Scope of Work (SOW)

Inspection and Testing of Lightning Protection Systems

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This Service Contract SOW was created by the Fort Leavenworth Directorate of Public Works, Service Contract Section, in cooperation and with assistance from, the Garrison CMSO and the Fort Leavenworth MICC.

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1.0 Introduction. This is a non-personal services contract to perform visual inspections, certified resistance testing of lightning protection systems (LPS), verify existing CAD drawing accuracy and created new CAD drawings of existing systems where drawings are not available. The Government will not exercise any supervision or control over the contractor service providers or sub-contractors performing the services herein. Such contract service providers shall be accountable solely to the Prime Contractor ("Contractor") who, in turn is responsible to the Government. The Contractor shall provide all supervision, management, personnel, plant, labor, supplies, tools, equipment, communications devices, transportation, and fuel necessary to perform visual inspections, certified testing of lightning protection systems (LPS), verify or create CAD drawings for facilities at Fort Leavenworth as defined in this Scope of Work (SOW) and the Technical Exhibits and Attachments, except the materials, property, and equipment specified. The Contractor shall perform to the standards in this contract. All work performed by the Contractor shall be performed in accordance with all this SOW, applicable laws, regulations, Army standards, instructions, current NFPA/UFC and commercial practices; whichever standard is the most stringent shall prevail.

1.1 Background: Fort Leavenworth is located adjacent to and North of the city of Leavenworth, Kansas in Leavenworth County. Fort Leavenworth consists of approximately 5600 acres and 2500 buildings. The population base consists of approximately 7500 military and Government civilian and Contractor personnel, as well as, 5200 resident family members.

1.2 Objectives: Technical Exhibits (TE) identifies which buildings/areas belong to each building type, the approximate square footage of the building/areas roofs, any special security considerations, and any constraints. The Contractor shall ensure all work is accomplished in accordance with requirements as set forth by DA Pam 385-64 and NFPA 780 and the standards set forth in this contract and all applicable Federal, State, and local laws, regulations, and directives to include, but not limited to, the documents in paragraph 7.

1.3 Mission Statement: The goal of this Contract as outlined with this Scope of Work (SOW), is to protect DoD facilities and equipment by inspecting and testing lightning protection on facilities identified as having pre-installed lightning protection services under this contract. To meet this goal, close coordination is required between the Contractor and Contracting Officer's Representative (COR) to efficiently provide inspections and testing services while minimizing disruptions to operations within the facilities while meeting security requirements. Direct coordination with the facility occupants for the scheduling of these inspection and testing requirements is the Contractor's sole responsibility for all facilities, with special attention given to scheduling facilities that are secured, or have restricted or controlled access, as noted on the appropriate Technical Exhibit. The COR or Government Representative can assist with this if there are issues scheduling or coordinating with individual facilities as needed.

1.3.1 Climatic/Weather Conditions or Considerations: Fort Leavenworth Kansas is within a weather zone in the United States that can, and does, often see unpredictable weather occurrences throughout the entirety of the year that could potentially impact the performance of this Contract if not planned for accordingly, and with deliberate forethought and intent. It is incumbent upon the contractor to ensure adequate advanced coordination's, planning and

scheduling with the individual facilities for access, is performed in a manner that will reduce or eliminate any delay's performing tasks as outlined within this SOW, due to forecasted weather conditions.

1.3.2 Reserved

2.0 Requirements.

2.1 Non-Personal Services: This contract shall provide inspections and testing services to lightning protection systems on various identified buildings and facilities located on Ft. Leavenworth. Current listings of facilities and schedules for tasks performed are in the respective Technical Exhibits (TE's). The Government shall not exercise any supervision or control over the contract service providers or sub-contractors performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

2.1.1 Scope: The Contractor shall perform inspections and testing services in accordance with this SOW, TEs and appropriate regulatory codes as previously listed and provide the Government with a comprehensive report showing inspections, tests and results therein performed on all facilities a minimum data set is listed in the appropriate TE with a Contractor created CAD structural drawing with overlayed LPS component call-outs labeling each component by name /symbol for each facility showing the Lightning Protection System (LPS) installed, inspected and tested. The Resistance testing results measured in ohms, may also be placed on the drawings in addition to the testing results deliverable.

2.1.1.1 Changes in Scope of Work: The Government reserves the right during the term of the contract to add or delete one or more buildings or any portion thereof outlined in the SOW and TEs, through a contract modification. The Government reserves the right to reduce the contractor's payment as reflected by the any deletions/additions with adjustment in the contract price of the remaining building or buildings. Provided, that in the event only a portion of the building or buildings should be deleted, the Contractor shall be paid for the performance of the proportionate sum of the contract price of the remaining building area.

2.1.1.2 If the work cannot be accomplished for reasons beyond the control of the Contractor, or reason of Government interference, the Contractor shall notify the COR in writing by 1600 on the day of the deviation or no later than 0930 the following wor9kday if the work was identified as deviating from scheduled work after 1500. The service shall revert back to its regular schedule as soon as possible and immediate remediation and re-scheduling is performed by the Contractor to resolve the issue; the COR can assist with remediation if required.

2.1.2 Subcontract Management: The Government does not have a contractual binding agreement with any subcontractor(s).

2.1.3 Other Direct Costs: All cost associated with supplies, equipment, labor and transportation for the needs of completing the duties of this contract are at the cost of the contractor.

2.1.4 General Information/Period of Performance: The base year will be for 1 year. Additionally there will be 1 option years of 1 year each.

Base Year
Option Year 1

2.1.5 Place of Performance: The work to be performed under this contract will be performed at government facilities on Ft. Leavenworth, KS. The Contractor shall provide the Contracting Officer (KO) and the designated Contracting Officer's Representative (COR) a inspection and testing schedule for each facility no later than ten (10) business days prior to commencing work or as changes occur. Schedule shall outline tasks to be performed by specific building and identify the timeline for the task to be accomplished. The KO will provide the Contractor with any special requirements to make changes to the schedule as they occur if needed.

2.1.6 Hours of Operation: Installation hours typically are 0900-1600 hours, Monday through Friday excluding training holidays, Federal holidays and security shut-downs. The Contractor is responsible for providing services for times listed in the current Building Times (as coordinated with each facility during scheduling coordination).

