work due to an alleged safety violation.

NON-COMPLIANCE TO SAFETY STANDARDS In an effort to ensure compliance to the most current OSHA and EM385-1-1 standards, DSCR employees overseeing this project (PM/COR, Safety, etc.) reserve the right to remove individuals or contractors from the project if serious safety issues are observed or reported and other identified safety issues are not corrected. Any violations that are immediately dangerous to life and health will be stopped and work will not resume until all

violations are corrected. The government will not be responsible for any time lost due to any incidents.

Safety Violation Process:

The disciplinary actions shown below are subject to discretion of the DLA/DSCR employees overseeing the project and may include barring the violator from DSCR based on the severity of the offense. Depending on frequency, severity, or situation, DLA/DSCR reserves the right to move directly to a second or third offense with no previous warning.

1st offense – Worker and contractor are given a verbal warning – written record kept.

2nd offense – General Contractor is given a written warning. At the discretion of DLA/DSCR employees overseeing this project, access to DSCR may be revoked for up to 3 business days to any person(s) deemed to have violated any safety regulations.

3rd offense – General Contractor and/or any contractor or subcontractor employee(s) will have their access to DSCR revoked permanently.

ATTACHMENT 3

ENVIRONMENTAL REQUIREMENTS

1. COMPLIANCE WITH ENVIRONMENTAL LAWS AND REGULATIONS

The contractor shall comply with all applicable federal, state, local, Defense Logistics Agency (DLA), and Defense Supply Center Richmond (DSCR) environmental laws, statutes, regulations, executive orders, permits. The contractor shall immediately report any conflicts between applicable federal, state, local, DLA and DSCR, and any specifications within this contract to the Contracting Officer Representative (COR) and the DLA Installation Management Richmond, Environmental Management Division.

2. COMPLIANCE WITH GREEN PROCUREMENT REQUIREMENTS

Contractor shall follow Federal EPA Comprehensive Procurement guidelines (www.epa.gov/cpg) for acquisition of building materials and products and select materials that have a long life cycle; the least toxic materials; recyclable materials; materials that are resource- efficient; materials with the maximum recycled content; materials harvested on a sustained yield basis; and products causing the least pollution during their manufacture, use, and reuse.

3. REPORTING NONCOMPLIANCE

The contractor shall immediately report any nonconformance and/or noncompliance with applicable federal, state, local, DLA and installation environmental regulations and laws to the COR and Environmental Management Division. The contractor shall when given a verbal and/or written notice of environmental noncompliance or nonconformance by the COR, take immediate corrective action. Failure or refusal to comply promptly may be grounds for the Contracting Officer to invoke the appropriate contractual remedies. This may cause all or part of the work to be stopped immediately until satisfactory corrective action has been taken.

4. AWARENESS AND CONFORMANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEM

DLA Installation Management Richmond currently maintains an ISO 14001 registered Environmental Management System. This system is applicable to those individuals working on our behalf. The Environmental Policy Statement and our List of Significant Aspects are available from the Environmental Management Division. Contractor personnel shall be aware of their potential contribution to the success of this Environmental Management System and the potential implications of not performing within its requirements. Contractor personnel shall be competent to perform the work specified within the contract. Contractor personnel shall also take the necessary actions to identify, monitor, and control those contract operations and activities that pose risk of environmental contamination, or can negatively affect the natural and/or human environment.

5. PROTECTION OF WORK SITE RESOURCES

Contractors shall confine all activities to areas defined by the drawings and specifications. Prior to the beginning of any work, the Contractor shall identify any land resources to be preserved within the work area. Except in areas indicated on the drawings or specified to be cleared, the Contractor shall not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines,

grass, topsoil, and landforms. The Contractor shall always provide effective protection for land and vegetative resources. The contractor shall notify the Environmental Management Division if

any trees are required to be disposed or removed. The Contractor is not authorized to remove or dispose of any tree greater than 6 inches in diameter unless the Environmental Management Division has granted permission.

