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SECTION C-1

C-1 GENERAL TERMS AND CONDITIONS. *Sections C-1 thru C-6 have been reviewed for Operations Security (OPSEC) purposes and approved for public release; distribution is unlimited. See Attachments J- VI 00 and Attachment J- VI 01.*

C-1.1 INTENTION. The Government's intention, via this effort, is to obtain management support services; planning, to include master and other installation planning, support services; programming, budgeting and execution support services; human resources support services; environmental (to include the installation restoration, compliance, pollution prevention and conservation programs) program support services; hazardous material management services; engineering support services; range and other operations support services; administrative support services and other related and miscellaneous support services at White Sands Missile Range (WSMR), New Mexico (NM), including Stallion Range Center (SRC) and numerous satellite areas and sites throughout the Range (WSMR) and off the Range, as further described below. Through this effort, the Government also will obtain maintenance and repair (M&R), to include preventive maintenance, and minor construction services for administration and historic buildings; Combined Bachelors' Quarters; storehouses; warehouses; missile, rocket and other special weapons assembly buildings and structures; indoor and outdoor laboratories; instrumentation, equipment and test facilities; launch complexes; targets and target facilities and structures; and numerous other structures; M&R of general and special-use equipment and M&R and minor construction of roads and the range transportation network; etc. The facilities, structures, equipment, systems, etc., are similar to those found on many large Army installations, but also include those associated with research, development, test and evaluation (RDTE) activities. The Government will achieve this by means of a combination Firm Fixed-price (FFP) and Indefinite Delivery/Indefinite Quantity (ID/IQ) contract. This Performance Work Statement (PWS) supports the process described in Office of Management and Budget (OMB) Circular No. A-76 (Revised), May 29, 2003, and is in conformance with Army Regulation (AR) 5-20, Competitive Sourcing Program, May 23, 2005. Throughout the PWS, the term "Service Provider (SP)" is used to reference the successful offeror, whether the Government's MEO or a private-sector bidder, for performance of the duties described in this PWS.

C-1.1.1 Firm Fixed-price. The Firm Fixed-price portion of the contract is intended to encompass scheduled and unscheduled work; the performance of maintenance, repair, alteration, construction and fabrication work and the provision of technical assistance, which is less than 32 hours of labor and less than \$5,000 in materials (i.e., Service Calls), and the support services, such as management, planning, engineering, environmental, etc., described above, and in Section C-5. It also includes management of all work under this contract, described in Section C-5.

C-1.1.2 Indefinite Delivery/Indefinite Quantity. The ID/IQ portion of the contract is intended to encompass the performance of work that exceeds C-1.1.1. This work may be subject to the Davis-Bacon Act (DBA) or the Service Contract Act (SCA) wage rates.

C-1.1.3 Standards. All work, regardless of the SP, shall meet the standards, specified herein, and shall be accomplished in conformance with approved and accepted standards of the United States; NM and other applicable state governments (such as Utah (UT), Texas (TX), Colorado (CO), Arizona (AZ), etc., where WSMR has obligations); industry (electrical, mechanical, structural/construction, etc.; managerial, professional, technical and administrative); equipment

and other manufacturers; all applicable activity, local, state and federal laws, Executive Orders (EOs), regulations, directives, instructions, policies, procedures, etc.; all applicable building and safety codes; etc.; and the Performance Requirements Summary (PRS)) Attachment **J- VI C-1 01**.

C-1.1.4 Replacement, Modernization and Renovation. During the term of this effort, the Government may replace, renovate or improve equipment, systems, facilities, components and fixtures at the Government's expense and by means not associated with this contract or this PWS. All replaced, improved, updated, modernized or renovated equipment, fixtures, facilities, components and systems shall be maintained, operated and/or repaired by the SP, at no additional cost to the Government, unless such changes result in a net increase in contract requirements. Changes, replacements or deletions which result in an increase or decrease in contract requirements will result in adjustments to the price, for private industry SPs, in accordance with (IAW) the Federal Acquisition Regulation (FAR) 52.243-1, and *CHANGES* clause, Section I; and for the MEO SP, IAW applicable Army Regulations.

C-1.1.5 Interface Amongst Contractors and Government Forces. The SP must recognize that other Government Forces and contractors will be engaged in similar and/or supporting work. The SP for this effort shall communicate, cooperate and collaborate with all other Government Forces and contractors to avoid conflicts with such Government Forces' and contractors' performance and work schedules. In the event of conflicts with other Government Forces and/or contractors, which cannot be satisfactorily resolved amongst the parties, the matter shall be referred to the Designated Government Representative (DGR) or Contracting Officer (KO), as applicable, for decision. Such decisions shall be final, and for contractors, subject to the right of appeal, IAW the FAR, 52.233-1, and *DISPUTES* clause, Section I; and for the MEO, subject to applicable Army Regulations.

C-1.1.6 Phase-in Period. The phase-in period shall start sixty (60) calendar days before the start date of this effort. This is the time period in which the SP shall perform those tasks necessary to position itself to begin the required work on the contract start date. The SP is expected to perform all requirements, as specified, beginning on the start date. There is no period of time that the SP will be allowed to perform less than all the specified work after the contract start date.

C-1.1.6.1 Phase-in Period Access. During the phase-in period, the SP will be allowed entry to all locations of work and to familiarize supervisors, key personnel, and staff with equipment, reporting procedures, work schedules, operating procedures, and other matters. The SP will also be permitted to inventory and take possession of government-furnished property and equipment. The Designated Government Representative (DGR) will coordinate access and transfer property and equipment.

C-1.2 SCOPE OF WORK. The SP shall provide all management, labor, leadership, supervision, vehicles, equipment, tools, materials, supplies, etc., required to perform the duties summarized in C-1.1 *INTENTION*, above, and IAW the requirements specified herein.

C-1.2.1 Inter-/Intra-Service Support Agreements. Inter-/Intra-service Support Agreements (ISA), Memoranda of Agreement (MOA), and Memoranda of Understanding (MOU) exist between the Missile Range and various other government, customer, tenant, and non-government entities. Such agreements specify various receiver and supplier obligations, which

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may include requirements for the USAG-WS Public Works activity. Some of these agreements are identified in Attachment **J- VI C-1 XX** List of Inter-/Intra-service Support Agreements, Memoranda of Agreement & Memoranda of Understanding. The SP shall provide all personnel, management, supervision, equipment, tools, supplies, materials, transportation, and any other items and services, necessary to perform the public works functions required in the applicable agreements.

C-1.2.2 Surge Capabilities. The SP shall surge capabilities (if required) to meet transformation requirements and/or 24 hour operations associated with tasked missions or contingencies, and provide appropriate support wherever and whenever required in compliance with USAG-WS Readiness Standard Operating Procedures and contingency plans. The SP shall adequately plan for and execute missions becoming operational and executing tasks within the time frame specified by the KO/DGR.

C-1.2.3 SP Contacts. The SP shall provide emergency home and cellular telephone contact numbers for key personnel, as identified by this PWS to the DGR, when they are not on site. The primary SP point of contact shall be the Project Manager. The Government will first attempt to contact the Project Manager, then the Alternate Project Manager, prior to contacting any other SP employee. Failure to contact a designated SP representative does not alleviate the SP from the responsibility for providing the services identified in this PWS. The Government will log all attempts to contact SP personnel during emergencies.

C-1.3 MISSION. The primary, but not the only, mission of White Sands Missile Range is to provide quality test, evaluation, research, and development (RDTE) and other professional, technical services to Department of Defense (DOD) acquisition and other programs. The Range also provides these kinds of services and utilization of its extensive capabilities and infrastructure to other U.S. government agencies, such as the Department of Homeland Security (DHS), Department of Energy (DOE), Department of Agriculture (USDA), Department of Interior (DOI), etc.; state and local government agencies; approved foreign government agencies, to include Allies, such as the United Kingdom, Canada, Australia, Japan, etc.; approved private companies, such as Chrysler, Boeing, etc.; and universities, to include New Mexico State University (NMSU), the University of Texas at El Paso (UTEP) and the Massachusetts Institute of Technology (MIT), to name very few. Today, WSMR is a world-class, \$13-billion-dollar-plus, test complex. It is the largest all-over-land test range in the U.S. and a key asset of DOD's Major Range and Test Facility Base (MRTFB). Since its creation, WSMR has been managed by the U.S. Army. Currently, the Army's Installation Management Command (IMCOM) manages the U.S. Army Garrison (USAG)-White Sands. The Army Test and Evaluation Command (ATEC) manages the White Sands Test Center (WSTC) and other Army agencies, all of which are tenants on WSMR. In addition, the Navy and Air Force, as well as other agencies, such as the National Aeronautics and Space Administration (NASA), also manage activities located on WSMR; these too are tenants of WSMR. As tenants, these agencies and their customers are all customers of the USAG-WS. The managers and employees of all these agencies include military, civilian and contractor personnel.

C-1.3.1 Leadership.

C-1.3.1.1 WSMR Director. The Director of White Sands Missile Range reports to the Commanding General, Developmental Test Command (DTC), located at Aberdeen Proving Ground (APG), Maryland. The DTC is a Major Subordinate Command under the ATEC. The Director is responsible for the overall management and operation of the Range in support of its

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activities, tenants and customers. The Director also is responsible for the direct oversight of the White Sands Test Center (WSTC) and oversight of the USAG-WS, as a senior rater of the Garrison Commander. The Director is responsible for the development and approval of overall strategies, planning, policies, etc., for the management and operation of the Range.

C-1.3.1.2 WSTC Commander. The Commander of WSTC is responsible for the primary military mission at WSMR, which involves providing RDTE support services, to include the planning and conducting of tests for Range customers' programs and projects, and reporting the results back to its customers and to Headquarters, DTC. In addition to RDTE activities, the WSTC supports and increasing military training mission on the Range. The WSTC Commander is responsible for overall management and operation of the five major directorates, which constitute WSTC, and their programs and the programs they support. The WSTC plans and conducts developmental, operational and production tests for rocket and guided-missile systems, laser and other directed energy weapon systems, air defense fire control and fire distribution systems, and numerous other weapon systems and materiel, as assigned, to include foreign weapon and other systems. The WSTC Commander is responsible for establishing and implementing plans, programs and policies, to include those for flight safety control of all lasers, missiles, rockets, munitions and other devices (including space vehicles), which are launched from or in to, or fly through, WSMR-controlled airspace, as part of both sponsored and "piggy-back" tests. The WSTC Commander chairs boards, councils and committees and provides inputs to DTC/ATEC in the development of independent evaluation plans, test design plans, independent evaluation reports, adequacy statements and other documents, as directed.

C-1.3.1.3 Garrison Commander. The USAG-WS Commander is responsible for ensuring that the WSTC and other tenants and customers of the Range are supported in carrying out their support for RDTE and other military missions, and for providing installation support services to the entire WSMR community. The Garrison Commander is responsible for the management and operations of the installation, to include its infrastructure; Range assets; land, water, natural and cultural resources; and for ensuring WSMR employees' and residents' quality of life. The Garrison Commander reports to Headquarters, IMCOM, through the IMCOM-West Regional Office (IMCOM-West) at Fort Sam Houston, TX.

C-1.3.2. Regulatory Environment. Unlike the mission elements of WS, the Garrison operates in a highly-regulated environment. DOD, Army and IMCOM directives, instructions, regulations and guidance, much of which is changing and being written or re-written, prescribe both what is to be done and how it is to be accomplished. In addition, operations must comply with extensive sets of federal and state laws, Executive Orders (EOs), regulations, policies, directives, instructions, procedures, etc., particularly regarding environmental program management; environmental compliance; pollution prevention; natural and cultural resource conservation; and occupational health and safety. White Sands health and safety requirements cover indoor work and non-work (for example, the clubs, swimming pools, etc.) environments, as well as outdoor work and non-work (for example, hunting, horse stables, etc.) environments. This highly-regulated environment must be managed and balanced with the dynamic, fluid, ever-changing RDTE environment.

C-1.4 BACKGROUND INFORMATION.