2.1.7 Recognized / Federal Holidays & Government Closures: Federal holidays or when the unanticipated holidays declared by the President or Post/Garrison Commander, the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for the above reasons. In the event of a Government holiday or Government required closure, the contractor shall alter their schedule of buildings - examples: Restricted facilities, or facilities that require special access due to access barriers, or are Military Unit operated, such as the Tactical Vehicle Maintenance Facilities, are typically not accessible the last work day prior to, or immediately after a Federal Holiday; it is incumbent upon the Contractor to make allowances for these occurrences and inquire about the possibility of such when coordinating for the inspection and testing schedule.

2.1.7.1 Federal holidays ("Holidays") are:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Washington's Birthday	Veterans Day

Memorial Day
Juneteenth National Independence Day
Independence Day
Thanksgiving Day
Christmas Day

www.opm.gov publishes observed Federal Holidays on their website for each year at https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=Overview

2.1.7.2 Any of the above holidays falling on a Saturday will be observed on the Friday prior. Holidays falling on a Sunday will be observed on the following Monday.

2.1.7.3 Training Holidays. Training Holidays are days off awarded to military units to compensate for missed weekends and holidays while performing mission. These days usually coincide with observed Federal Holidays. Some examples are, the Friday after Thanksgiving is usually a Training Holiday. Most Holiday's that are observed on a Monday, the preceding Friday is a Training Holiday while a Holiday observed on a Friday the following Monday is a Training Holiday. These Training Holiday's may result in facilities being inaccessible due to the reduced or absent military manpower, it is critical to schedule any services or work performed at facilities with military manpower around these potential Training Holidays.

2.1.8 Government Key Personnel: The Contracting Officer (KO) has the overall responsibility to ensure that the requirements of law and regulations are followed for government contracts. The KO is the only person that has the authority to bind, and obligate the government especially with regard to changes in cost, price, estimates or changes in delivery dates. The KO is the only person that has the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions: Assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, and specifications; monitor Contractor's performance and notifies both the KO and Contractor of any deficiencies; coordinate availability of Government furnished property, and assist in site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting contract.

2.1.8.1 A government facility manager, monitor, or coordinator may be selected or identified at most buildings by the Facility Occupant Authority (FOA). The FOA is defined as the senior most occupant of the facility, or designated Commander, Director, Supervisor or Comptroller of said facility. The Facility Manager or FOA informs the COR of any indications of non-performance of contractor tasks, unauthorized changes in the frequencies of task performance, and/or validation of customer complaints. The FOA only has authority to coordinate access to their respective facilities or areas, they may not alter the terms or conditions of this contract.

2.1.9 Contractor Key Personnel: The Contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is unavailable shall be designated in writing to the KO/COR within 30 days of award of this contract or immediately vie electronic means if changed. The contract manager or alternate shall have full authority to act on behalf of the Contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available telephonically between 0900-1600 Monday through Friday except Federal holidays or when the Government facility is closed for administrative purposes. Direct telephone numbers and email addresses for the Manager's shall be provided to the KO/COR at the time they are identified by name and position, or when changed. The 'manager' or 'program manager' can be anyone in the employ of the Contractor that has authority to speak and act on behalf of the Contractor in regards to the execution of this contract.

2.1.9.1 The Contractor shall furnish as many supervisory, administrative, and direct personnel as are needed to accomplish all work required by this SOW.

2.1.10 Contract Administration and Management: The Project Manager or alternate Project Manager shall meet with the COR monthly when deemed required by the KO or COR (but not limited to) for discussing items of interest or concern in the prosecution of the contract. This meeting maybe performed in person, by phone or by email at the KO or COR's discretion.

2.1.10.1 The Contractor must send reports electronically. These methods may include e-mail or through the Department of War's "DOD SAFE" website at https://safe.apps.mil/ , the preference is digital transmission via email, provided that all documentation can be received by the COR and are less than 7 MB in size, in total, and receipt of transmitted documents has been acknowledged in whole, by the COR. If for any reason transmitted documents are not acknowledged by the COR within 5 work days, or have been identified as incomplete or corrupt by the COR, a DOD SAFE transmittal of the deliverables shall be requested by the Contractor for the transfer of digital documents/deliverables of the required documentation to the assigned COR. The contractor's computer must be compatible to Microsoft programs (Outlook, Word, & Excel) and Adobe Acrobat for .pdf files. Contractor must utilize an anti-virus program to ensure that no computer viruses are transmitted via e-mail or DOD SAFE to Government Information Systems (GIS).

2.1.10.2 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the KO. 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.

2.1.11 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in

accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The KO and Contracting Officer's Representative (COR) shall meet periodically with the Contractor to review the Contractor's performance at the KO's discretion, or upon written request of the Contractor to the KO or COR. At these meetings the KO will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

2.1.12 Quality Control: The Contractor shall develop and maintain an effective quality control Plan (QCP) that details the Contractor's plans and intent to ensure that services are performed in accordance with this SOW. The Contractor shall develop and implement procedures to identify, prevent, and ensure against recurrence of defective services. The Quality Control Plan (QCP) must be reviewed and accepted by the KO prior to contract work start date. The Contractor may not hire off-duty Government Quality Control Evaluators or any other persons whose employment would result in a conflict with DOD Directive 5500.7-R, "Joint Ethics Regulation".

2.1.13 Transition (Phase-in/Phase-Out): N/A

2.1.14 Identification of Contractor Employees: All Contractor personnel when answering a Government supplied telephone shall also clearly identify themselves as a Contractor employee. All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves in such a manner that they avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all correspondence (documents, emails etc.,) or reports produced by Contractor are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

2.1.14.1 All contract personnel shall wear an identification card (ID)/ badge or uniform in plain view, that clearly delineates them as a Contractor employee. Identification badge shall include the full name of the employee, business or company name under which the Contractor is doing business, and employee's picture. Badges or ID's shall be plastic laminated at least two by three inches (2" x 3") in size.

2.1.15 Non-Personal Services: Non-personal services. The FAR provides that each contract arrangement be judged in the light of its own facts and circumstances, with the key question always being whether the Government will exercise relatively continuous supervision and control over the Contractor personnel performing the contract. To ensure that services provided under this contract are non-personal in nature, employees performing services under this contract shall be controlled, directed and supervised at all times by management personnel of the Contractor. The Government will notify the Contractor's management of all tasks that require completion and the Contractor's management will assign those tasks to the appropriate Contractor personnel under this contract. The Contractor's management shall ensure that employees comply with the performance standards outlined in this SOW and as required by the contracting officer or the contracting officer's representative (COR). Contractor employees shall perform independent of and without the supervision of any Government official. Actions of Contractor employees may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of

the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of completed work and tasks.