6. NOTIFICATION OF FEDERAL AND STATE REGULATORS

The contractor shall immediately notify the COR and Environmental Management Division of the arrival on site of any federal, state, and/or Department of War (DoW) environmental regulator or enforcement agent and/or the receipt of any correspondence from a federal, state, and local environmental agency.

7. CULTURAL RESOURCES PROTECTION

a. This project has been identified as having the potential to affect a resource eligible for listing in the National Register of Historic Places.
b. In accordance with Section 106 of the National Historic Preservation Act, a Section 106 Review must be initiated to identify and assess any adverse effects that may result from this project. The contractor shall not begin fieldwork on the actual resource until the process is complete and documentation from the State Historic Preservation Office has been received stating either the project will not have an adverse effect on the historic resource or that any adverse effect has been mitigated. Administrative and planning efforts may proceed while the review process is occurring.

8. FEDERAL AND STATE LAND DISTURBING REQUIREMENTS

a. Any land disturbing activities with a footprint of greater than 5,000 square feet must satisfy Unified Facilities Criteria on Low Impact Development (UFC 3-210-10) requirements per Section 438 of the Energy Independence and Security Act as to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow. These requirements do not apply to internal renovations, maintenance, or resurfacing of existing pavements.
b. Land disturbance projects greater than 10,000 square feet are subject to Virginia Erosion and Sediment Control Regulations per 9VAC25-840. An Erosion and Sediment Control Plan must be submitted to the Virginia Department of Environmental Quality for approval prior to the start of any qualifying disturbance activities. Exempt activities include: the installation of individual service connections; installation, maintenance, or repair of any underground public utility lines when such activity occurs on existing hard surfaced road, street, or sidewalk, provided the disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced; septic tank lines or drainage fields; installation of fence/sign posts, telephone/electric poles, and other kinds of posts/poles; and emergency work to protect life, limb, or property, and emergency repairs.
c. Land disturbance projects greater than 1 acre are subject to Virginia Stormwater Management Program Regulations per 9VAC25-870. Stormwater Pollution Prevention Plans and applicable fees must be submitted to the Virginia Department of Environmental Quality for approval prior to the start of disturbance activities upon issuance of VAR10 permit coverage. Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction is exempt from permit coverage.

9. COMPLIANCE WITH STORMWATER DISCHARGE REQUIREMENTS

The DSCR General Virginia Pollution Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (VAR040001)

authorizes discharges of stormwater and authorized non-stormwater discharges. Authorized non-stormwater discharges are detailed in 9VAC25-890-20 D. Such authorized non-stormwater discharges include those covered by a separate individual or general VPDES or state permit for non-stormwater discharges, individual non-stormwater discharges or flows that have been identified by the Virginia Department of Environmental Quality as de minimis and not significant sources of pollutants to surface waters and do not require a separate VPDES permit, and certain non-stormwater discharges identified by DSCR as not being significant contributors of pollutants, as detailed in Section 2.3.2 of the DSCR Stormwater Management Plan.

All other non-stormwater discharges are not authorized and must be covered under a separate VPDES permit.

10. SOLID WASTE REPORTING

Contractor shall report solid waste generation of Construction and Demolition (C&D) debris per DoW Instruction 4715.23 "Integrated Recycling and Solid Waste Management" prior to the end of each project or upon request using the form provided in Attachment 8 for the following:

a. Quantity of C&D debris generated (UNIT – Tons).
b. Quantity of C&D debris diverted from a disposal facility (UNIT – Tons). Diversion methods include reuse, donation, recycling, composting, and mulching.
c. Quantity of C&D debris entering a disposal facility (UNIT – Tons). Disposal facilities include landfills (both solid waste and inert) incinerators and waste-to-energy facilities.