C-1.4.1 History. White Sands Missile Range was established as White Sands Proving Ground (WSPG) through by approval of the Secretary of War on February 20, 1945, the day after the

last V-2 rocket was fired in Europe. The WSPG incorporated the Alamogordo Bombing Range, Ordnance CIT (ORDCIT) and portions of the U.S. Army Fort Bliss Artillery Range. In 1952, WSPG's name was changed to White Sands Missile Range, and christened the Birthplace of America's Missile and Space Program. The current Missile Range incorporates several earlier federal landholdings and facilities, in addition to those noted above. The boundaries encompass the White Sands National Monument (WSNM), owned and operated by the Department of Interior (DOI), National Park Service (NPS), established in 1933; and, the San Andres National Wildlife Refuge (SANWR), owned and operated by the DOI, U.S. Fish and Wildlife Service (USFWS or FWS), established in 1941. Further, the Range overlays significant portions of the Jornada Experimental Range (JER), owned and operated by the U.S. Department of Agriculture (USDA) and the NASA, Johnson Space Center (JSC), White Sands Test Facility (WSTF).

C-1.4.2 Location. The contiguous portion of White Sands Missile Range encompasses over 2.2 million acres (ac) in south-central New Mexico and overlays portions of five NM counties: Otero, Lincoln, Socorro, Sierra, and Dona Ana. It also shares its southern border with the U. S. Army Fort Bliss in Dona Ana County, NM, and El Paso County, TX. The main portion of the Range extends about 124 miles (mi) on its longest north-south axis, and varies from 25 to 40 mi in width on its east-west axis. Post Headquarters (the main cantonment area) is approximately 26 mi east of Las Cruces, NM. Two adjunct Post areas, established to facilitate Garrison support activities in remote portions of the Range, are Stallion Range Center (SRC), located in the northwest corner of the Range, 100 mi north of Headquarters, and the Oscura Range Center (ORC), located near the eastern Range boundary, about 70 mi northeast of Post Headquarters.

C-1.4.3 Population. The population of WSMR is approximately 7,620 people, composed of about 762 military personnel, 6158 civilian personnel (of which about 52% are contractors), and 700 family members.

C-1.4.4 Neighboring Installations, Agencies and Communities. Adjacent to WSMR's east boundary is Holloman Air Force Base (HAFB). The U.S. Army Fort Bliss and William Beaumont U.S. Army Medical Center (WBAMC) are to the south of the Range, with Fort Bliss' northern boundary adjoining WSMR' southern boundary. The HAFB, WBAMC and Fort Bliss provide support to WSMR, and in turn, receive support from the Range. Other large landholding agencies in the area include the Lincoln National Forest, U.S. Forest Service (USFS), USDA; the Mescalero Apache Indian Reservation in the Sacramento Mountains to the east of the Range; and the DOI Bureau of Land Management (BLM), which has holdings on the eastern, northern and western boundaries of the Range. The USDA-JER and the NASA JSC-WSTF are located on and off the southwestern corner of the Range. Towns in New Mexico in close proximity to WSMR include Socorro and San Antonio to the northwest; Carrizozo and Tularosa to the northeast; La Luz, Alamogordo and Orogrande to the east; and Las Cruces to the west. El Paso, TX, is about 50 mi south of main Post.

C-1.4.5 Size. The Department of Defense is the fifth largest federal land manager in the U. S. and is responsible for more than 25,000,000 ac of public land, primarily in the West. Among the military branches, the U. S. Army administers about half of DOD's lands. The main portion of White Sands Missile Range encompasses approximately 16 percent (%) of the Army's land. In addition, another 1,500,000 ac of non-DoD lands are available for periodic or long-term use (Call-Up) by the Missile Range through leases or landowner agreements. Most of these lands are owned and/or operated by governmental agencies, such as the DOI BLM, USDA USFS,

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U.S. Army Fort Bliss, or NM offices and departments. Other lands are owned by private individuals (ranchers, developers, etc.) and groups. In addition, some of these properties are owned and operated by WSMR. These areas are, most often, managed and operated as safety buffers during test flights of long-range missiles, targets, etc. (See below.) However, the Range also uses some of these properties for the location of tracking and other instrumentation, missile/missile target launch facilities, and even planned missile/target impacts (in special circumstances). Land use and cooperative use (Co-Use) agreements are generally re-negotiated and updated by the USAG-WS, in coordination with the WSTC, at least every five (5) years. The Missile Range, in conjunction with its extension area capabilities, constitutes nearly 28% of the U.S. Army's land resources and capabilities. As noted above, White Sands Missile Range has numerous Call-up Areas, also known as the Firing-in-Extension (FIX) Areas, Extension Areas, satellite sites, off-Range instrumentation sites; etc., which are utilized to support its missions in various capacities. Several, but not all, of these sites are described below.

C-1.4.5.1 Off-Range Instrumentation and Equipment Sites. There are over twenty-five (25) sites, of varying size, in New Mexico, Arizona, Colorado, Texas and Utah, which are generally leased from the landowners for indefinite and varying periods, for the placement of surveillance and tracking radar, optical and other external tracking instruments; telemetry and other internal assessment instruments; frequency, timing and other monitoring stations and communications, command and control stations. These instrumentation sites, generally established along missile target flight/firing corridors outside the main portion of WSMR, provide for instrumentation coverage, flight control and communications support. Possible flight/fire corridors for each test or series of tests are critically analyzed and specifically planned to overlay only sparsely populated and unprotected lands, and to maximize the use of WSMR's Call-up Areas and other areas where the Range already has instrumentation, etc., in place. These efforts, along with addressing the potential environmental and safety issues with the public, take a tremendous amount of time, but have been found to be both satisfactory and economical to the Range and its customers. Some of the off-range instrumentation sites/stations, currently being used, maintained, and repaired by WSMR, include :

a. Abajo Peak: Located in Manti-La Sal National Forest, UT, eight (8) mi west of Monticello, UT, communication relay station, 0.5 ac.

b. Alamo Lookout: Located in Lincoln National Forest, NM, telemetry and radio station, 1.15 ac.

c. Alamo Peak: Located eight (8) mi east of Alamogordo, NM, telemetry and radio relay station, 2 ac.

d. CAD Site: Located on U.S. Army Fort Bliss, NM, south of Nike Avenue, cinetheodolite station, 3.67 ac.

e. Cold Springs: Located seven (7) mi west of Monticello, UT, telemetry station.

f. El Heurfano Peak: Located in San Juan County, NM, radio relay and receiving station, 0.41 ac.

g. Elephant Mountain: Located on U.S. Army Fort Bliss, Dona Ana Range, NM, radar station, 1.83 ac.

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h. La Mosca Mountain: Located fourteen (14) mi (22 km) northeast of Grants, NM, telemetry/radio relay station, 0.15 ac.

i. Menefee Peak: Located in Montezuma County, CO, telemetry and radio relay station, 0.59 ac.

j. Red Butte: Located north of SRC, NM, outside the range north boundary, telemetry station, 9 ac.

k. Rose Peak: Located north of Three Rivers, NM, electronic relay station, 400 ac.

l. Ruth Site: Located on U.S. Army Fort Bliss, NM, surveillance radar site.

m. SAC Peak: Located in Lincoln National Forest, NM, frequency monitoring station, 2 ac.

n. Wilson Mesa: Located in Manti-La Sal National Forest, UT, thirteen (13) mi east of Moab, UT, telemetry station, 2 ac.

o. The following are additional WSMR-operated and -maintained sites, located on U.S. Army Fort Bliss: (a) East portion of C Station, (b) MOTR Site, (c) T3 Site, (d) Water Site and (e) Wise Site.

p. The following are additional WSMR-operated and -maintained sites on BLM land: (a) AMRAD Boresight and (b) CAL Site.

q. The following are additional WSMR-operated and -maintained sites on the WSNM: (a) HOTEL Site, (b) MR-3 Site, and (c) NE-30 Site.

r. The following is an additional WSMR-operated and -maintained site on SANWR: SW-30 Site.

MAP INSERT

C-1.4.5.2 Extension, Call-up and/or Firing-in-Extension (FIX) Areas, NM. Agreements with the landowners or administrators in these areas allow the Missile Range, with sufficient notice, to evacuate the owners, lessees, their employees, and the public from the premises, for limited periods of time, for safety during military testing. The following list of such areas is not all inclusive.

a. The northern extension area, commonly known as the "FIX", is located directly north of and abutting WSMR. It encompasses 883,916 ac.

b. The Aerobee 350 Call-up Area, located adjacent to the northwest boundary of WSMR, is 241,263 ac in size.

c. The Abres Call-up Area, located adjacent to the west-central boundary of WSMR, is 412,662 ac in size.

d. The Dugg Call-up Area is located adjacent to the Fort Bliss Military Reservation and west of U.S. Highway 54. It encompasses 6,838 ac.

MAP INSERT

C-1.4.5.3 Launch Complex (LC)-95, NM. To be included in the final RFP.

MAP INSERT

C-1.4.5.4 Fort Wingate Missile Target Launch Complex, NM. The Fort Wingate Missile Target Launch Complex is managed and operated by WSMR for the Missile Defense Agency (MDA). The complex is located in northeast NM, west of Albuquerque on U.S. Interstate 40.

C-1.4.5.5 Off-range Drop Zones, NM. White Sands Missile Range also has an agreement with the USFS to use various sections of the Gila National Forest, NM, as drop zones for booster rockets associated with target launches from Fort Wingate.

MAP INSERT

C-1.4.5.6 Green River Test Site (GRTS) and Green River Launch Complex, UT. The GRTS is a portion of the Launch Complex. The complex, 3,631 ac of exclusive-use real estate, is located about 70 mi west of the Utah-Colorado border, a little over a mile southeast of the town of Green River (population less than a thousand) and is bordered on the west by the Green River. Originally designed to support missile test launches for impact on WSMR, there is renewed interest in using the site for future launches of targets, and for headquarters and administration purposes. Most of the land is leased from the BLM or the State of Utah. Within this area, 962 ac of private land have been acquired, in fee, by WSMR. The GRTS and Launch Complex are in transition. Some pieces of real estate are to be turned over to the town of Green River for its use as an industrial park; some pieces are undergoing environmental restoration activities and are being monitored by the State of Utah and Environmental Protection Agency, Region X, located in Denver, CO; other pieces have been proposed for retention by the WSTC, pending future customer interest; and yet other pieces are awaiting final decisions on disposition.

C-1.4.5.7 Co-use Areas, NM. In addition to the previously described areas, WSMR has Co Use agreements with WSNM, SANWR, and the JER that allow for limited shared management of portions of land in the Monument, Refuge and Experimental Range.

MAP INSERT

C-1.4.6 Physical Description.

C-1.4.6.1 General. White Sands Missile Range is ecologically part of the Chihuahuan Desert ecosystem. The Range lies within the Mexican Highland Section of the Basin and Range Physiographic Province. Most of the Range is situated in the Tularosa Basin, a nearly flat valley that extends nearly the length (north-south) of the Range. Physiographic features within the Tularosa Basin are intermittent lakes and streams, gypsum dunes, intermountain valley

slopes and eolian deposits. The area is cut from north to south by the San Andres, Organ and Oscura Mountain ranges, which comprise about 35% of the land area. Elevations range from approximately 3,936 ft mean sea level (MSL) on the alkali flats of Lake Lucero to 8,955 ft MSL at Salinas Peak. The other major basin of the Range is the Jornada del Muerto, west and northwest of the San Andres Mountains. The portion of the Jornada del Muerto Basin, on WSMR, is about 4,612 ft MSL in elevation.

C-1.4.6.2 Climate. The climate is characterized as arid, except for the Chupadera Mesa and higher elevations within the San Andres and Oscura Mountains, which are semiarid. Spring and fall months are warm. The winter is mild; the average high is 57 degrees with the average low temperature dropping to about 36 degrees. The summer is hot; the average summer high temperature is 92 degrees with lows of about 69 degrees. Even with the relatively high summer temperatures, the climate is comfortable due to an average annual humidity of only 37%. Most precipitation falls during summer and early fall in the form of high-intensity thunderstorms, but appreciable amounts occur during winter. The rainy season, from July to September, averages half the annual precipitation. These rain events can cause soil erosion, considerable surface runoff and subsequent flooding of low-lying areas. Average annual precipitation in the Tularosa Basin is less than 8 inches (in) in the southeast, and less than 9 in in the west-central part of the Range. See Attachment J- VI C-1 03, General Weather Information, and Attachment J- VI C-1 04, Specific Range Weather Information.