2.1.16 Standards of Conduct: Contractor personnel's conduct shall not reflect discredit upon the Government. The Contractor shall ensure that all personnel present a professional appearance. The Contractor's employees shall observe and comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substance. The Contractor is responsible for ensuring that any Contractor employees providing services under this contract conduct themselves and perform services in a professional, safe, and responsible manner. Contractor employees shall comply with all DoD and local requirements that establish uniform policies governing smoking in and around Government Owned buildings and vehicles. The Contractor shall remove from the job site any employee for reasons of misconduct or security. In accordance with DOD Directive 5500.7-R, "Joint Ethics Regulation", Contractor employees must avoid being improperly influenced in the execution of their duties under the contract. Particular attention should be paid to acceptance of gifts/ gratuities, and on non-disclosure of sensitive or classified information. The Contractor shall ensure employee conduct complies with 41 U.S.C. 423 relative to release of acquisition related information or actions or discussions which may prejudice future competitions. The Contractor shall ensure no Contractor employees conduct political related activities or events on the installation.

2.1.16.1 The Contractor and Contractor's employees shall, at all times, conduct themselves in a professional and courteous manner when dealing with customers. Validated instances of non-courteous behavior and unprofessional conduct will constitute Contractor nonperformance in that area. When any Contractor employee receives two (2) valid customer complaints in a one-year period, the Contractor shall consider removing such employee from employment under this contract. Removal of employees for such reasons shall not relieve the Contractor of the requirement to provide sufficient personnel to adequately perform services required under this contract. The Contractor shall report to the COR all disputes with customers or other Government contractors resulting from receiving or providing support. The Contractor shall provide an oral report within two hours after such a dispute occurs. The Contractor shall submit a written report covering facts about the dispute within five (5) business days following oral notification.

2.1.16.2 Attire: The Contractor shall ensure that personnel do not present a derogatory appearance and that their conduct shall not reflect poorly upon this Installation or the Department of the Army. If the Contractor so elects to have uniforms (i.e., hard hats, t-shirts, etc.) their employees are required to wear them while they work.

2.1.17 Organizational Conflict of Interest (OCI): N/A

2.1.18 Government Furnished Property/Utilities/Equipment/Materials: N/A

2.1.18.1 Property Allocation: N/A

2.1.18.2 Parking: Subject to availability: Contractor employees shall not be provided parking space in the vicinity of their work area(s). Contractor employees shall comply with parking regulations contained in CAC & FL Reg. 190-5 "Motor Vehicle Traffic Supervision and Installation Traffic Control" as supplemented. The KO may designate other spaces as required. Lifts, booms, generators, or other such special equipment (wheeled, tracked, sled/towed) deemed a necessity to perform direct inspection and testing of LPS installed systems of designated facilities, if required to be placed in an area otherwise not accessible, or designated as general parking, the Contractor shall coordinate with the Fort Leavenworth Provost Marshall/Military Police Traffic Section OIC at least 4 work days ahead of anticipated need of their services at (913) 684-3536 between 0900 and 1600 hrs on work days. Parking cones to cordoned off areas for equipment may also be requested of the PMO Traffic Section in advance of work for facilities that have restrictive parking i.e. B. 52 and others.

2.1.18.3 Utilities: N/A. No utilities are supplied by the Government.

2.1.18.4 Equipment: N/A. No equipment is supplied by the Government.

2.1.18.5 Materials: N/A. No equipment is supplied by the Government.

2.1.18.6 Liability: Except as granted by the Federal Tort Claims Act (FTCA), the Government will not be responsible for loss or damages to property or injuries to persons which may arise from or be incident to the use of the facilities by the Contractor, his employees, agents, servants, or others who may be on the said premises at their invitation or the invitation of any one of them, and the Contractor shall hold the Government harmless from any and all such claims.

2.1.19 Contractor Furnished Material/Solutions/Equipment/Tools/Facility/Telephone: The Contractor shall furnish all materials, equipment, tools, facilities and services required to perform work on-site under this contract.

2.2 Special Requirements: Contractor and all associated sub-contractors' employees shall comply with applicable garrison, facility, and area commander garrison/facility access and local security policies and procedures (provided by Government representative or applicable FOA). The Contractor shall also provide all information required for background checks to meet garrison access requirements to be accomplished by garrison Provost Marshal Office, Director of Emergency Services, or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or garrison change, the Government may require changes in Contractor security matters or processes. All personnel shall read, understand, and speak the English language. Removal of employees for any of the reasons stated in this paragraph does not relieve the Contractor of the requirement to provide sufficient personnel to adequately perform services required under this contract.

2.2.1 Criminal Background Checks: Employees will be subject to National Agency check for personal security clearance. Directorate of Emergency Services (DES) has sole authority to determine whether an employee's presence is detrimental to security.

2.2.2 Security Requirements and Access Control Credentials: Due to increased security of Fort Leavenworth, all personnel entering the Fort must report to the Visitors Control Center (VCC) for a background check and a day pass (or longer period as appropriate) by an authorized investigative personnel. Individuals that are working for an approved contract for the, and work performed on the Federal Installation or Fort, may apply for a Local Access Credential (LAC) card that will give them extended access to the Installation/Fort without having to go thru the VCC daily. The Contractor shall submit the employees Local Access Credential Application Form and Fort Leavenworth Installation Access Credential Acknowledgment Statement to the COR at start of employment. LAC Forms can be found on http://garrison.leavenworth.army.mil/Newcomers---Visitors/Gate-Information.aspx (preferred method of submission/completion is electronically - see below), or please print and fill out in indelible black or blue ink, clearly and legibly as any forms submitted that cannot be read and understood by the security personnel shall be rejected outright, the Contractor shall assume all responsibility for any and all delays caused by inadequate form completion, or rejections by the authorized security personnel. It is preferred that these Adobe Acrobat "pdf" forms be completed on a suitable computer capable of using the Adobe PDF form filler/reader application and submitted to the COR electronically as an attachment. All security access forms submitted to the COR for processing are only turned in to the VCC once per week on Tuesday's, unless that Tuesday falls on an observed Federal holiday or installation closure, then these forms will be turned into the VCC by the COR (Government Rep) on the next work day after the day of closure. It is incumbent upon the contractor to ensure these forms are filled out correctly, accurately, legibly and in a timely enough manner so as not to cause any delay in the performance of the contracted services or work. Standard background checks average turnaround time from submission to the VCC until "Approved/Denied" is two full working weeks. During busy times of the year it can take as long as a full month to process and receive results back from the background check system/authority.