ATTACHMENT 4

SUBMITTALS

1.1 SUMMARY

The Contracting Officer's Representative (COR) or Project Manager (PM) may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals are to be the same as those used in the contract drawings (imperial if no contract drawings are provided). Each submittal is to be complete and in sufficient detail to allow ready determination of compliance with contract requirements. The Contractor's Quality Control (CQC) System Manager shall check and approve all items prior to submittal and stamp, sign, and date indicating action taken. Proposed deviations from the contract requirements are to be clearly identified. Include within submittals items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts, or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Pick up and dispose of samples not incorporated into the work in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

1.2 DEFINITIONS

1.2.1 Submittal Descriptions (SD)

Submittal's requirements are specified in the technical sections. Submittals are identified by Submittal Description (SD) numbers and titles as follows:

a. SD-01 Preconstruction Submittals
b. Security Vetting Requests
c. Certificates of insurance
d. Surety bonds
e. List of proposed Subcontractors
f. List of proposed products
g. Construction progress schedule
h. Submittal register
i. Schedule of prices
j. Health and safety plan
k. Work plan
l. Quality Control (QC) plan
m. Environmental protection plan

SD-02 Shop Drawings

Drawings, diagrams, and schedules specifically prepared to illustrate some portion of the work. Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project. Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems, or equipment for some portion of the work. Samples of warranty language when the contract requires extended product warranties.

SD-04 Samples

Fabricated or un-fabricated physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged. Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project. Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at the conclusion of the work.

SD-05 Design Data

Design calculations, mix designs, analyses or other data pertaining to a part of work.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product, or system identical to the material, product, or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.) Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipping to job site. Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation. Investigation reports. Daily logs and checklists. Final acceptance test and operational test procedure.

SD-07 Certificates

Statements printed on the manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after the award of project contract and clearly name the project. Document required of Contractor, or of a manufacturer, supplier, installer or Subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications. Confined space entry permits. Text of posted operating instructions.

SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system, or material, including special notices and (MSDS) concerning impedances, hazards, and safety precautions.

SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must be signed by an authorized official of a testing laboratory or agency and must state the test results; and indicate whether the material, product, or system has passed or failed the test. Factory test reports.

SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel, including manufacturer's help and product line documentation necessary to maintain and install equipment. This data is needed by operating and maintenance personnel for

safe and efficient operation, maintenance, and repair of the item. This data is intended to be incorporated in an operations and maintenance manual or control system.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism. Special requirements are necessary to properly close out a construction contract. For example, Record Drawings and as-built drawings. Also, submittal requirements are necessary to properly close out a major phase of construction on a multi-phase contract. Interim "DD Form 1354" with cost breakout for all assets 30 days prior to facility turnover.

1.2.2 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce submittals, except those SD-01 Pre-Construction Submittals noted above, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.3 SUBMITTALS

Submittals provided to the Government will be for information only using “F” code. “F” code simply means the submittal has been received by the Government and does not indicate acceptability. All submittals shall be reviewed for accuracy by appropriate Contractor personnel (QCM). Government representative shall have 10 business days to review provided submittals. Government COR/PM reserves the right to reject any given submittal. Submit the following in accordance with this section.

1.4 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.4.1 Information Only

Submittals will be for information only unless they pertain to a visual characteristic selection (texture, color, style, etc.). Any design, materials, deviations, equipment, hardware, etc. shall be provided as a submittal.

1.5 PREPARATION

1.5.1 Transmittal Form

Use the Corps of Engineers transmittal form (ENG Form 4025) for providing submittals in accordance with the instructions on the reverse side of the form. Properly complete this form by filling out all the heading blank spaces and identifying each item submitted.

1.6 QUANTITY OF SUBMITTALS

1.6.1 Number of Copies of SD-02 Shop Drawings

Submit three copies of shop drawings requiring review by COR/PM or Authority Having Jurisdiction.

1.6.2 Number of Copies of SD-03 Product Data and SD-08 Manufacturer's Instructions

Submit in compliance with quantity requirements specified for shop drawings.

1.6.3 Number of Samples SD-04 Samples

a. Submit two samples, or two sets of samples showing a range of variation, of each required item.
b. Submit one sample panel or provide one sample installation where directed. Include components listed in technical section or as directed.
c. Submit one sample installation, where directed.
d. Submit one sample of non-solid materials.