C-1.4.6.3 Waters of the U.S. (WoUS) and Wetlands. WoUS and wetlands exist throughout the Range. The types include salt marsh, such as at Malpais Spring, southeast of Range Road (RR) 9; alkali flats, such as those near White Sands Space Harbor (WSSH), along RR 10, and the “Big Foot Prints” and gypsum area, east of RR 7; unvegetated playas, such as at Fifteen-mile Lake; and vegetated playas, such as Brazel and the Marcial Playas. Also included are permanent streams, such as Salt Creek; intermittent streams, such as those at Rio Tularosa Creek; and artesian systems, such as those at the Barrel Spring and Guillez Spring Complex and Mound Springs Complex. The Davies Tank Complex is a large natural playa southeast of the Main Post that presently serves as an effluent and evaporation pond for treated sewage from the Post Wastewater Treatment Plant.

C-1.4.6.4 Flora. To be provided in the final RFP.

C-1.4.6.5 Fauna. To be provided in the final RFP.

C-1.4.6.6 Roads. WSMR has over 10% of the roads in the Army’s inventory. This extensive network of limited-access roads has been developed and maintained by USAG-WS in support of its customers. This network includes approximately 1,338 mi of major range roads (2-lane paved (741 mi), or graded (603 mi) surfaces); 596 mi of secondary (unpaved) roads; 1,490 mi of bladed trails and dirt roads; and an unknown, but expanding, length of remote, two-track, or four-wheel-vehicle trails. Many of the secondary roads, bladed trails and other trails, especially those in remote areas of the Range, are regularly washed out during monsoons (the summer season of intense thunderstorms) and are often severely eroded between repair events. These roads may remain impassable for a year or more.

C-1.4.6.7 Basic Infrastructure. The major built-up areas of White Sands Missile Range include the Main Post Area, located in the southwest corner of the Range; SRC, located in the northwest corner of the Range; and ORC, located in the northern portion of the Range near the eastern Range boundary. Additionally, the recently active Rhodes Canyon Range Center/Camp

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(RCRC) continues to provide limited services, such as gasoline refueling and a helipad.. However, these are but a few of the built-up areas on the Range. Noteworthy other infrastructure include:

a. Nike Boulevard. Nike Boulevard, which starts at Main Post and heads straight east for the entire width of the Range, is where many of the major missile/rocket interceptor and target launch complexes are located. These include Launch Complex (LC)-31, 32, 33, 35, 36, etc.; missile assembly buildings; storehouses; propellant storage facilities; instrumentation stations and sites; command and control stations and sites; and fire station #2. However, there are hundreds of permanent and mobile launch facilities. Many of these sites are located "Up Range" (north of Nike Avenue and as far north as SRC), to complement the southern complex.

b. Air Strips, Air Fields and Heliports. The largest air fields on WSMR include Condron Army Air Field (AAF), southeast of the main Post, and Stallion Field, north of and across RR 7 from the main SRC facilities. Additionally, there is a dirt, fixed-wing landing strip at Oscura Range Center/Camp and approximately 35 heliports located throughout WSMR. Major military air facilities are located at HAFB and Biggs Army Air Field, TX, adjacent to Fort Bliss.

c. Electromagnetic Radiation Effects (EMRE) Test Facility. To be provided in the final RFP.

d. Hazardous Test Area (HTA). To be provided in the final RFP.

e. Small Missile Range (SMR). To be provided in the final RFP.

f. U.S. Army Space and Missile Defense Command (USASMDC) High Energy Laser Systems Test Facility (HELSTF). To be provided in the final RFP.

g. NASA-JSC-WSTF WSSH (formerly Northrup Strip). The Space Harbor is located on the gypsum flats between Big Salt Lake and Lake Lucero and is used year-round for NASA shuttle training missions and drone operations. The Harbor also serves as an Emergency landing area for the NASA Space Shuttle Program.

h. Air Force National Radar Test Facility (NRTF)-Radar Target Scatter (RATSCAT) Facility. To be provided in the final RFP .

i. Air Force NRTF RATSCAT Advanced Measurement (RAM) Facility. To be provided in the final RFP.

j. Defense Threat Reduction Agency (DTRA) Tunnel Complex. To be provided in the final RFP.

k. Brilliant Anti-tank (BAT)/Zumwalt Track. To be provided in the final RFP.

l. Permanent High-explosive Test Site (PHETS). To be provided in the final RFP.

m. North Oscura and Jim Peak Facilities. To be provided in the final RFP.

n. Aerial Cable Range (ACR). To be provided in the final RFP.

C-1.4.6.8 Other Buildings, Structures and Facilities. Attachment J- VI C-5 01 lists the buildings and structures throughout the Range.

C-1.5 SPECIAL RANGE PROGRAMS, POLICIES, CONDITIONS AND REQUIREMENTS.

C-1.5.1 Range Access. There are seven (7) primary entry/exit points on to/off of WSMR. Access to the northwest corner of the Range is provided by U.S. Highway 380 and the SRC access road at the Stallion Gate; U.S. Highway 54, the town of Tularosa and the Tularosa access road at the Tularosa Gate; U.S. Highway 54 and the Orogrande access road at the Orogrande Gate; U.S. Highway 70 and Owen's Road at the Las Cruces Gate; U.S. Highway 70 at the Small Missile Range (SMR) Gate; U. S. Highway 70, HAFB and Range Road 10 at the Holloman Gate; and by War Highway and Range Road 1 at the El Paso Gate. The entry/exit points at the Las Cruces, El Paso, and Holloman Gates are manned by security personnel and are open to approved traffic 24 hours a day, when roadblocks are not in effect. The Stallion, Tularosa, Orogrande and SMR Gates are unmanned with access controlled via an automated gate system. Access at automated entry gates is through the use of the WSMR security badge. There are several locked gates located throughout the Range, and especially along Range boundaries. Combinations or keys to specific gate locks can only be obtained through coordination with the DGR.

C-1.5.2 Range Work Conditions and Requirements.

C-1.5.2.1 Unusual Work Conditions. Some conditions that the SP may encounter in the process of providing Garrison support are listed below. Encountering these conditions may delay the SP, but does not relieve the SP of performance as required in this PWS.

- a. Travel over rough and rocky secondary roads to access remote sites on the Range.
- b. Traveling to, and functioning in, remote Uprange areas where Temporary Duty (TDY) may be required.
- c. Travel on foot, to include long-distance hiking and climbing, to access isolated portions of the Range, especially in mountainous areas.
- d. Traveling to satellite facilities in Arizona, Colorado, Utah, Texas and elsewhere in New Mexico, which will probably require TDY.
- e. Working in inclement weather to include strong sustained winds, and gusts up to 80 miles an hour in the spring; periodic summer heat of 104 degrees, or higher; heavy rains accompanied by flash flooding in late summer; and snowfall in the winter.

C-1.5.2.2 Off-Road Travel. Walking off the road is prohibited in certain areas of the Range, because of the extreme danger of unexploded ordnance (UXO), see Attachment J- VI C1 02. Further, driving off road is prohibited, unless necessary for an approved mission. An approved mission means that the plans/actions have been reviewed and approved by the Environment and Safety organizations, in writing.

C-1.5.2.3 Accessing Restricted Areas. Accessing Restricted Areas. Accessing restricted areas means accomplishing special scheduling or other requirements. Special scheduling is required, but not limited to the following areas: The NASA WSTF, HTA, EMRE Test Site, W9124R07R0009

HELSTF, DTRA Tunnels, PHETS and ACR. An escort also is required for access to some restricted areas including, but not limited to, the NRTF RATSCAT and RAM Sites; Red Rio Bombing Range; Oscura Bombing Range; and the non-lethal Weapons Impact Targets (WITs). See below for more information about restricted areas and access approvals.

C-1.5.2.4 The “Two-person Rule”. In accordance with WSMR Regulation (WSMRR) 385-18, Command Safety Program, the “two-person rule” applies when there is reason to believe that a situation may develop where assistance cannot be summoned within a reasonable period of time, assistance is not available in the event of an accident or mishap, and hazardous work is performed after regular working hours in isolated areas, to include uninhabited buildings. The “two-person rule” also requires supervisors assigning employees work in isolated areas to require employees to report in periodically to a responsible person or supervisor by telephone or two-way radio.

C-1.5.2.5 Communications. Employees traveling to Uprange areas, or long distances, or to isolated areas, are required to have a cell phone or radio frequency (RF) transceiver for safety purposes. All personnel planning to access Uprange areas are advised to call 678-1178 prior to accessing the Range to check for scheduled tests, schedule changes, and associated roadblocks.

C-1.5.2.7 Evacuations. Evacuations are periodically required in support of Range operations. Evacuations may involve the entire Range, including adjacent off-Range areas, or smaller areas internal to the Range. Internal evacuations may last for hours, up to entire days.

C-1.5.2.8 Range Slow-Down. Range operations slow down for two weeks, annually, usually starting during the week before Christmas and extending through the New Year’s holiday. The slow-down allows for mission debris clean-up, big game hunts, and other activities, for which Range time is generally not available during the rest of the year.

C-1.5.2.9 Lack of Clearly-defined Authority. Providing support to several activities, each reporting to different Services and/or Major Commands, may, at times, result in a lack of clearly-defined authority on some work-related issues. The SP shall contact the DGR to resolve such issues.

C-1.5.2.10 Satellite Area Support. The SP may have to provide support services to satellite areas shown in Attachments J- VI C-1 05a and J- VI C-1 05b. Travel and per diem will be reimbursed, IAW the Joint Travel Regulations.

C-1.5.2.11 Roadblocks. When Range operations may pose an unacceptable risk to the public or Range workers, roadblocks are established on internal Range roads and public roads; e.g., NM Highway 70, NM Highway 380 and NM Highway 54. Highway 70 road blocks are set at various points between WSNM and San Augustin Pass. Highway 380 blocks are set east of the Rio Grande River and west of the town of Carrizozo. Highway 54 blocks are set south of Oro Grande and north of the NM-TX state line. See Attachment J- VI C-1 06, for color designation of road block points on Highway 70. Blocks on public roads generally hold traffic for only an hour at a time; internal Range roadblocks may prohibit passage indefinitely.

C-1.5.2.11.1 Roadblock Information. Current roadblock information may be accessed at www.wsmr.army.mil (only from .mil domains) or by calling (505) 678-1178. In Alamogordo, call (505) 443-7199; and in Socorro, call (505) 835-8899. This information is usually updated each

weekday afternoon for the following day. Roadblocks, however, are subject to change without notice. Travelers are advised to check periodically for updated information.

C-1.5.2.12 Archeological, Cultural and Historic Resources Protection and Preservation.

Archaeological, cultural and historic resources at WSMR represent human occupation for more than 10,000 years in the Tularosa Basin and adjacent mountain ranges. These resources range in date and association from the Paleo-Indian Period through the Cold War Era, and vary in size from isolated finds to the Trinity Site National Historic Landmark (NHL). The WSMR cultural resources database includes the results of more than 300 surveys and the identification of 4,000 archeological sites. Two properties are currently listed on the National Register of Historic Places (NRHP): the Trinity Site NHL and the LC-33 NHL. The Trinity Site NHL incorporates approximately 36,480 ac and was the location of the world's first atomic explosion in 1945. The site includes the George McDonald Ranch, the McDonald Brothers Ranch (Trinity Base Camp), Ground Zero and the remains of personnel bunkers, equipment shelters and communication lines. Launch Complex-33 was the first rocket launch area, established at WSMR in July 1945. The complex includes a blockhouse, the gantry used to service the rocket, and launch pad and fire bucket. First used for the V-2 rocket launches, LC-33 was later used in support of various more recent missile programs. Launch Complex 33 is still in use today.