2.2.2.1 Approved applicants shall report to VCC with a proper/acceptable form of ID (as listed on the website - https://home.army.mil/leavenworth/index.php/about/visitor-information) to receive their LAC card. The LAC will allow temporary access to the installation and must be renewed prior to expiration and returned to the VCC upon termination or successful completion of the contract PoP, whichever occurs first.

2.2.2.2 An approved LAC authorizes the individual to access Fort Leavenworth through the regular DoD ID lane, but will not allow them to "escort" other non-DoD Individuals or vehicles being operated or occupied by unapproved or non-DOD personnel.

2.2.2.3 Loss of, or destruction of a LAC (card) by any Contractor personnel shall be immediately reported to the Directorate of Emergency Service/Provost Marshal, Military Police Station (DES) investigative personnel immediately and in person. For location please call (913) 684-2111 the DES Dispatch Non-Emergency number. Employee must resubmit for a new/replacement LAC card.

2.2.2.4 If termination of position occurs for any Contractor employee or sub-contractor, any issued LAC card must be surrendered to the COR within 1 business day by the Contractor Manager or Alternate Manager and the contractor terminated employee must be removed from the government installation immediately unless they are otherwise authorized to be on the installation, i.e. Military Dependent, or Retiree with a valid DoD issued identification card authorizing access.

2.2.2.5 Disapproved applicants may be denied from entering the installation.

2.2.3 Vehicle Operation: The Contractor and Contractor employees driving Contractor-owned or privately owned vehicles (POV) on Fort Leavenworth shall possess a valid State driver's license and insurance for either company or private vehicles. Ensure the vehicle has a valid State registration for both company and private vehicles. There will be indication of company name visible on exterior of all company owned or operated vehicles.

2.2.4 Search and Seizure: All Contractor personnel and property are subject to search and seizure upon entering, while on, and leaving the installation. No Contractor employee shall be permitted on the post when such security or background check reveals that his presence would be detrimental to the security of the post or detrimental to the mission of the organization. All personnel shall read, understand, and speak the English language. Removal of employees for any of the reasons stated in this paragraph does not relieve the Contractor of the requirement to provide sufficient personnel to adequately perform services required under this contract.

2.2.5 Operations Security (OPSEC) Training: Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of contract award. All contractor employees must complete annual OPSEC awareness training. The contractor shall submit a OPSEC signed roster for each affected contractor employee and subcontractor employee to the COR showing date of completion. Coordination with the COR will be implemented as changes occur and annotated as needed, as applicable to this Department of the Army requirement.

2.2.6 AT Level I Training: All Contractor employees, to include subcontractor's employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract award. The Contractor shall submit certificates of completion for each affected Contractor employee and subcontractor employee to the COR, or to the contracting officer if a COR is not assigned, within 5 calendar days after completion of training by all employees and subcontractor personnel. The contractor shall submit a signed roster for each affected contractor employee and subcontractor employee to the COR. Coordination with the COR will be implemented as changes occur and annotated as needed, as applicable to this Department of the Army requirement.

2.2.7 iWATCH Training: The Contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. The contractor shall

submit a signed roster for each affected contractor employee and subcontractor employee to the COR. This training shall be completed within 30 calendar days of contract award and within 5 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

2.2.8 Physical Security: The Contractor shall safeguard all Government equipment, information and property provided for Contractor use. The Contractor shall establish and maintain physical security to prevent unauthorized access, vandalism, pilferage, larceny, sabotage, and fire; and to provide internal safeguards for the security of all Government-furnished property and all property in the possession of the Contractor for the performance of required services. The Contractor shall comply with all installation security requirements. Contractor shall maintain a physical security checklist/log which will be forwarded to the COR on a monthly or quarterly basis, no later than the fifth day of the month or after the quarter ends. (Insert the following sentence, if performing in a Government facility.) At the close of each work period, Government facilities, equipment, and materials shall be secured.

2.2.8.1 Portions of the work under this contract are performed in secure areas in which contractor personnel will be escorted by the activity personnel. The Contractor shall comply with restricted area procedures and instructions pertaining to each building/area on the contract. Contractor personnel working in restricted areas such as computer rooms, command communication centers, etc., may be required to sign in and out and state the nature of business at the entrance desk. Work in restricted areas after normal duty hours shall be coordinated with the respective area Security Officer. If the Contractor must deviate from the time designated on the schedule or perform other work (other than emergency work), the Contractor must provide a 24-hour work day notice to both the COR and the FOA in order to obtain an escort through secure areas.

2.2.9 Coordinating for Access: The Contractor shall arrange for access to any area to be serviced. The Contractor will be furnished a key to the building if needed or an escort with a key will be provided by the Government at the discretion of the, and coordinated beforehand with the FOA. Contractor personnel shall take necessary steps to secure buildings before leaving by locking all doors and windows under their control. The Contractor shall prohibit the use of Government issued keys by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the COR or KO.

2.2.10 Emergency Services: The Contractor shall have competent personnel trained and capable of dealing with minor personnel injuries. The Contractor of their employees shall immediately notify their supervisor of any accident requiring emergency medical treatment. The Contractor will, in turn, notify the KO or COR within 60 minutes of the incident if between the authorized work hours, by 1000 hrs the next business day otherwise. Emergency medical treatment and services for Contractor personnel is the responsibility of the Contractor as the installation does not have emergency medical facilities. If calling 911 for emergency assistance, the Contractor must tell the 911 dispatcher where the emergency is located on and if it is on Fort Leavenworth for timely and appropriate responses. Police and Fire are located on Fort Leavenworth and can be accessed via the community 911 telephone system, be sure to specify that the emergency is on

the Fort Leavenworth installation if it is so, and where specifically, to include any other pertinent information that would benefit both the person(s) in need, and responding emergency personnel.

2.2.11 Safety: The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. The Contractor shall be responsible for instructing his employees in safety measures and shall not permit them to place mops, brooms, machines, and other equipment in an unsafe position. The Contractor shall provide and place signs to mark areas that are slippery or unsafe due to the cleaning and working operations. Provide a verbal notification to the KO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of required Accident Investigation Reports to the KO within five calendar days of each occurrence. If the Contractor fails or refuses to comply promptly with the above safety requirements, the KO may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop order shall be made the subject of claim for extension of time or for excess costs or damages to the Contractor.