1.6.4 Number of Copies SD-05 Design Data and SD-07 Certificates

Submit in compliance with quantity requirements specified for shop drawings.

1.6.5 Number of Copies SD-06 Test Reports and SD-09 Manufacturer's Field Reports

Submit in compliance with quantity and quality requirements specified for shop drawings other than field test results that will be submitted with QC reports.

1.6.6 Number of Copies of SD-10 Operation and Maintenance Data

Submit three copies of O&M Data to the COR/PM for review in both hardcopy and electronic format on compact optical discs and as a PDF file.

1.6.7 Number of Copies of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

Unless otherwise specified, submit three sets of administrative submittals.

1.7 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the COR/PM is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the COR/PM from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

1.8 VARIATIONS

Variations from contract requirements require Government approval pursuant to contract Clause FAR 52.236-21 and will be considered where advantageous to Government.

1.8.1 Considering Variations

Discussion with COR/PM prior to submission will help ensure functional and quality requirements are met and minimize rejections and re-submittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP). Specifically point out variations from contract requirements in transmittal letters. Failure to point out deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government.

1.8.2 Proposing Variations

When proposing variation, deliver written requests to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to the Government, including written analysis. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation. Check the column "variation"

of ENG Form 4025 for submittals which include proposed deviations requested by the Contractor. Set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

1.8.3 Warranting That Variations Are Compatible

When delivering a variation for approval, Contractor, including its Designer(s) of Record if applicable, warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.8.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of 10 working days will be allowed for consideration by the Government of submittals with variations.

1.9 SCHEDULING

Schedule and submit concurrently submittals covering component items forming a system or items that are interrelated. Include certifications to be submitted with the pertinent drawings at the same time. No delay damages or time extensions will be allowed for time lost in late submittals.

a. Coordinate scheduling, sequencing, preparing, and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential resubmittal of requirements.
b. If a submittal is called for but does not pertain to the contract work, the Contractor is to include the submittal and annotate it "N/A" with a brief explanation. Approval by the COR/PM does not relieve the Contractor of supplying submittals required by the contract documents, but which have been omitted or marked "N/A."
c. Carefully control procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

1.10 GOVERNMENT REVIEWING AUTHORITY

When reviewing authority is Contracting Officer’s Representative or PM, the Government will:

a. Note date on which submittal was received.
b. Review submittals within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.

1.11 REJECTED SUBMITTALS

The contractor shall make corrections required by the Contracting Officer’s Representative or PM. If the Contractor considers any correction or notation on the returned submittals to constitute a change to the contract drawings or specifications; notice as required under the clause entitled, "Changes," is to be given to the Contracting Officer. Contractor is responsible for the dimensions and design of connection details and construction of work. Failure to point out deviations may result in the Government requiring rejection and removal of such work at the Contractor's expense. If changes are necessary to submittals, the Contractor shall make such revisions and submission of the submittals in accordance with the procedures above. No item of work requiring a submittal change is to be accomplished until the changed submittals are approved.

1.12 REVIEWED SUBMITTALS

The Contracting Officer's Representative's or PM's review of submittals is not to be construed as a complete check, and indicates only that the general method of construction, materials, detailing, and other information are satisfactory. Government review will not relieve the Contractor of responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been reviewed by the Contracting Officer's Representative or PM, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.13 ACCEPTED SAMPLES

Acceptance of a sample is only for the characteristics or use named in such acceptance and is not construed to change or modify any contract requirements. Before submitting samples, the Contractor is to assure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved. Match the accepted samples for materials and equipment incorporated in the work. If requested, accepted samples, including those which may be damaged in testing, will be returned to the Contractor, at his expense, upon completion of the contract. Samples not approved will also be returned to the Contractor at its expense, if requested. Failure of any materials to pass the specified tests will be sufficient cause for refusal to consider, under this contract, any further samples of the same brand or make of that material. The government reserves the right to disapprove any material or equipment which previously has proved unsatisfactory in service. Samples of various materials or equipment delivered on the site or in place may be taken by the Contracting Officer for testing. Samples failing to meet contract requirements will automatically void previous approvals. Contractor to replace such materials or equipment to meet contract requirements. Acceptance of the Contractor's samples by the Contracting Officer's Representative's or PM does not relieve the Contractor of his responsibilities under the contract.