C-1.5.2.12.1 Archeological Resources Protection. TBD

C-1.5.2.12.2 Cultural Resources Protection. TBD

C-1.5.2.12.3 Historic Resources Preservation. TBD

C-1.5.2.12.3.1 Historic Buildings. An inventory of the historic buildings and structures on WSMR Main Post was completed in 1997. As a result of that inventory determinations were made on those features with regard to their eligibility for inclusion in the National Register. These buildings constitute an Historic District, which is eligible for inclusion on the NRHP, but has not been formally listed. At present, the district comprises 52 Cold War Era historic buildings. Currently, a total of 69 buildings at WSMR are considered eligible for listing in the National Register. Many buildings in up-range areas have not been inventoried, and some may be eligible for the National Register.

C-1.5.2.13 Natural Resources and Wildlife and Plant Conservation. TBD

C-1.5.2.13.1 Natural Resources Conservation. TBD

C-1.5.2.13.2 Wildlife Protection. TBD

C-1.5.2.13.3 Plant Conservation. TBD

C-1.6 Hunting on WSMR. The Directorate of Public Works, Environmental Division, Environmental Stewardship Branch, is responsible for managing the wildlife populations on WSMR. The harvest of small game, big game, game birds, furbearers, and waterfowl is permitted in accordance with WSMR hunting and trapping guidelines and regulations published by the USFWS and the New Mexico Department of Game and Fish (NMDGF). Scheduled big game hunts for oryx and pronghorn are conducted in specific Range areas on weekends, holidays and other non-duty days. Similarly, small game and other hunting or trapping is allowed only on non-duty days during weekends and holidays. However, selective hunts,

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designated by the WSMR wildlife managers in coordination with the NMDGF to control nuisance oryx and address areas of overpopulation, are conducted on an unscheduled, opportunistic basis. As with all other uses of the Range, Range operations take precedence; hunting is conducted only when it does not interfere with the military mission. When necessary, temporary closures of specified areas to hunters will be established to allow SP work in those areas during otherwise authorized hunting times.

C-1.7 Personnel. The SP shall provide a workforce, appropriately sized, and possessing the requisite skills, knowledge, abilities, training, licensing and certifications (in compliance with all federal, state and local laws, regulations, etc.) needed to satisfactorily perform the services required by this contract or PWS. All SP employees shall be permanent legal residents of the United States and shall be able to read, write, speak and understand the English language, to include unique terminology used in their functions, professions, technical areas and trade specialties. This speaking skill is not required of a SP employee who is hearing impaired. Service Provider employees (contractor personnel only) performing work under this PWS shall remain employees of the Contractor and will not be considered employees of the Government. Service Provider employees (MEO or Agency Tender personnel only) performing work under this PWS shall remain and be considered employees of the Government.

C-1.7.1 Conflict of Interest. The SP shall not employ off-duty Contracting Officer's Representatives (CORs), or any other person who is an employee of the U.S. Government, either military or civilian, if such employment would create a conflict of interest or would be contrary to the policies contained in 3 Code of Federal Regulation (CFR) 100.735-8, Conflict of Interest Rules.

C-1.7.2 Conduct of Personnel. Service Provider employees shall conduct themselves in a proper, efficient, effective, courteous and business-like manner. The SP shall be responsible for the competency and conduct of its employees and any contractor/subcontractor employees, and for taking appropriate disciplinary actions, immediately, when required. The SP shall remove from the job site (WSMR and its satellite facilities and Call-Up Areas) any employee working under this contract or PWS for reasons of misconduct, security violation, or found or suspected to be under the influence of alcohol, drugs or other incapacitating agent. The Government reserves the right to require removal of any SP employee or contractor/subcontractor employee from the job site, who endangers persons or property or whose continued employment is inconsistent with the operational mission of WSMR and the interests of National Security. The Government will advise the SP of the basis for requesting an employee's removal or for denying or withdrawing an employee's authorization to enter WSMR.

C-1.7.2.1 Code of Conduct Training The SP shall provide training in the prevention of sexual harassment (Attachment J- VII C-1 05) and ethics, IAW WSMR Policy Letter #4.

C-1.7.2.2 Alcohol. Alcohol consumption by SP employees during their work shift, including lunch and other breaks, is strictly prohibited, IAW AR 600-85, Army Substance Abuse Program, and Department of the Army Pamphlet (DA PAM) 600-85, Army Substance Abuse Program Civilian Services. Reporting to work, while impaired by alcohol, is prohibited, as is transporting or possessing alcoholic beverages while performing work at WSMR. Any SP employee violating the "zero tolerance" policy is subject to immediate dismissal upon notification by the DGR.

C-1.7.2.3 Drugs. WSMR maintains a drug-free workplace policy, IAW AR 600-85 and DA PAM 600-85. The SP shall ensure that all SP employees are aware of the “zero tolerance” policy, concerning drug use, both on- and off-duty at all times. The use of or trafficking in illegal drugs shall be cause for immediate dismissal.

C-1.7.2.3.1 Drug Testing. The SP shall place employees with Top Secret clearances, carrying or handling arms or ammunition, handling hazardous fuels or materials, truck drivers, and heavy equipment operators in a random sampling drug testing program. The SP shall use a reputable firm to perform the testing. Periodic results shall be provided to the DGR. Results of the latest tests shall also be given to either the DGR within two (2) hours of a request. The SP shall be responsible for testing and all expenses associated with the testing.

C-1.7.2.3.2 Drug/Alcohol Surveillance. The Government reserves the right to inspect SP areas for drugs, using surveillance methods that may include trained drug-identification dogs. Additional special surveillance will be employed, as deemed necessary.

C-1.7.3 Personal Appearance. All SP contractor/subcontractor employees shall be identified as such by displaying a distinctive nameplate, emblem or patch with company name and logo, attached to a prominent place on an outer garment. MEO or Agency Tender employees shall have no such requirement. No sleeveless shirts or other cut-off clothing is authorized. SP employees shall present a neat, clean and well-groomed appearance.

C-1.8 Restricted Access to WSMR. WSMR is closed to entry by the general public and unauthorized individuals. Access to Uprange areas is restricted to civilian and contract employees with a demonstrated and approved need for such access. When granted, Range access will be limited to those areas where the requirement for access has been specifically requested and documented.

C-1.8.1 Vehicles. All SP manager and employee vehicles shall be registered with Range Security, located in Building 384. This registration requires a valid New Mexico driver's license for the category of vehicle operated (to include motorcycles and All-Terrain Vehicles (ATVs)),, verification of vehicle registration and proof of insurance. Installation vehicle decals will be issued to SP managers and employees. All installation decals must be removed from vehicles and returned to the Security Office at completion of performance under this PWS, completion of employment or before a vehicle is sold or traded.

C-1.8.2 Documented Aliens. Documented aliens employed by the SP shall be permanent resident aliens, have background investigations conducted, and security clearances performed, when required, IAW AR 380-67, Army Personnel Security Program. These documents shall be made available to the KO and/or DGR, upon request. Undocumented aliens shall not be given access to WSMR, provided access to contractual documents or be permitted to work on WSMR. Every incident where an undocumented alien is found to be working on WSMR, shall be reported to SP supervisor(s), the DGR, and the Security Office, immediately.

C-1.8.3 Foreign Nationals. Access to WSMR by foreign nationals is not authorized, except on a case-by-case basis. All foreign national SP visitors engaged in official business at WSMR shall have prior approval through the WSMR Foreign Disclosure Office, 505-678-6353. The SP shall report immediately to the DGR any requirement for foreign national access to WSMR contractual information, on or off post, or visits to any property or real estate under the control of

WSMR. The DGR will in turn notify the WSMR Foreign Disclosure Officer. A lead-time of five (5) working days is required to determine if further information/action is necessary and whether the requested access is appropriate. Even when access is approved, personnel who are foreign nationals are subject to special escort procedures, depending on which area(s) of the Range they need access.

C-1.8.4 Controlled or Classified Data. Service Provider employees, with access to controlled or classified data, shall be subject to physical security requirements and may be subject to other restrictions, noted in the National Industrial Security Program Operations Manual (NISPOM).

C-1.9 AIRFIELD ACCESS. The SP shall have access to Condron AAF to carry out requirements of this contract, as necessary. The SP shall provide a properly certified heavy-equipment operator possessing a New Mexico or Texas Commercial Driver's License to sweep and remove snow or other materials from the runways and aprons. Any vegetation control to be performed on the airfield shall be performed by a State of New Mexico and DoD-certified pest controller.

C-1.10 IDENTIFICATION OF SERVICE PROVIDER MANAGERS AND EMPLOYEES.

C-1.10.1 Program Manager. The SP shall provide one (1) person with complete oversight of the performance of this contract, including the management of all work undertaken as a part of this effort. This individual shall, at a minimum, be a licensed professional engineer in the field of civil or related engineering, or equivalent; possess at least 15 years of full-time experience as an engineer, or equivalent; and demonstrate two (2) years of experience managing a program or programs of similar dollar value and complexity (with regard to disciplines) equal to, or greater than, this PWS/contract. The Program Manager, or his/her alternate(s), shall be responsible for managing the entire contract or work to be accomplished in the PWS, and shall be authorized to act and make decisions pertaining to the contract or PWS. The DGR shall have the right of approval on selection of the SP Project Manager and his/her alternate(s). The SP manager, or his/her alternate(s), shall be available on-site during normal duty hours. After normal duty hours, the manager, or his/her alternate(s), must be available within two (2) hours of notification by the DGR. It is specifically required that the Program Manager, or his/her alternate(s), be the Government's single point(s) of contact for all negotiations and final decisions with regard to the work to be performed.

C-1.10.2 Managers and Other Key Personnel. The SP shall furnish a minimum of one name for each key area, noted below.

- a. Program Manager
- b. Key Area Managers
- c. Leaders/Supervisors

For a private industry SP, these key personnel shall not be subcontractor employees. For a MEO SP, key personnel must be full-time MEO employees. All key personnel shall be located at WSMR. Key areas requiring individual managers may include: Utilities; Facilities, Buildings and Structures; Roads; Minor Construction; Maintenance and Repair; Planning; Engineering; Operations; Environmental; Customer Services and other, as determined by the SP, to meet the requirements of this PWS/the contract.

C-1.10.3 Documentation of Managers and Key Personnel. A standard business resume shall be submitted, as part of the SP's proposal, for all key managers and personnel, listed above. Key managers and personnel shall meet all of the minimum personnel qualification requirements, contained in Attachment J- VI C-1 TBD. The SP shall submit a request, including a resume, for all key managers and personnel replacement hires to the DGR for approval.

C-1.10.4 Employees. The SP shall maintain a current and complete listing of all employees working on this PWS/contract. The list shall include employee names, contact information, social security numbers, security clearance levels and security/identification badges data. This list shall be validated by the SP Program Manager and provided to the DGR at the post award conference. Updated lists shall be provided by the SP with any change of personnel.

C-1.10.5 Off-duty Military Personnel, Reservists and National Guard. The SP is cautioned that off-duty active military personnel hired under this contract or PWS may be subject to permanent change of station, change in duty hours or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the SP's ability to perform; however, their absence, at any time, shall not constitute an excuse for non-performance under this PWS.

C-1.10.6 Minimum Employee Qualifications. The SP shall provide adequate numbers of qualified employees to ensure satisfactory performance of the services required by this contract/PWS. The minimum acceptable employee qualifications for the positions and functions required to perform the work in the contract/this PWS are contained in Attachment J- VI C-1 TBD. The SP shall provide, as a minimum, the training, licensing and medical testing, summarized in Attachment J- VI C-1 09. The SP shall pay special attention and adhere to any special certification, licenses or training required. The SP shall submit evidence of employee qualifications to the DGR, as applicable, for review before assignment of such employees to job positions. The Government will not approve/disapprove each SP employee assignment, except key managers and personnel, but the DGR may prevent a SP employee from performing duties under this contract/PWS, until his/her qualifications have been substantiated by the SP.