2.2.12 Fire Prevention: The Contractor's operation shall conform to all applicable portions of CAC&FL Reg 420-2 “Post Fire Regulation.” The Contractor shall instruct all of their employees in fire prevention procedures and responsibilities, and advise them of any and all requirements as they pertain to this contract. The Contractor shall be subject to fire inspection by the Government.

2.2.13 Environment and OSHA Requirements: The Contractor shall comply with all local, state, and Federal environmental and occupational safety laws, rules, and regulations. Any apparent conflict between compliance with such local, state and Federal laws, rules and regulations, and compliance with the requirements of the contract shall be immediately brought to the attention of the KO and/or the COR for or of final resolution. The Contractor shall notify the KO and COR in writing in addition to any verbal notification of such conflicts. The Contractor shall be liable for all fines, penalties, and costs which result from violations of, or failure to comply with, all such local state, or Federal laws, rules, and regulations. All unsafe acts or conditions fostered by the Contractor or Contractor personnel may be grounds for the KO, to halt all Contractor performance with a commensurate deduction of monies due the Contractor until such unsafe conditions are corrected. The Contractor shall take due caution not to endanger personnel during performance of this contract. Upon discovery of any hazard such as, but not limited to, fire, or large fuel spill, the Contractor shall immediately notify the KO or COR.

2.2.13.1 Access to Facilities for Inspection Purposes: The Contractor shall notify the COR within 30 minutes by phone of any known inspection visit by an agent or agents of any regulatory agency. Occupational, Safety, and Health Administration (OSHA) personnel normally do not notify Contractors of impending inspections. The Contractor shall proceed in cooperating with the inspector. The Contractor shall submit to the COR a written report, by close of business of the work day following completion of the inspection or visit, to include the name(s), identification number(s), agency(s) of the inspector(s), and the reason for the visit. The Contractor shall include a copy of all reports received. If samples are collected by the regulatory agency, the Contractor shall submit details of such samples taken, or results of any laboratory

results returned as a result of the samples being taken, to the KO within 10 working days of receipt of such reports.

2.2.14 RESERVED

2.2.15 Energy and Utilities Conservation Programs: Contractor shall participate in Fort Leavenworth's energy conservation for all government and contractors facilities. The Contractor shall be responsible for instructing his workers in utilities conservation practices. The Contractor shall be subject to unannounced energy conservation inspections by the Government. The Contractor shall be responsible for operating under conditions which preclude the waste of utilities including, but not necessarily limited to, the following:

2.2.15.1 Instruct personnel in utilities conservation practices, and require them to operate under conditions that preclude waste of Government-furnished utilities.

2.2.15.2 Comply with the Fort Leavenworth Energy Conservation Program IAW AR 420-1 “Army Facilitates Management”, and as directed hereafter.

2.2.15.3 Comply with published rules and regulations issued by the US Department of Energy; 10 CFR 430 “Energy Conservation Programs for Consumer Products”.

2.2.15.4 The electrical equipment required to fulfill the requirements of this contract shall be suitable for operation using the existing outlets in the buildings. It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, which requires capacities exceeding that of existing outlets.

2.2.15.5 Use timing or cycle-control devices to promote energy savings. Turn off equipment after the required usage. Turn off lights upon exiting rooms when there are no other occupants.

2.2.15.6 Use installed lights and air conditioning only in offices and areas where and when work is actually being performed.

2.2.15.7 Control for heating, ventilation, and air conditioning systems shall be adjusted by authorized personnel only.

2.2.15.8 Minimize energy losses. Add insulation or make other changes for savings.

2.2.15.9 Turn off water faucets or valves after the required usage.

2.2.15.10 The Contractor and his personnel shall report the malfunction of any utility's control or the misuse of any utility by calling the DPW Work Order at 684-5555.

3.0 Performance Requirements and Standards.

3.1 High Level Objectives: The Contractor shall provide all management, tools, equipment, and labor necessary to ensure that inspection and testing services are performed at Ft. Leavenworth. The Contractor shall accomplish all inspection and testing tasks IAW the most current publications of the Unified Facilities Criteria 3-575-01, NFPA 780, DA PAM-385-64, UL Lighting Protection Standards and other listed regulatory standards, and services in order to meet the requirements of this SOW. Estimated square footages of and a list of facilities/structures are established in TE's. All work performed by the Contractor shall be performed in accordance with all applicable laws, regulations, Unified Facilities Criteria, NFPA, Army standards, instructions, and acceptable commercial practices. Contractor shall display the appropriate caution signs or barriers when inspecting, testing or using equipment to perform such work that might pose a risk or injury for any personnel that are present. The contractor shall develop isometric projection diagrams of each facility and inspected/tested system, and develop comprehensive reports from each inspection of and test of, each facility and its respective installed LPS system in its entirety, indicating each inspection and testing result for each system, and facility covered under this contract.

3.2 Facility Inspection and Testing Services: The Contractor shall provide management and labor personnel, equipment, and supplies, except as specified herein as Government-Furnished, to perform inspection and testing services for specified buildings in the TE's at Fort Leavenworth, Kansas. Each employee shall be furnished with necessary equipment, materials, tools, and supplies to complete their job in a satisfactory manner. Routine General Service area designated by COR to include but not limited to: lightning protection systems as stated in the TE's. Systems shall be inspected and tested in accordance with all regulatory standards previously mentioned. An inspection and testing report shall be developed for each building, listing at a minimum, facility number, brief description of facility type or style (smoke stack, office building, control tower etc.), comprehensive list of installed LPS system(s) and components and their respective locations and coverage of the facility it is installed on, list of all tests performed, satisfactory and unsatisfactory results of the installation of the system or equipment or test results in resistance measurements (ohms). All equipment, materials, tools, and supplies shall be kept out of vehicular and pedestrian traffic lanes or other areas where they might be hazardous and shall be secured at the end of each work period, unless coordination's

have been made with the appropriate Traffic Section personnel ahead of the scheduled work, to allow impediment upon those areas, for the duration of the work being performed. All results of inspections and testing, with reports must be provide to the COR within 30 calendar days of work completion.