1.14 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

1.15 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements is to be similar to the following:

CONTRACTOR
(Firm Name)
_____ Approved
_____ Approved with corrections as noted on submittal data and/or attached sheets(s)
SIGNATURE: _____
TITLE: _____
DATE: _____

ATTACHMENT 5

DAILY CONSTRUCTION REPORT

DAILY REPORT NUMBER: DATE:

DAY OF WEEK:

CONTRACTOR:

PROJECT NAME:

WEATHER: TEMPERATURE RANGE:

CONTRACT COMPLETION DATE:

Remarks: **(Describe significant events, work accomplished, materials & equipment onsite, and number count of personnel at the site):**

PROJECT LEADER COMMENTS:

SAFETY TOPICS DISCUSSED/VIOLATIONS:

CONTRACTOR QUALITY CONTROL REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE: Enter (DD/MMM/YY)

REPORT NO: Enter Rpt # Here

PHASE | CONTRACT NO | CONTRACT TITLE

PREPARATORY

WAS PREPARATORY PHASE WORK PREFORMED TODAY? YES ☐ NO ☐

IF YES, FILL OUT AND ATTACH SUPPLEMENTAL PREPARATORY PHASE CHECKLIST.

Schedule Activity No.	Definable Feature of Work	Index #

INITIAL

WAS INITIAL PHASE WORK PREFORMED TODAY? YES ☐ NO ☐

IF YES, FILL OUT AND ATTACH SUPPLEMENTAL INITIAL PHASE CHECKLIST.

Schedule Activity No.	Definable Feature of Work	Index #

FOLLOW-UP

WORK COMPLIES WITH CONTRACT AS APPROVED DURING INITIAL PHASE? YES ☐ NO ☐

WORK COMPLIES WITH SAFETY REQUIREMENTS AND INSPECTION COMPLIES WITH EM385-1-1? YES ☐ NO ☐

Schedule Activity No.	Description of Work, Testing Performed & By Whom, Definable Feature of Work, Specification Section, Location and List of Personnel Present

REWORK ITEMS IDENTIFIED TODAY (NOT CORRECTED BY CLOSE OF BUSINESS)

Schedule Activity No.	Description

REWORK ITEMS CORRECTED TODAY (FROM REWORK ITEMS LIST)

Schedule Activity No.	Description

REMARKS (Also Explain Any Follow-Up Phase Checklist Item From Above That Was Answered "NO"), Manuf. Rep On-Site, etc.

Schedule Activity No.	Description

On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

AUTHORIZED QC MANAGER AT SITE DATE

1. GOVERNMENT QUALITY ASSURANCE REPORT

DATE

QUALITY ASSURANCE REPRESENTATIVE'S REMARKS AND/OR EXCEPTIONS TO THE REPORT

Schedule Activity No.	Description

GOVERNMENT QUALITY ASSURANCE MANAGER DATE

ATTACHMENT 6

COVID-19 REQUIREMENTS FOR CONTRACTORS AND OFFICIAL VISITORS

Contractor Personnel are non-DoW individuals seeking recurring access to DoW facilities (credential recurring access). Official Visitors are non-DoW individuals seeking access, one time or recurring, in association with the performance of official DoW business (e.g., to attend a meeting), but do not have credential recurring access.