C-1.10.7 Drivers' Licenses. The Service Provider's drivers and operators of all types of vehicles and material-handling equipment (MHE) shall have a valid State of New Mexico or Texas license for the weight and classification of equipment they will operate. Vehicles shall be operated IAW AR 190-5, Motor Vehicle Traffic Supervision. Service Provider employees shall be trained and licensed IAW State of New Mexico traffic laws, driving rules and AR 600-55 before the contract or PWS effort start date. Service Provider employees, who will drive in other states where WSMR has resources as a part of this contract/PWS, shall be familiar with the traffic laws and driving rules of those states. All applicable state licenses and medical certificates for SP employees shall be obtained at the SP's expense.

C-1.10.8 Mandatory Driving Instruction. AR 385-55, Prevention of Motor Vehicle Accidents,, mandates that SP employees required to operate government vehicles shall be given training in accident avoidance. This training may be taken on-site (the Defensive Driving course) or by completing an on-line course (the Accident Avoidance course). Upon successful completion of either the on-site or the on-line course, employees will receive a certificate of completion. An Optional Form (OF) 346, U.S. Government Motor Vehicle Operator's Identification Card, will be issued to SP employees who successfully complete the training.

C-1.11 SAFETY REQUIREMENTS. Well before commencing work, the SP shall meet in conference with the DGR to discuss and develop mutual understandings relative to the administration of a Safety Program. The SP shall submit its written Safety Program Plan thirty (30) days before the start date of this effort. The SP is responsible for complying with Department of Labor (DOL) Occupational Safety and Health Administration (OSHA), Army and installation safety regulations, directives, policies and other requirements.

C-1.11.1 Safety Briefing. All SP employees shall attend training provided by the DGR on range safety, radiation protection, unexploded ordnance, security and access procedures within three (3) days of employment on the contract/this PWS. Training will be provided by the Government on WSMR during regular work hours.

C-1.11.2 OSHA Program. All work must be conducted in a safe manner, IAW 29 CFR 1910, Occupational Safety and Health Standards, and 29 CFR 1926, Construction Standards. Safety requirements are detailed in AR 385-10, Army Safety Program; WSMR-R 385-18, WSMR Safety Program and Policy Letter #13, Director Safety Policy (Attachment J- VI C-1 10). The SP shall ensure all employees meet all training requirements, outlined in 29 CFR 1910 and 29 CFR 1926. The SP shall submit a quarterly training report to the DGR showing the PWS reference number; printed name and signature of personnel; date, time, location, title: and the number of hours of training completed. Service Provider employees must wear the required personal protective equipment (PPE), including, but not limited to: Safety shoes; flame-retardant coveralls and soft caps; respirators and head, ear and eye protection, when and where required. It is the SP's responsibility to provide employees with the appropriate PPE and to replace worn or defective equipment, as required by federal and State of New Mexico OSHA standards. The Safety Program Plan shall include, but not be limited to, training requirements on asbestos, lead and hazard waste operations and emergency response (HAZWOPER). The Plan shall include quarterly safety inspection requirements. These inspections shall be conducted by the SP in all work areas, and the results of each inspection documented. Where deficiencies are noted, the SP shall correct these and document the corrective actions taken. These reports shall be submitted to the DGR when requested. In accordance with OSHA, the inspections shall be conducted by a competent person.

C-1.11.2.1 Medical Surveillance Program.

C-1.11.2.2 Respiratory Protection and Surveillance. In accordance with 29 CFR 1910.134, Respirator Fit-test; AR 11-34, Army Respiratory Protection Program; and WSMR-R 385-18, the SP shall enroll employees in a certified respiratory protection and surveillance program. The SP shall also develop the procedures for governing the selection, care, issuance and use of respirators. Respirators are required for various tasks under this contract/PWS to include:

- a. Asbestos removal
- b. Lead burning
- c. Lead-based-paint or paint-containing-lead removal
- d. Fiberglass work
- e. Use of solvent-based adhesives
- f. Repair of chemical processing equipment and piping
- g. Pest control
- h. Other activities requiring respiratory protection

C-1.11.2.3 Other Surveillance Programs. Other surveillance programs, in which certain SP employees shall be enrolled, are: Hearing, asbestos and lead. Enrollment in these Medical Surveillance Programs shall be at the SP's expense. Medical surveillance records shall be filed and made available for review, upon request from the DGR.

C-1.11.3 Safety Meetings. The SP shall conduct monthly safety meetings with all SP employees to ensure compliance with all safety regulations, directives, policies and procedures. A roster of attendance shall be available for review by the DGR. The roster shall have the PWS reference number, date of each meeting, duration of meeting, subjects covered during the meeting (an agenda), printed name and signature and job title of the attendees.

C-1.11.4 Safety Walk-throughs and Inspections. The SP shall conduct quarterly safety inspections in all work areas and prepare inspection reports. Where deficiencies are noted, the SP shall correct these and document the corrective actions taken. These reports shall be submitted to the DGR when requested.

C-1.11.5 OSHA Inspections. The SP's work areas will be inspected periodically by personnel from the Installation Safety Office and/or by federal or state inspectors for possible OSHA and Army violations. Abatement of any violations shall be the responsibility of the SP, and/or the Government, as determined by the DGR, as applicable. The SP shall provide escort/assistance to the Safety Office and the federal or state OSHA inspectors, during any scheduled and unscheduled inspections, as requested, and if a complaint is filed. The SP shall pay any fines, levied by Federal or State OSHA Offices, which are due to safety or health violations found to be the result of SP inaction, negligence, etc. The SP shall promptly pay these fines, and the Government will not reimburse the SP for its fines.

C-1.11.6 Lock-out/Tag-out. The SP shall ensure all personnel, performing lock-out/tag-out (LO/TO) of energy sources, such as electricians; heating, ventilation and air conditioning (HVAC) mechanics; pipefitters; instrument mechanics; crane inspectors; etc., are fully trained on the procedures for lock-out/tag-out, IAW 29 CFR 1910.147, the Control of Hazardous Energy, and WSMR-R 385-18. Upon completion of training, the SP shall provide a training attendance roster to the DGR as applicable, with the PWS reference number, printed name and signature of the personnel and titles, date, time, locations and number of training hours. The SP shall submit an energy control (lockout/tag-out) standard operating procedure (SOP) or plan, thirty (30) days before the start date of the contract or PWS effort.

C-1.11.7 Fire Prevention. The SP shall comply with fire prevention, control and protection, IAW AR 420-90, Fire and Emergency Services, and shall train employees on how to report and respond to a fire. The SP shall observe all requirements for handling and storing combustible supplies, materials, waste and trash, in a manner that prevents fire or hazards to persons, facilities and materials, and shall be aware of and know when and how to request a hot work permit. The SP shall prepare a Fire Prevention, Control and Protection Plan, which includes, but is not limited to, processes for the subject matter, mentioned in this paragraph and below. This plan shall be submitted to the DGR thirty (30) days before the start of the contract or this PWS effort.

C-1.11.8 Fire and Emergency Drills. The SP, with or without advance notice, shall participate in all government-conducted fire, environmental and other emergency drills, unless otherwise excused. The SP shall follow the direction of government fire, security and emergency

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management officials and shall take corrective action to remedy deficiencies in its performance of emergency response procedures.

C-1.11.9 Fire Protection. The SP managers and employees shall know where fire alarms are located and how to turn them on. Fire Evacuation Plans, containing instructions on what an employee is to do in case of a fire, shall be prepared and posted in every facility occupied by the SP. Service Provider employees, operating critical equipment, shall be trained to properly respond during a fire alarm, as indicated in the SP's Fire Prevention, Control and Protection Plan.

C-1.11.10 First Aid and Cardiopulmonary Resuscitation (CPR) Training. The SP shall ensure employees, identified in 29 CFR 1926, have completed an eight (8)-hour initial First Aid and CPR qualification training and that they take a four (4)-hour annual refresher training to maintain qualification. Initial training shall be IAW the nationally-recognized, consensus-standards-type training, developed by the American Red Cross, for basic and advanced first aid, and in compliance with either the American Red Cross or the American Heart Association for CPR training. Training shall be provided at the SP's expense. Personnel requiring training include, but are not limited to: Electricians, welders, personnel whose jobs pose comparable risks or who work at remote sites and supervisors of personnel requiring training.

C-1.11.11 Asbestos. The SP shall comply with all federal, state and local regulatory requirements and Army directives, including but not limited to: OSHA Asbestos Construction Standard, 29 CFR 1926.1101; OSHA Asbestos Construction Standard; 40 CFR 61, National Emission Standards for Hazardous Air Pollutants Program; AR 200-1 and New Mexico Regulation 420-40.

C-1.11.11.1 Existing Conditions. Numerous buildings at WSMR contain asbestos-containing building materials (ACBM). Many WSMR buildings, particularly those on Main Post, have been surveyed, and an inventory is maintained on file. The inventory list is available at Attachment J- VI C-1 11.

C-1.11.11.2 Submittals Required. The Service Provider shall submit OSHA-compliant Asbestos Work Plans, including, but not limited to, drawings and/or sketches of areas to be impacted during maintenance and repair, renovation or demolition activities, requiring removal/abatement of ACBM; exposure monitoring strategy and training documentation for review and authorization by the Government, before beginning work. For activities requiring removal and/or disturbance of less than 3 square or 3 linear feet, during maintenance, repair and renovation activities, the SP shall initiate a service or work order (Attachment J- VI C-5 01 03 and J- VI C-5 01 10), depending on the work requirements.

C-1.11.12 Lead-based Paint or Paint-containing Lead. The SP shall comply with all federal, state and local regulatory requirements and directives, including but not limited to: OSHA Lead in Construction Standard, 29 CFR 1926.62; New Mexico Environment Department (NMED) Solid Waste Regulations; AR 200-1; AR 420-70, Buildings and Structures and U.S. Army Center for Public Works Technical Bulletin (TB) 420-70-2, Installation Lead Hazard Management.

C-1.11.12.1 Existing Conditions. Most of the buildings at WSMR are painted with lead-containing paint of varying concentrations, and some surfaces of building materials are painted with lead-based paint (0.5 % and greater). The OSHA Lead-in-construction Standard does not

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indicate a limit of concentration for exemption to the rule. However, it is generally accepted throughout the construction industry that concentrations below 0.01 percent are lead-free.

C-1.11.12.2 Submittals Required. Service Provider(s) must submit OSHA-compliant Lead-in-construction Work Plans, which shall include, but not be limited to, required work practices during maintenance, repair, renovation or demolition activities, including removal or abatement of lead-containing/lead-based-painted building materials, engineering controls, training documentation, exposure monitoring strategy and disposal methods for review by the Government, which will require seven (7) calendar days to review. Lead abatement is not normally accomplished as a stand-alone project. In most cases, it is part of a hazardous building materials abatement, which would require that the SP develop an abatement plan. Hazardous building materials include, but are not limited to: Asbestos, lead, polychlorinated biphenyls (PCBs), mercury, ozone depleting substances (ODS), etc. When a hazardous building materials abatement plan is submitted, the plan shall be submitted twenty (20) workdays before start of any work. Work shall not start until government concurrence or approval of the abatement plan is obtained. When approval is received, the SP shall submit a service or work order form to initiate a survey and sampling of paint.

C-1.11.13 Hot Work Permits. The SP shall obtain hot work permits from the Installation Fire Department for any flame-producing work, to include tar pots used on roofing work. There are approximately 550 to 600 hot work permits, issued per year, for work to be performed under this contract/PWS effort. See Attachment J- VI C-1 12, Hot Work Permit. The Fire Department can be reached at 678-4187.

C-1.11.14 Confined Space. The Installation Fire Department is designated the Confined-Space Entry and Work Manager. Fire Department managers will analyze confined spaces, determine permit-required spaces and approve any permits. The DGR will brief the SP on all aspects of the WSMR Confined-space Program. The SP shall be solely responsible for the safety of its employees and shall:

- a. Ensure confined-space operations are in compliance with every aspect of 29 CFR 1910.146 and WSMR-R 385-18.
- b. Ensure all employees entering, attending, supporting or directly supervising confined-space work are trained and certified in OSHA-approved confined-space entry.
- c. Ensure employees working in confined spaces have current certificates on file at the Fire Department and a copy is furnished the DGR as applicable.
- d. Have its own atmospheric testing and self-rescue equipment.
- e. Have all required safety and retrieval systems in place, to include atmospheric testing.
- f. Have the means to activate the 911 emergency system, in the event of an accident.