3.3 Drawings and Diagrams: The Contractor shall create a scale isometric projection drawing of each facility listed in the TE showing major structure features suitable for a laymen to determine orientation and features unique to the specific structure being represented at a glance, with LPS systems and individual components clearly drawn on the structure representing actual placement, function and names of the LPS system's component parts, labeled in such a way as each component part can be individually identified and called out in a report as to its function, result of tests and inspections performed on it, and required remedies or solutions, that can be applied to get substandard or deficient identified systems or components back within acceptable standards or specifications. We want a report that can be used to identify faulty or inadequate installations of, or deteriorated, broken, missing, or otherwise unsatisfactory installed parts of the LPS in order to make informed and required repairs in the future. Each drawing shall be provided Full Scale at ANSI D size 22" inch by 34" inch minimum, or provided in a digital CAD .DWG file format that can be scaled on a computer without losing definition, resolution or fidelity. All provided drawings must be accessible and viewable on a Microsoft Windows 11 based Operating System and Adobe Acrobat Pro version 2020.009.xxxxx at a minimum. When provided in a digital format, it must be capable of email transmission to the COR, or incases where the size limit for email transmission is exceeded, coordination made for transfer through the DOD SAFE portal. All deliverables must be clearly labelled as to their content with MICC issued contract number, i.e. 'LPS Drawing 'C', Building No. (i.e. B. 52), Contract # W91QF4-20-P-0000'. All drawings and diagrams, with reports must be provided to the COR within 30 calendar days of work completion.

3.3.1 Photographic documentation. All inspected and tested components of the LPS system shall be photographed prior to any work required in paragraphs 3.4 and 3.4.1 below. Photography by non-authorized personnel is forbidden of the systems installed within the perimeters of both the United States Disciplinary Barracks (USDB) and the Joint Regional Confinement Facility (JRCF), advanced coordination with the appropriate security offices for both facilities is required for photography of these systems by confinement personnel. These photographs must be reviewed and approved by security personnel prior to release to the Contractor. It is advisable that the Contractor schedule these services well in advance so as not to delay any of the required deliverables.

3.4 RESERVED.

3.4.1 Post Inspection/Testing Repairs: Any necessary repairs or replacements of the LPS system or components are to be listed and itemized.

3.4 above shall be compiled into a list for each building/facility and broken down by component matched to the inspection deliverables call-outs, or CAD drawing call-outs with total component costs to repair/replace including labor. This bid sheet/shit will be used by the Government to determine what shall be repaired/replaced and its associated funding, requiring a modification to the base contract prior to any associated work being performed.

3.5 Completion of work: Upon the completion of work, equipment, materials, tools, and supplies shall be removed from the work site. All debris shall be disposed of daily in outside containers at the completion of each facility's work. All debris, refuse and materials not Government owned or operated, must be removed from and or disposed of, by the Contractor, off the installation at the Contractor's expense.

4.0 Performance Requirements Summary (PRS) MATRIX.

Required Services (Tasks)	Performance Standard	Minimum Acceptance Standard	Method of Surveillance	Incentive (Positive and/or Negative) (Impact on Contractor Payments)
Para 3.2 SOW Facility Inspection and Testing, with Reports.	IAW this SOW and all regulations, UFC, NFPA and industry standards.	All listed facilities (100%) must be inspected, tested and reports of outcomes provided within 30 calendar days of completion.	Periodic Sampling; Customer Feedback	Re-performance or forfeit of allocated payment.
Para 3.3 and 3.4 SOW Drawings & Diagrams	IAW this SOW and all regulations, UFC, NFPA and industry standards.	100% completed and provided to the COR within 30 calendar days of completion.	Periodic Sampling	Re-performance or forfeit of allocated payment.
Para 1.3.2 SOW Restoration of Landscape	IAW this SOW Restoration of landscape damaged in the performance of work under this Contract.	90% of all areas damaged shall be restored to its original condition.	100% inspection	Re-performance or forfeit of allocated payment.
Para 2.1.5 SOW Schedule	IAW this SOW Provide and update service schedule	100%	100% inspection	Re-performance
Para 2.1.9 SOW List of Key Personnel	IAW this SOW provide an accurate list of all Key Personnel	100%	100% inspection	Re-performance

Para 2.1.12 & 4.2 SOW Quality Control Plan	IAW this SOW provide a Quality Control Plan	100%	100% inspection	Re-performance
Para 2.1.15.1 SOW List of Employees	IAW this SOW provide a list of contractor and sub-contractor employees	100%	100% inspection	Re-performance
Para 2.1.20.5 SOW Telephone numbers and email addresses	IAW this SOW provide the telephone numbers and email addresses of the Manager and Alternate	100%	100% inspection	Re-performance
Para 2.2.2 SOW LAC Applications to the VCC	IAW this SOW Acquire, complete and submit LAC applications for all contractor employees	100%	N/A	Re-performance
Para 2.2.2.4 SOW Return LAC	IAW this SOW all issued LAC's returned	100%	100% inspection	Re-performance or forfeit of allocated payment.
Para 2.2.5 SOW OPSEC Training	IAW this SOW all employees must complete OPSEC Training and provide signed roster/list	100%	100% inspection	Re-performance or forfeit of allocation payment
Para 2.2.6 SOW AT Level I Training	IAW this SOW all employees must complete AT Level I training and provide certificates of completion	100%	100% inspection	Re-performance or forfeit of allocated payment
Para 2.2.7 SOW iWatch Training	IAW this SOW all employees must complete iWatch training and provide signed roster/list	100%	100% inspections	

4.1 Quality Assurance: The Government will evaluate the Contractor's performance under the contract IAW the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed IAW the performance standards. The plan defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable quality level (AQL) at which the standard shall be met. Although the Government may develop a QASP, Government surveillance of Contractor performance is not limited to the QASP or the performance objectives, incentives/remedies, etc. outlined in the Performance Requirements Summary (PRS). The Government has the right to inspect and test all services called for by the contract and commitments made by the Contractor during the solicitation process, to the extent practicable at all places and times during the term of the contract. The Government will perform inspections and tests in a manner that will not unduly delay the work. If any of the services performed do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may: (1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and (2) Reduce the contract price to reflect the reduced value of the services performed. If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may: (1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or (2) Terminate the contract for default. "Services", as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

4.1.1 Minimal Acceptance Standard (MAS): 90% per month for all scheduled tasks and 100% for all deliverables IAW this SOW requirements.