HPCON Level	Installation Access Requirements
Alpha	No special COVID-19 restrictions for official visitors. Masks are **optional** indoors.
Bravo	Complete DD Form 3150 to indicate vaccination status or provide laboratory test results of COVID-19 testing within 72 hours of installation access. This requirement is waived for contractors and visitors remaining outdoors for the duration of their visit to DSCR. Masks are **optional** indoors.
Charlie	Complete DD Form 3150 to indicate vaccination status or provide laboratory test results of COVID-19 testing within 72 hours of installation access. This requirement is waived for contractors and visitors remaining outdoors for the duration of their visit to DSCR. Masks are **required** indoors.
Delta	Complete DD Form 3150 to indicate vaccination status or provide laboratory test results of COVID-19 testing within 72 hours of installation access. This requirement is waived for contractors and visitors remaining outdoors for the duration of their visit to DSCR. Masks are **required** indoors.

ATTACHMENT 7

PROHIBITED ITEMS

The provisions of this attachment apply to all personnel on any area within the jurisdiction of DSCR, including all employees, all tenant activities, military personnel and their family members, government contractors and visitors.

ABBREVIATIONS AND ACRONYMS:

CS – (2-Chlorobenzalmalononitrile also known as O-Chlorobenzylidene Malononitrile)
EOD – (Explosive Ordnance Disposal)
MWR – (Morale Welfare and Recreation)
HEMI – (Human Electro-Magnetic Incapacitation)
NHHC – (Naval History and Heritage Command)
OC – (Oleoresin Capsicum)

DEFINITIONS:

Ammunition. Ammunition is defined as projectiles (such as bullets or shot), together with their fuses and primers, that can be fired from guns or otherwise propelled by gunpowder.
Contraband. Contraband is defined as property for which mere possession is unlawful.
Explosives. Explosives can be defined as materials that cause a sudden, almost instantaneous, release of gas, heat and pressure, accompanied by loud noise when subjected to a certain amount of shock, pressure or temperature.
Firearm. A firearm is defined as a portable small arms weapon from which a projectile is fired or propelled by an explosion from gunpowder.
Inert. Inert is defined as not having the ability to move; being motionless.
Prohibited Items. Prohibited items (or property) can be defined as any item or items unauthorized for possession, use or consumption at DSCR.
Weapon. A weapon can be described as a device or tool used or designed to injure, defeat, harm or destroy objects, animals or persons.

RESPONSIBILTY

Employees, contract employees, military service members, visitors, and all other persons at dscr will comply with the provisions outlined in this Attachment and report all violations of this Attachement to DLA Police at Richmond.

PROCEDURES

a. OVERVIEW:

This section provides details of articles, objects and substances that are considered prohibited items or contraband. Possession of certain items listed in this Enclosure (including weapons, firearms, or contraband) could result in applicable state or federal criminal charges. This section pertains to all government and contract employees, military service members and dependents, visitors, and all other people at DSCR. Exceptions to this policy are addressed herein.

b. DESCRIPTION:

The items described in this section are strictly prohibited at DSCR. When prompted by DLA Police, failure to disclose possession of any of the listed contraband or weapon(s) mentioned in this SOP may result in Federal charges.

i. Weapons.

- Straight razors.
- Switchblade knives, automatic opening knives or gravity opening knives.
- Knives with blades longer than 2 ½ inches.
- Blackjacks or brass knuckles.
- Bow and arrow devices, such as compound or recurve bows and crossbows.
- HEMI devices (such as "TASER"), electric stun guns or similar devices designed to inflict pain or injury.
- Pepper spray, OC/CS spray or tear gas. A limited exception to this subsection is authorized for small amounts of these substances intended solely for personal defensive use. This exception specifically applies to containers or canisters of these substances with 1.5 ounces or less total volume/weight. Pepper spray, OC/CS spray or tear gas in containers or canisters with more than 1.5 ounces of total volume/weight are strictly prohibited at DSCR.
- Any item or substance not mentioned above that poses a threat to the safety of the workforce.

ii. Firearms

- Rifles, black powder, shotguns, pistols or other portable guns.
- Inert, replica style or antique firearms, regardless of operability.
- "Air Soft" or similar type firearms designed to fire blank ammunition, soft projectiles or less than lethal projectiles.
- Weapons subject to Federal registration and/or taxation, to include automatic weapons.
- Weapons equipped with supressors, silencers or mufflers.

iii. Contraband and other designated items.