C-1.11.14.1 Procedures. Before any entry into a permit-required, confined space, the Service Provider's confined-space entry supervisor shall take the following steps:

- a. Satisfy all requirements in the WSMR-R 385-18 and 29 CFR 1910.146.

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- b. Clearly post the entry permit at the job site.
- c. Notify the Fire Department, by calling 678-4187/0357/0470/5105, prior to entry.
- d. Dial 911, if an accident occurs.
- e. Once entry is completed and all employees are out of the confined space, notify the Fire Department at 678-4187/0357/0470/5105. The Service Provider shall send or fax a copy of the completed confined-space permit to the Fire Department (Fax 678-7641) and to the DGR.

C-1.11.14.2 Analysis. A confined-space entry analysis shall be requested by the SP from the Fire Department, before entering any confined space, so that the current conditions can be taken in to account and evaluated. A list of the SP's authorized entrants to confined spaces shall be submitted to the DGR as applicable.

C-1.11.14..2.1 FY05 Confined-space Workload.

	Quantity	Action
a.	14	Permit required; confined space entry, under permit conditions
b.	0	Permit required; confined space entry, reclassified as non-permit required
c.	0	Gas free of spaces; not designated as confined space

C-1.11.15 Digging. A digging permit is required before any digging or trenching on WSMR. The SP shall request approval by initiating a service or work order, which will be issued to the appropriate shop for the marking of any underground utilities. The permit is coordinated with other offices to verify utility sites, as well as with the SP's supervisors to ensure the latest up-to-date information. The SP shall sign the signature block of the digging permit within one (1) workday of receipt. Extreme care shall be taken by the SP, when digging near buried utilities, and as a minimum, hand digging will be required within 36" on each side of the marked utility.

C-1.11.16 Explosive Safety Program. The SP shall comply with all requirements of AR 385-64, and WSMR-R 385-18. The SP shall have a working knowledge of explosives, to include unexploded ordnance (UXO); fire prevention, control and protection and lightning protection and static grounding. Applied safety practices are the basis of the Explosive Safety Program.

C-1.11.17 Vehicle Safety. Service Provider employees shall obey posted traffic controls, execute safe driving practices, IAW Army, State of New Mexico and WSMR traffic laws. All vehicles used on WSMR, in the performance of work under the contract/this PWS, shall be maintained in a mechanically-safe and serviceable condition, IAW AR 58-1, Management, Acquisition and Use of Motor Vehicles, and AR 190-5, Motor Vehicle Traffic Supervision. General Service Administration (GSA) vehicles will be maintained, IAW GSA directives. The operator of a government vehicle shall perform a vehicle inspection at the start of each day the vehicle is used. Periodic inspection of a privately-owned vehicle, operated at WSMR, is the responsibility of the owner. The SP shall require its employees to ensure their vehicle lighting, glazing, exhaust systems, windshield wipers, horns, brake systems, steering systems, suspension systems, tires and wheel assemblies are in a safe operating condition. The use of

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seat belts is mandatory at WSMR. The DGR, as applicable, may require that the SP remove from the Range, SP-furnished vehicles and/or equipment that are inoperable or unserviceable, for any reason. Service provider vehicles shall not be left unattended, unless properly locked and secured.

C-1.11.17.1 Motorcycles. Service provider employees, operating a motorcycle, motor scooter, motorized bicycle (with or without pedals) and similar vehicles, shall comply with Army, State of New Mexico and WSMR traffic laws. Service provider personnel operating a motorcycle on the Range shall have proof of training and a motorcycle endorsement on their driver's license. These vehicles shall be operated with a rear-view mirror, mounted on each side of the handlebars. All personnel riding motorcycles on WSMR shall wear the following personal protective equipment (PPE):

- a. A properly-fastened (under the chin), protective helmet that meets Department of Transportation (DOT) standards.
- b. Eye protective devices, defined as goggles, or a face shield attached to the helmet. A windshield or fairing is not considered proper eye protection.
- c. Hard-soled shoes with heels.
- d. Properly-worn, long-sleeved shirt or jacket, long-legged trousers, full finger leather or equivalent gloves and a properly-worn (as an outer garment), brightly-colored outer garment.

C-1.11.17.2 Bicycles. All cyclists shall wear American National Standards Institute (ANSI) or Snell-approved helmets, when riding on post and range streets and roadways.

C-1.11.17.3 Yielding and Stopping. Service provider employees shall yield to all emergency vehicles, pedestrians in crosswalks or parking lots, soldiers in formation, personnel jogging in the street, school buses on WSMR and motor-cross traffic. Extra precaution shall be taken by SP employees, while driving on the Range, to avoid hitting wildlife crossing the roads. Accidents involving large animals shall be reported by SP employees, as stated in C-1.9.6.4.1. In the case of an approaching vehicle carrying explosives, recognized by having headlights on and flashing 4-way emergency lights, SP employees shall come to a complete stop and allow the vehicle to pass unimpeded. All posted vehicle traffic signs shall be obeyed at all times.

C-1.11.17.4 Accident Reporting. The SP shall report all accidents, IAW DoD Manual 4161.2m, Performance of Contract Property Administration; AR 385-10 and WSMR-R 385-18, Command Safety Program. The SP shall notify the DGR as applicable, within one (1) hour of the occurrence of a job-related injury. A Record of Injury, Form 1416 (Attachment J- VI C-1 13), in duplicate, shall be prepared and forwarded through the DGR to the Safety Office. The SP shall prepare a Report of Accident, DA Form 285A (front, Attachment J- VI C-1 14) and DA Form 285B (back, Attachment J- VI C-1 15), in triplicate, and forward the original and one copy through the DGR within three (3) calendar days after the accident occurs. Other applicable accident reports shall be prepared, as noted in WSMR-R 385-18. Accident reporting requirements apply, but are not limited to the following types of incidences:

- a. Occurrences of injuries to SP employees on government property.

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- b. All damage to government facilities and equipment, whether SP employees caused the damage or not.
- c. All accidents resulting in death, trauma or occupational disease.
- d. All instances, when a third party makes any claim against the SP, resulting from any accident that occurs during performance under the contract/this PWS.

C-1.11.17.4.1 Vehicular Accident Reporting. No person shall depart the scene of any vehicular accident, involving military, government-furnished and/or privately-owned vehicle(s), no matter how minor. The accident shall be reported to the WSMR Security Police Office, at 678-1234. No person shall depart the scene, until he/she is released by the WSMR Police. Other vehicular accident reporting requirements are in AR 385-40, Accident Reporting and Records, and WSMR-R 385-18.

C-1.12 ENVIRONMENTAL MANAGEMENT. The SP shall comply with all applicable federal, state and local laws, and with the regulations and standards, listed at C-6. All environmental matters shall be coordinated with the Government Environmental POC and the DGR as applicable. Any communication with an environmental regulatory agency Environmental Protection Agency (EPA) or New Mexico Environment Department (NMED) will be conducted by the Government.

C-1.12.1 Hazardous Waste Short-term Management. The SP shall comply with AR 200-1; New Mexico Hazardous Waste Management Regulations 20.4.1.1 through 20.4.1.107; WSMR-R 200-1 and the WSMR Environmental Compliance Handbook for all hazardous waste handling, sampling, analyzing, storing, transporting and turn-in for disposal. The SP shall conduct all operations in a manner, which minimizes the generation of waste, and shall reuse, reclaim or recycle material, IAW WSMR policies and directives. Hazardous waste may be stored and managed temporarily at a Satellite Accumulation Point (SAP) or a 90-Day Storage Facility. The SP shall maintain on file, available for government review and/or inspections, site inspection records, Manager's duties and training records, for at least three years.

C-1.12.1.1 Satellite Accumulation Point (SAP). When the SP establishes a Hazardous Waste Satellite Accumulation Point, it shall be operated and maintained in accordance AR 200-1, WSMR-R 200-1 and the WSMR Environmental Compliance Handbook policies and procedures.

C-1.12.1.2 Environmental Inspections. The SP's work areas will be periodically inspected by federal, state, Army and other inspectors from the EPA, NMED, the Army and other federal agencies. In addition, inspection of any of the facilities operated by the SP will often be accomplished on a no-notice or little-notice basis. Abatement of violations shall be the responsibility of the SP and/or the Government, as determined by the KO or DGR, as applicable. The SP shall provide escort and assistance to government personnel and the inspectors, during inspections, and if a complaint is filed. The SP shall pay any fines levied on the SP by federal, state or Army offices, that are due to environmental violations, promptly and without reimbursement from the Government. The SP may be held personally liable for any violations in this area.

C-1.12.1.3 Wastewater. The SP shall request approval from Wastewater Plant, at 678-1917, and Engineering, at 678-4331, representative and the DGR before discharging any liquid or water other than for sanitary uses.

C-1.12.2 Hazardous Waste Minimization. The Service Provider shall conduct all operations in a manner that minimizes the use of hazardous materials (HM or HAZMAT) and the generation of the resulting hazardous wastes. The Hazardous Materials Minimization Center (HMMC) issues, tracks and maintains accountability for all hazardous materials/chemicals used on the Range; therefore, the Service Provider shall obtain approval from the HMMC, before purchasing any hazardous materials for use at WSMR. When hazardous material has served its intended purpose and is determined to be hazardous waste, ready for disposal, the Service Provider shall dispose of waste through the appropriate environmental channels. Refer to WSMR-R 200-1 for procedural information.

C-1.12.2.1 Hazardous Materials (HAZMAT). The Service Provider shall store hazardous materials, in accordance with Material Safety Data Sheets (MSDSs), WSMR-R 200-1, the WSMR Environmental Compliance Handbook and WSMR-R 420-90. The Service Provider shall limit quantity of hazardous materials to a thirty (30)-day supply, wherever or whenever possible, and shall purchase only the required amounts of hazardous materials for work to be performed. Flammable lockers shall be used for storage, if the hazardous material is flammable. Containers of hazardous materials shall be tightly sealed, when not in use. Housekeeping shall be strictly enforced. Storage areas and lockers shall be maintained in a neat and orderly manner.

C-1.12.2.1.1 Toxic and Hazardous Substances. The rules are set forth in 29 CFR, Part 1910. Hazardous materials transportation is governed under 49 CFR, Part ,171-179.

C-1.12.2.1.2 MSDSs. OSHA regulations require that employers maintain Material Safety Data Sheets for all HAZMAT materials. While some products are easily identifiable as a hazardous material, many commonly-used items and enamel or latex paints are also considered hazardous materials. The SP shall have current MSDSs for all HAZMAT used to perform the work in the contract or this PWS.

C-1.12.2.1.3 Cradle-to-grave tracking. WSMR has established and will maintain a *cradle-to-grave* tracking system for its HAZMAT. WSMR records the purchase, receipt, use, transportation and proper disposal of all HAZMAT by both government and non-government employees throughout the installation. The SP shall assist the Government in this on-going effort.

C-1.12.2.1.4 Purchasing HAZMAT. The SP shall obtain approval from the HMMC, before purchasing any hazardous materials. HMMC personnel will process the requests for purchases. The Service Provider shall coordinate all purchases of hazardous material with the HMMC to ensure continual tracking of the HAZMAT, while at WSMR.

C-1.12.2.1.5 HMMC Contact Information. The Service Provider may contact HMMC, at 678-5650, for more specific guidance on this process.

C-1.12.3 Controlled Wastes. Controlled waste is a term that is used at WSMR to describe wastes that are not hazardous, but cannot be disposed of in the general trash. Examples of these wastes are asbestos; oils; liquids; cans, which have non-hazardous liquid product remaining in them, and some toxics. These wastes are disposed of through the HMMC.

C-1.12.3.1 Hazardous Wastes. Hazardous wastes are solid wastes that meet the definition of a hazardous waste in 40 CFR 261.3.