4.2 Quality Control Plan: The purpose of this paragraph is to describe the requirement for quality control and the Quality Control Plan. Quality Control (QC) is the responsibility of the Contractor. The Contractor is responsible for the delivery of quality services/supplies to the Government. The Contractor shall establish and maintain an effective QC system in compliance with the solicitation and contract requirements. The Contractor's Quality Control Plan shall consist of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements and covers all aspects of the SOW as it relates to the contract (refer to Paragraph 5 for deliverable requirements, information, and guidance). The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QC program is the means by which the Contractor assures itself that its work complies with the requirements of the contract. The Contractor shall implement and maintain a documented QC system that identifies and results in correction of potential and actual problem areas throughout the entire scope of this contract. The Contractor shall maintain records of all Contractor QC checks and corrective actions. These files shall be maintained by the Contractor throughout the period of performance of this contract and shall be made available to the Contracting Officer (KO) or Contracting Officer's Representative (COR) upon request. The QCP shall include but is not limited to the following: The name of

your cognizant QC point of contact (POC); an inspection system covering all the services listed on the Performance Requirements Summary. The inspection plan shall specify the areas to be inspected on both a scheduled or unscheduled basis, and the individual who will perform the inspection; the method(s) for identifying and preventing defects in the quality of service performed before the level of performance becomes unacceptable; on site records of all inspections conducted by the Contractor and necessary corrective action taken. This documentation shall be made available to the KO and/or COR during the term of the contract.

5.0 Deliverables.

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Inspection and Testing Reports	Within 30 days of completion of work	1	Hard copy, e-mail and CD/DVD Rom disk. Microsoft programs	COR
Drawings and Diagrams	Within 30 days of completion of work	1	Hard copy, e-mail and CD/DVD Rom disk. Microsoft programs	COR
Quality Control Program (QCP)	Prior to work start	1	Hard copy, e-mail and CD/DVD Rom disk. Microsoft programs	KO
Service Schedule	10 business days prior to start of work, as updated	1	Hard copy, e-mail or CD/DVD Rom disk. Microsoft programs	KO and COR
List of Key Personnel	Within 30 days of award, immediately upon changes	1	Hard copy and e-mail	KO and COR
Training: AT Level I, iWATCH, and Operations Security (OPSEC)	30 business days after implement of contract and 30 business days after beginning of employment.	1	Hard copy or e-mail or CD Rom disk. Microsoft programs	KO and COR
Telephone and Email	No Later than Start of work	1	Hard copy or email	KO and COR

5.1 RESERVED

RESERVED

6.0 Related Documents.

6.1 Definitions and Acronyms: Definitions of special terms, phrases, and acronyms used herein are included in AR 310-25 Dictionary of United States Army Terms and AR 25-52 Authorized Abbreviations, Brevity Codes, and Acronyms with the exception of the following general definitions as used throughout this Scope of Work, which shall have the meaning set forth below.

6.1.1 Definitions:

6.1.1.1 Acceptable Quality Level (AQL): The AQL is the maximum percent defective (or the number of defects per hundred units) that, for purposes of sampling inspection can be considered satisfactory.

6.1.1.2 Annual: Services one time a year.

6.1.1.3 Area: A part or section, as of a building, set-aside for a specific function.

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

6.1.1.5 Contractor Acquired Property: Property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title.

6.1.1.6 Contracting Office: The office which awards or executes a contract for supplies or services and performs post award functions.

6.1.1.7 Contracting Officer (KO): A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

6.1.1.8 Contracting Officer's Representative (COR): An employee of the U.S. Government appointed by the KO to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract. The COR is responsible for initial approval of the Contractor's invoices for routine work and miscellaneous work based on compliance with the contract. The COR is responsible for notifying the KO of any non-compliance with the contract requirements.

6.1.1.9 Cyclic Task: Tasks performed other than routine work each cleaning day.

6.1.1.10 Daily: Services to be performed in a single day.

6.1.1.11 Defective Service: A service output that does not meet the standard of performance associated with the Scope of Work.

6.1.1.12 Deliverable: Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

6.1.1.13 Equipment: A tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling.

6.1.1.14 Facilities: Those Government-furnished operating buildings and areas assigned to the Contractor for contract performance.

6.1.1.15 Fair Wear and Tear: The average amount of deterioration of an item or thing resulting from normal usage or age.

6.1.1.16 Facility Occupant Authority: A person that has the authority to schedule, permit, or restrict movement of personnel within, or through a facility, structure or agency within a facility, for safety or security purposes.

6.1.1.17 Government Building Monitor: Occupant from each building or area within a larger building appointed as a custodian monitor who informs the COR of any indications of non-

performance of custodial tasks, unauthorized changes in the frequencies of task performance, and/or validation of customer complaints.

6.1.1.18 Government Furnished Property: Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government- furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

6.1.1.19 Government Property: All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

6.1.1.20 Government Publications: Publications adopted or published by the agencies of the United States Government.

6.1.1.21 Hazardous Wastes: Waste materials that are toxic, poisonous, corrosive, irritating, sensitizing, radioactive, biologically infectious, explosive, flammable, or that present a significant hazard to human health and the environment. Special handling procedures and deposal facilities are required for their deposal. This contract does not require handling of hazardous wastes.

6.1.1.22 Investigative Personnel: Personnel designated to inquire into the circumstances surrounding an incident. The term includes, but is not limited to, surveying officers, AR 15-6 investigation officers, military police, and criminal investigators.

6.1.1.23 Item: A separate piece of information and/or designation. An individual particular or detail singled out from a group of related particulars or details.

6.1.1.24 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the SOW. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal. The prime contractor is responsible for performance of all subcontractors.

6.1.1.25 Loss of Government Property: Unintended, unforeseen or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property. Loss of Government property does not include occurrences such as purposeful destructive testing, obsolescence, normal fair wear and tear, or manufacturing defects. Loss of Government property includes, but is not limited to, theft or cannibalize; items that cannot be

found after a reasonable search; damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; destruction, resulting from incidents that render the item useless for its intended purpose, or beyond economical repair.

6.1.1.26 Material: Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment or real property.

6.1.1.27 May: The term "may" is permissive. However, the words "no person may" means that no person is required, authorized, or permitted to do the act proscribed.

6.1.1.28 Minimum Acceptable Standard (MAS): The MAS is the maximum percent defective (or the number of defects per hundred units) that, for purposes of sampling inspection can be considered satisfactory.

6.1.1.29 Monthly: Cyclic tasks that shall be performed one time each month.

6.1.1.30 Non-Personal Services: The personnel rendering the services are not subject; either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the government and its employees. Non personal service contracts are authorized by the government in accordance with FAR 37.012, under general contracting authority, and do not require specific statutory authorization.