- Narcotics and other dangerous drugs, except those drugs and other medications lawfully obtained pursuant to a valid prescription for persons possessing such drugs.
- Counterfeit currency and counterfeiting equipment.
- Obscene and/or lewd material, to include pornography. Such materials are defined as those that are offensive or disgusting by accepted standards of morality and decency.
- Espionage material.
- Extremist propaganda, including any and all printed or virtual material, symbols or paraphernalia that promotes terrorism, terroristic threats, hate or hate speech, racial superiority, violent extremism, religious domination or extremist ideology of any nature.

iv. Other prohibited items

- Ammunition.
- Explosives. This includes inert and simulated explosive devices, except those for demonstrative/training purposes having been authorized by Security and Emergency Services.
- BB or pellet guns, including air rifles and air pistols.
- Fireworks. The possession or firing of fireworks, to include, but not limited to firecrackers, firework candles, or firework bombs, is prohibited at DSCR, except on special occasions as approved by the Commander, DLA Weapons Support.

c. REPORTING REQUIREMENT:

Any individual who has information which causes him/her to believe that prohibited items, contraband or dangerous items have been introduced to the installation shall report the matter promptly to DLA Police at Richmond. Such items may be confiscated by DSCR Police IAW DSCR SOP 40.001, "Gate Operations," July 18, 2022 and DSCR SOP 30.010, "Collection and Preservation of Evidence," March 1, 2019 and transferred with the individual in possession of such items to the appropriate local, State or Federal law enforcement agency, when applicable and appropriate.

d. PUNITIVE MEASURES:

Individuals found to be in possession of prohibited items without the prior consent of the Chief, S&ES, DLA Installation Management Richmond, will be subject to administrative actions and/or criminal charges, and may be subject to removal from DSCR. Such items may be confiscated by DSCR Police IAW DSCR SOP 40.001, "Gate Operations," July 18, 2022 and DSCR SOP 30.010, "Collection and Preservation of Evidence," March 1, 2019.

e. EVIDENCE:

In addition to contraband, prohibited items which have been used in or connected with a crime shall be seized as evidence and may be used for subsequent prosecution or other legal proceedings.

f. GOVERNMENT CLOTHING AND EQUIPMENT:

With the exception of personal protective gear issued by DoW and intended for official use, civilian employees are not permitted to have in their possession U.S. Government-issued equipment on the installation. When individuals are discovered with U.S. Government-issued equipment on their person or in their possession while at DSCR, they will be required to produce proof of ownership or evidence that they are authorized to possess the item(s). Employees found to possess privately owned property previously issued by the U.S. Government may be requested to remove said property from the installation. Examples of this type of property could include military clothing, equipment or other items purchased or acquired through military surplus channels. Under such circumstances, the employee's supervisor will be notified by the Chief of S&ES and/or Security Operations Branch Chief or his/her designee of the circumstances surrounding the request.

U.S. Government-issued property will be confiscated under the following circumstances:

- When it is clear that the property belongs to the U.S. Government and an individual's possession of such property is not authorized.
- When property is considered evidence of a crime.

g. EXCEPTIONS:

As previously indicated, only the Chief, S&ES, or the Chief SOB in the absence of the Chief, S&ES, is authorized to grant temporary exceptions to this SOP. Other exceptions:

- Local, State or Federal law enforcement officers acting in the scope of their employment, and on official business for their respective agencies are exempt from the provisions of this SOP.
- On a case by case basis, exceptions can be authorized for other local, State or Federal officials acting in the scope of their official duties. Examples of such exceptions would include EOD technicians, the Chief, SOB and designated Security Program Managers conducting training on the installation.

- The DLA Weapons Support, Virginia National Guard and the Naval History and Heritage Command (NHHC) is exempt from the provisions of this SOP as long as items qualify as documented/certified military artifacts and said items remain in the custody of the NHHC. Items being received by NHHC should be coordinated prior to delivery if at all possible to eliminate disruption or delays in allowing delivery personnel with identified items installation access.