C-1.12.3.2 Universal Waste. Universal wastes are certain hazardous wastes that are generated by WSMR activities. The following wastes are classified as universal waste and are disposed through HMMC:

- a. Batteries. Nickel Cadmium (NI-CAD), Mercury, Lithium, Lithium Dioxide, Magnesium, Nickel Metal Hydride and Dry Lead Acid.
- b. Lamps. Fluorescent, high-intensity discharge (HID), neon, mercury vapor, high-pressure sodium and metal halide lamps.
- c. Mercury-containing devices.

C-1.12.3.2.1 Collecting Universal Waste. The SP shall collect and deliver all universal waste to the HMMC, IAW the WSMR Environmental Compliance Handbook.

C-1.12.4 Scrap Metal. Scrap metal, that is non-hazardous, non-radioactive and free from contamination, shall be segregated in metal drums, bins, etc. Collected scrap metal shall be scheduled for delivery and turn-in to the Scrap Metal Accumulation Point (SMAP), Building 21280, by contacting the SMAP at 678-3160. See C-1.12.5.1, below, for disposal of radioactive debris.

C-1.12.5 Wastes Managed by WSTC Operations.

C-1.12.5.1 Radioactive Material Turn-in. The SP shall call the White Sands Test Center Safety Office, Radiation Protection, at 678-1019, to turn in commercial radioactive material. The SP shall call UXB International, WSMR's current contractor for this effort, at 678-7588 for sampling, analysis and recovery of T&E-related radioactive material; to report material found on Range material or to have ordnance certified as inert or expended. A fee shall be paid by the SP for the services rendered. A commercial product MSDS, or the results of a laboratory analysis, shall be submitted to the Radiation Protection Office for the turn-in of material.

C-1.12.6 Non-hazardous, Non-controlled Wastes.

C-1.12.6.1 Recyclable Materials. The SP shall recycle used oil, antifreeze, used tires, lead-acid batteries and printer cartridges IAW the WSMR Environmental Compliance Handbook.

C-1.12.6.2 General Trash. General trash wastes are non-hazardous, non-controlled wastes and cannot be recycled. An example of general trash waste includes food wastes. These wastes can be disposed of in the general trash dumpsters. Large amounts of bulk general trash wastes should not be placed in the dumpsters, because they may exceed the weight limit of the trash truck or leak out of the dumpster. The SP shall call the Environmental POC at 678-1007 for instruction on disposing of unusual or large amounts of general waste.

C-1.12.6.3 General Trash Inspections. Government personnel will conduct random dumpster checks to ensure that the solid wastes in the dumpsters meet landfill requirements. Contract or Service Provider Discrepancy Reports (CDR or SPDR) will be issued for each discovery of

improper disposal. Repeat offenses will disqualify the SP from use of the Government's general trash dumpsters, and the SP shall arrange for solid waste disposal at its own cost.

C-1.12.7 Spill Reporting.

C-1.12.7.1 Spill Plans and Procedures. The SP shall comply with WSMR-R 200-1 and the WSMR Environmental Compliance Handbook, Appendix G, Site Specific Spill Plan, and Appendix H, Example Spill and Evacuation Plan, Spill Plan and Immediate Action Procedures.

C-1.12.7.2 Clean-up. The SP shall clean up small oil or non-hazardous material spills that can be performed safely and are within the SP's expertise and manning capabilities and which result from a SP operation. Emergency Dispatch shall be immediately called, at 678-1234 or 911, when there is a spill or release of any hazardous substance, listed in 40 CFR, 302, or when the spill or release is beyond the SP's capability to contain or clean-up. The SP may be financially responsible and liable for the environmental clean-up. All incidents shall be reported to the Environmental Office and DGR as applicable.

C-1.12.8 Installation Restoration Locations. WSMR has some environmentally-hazardous locations, which are in various stages of clean-up. These restoration locations are hazardous sites where there has been/is chemical contamination. Unless specifically authorized, digging or working in trenches is not permitted in these sites. Any activity around these sites shall be coordinated with the Environmental Office. A site map showing the location of these locations and sites is at Attachment J- VI C-1 16. A digging permit is required for any digging or trenching activities on WSMR.

C-1-12.9 Title V Operating Permit. The SP is responsible for operating, IAW the current Title V Operating Permit. See Attachment J- VI C-1 17. The SP also is responsible for reporting data on all sources of emissions to the Environmental Office. The operating permit program is designed to ensure compliance with the New Mexico and EPA air pollution regulations. The EPA's regulation for implementing the State Operating Permit Program is 40 CFR 70, which details the minimum requirements that must be met by state operating permit programs.

C-1.12.9.1 Air Emissions. Ozone-depleting substance (ODS) management, in the performance of work at WSMR, is described below. In addition, the SP shall comply with all applicable provisions of the WSMR air emissions permit. The SP shall provide any inventory data, requested for record-keeping requirements associated with the operating permit and air emissions permit, including, but not limited to, monthly emergency generator usage, natural gas meter readings, sand blasting operations, pesticide usage, parts washer usage, fuel usage, boiler usage, aggregate processor usage and paint booth usage. Any proposed installation, replacement or disposal, involving equipment included in the air emissions permit or inventory, shall be reported to the Environmental Office, and to the DGR. See Attachment J- VI C-1 18 for generator usage reporting data requirements.

C-1.12.9.2 Refrigerants. The SP shall follow all regulations and practices for service method, technician, system, and recovery-equipment certification; disposal of equipment and appliances and record-keeping, IAW 40 CFR 82. Service technicians and recovery equipment must have proper EPA certification. Technician certifications must be provided to the Environmental Office and must be available upon request.

C-1.12.9.2.1 Environmental Data. The Environmental Office tracks and manages the ODS inventory of refrigerant data usage. The SP shall provide the data, as noted in Attachment J- VI C-1 19, concurrent with any service call and/or preventive maintenance performed on air conditioning/refrigeration systems within three (3) workdays of the action involving a refrigerant. The SP shall produce any records or documentation for government or EPA inspectors, as required to validate EPA compliance. Any person that services equipment containing ozone-depleting chemicals (ODC) must be certified, IAW the Clean Air Act (CAA) requirements.

C-1.12.9.2.2 Inventory of On-hand Refrigerants. The SP shall maintain an accurate inventory of on-hand refrigerants. An annual inventory of on-hand cylinders, along with available quantities, shall be provided to the Environment Office, upon request, or as inventory changes warrant.

C-1.12.9.3 Reclamation of Refrigerants. The SP shall use EPA-certified evacuation and recovery equipment in the reclamation of refrigerants. Any equipment changes shall be reported to the Environment Office for reporting to the EPA, IAW 40 CFR 82, and the DGR. Refrigeration and air-conditioning equipment and empty freon bottles turned in for disposal shall be completely emptied of refrigerants and oils and labeled, IAW EPA regulations. Proper documentation shall be maintained for each piece of refrigeration equipment prepared for disposal. All used refrigerant shall be collected in suitable bottles and turned in to the HMMC for proper disposition.

C-1.12.9.4 Leak Repairs. Repairs of refrigerant leaks, where the leak rate is anticipated for greater than thirty (30) days and in excess of 15% per year, shall be reported to the Environmental Office and DGR. The COR or DGR, as applicable, shall also be notified when repeated attempts to repair a leak have been unsuccessful. For accountability and documentation of leak repairs, service order documentation shall be used and processed.

C-1.12.9.5 Accountability for Refrigerants. The SP shall be able to account for all refrigerants used. Audits of on-hand refrigerants and service order documentation shall be periodically conducted by the Government to verify accountability of all refrigerants. The DGR as applicable, shall be immediately notified when refrigerants have been released to the environment or cannot be accounted for by the SP. Any accidental release shall be reported to the Environmental Office to document the release.

C-1.12.9.6 Environmental Reports. The SP shall access the WSMR Air Quality Program at <https://wsmr.ws-tech.com/AQP/insr.asp> to report information on new pollutant sources or changes to existing sources. These sources may include facilities equipment (boiler plant), equipment (generators and painting booths) or other sources.

C-1.12.10 Emergency Planning and Community Right-to-know Act (EPCRA). The SP shall maintain records of all hazardous materials brought on site. These records shall include a MSDS for each hazardous material, as well as the following information:

- a. Maximum amount of the material on site on any one day of the year.
- b. Average amount of the material stored on site.
- c. Quantity of material used during the calendar year.

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- d. Type of container used to store the hazardous material.
- e. Storage location of the hazardous material.

The SP shall submit this information to the Environmental Office, as requested in its annual data call for Hazardous Material Inventory. The supporting records shall be maintained for a period of five (5) years for auditing purposes.

C-1.12.11 National Environmental Policy Act (NEPA). The NEPA is a process which requires environmental attributes be considered in the planning and decision-making stages of any activity of the federal government. The concept of NEPA is to weigh all the possible environmental impacts of a project (good and bad) and make a good, solid decision on how to proceed. This process must be initiated, as early in the planning phase of a federal action as possible, to provide useful input to the decision makers. By incorporating NEPA early in the decision-making process, the Government and its SPs ensure that they meet the intent and substantive requirements of NEPA. This early consideration helps ensure compliance with other important environmental laws. These include the Clean Air Act (CAA), Clean Water Act (CWA), Endangered Species Act (ESA), Resource Conservation and Recovery Act (RCRA), National Historic Preservation Act (NHPA) and dozens more. The bottom line is that early implementation of the NEPA process will avoid mission delays and increased costs. The bottom line for White Sands Missile Range is continued long-term use of the Range for multiple missions and test programs. Any SP project that has the potential to affect the environment must go through the NEPA review process. Information on this process can be found in the WSMR NEPA Process Guide found in the Environmental Technical Library, located in Building 163. If not sure, the most prudent action shall be to ask. The Environmental Technical Library, in Building 163, is the single most complete source of all environmentally-related information on the Range. It contains the environmental record for WSMR. The SP shall be responsible for adequate planning, coordination with the NEPA personnel, accomplishing necessary analyses and documenting the planned actions, in the appropriate format and Army and NEPA documentation. Army Regulation 200-2 addresses NEPA requirements.

C-1.12.12 Natural Resources and Wildlife Management. The SP shall conform to management standards and guidelines for treatment of natural resources, flora and fauna, established by WSMR through the Integrated Natural Resources Management Plan (INRMP).

C-1.12.12.1 Migratory Birds. With respect to the many species of migratory birds that populate WSMR, the SP shall conduct its activities, and direct the activities of its subcontractors and employees, to be in compliance with the Migratory Bird Treaty Act (MBTA), 16 USC §703-712. In essence, the Migratory Bird Treaty Act prohibits the hunting, taking and/or destruction of migratory birds, their eggs and nests.

C.1.12.12.2 Removal, Alteration and Destruction of Nesting Habitats. IAW wildlife management directives, the SP shall not alter, remove or otherwise destroy trees, bushes and shrubs, as they provide nesting habitats for the migratory birds during the breeding season, beginning around February 15 and ending about September 15 of each year. If an alteration, removal or destruction is deemed necessary, during this time period, as the result of an emergency or a safety issue, a survey of the tree, shrub or bush shall be conducted by a qualified biologist, IAW the required methodology, as defined below, within forty-eight (48) hours of the determination of the need to alter, remove or otherwise destroy. The installation wildlife biologist, or equivalent, shall be immediately notified of the need to alter, remove or otherwise

destroy and be provided with a copy of the survey assessment before any action occurs. After all parties consult, a consensus should be reached and a determination made as to whether the alteration, removal or destruction is appropriate, absent a viable alternative. If a viable alternative is available then that is the course of action that shall be undertaken by the SP. Absent a consensus, the WSMR wildlife biologist will retain the ultimate authority for rendering a decision.

C.1.12.12.3 Renovation and Demolition of Buildings and Other Structures. When a building or structure is scheduled for demolition, a similar survey will be conducted by a qualified wildlife biologist, as defined below, to determine the presence of wildlife. The wildlife survey will be provided to the installation wildlife biologist, or equivalent, prior to demolition. If wildlife is present, after all parties consult to analyze measures to mitigate damage to wildlife (if necessary), a consensus should be reached and a determination made as to whether the requested demolition will have an impact on wildlife and what mitigation measures shall be undertaken. Absent a consensus, the installation wildlife biologist will retain the ultimate authority for rendering a decision.