6.1.1.31 On-Call: On-call is for emergency work, unforeseen conditions, or special occasions. Requests for on-call services shall be given the Contractor during each month, when requests for "on-call" services are received from building occupants. On-call work shall be performed during dates and times requested. Invoicing shall be for satisfactorily completed work "called for" and performed by the Contractor during the requested period.

6.1.1.32 Performance Requirements Summary: Identifies the key service outputs of the contract that will be evaluated by the Government to assure contract performance standards are met by the Contractor.

6.1.1.33 Scope of Work (SOW): A document that describes accurately the essential and technical requirements for items, materials, or services including the standards used to determine whether the requirements have been met.

6.1.1.34 Physical Security: Actions that prevent the loss or damage of Government property.

6.1.1.35 Privately Owned Vehicle (POV): A vehicle owned by a person or Contractor and not the Government.

6.1.1.36 Procedure: The step-by-step method or way that policy/plan is to be carried out.

6.1.1.37 Process: See Procedure

6.1.1.38 Project Manager/Alternate Project Manager(s): An authorized representative of the Contractor, appointed in writing, who will administer the contract requirements and obligations relating to Government property.

6.1.1.39 Property: All tangible property, both real and personal.

6.1.1.40 Provide: To furnish, as in Government-furnished property, or to acquire, as in contractor-acquired property.

6.1.1.41 Quality Assurance: The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

6.1.1.42 Quality Assurance Evaluator (QAE): That person responsible for checking Contractor performance and having the authority to call attention to discrepancies between the Contractor's performance and the special conditions, technical specifications, bid schedules, and plans of the contract.

6.1.1.43 Quality Assurance Surveillance Plan: An organized document written by the government specifying the surveillance methodology used for surveillance of contractor performance.

6.1.1.44 Quality Control: All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

6.1.1.45 Real Property: See Federal Management Regulation 41 CFR 102-71.20 What definitions apply to GSA's Real Property Policies?

6.1.1.46 Re-performance: Correcting unacceptable work. The Contractor must begin corrective action within two (2) hours from the time the report/reports are received by the Contractor's Project Manager/Alternate.

6.1.1.47 Scope: The extent of limits of any policy.

6.1.1.48 Security Area: An area within a building or grounds to which access by Contractor personnel will be strictly controlled by the building's user and in which Contractor personnel shall be subject to monitoring and close scrutiny during cleaning operations.

6.1.1.49 Semi-Annually: Cyclic task that shall be performed twice a year, six months apart.

6.1.1.50 Semi-Monthly: Cyclic task that shall be performed twice a month, two weeks apart.

6.1.1.51 Sensitive Property: Property potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security, protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals.

6.1.1.52 Standard: An acknowledged measure of comparison.

6.1.1.53 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have a contractual binding agreement with the subcontractor.

6.1.1.54 Trash Removal: Trash removal includes the pickup and removal of all papers and other debris in or around buildings or structures that was brought in, or created by the Contractor while performing services.

6.1.1.55 Weekly: Task that shall be performed one time each week.

6.1.1.56 Wide Area Work Flow (WAWF) is an application within the broader Procurement Integrated Enterprise Environment (PIEE): A secure web based system for electronic invoicing, receipt, and acceptance. WAWF / PIEE allows government vendors to submit and track invoices and receipt/acceptance documents over the web and allows government personnel to process those invoices in a real-time, paperless environment.

6.1.1.57 Work Day: Work times within a 24 hour period.

6.1.1.58 Work Week: Work days within a 7 day period.

7.0 Acronyms:

ADA	Americans with Disabilities Act
ACC	Access Control Credentials
AFARS	Army Federal Acquisition Regulation Supplement
AQL	Acceptable Quality Level
AR	Army Regulation
Bldg.	Building
CAC	Combined Arms Center
CAC	Common Access Credential/Card
CDC	Child Development Center
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DES	Directorate of Emergency Services

DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
DPW	Directorate of Public Works
EA	Each
FAR	Federal Acquisition Regulation
FOA	Facility Occupant Authority
GFP	Government-Furnished Property
HIPAA	Health Insurance Portability and Accountability Act of 1996
IAW	In Accordance With
KO	Contracting Officer
LAC	Locally Approved Credentials
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
OPSEC	Operations Security
OSHA	Occupational Safety and Health Administration
PA	Property Administrator
PIEE	Procurement Integrated Enterprise Environment
PIPO	Phase In/Phase Out
POC	Point of Contact
POV	Privately Owned Vehicle
PRS	Performance Requirements Summary
SOW	Scope of Work
QA	Quality Assurance
QAP	Quality Assurance Program
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
Reg.	Regulation
SDS	Safety Data Sheets
SF	Square Footage
Suppl	Supplement
TE	Technical Exhibit
TRADOC	U.S. Army Training and Doctrine Command
VCC	Visitor Control Center
WAWF	Wide Area Work Flow

7.1 Applicable Directives and Publications:

Number/ Web Link	Dated	Description
DoD 5500.7-R	Nov 07	Joint Ethics Regulation

http://www.dtic.mil/whs/directives/corres/pdf/550007p.pdf

41 U.S.C. 423 Jul 11 Procurement Integrity Act
http://www.dod.mil/dodgc/defense_ethics/resource_library/updated_guidance_procurement_integrity_act.pdf

29 CFR 1910.1001 Mar 12 Occupational Safety & Health Standards, Asbestos
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9995

AR 420-1 Feb 08 Army Facilities Management
http://www.apd.army.mil/pdffiles/r420_1.pdf

10 CFR 430 Jul 14 Energy Conservation Programs for Consumer Products
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title10/10cfr430_main_02.tpl

29 CFR 1910 Mar 12 Occupational Safety & Health Standards
https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910

29 CFR 1904 Jun 03 Recording and Reporting Occupational Injuries and Illnesses
https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1904

41 CFR 102-71.20 Jan 12 What definitions apply to GSA's Real Property Policies?
http://www.gpo.gov/fdsys/granule/CFR-2012-title41-vol3/CFR-2012-title41-vol3-sec102-71-20

AR 190-5 May 06 Motor Vehicles Traffic Supervision
http://www.apd.army.mil/pdffiles/r190_5.pdf

AR 735-5 May 13 Property Accountability Policies
http://www.apd.army.mil/pdffiles/r735_5.pdf