ATTACHMENT 8

Construction & Demolition Waste Management Diversion Form

Project Name: _____ **Project/Contract #:** _____

Project Type: ☐ New/Alteration ☐ Demolition ☐ Other: _____ **PM Name:** _____

Project Phase: ☐ Initial Estimate/Planning ☐ Quarterly Reporting ☐ Final Cumulative ☐ Diversion Report **Date:** _____

1. Your project must meet the minimum DoW requirements of 60 percent C&D diversion.
2. Provide supporting documentation such as: manifests: weigh tickets, receipts, and invoices specifically identifying the project, waste material type, method, and weighted sum with each report.
3. Maintain current construction waste diversion information on site for periodic inspection.

Methods of Removal

1. **Job Site Reuse:** Material will be used on-site or taken to another 2. **Source Separation:** Material segregated and hauled to recycling composting, salvage, or other reuse facility	3. **Comingled On-site:** Mixed materials hauled to recycling facility 4. **Disposed/Landfilled** (provide explanation for materials not recycled, reused, or sold in the Comments column) 5. **Other** (Specify approved method in Method # column)

Generated			**Cumulative Quarterly/Final Diversion Quantities**						
Waste Type	**Quantities**		**Method # (see above)**	**Hauler/Self-Haul (N/A if reused on site)**	**Destination Facility Name/Location**	**Quantities (if different)**		**Resold?**	**Comments**
	Wt.	Units				Wt.	Units		
Asphalt									
Building Appliances									
Brick/Tile									
Cabinets									
Cardboard									
Carpet/Foam/Padding									
Concrete									
Dirt (Clean)									

Generated			Cumulative Quarterly/Final Diversion Quantities						
Waste Type	**Quantities**		**Method # (see above)**	**Hauler/Self-Haul (N/A if reused on site)**	**Destination Facility Name/Location**	**Quantities (if different)**		**Resold?**	**Comments**
	Wt.	Units				Wt.	Units		
Doors									
Drywall									
Fixtures (sink, toilet, etc.)									
Glass/Other									
Glass/Plate/Window									
Green Waste									
Insulation									
Land Clearing Debris									
Metals (specify)									
Mixed Recyclables									
Other Salvage Materials:									
Pallets									
Rocks									
Wood									
Other:									
Other:									
Other:									

DEFENSE SUPPLY CENTER RICHMOND
CSX Railroad
9TH STREET
A ROAD
B ROAD
C ROAD
EAST ROAD
F ROAD
G ROAD
PERIMETER RD
Q ROAD
P ROAD
O ROAD
M ROAD
L ROAD
J ROAD
H ROAD
5TH STREET
6TH STREET
CEMETERY RD
EAST GATE ACCESS RD
Congress Rd
Senate St
Pioneer St
Telbury St
Taw St
Route 1
Bensley Park
Bensley Village
Bensley
Bellwood
Chimney Corner
Jefferson Davis Hwy
Swineford Rd
Wentworth St
Westwood St
Strathmore Rd
Dalebrook Dr
Mint Ln
S Beulah Rd
Kingsland Rd
Chester Rd
Gettings Ln
Dwight Ave
Myron Ave
Noel St
Gayland Ave
Troycott Pl
Alcott Rd
Elliham Ave
Gwynn Ave
Merriewood Rd
Alfalfa Ln
Aberdeen Rd
Chester Hill Cir
Marina Dr
Dundas Rd
Bensley Rd
Sherbourne Rd
Parkdale Rd
Drewrys Bluff Rd
Tower Rd
New Park Rd
Cherry Hill Park Ave
Park Pl
Botone Ave
Libwood Ave
Key Ave
Ryclift Ave
Alcott Rd
Drewrys Bluff Rd
Sterling Woods Ln
Gleaming Dr
Laroux Ave
Bellbluff
Planet Rd
130 ft
108 ft
120 ft
129 ft
3
4
8
9
11
12
13
14
15
24
40
44
46
47
31
32
54
59
60
65
66
74
80
98
201
210
430
151
153
0
0.25
0.5
Miles
N