C.1.12.12.4 Survey Methodology. Required survey methodology shall include careful examination of all affected trees, bushes and shrubs, every branch, to search for nests, including, but not limited to, those as small as black-chinned hummingbirds, and as large as great-tailed grackles or even Cooper's hawks or Harris' hawk.

C.1.12.13 Archeological, Cultural and Historical Resources Management. The WSMR Integrated Cultural Resources Management Plan (ICRMP) is the major document guiding installation compliance with federal historic preservation laws and regulations, federal guidelines and Army regulation (AR 200-3). The ICRMP details procedures for activities that carry out missions that have the potential to affect cultural resources. The SP managers shall familiarize themselves with this plan and convey the information to their employees. Violation of these laws are serious and have serious consequences for the SP, as well as for the individual.

C.1.12.13.1 Accidental or Inadvertent Discovery of Archaeological or Cultural Materials. Historic and prehistoric archaeological sites can be found in most areas at WSMR, including the cantonment, and the up-range areas. Historic period sites can be divided into two types, military and nonmilitary, and are usually characterized by one or more of the following artifact types: Glass, ceramics, metal, bricks and wood. Prehistoric period sites usually contain ceramics (usually brown wares, both decorated and undecorated), lithic artifacts (projectile points, scrapers, worked tools, flakes, cores, manos, and metates), bone (both burned and worked implements) and/or thermally-altered rock (including burned caliche). In addition, Native American burials can be encountered anywhere on WSMR. These will be indicated by the presence of large bones and/or small bones, soil stains and grave goods, such as pottery, beads and exotic items.

C.1.12.13.2 Procedures for Ceasing Project Operations and Notification. In the event of inadvertent discovery of archaeological materials during a construction or other project, all work in the area affecting the materials must cease immediately. The WSMR Cultural Resources Manager (CRM) must be notified immediately upon discovery of previously unknown archaeological materials. The SP shall also notify the DGR. The CRM and/or Archaeological Program Manager(s) will inspect the site where archaeological materials have been discovered. Documentation of the disturbance will be made, including notes and photographs.

C.1.12.13.2.1 Required Consultation. The CRM will consult with the State Historic Preservation Officer (SHPO) of the appropriate state on a course of action, if the CRM determines the discovery may constitute an NRHP eligible property. Notification will be by fax or telephone. Within three (3) days, the CRM will follow this initial consultation with a letter detailing the disturbance, the location and any necessary actions. The CRM will complete the Native American Graves Protection and Repatriation Act (NAGPRA) process, if Native American burials are encountered. A state site form (LA or TARL) will be prepared for the site(s) discovered. The SHPO will have five (5) working days to respond. The SP shall wait for this consultation process to be completed.

C.1.12.13.2.2 Mitigation. In the event that mitigation of the damage to a site is necessary, the Archaeological Program Manager(s) will prepare a research design for fieldwork and submit it to the SHPO. The SHPO will have ten (10) days to respond. If there are no objections within the specified time, data recovery will proceed under the attached programmatic agreement. Again, the SP shall wait for these actions to be complete. The Archaeological Program Manager(s) will provide the final go-ahead.

C.1.12.13.2.3 Willful Destruction of Archaeological Materials. The willful destruction (or taking) of archaeological materials is a violation of the Archaeological Resources Protection Act of 1979 (as amended) and may result in a felony prosecution. The SP shall ensure its managers and employees, as well as its subcontractor employees, if any, are aware of the law and the consequences of violating the law.

C.1.12.13.2.4 Native American Human Remains. In the event an inadvertent find is or is suspected to be Native American human remains or funerary objects that are or may have been associated with human remains, the CRM will contact all Native American groups with cultural affiliations to WSMR, within the time specified in NAGPRA regulations, and request consultation. If response is received within the required time, the WSMR CRM will consult with the responding Native American group(s) regarding treatment of the site and disposition of the artifacts. The SP shall patiently wait for this consultation to proceed.

C-1.13 CONSERVATION OF ENERGY AND UTILITIES. The SP shall make maximum effort to employ utility conservation practices and shall participate actively in the WSMR Energy Conservation Program. Service provider employees shall practice utilities conservation and shall operate under conditions that prevent the waste of utilities, as a minimum, to include:

- a. Turning off lights when not in use.
- b. Ensuring that all equipment that is not required to operate overnight (e.g., copiers, printers, etc.) is turned off at the end of the day.
- c. Setting and maintaining systems controls for heating, ventilation and air conditioning, IAW applicable directives, instructions, manuals and technical orders.
- d. Turning off water faucets or valves, when not in use.

C-1.14 SECURITY.

C-1.14.1 Force Protection. The SP shall comply with Force Protection security requirements, policies and procedures on planning, training and executing force protection operations for continued readiness against any threat at WSMR.

C-1.14.2 Emergency Alert System. The SP shall participate and comply with the Emergency Operations Center's (EOC) Emergency Alert System, which is conducted monthly. An action plan shall be established by the SP that instructs personnel what to do in the event of an emergency, see Attachment J- VI C-1 20.

C-1.14.3 Personnel Security Clearances. All SP personnel who require access to classified areas at WSMR shall have the required background investigation and/or security clearance, IAW AR 380-67, Army Personnel Security Program, before starting work on the contract or PWS. The following security clearances are required:

- | | | |
|---------------|-----------------------------|---------------------|
| a) Top Secret | Locksmithing responsibility | Minimum of 1 |
| b) Secret | Program Manager or Designee | Minimum of 1 |
| c) Secret | Key Managers and Personnel | As deemed necessary |
- and justified by the SP, in coordination with the DGR

C-1.14.3.1 Obtaining Clearances. The SP's Security Officer (contractor only) shall apply directly to the Defense Security Service Cognizant Office (DSSCO), P.O. Box 28989, Baltimore, Maryland 21240-8989, to obtain all investigations and clearances, required for contractor personnel to accomplish the requirements of the contract. These actions shall be completed before the contract start date and will be at the Contractor's expense. The SP is advised to apply for investigations and clearances, as soon as possible, due to the lengthy processing time associated with this process.

C-1.14.4 Installation Access. The SP shall request Common Access Cards (CACs) and security badges for its employees, as necessary. When an employee leaves the SP's service, the employee cards/badges shall be returned the day the employee leaves contractor service. The SP shall maintain a register of employees, currently authorized access to WSMR. This register does not include badges temporarily authorized for SP visitors to WSMR and will be made available upon request of the DGR as applicable.

C-1.14.4.1 Common Access Card (CAC). The SP shall request CACs for all its employees. These cards are used to access the range at manned entry gates and to access the installation IT network, to include common applications such as e-mail. The SP (contractor only) shall provide employee information to the Contracting Officer for processing in the Contractor Verification System. This must be performed by the SP before the contract start date to allow ample processing time and to eliminate performance delays at contract start date. The Government will issue CACs at no charge to the SP.

C-1.14.4.2 WSMR Security Badges. In accordance with AR 190-13, Army Physical Security Program, security badges will be issued by the Government. Security badges will only be issued to those SP employees who require access to sensitive areas of WSMR, in connection with work performance, and as determined by the DGR as applicable. A CAC is required to receive a security badge. The SP shall submit badge applications through the DGR as applicable, who will sign them and forward them to the Security Badge Office, in Building 384, for processing. Employees shall have his/her security badge accessible, when needed and upon request. Badges shall not be photographed and shall not be worn off range, or used for identification purpose off range. Lost badges shall be reported immediately to the Security Office. Badges issued to SP employees shall not negate the requirement for SP identification.

C-1.14.5 Mandatory Security Training. In accordance with AR 381-12, Subversion and Espionage Directed Against the U. S. Army (SAEDA), the SP shall be responsible for employee annual attendance to the SAEDA mandatory training. The SP shall maintain a roster of attendance on file and report only the number of employees trained to the Security Office and the DGR as applicable.

C-1.14.6 Identification of Contractor Vehicles. The company name (for contractors only) shall be displayed on both sides of each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and safety inspection sticker, if applicable, and shall be maintained in good repair.

C-1.14.7 Physical Security. The SP and its employees shall exercise internal security of and access control over facilities assigned to them. The SP and its personnel shall comply with all law enforcement and physical security requirements, IAW AR 190-13 and AR 380-67. The SP shall maintain and provide access listings for facilities assigned.

C-1.14.7.1 Government-furnished Property (GFP). The SP shall secure government-furnished property and will be liable for any loss, damage or destruction of such property, IAW AR 735-5, Policies and Procedures for Property Accountability. Government-furnished property is listed at Attachment J- VI- C3 01.

C-1.14.7.2 Contractor-furnished Property. The Government is not responsible for the physical security of contractor property or the personal property of contractor employees.

C-1.14.7.3 Key and Lock Control. The SP shall implement key and lock control for assigned areas and facilities and shall comply with AR 190-13.

C-1.14.7.3.1 Key Control. The SP shall implement methods to ensure all keys issued by the Government for SP employee use are not lost, duplicated without approval or used by unauthorized persons.

C-1.14.7.3.2 Reporting. The SP shall immediately report to the Security Office and the DGR any occurrences of lost, unauthorized use or unauthorized duplication of keys in its control.

C-1.14.8 Lock Combinations. The SP shall control access to all government-provided lock combinations to preclude unauthorized entry.

C-1.14.9 Access to Gated Secured Areas. The SP shall obtain a gate combination numbers list from the DGR for use by those individuals authorized to access secured areas of the Range.

C-1.14.10 Access to Buildings for Work. It shall be the SP's responsibility to obtain access to buildings and facilities for all work and arrange for them to be opened and closed. Keys may be issued to the SP; however, it shall be the SP's responsibility to arrange for adequate security of the buildings and facilities at the end of each day. The SP shall report the loss of keys to the DGR and shall be responsible for the cost of replacing any keys that are furnished to and lost by his employees. If the DGR decides that a lock must be replaced because of the loss of a key by SP employees, the SP shall pay for the cost of that replacement. Similarly, the SP shall pay the cost of changing a combination if the DGR has reasonable cause to believe that the combination has been compromised.

C-1.14.11 Access to Restricted Areas. Restricted areas on WSMR may require escorts, special clearances or other requirements that may delay SP access, if not planned ahead of time. The SP shall contact the DGR to obtain information and request access to these areas.

C-1.14.12 Access to Information Systems. The SP shall use Army-mandated information systems for work management and accountability. Designated employees shall have access to government information systems, required to perform the work. Access to government systems shall be, IAW DA PAM 420-6, Directorate of Public Works Resource Management System, and AR 25-2, Information Assurance.

C-1.14.13 Software Approval. The SP shall receive approval from the Information Assurance Manager (IAM) before adding any program onto the range network. The IAM may be reached at 678-5868.

C-1.14.14 Photography. Photography is prohibited in certain areas of the Range. However, personal photography is authorized without prior permission in the following areas: North of Martin Luther King Avenue to Highway 70 to include all of Owen Road, west of Headquarters Avenue to the western range boundary, that area south of Nike Boulevard to Martin Luther King Avenue east, Headquarters Avenue (otherwise known as Range Road 1, War Highway or Road or El Paso Road) only to 500K access. These areas include the skeet range, horse stables, John F. Kennedy (JFK) Parade Field, museum and Missile Park, hospital, barracks and picnic and recreation areas.

C-1.14.14.1 Photo Permits. All other areas require photo permits. Requests must be signed by a government official of the Range, to include its tenant elements, and then forwarded to the Security Office for approval. After a permit is approved and issued, it should always be in the photographer's possession when taking pictures, or the photographer risks losing it and the film, if caught without a permit.

C-1.14.14.2 Other Photography. Photography of other post areas is limited to authorized official photographers. The absence of an official photographer's permit shall result in confiscation of the film. For more information, call 678-7102.

C-1.14.15 Search and Seizure. Service provider personnel and property shall be subject to search and seizure at any time while at WSMR, IAW AR 190-5. This includes entering, leaving and being present within the range boundaries.

C-1.15 STANDARD OPERATING PROCEDURES (SOP). The SP shall submit SOPs for review and approval by the Safety Office for the following areas prior to performing the associated work, or as a minimum, within thirty (30) days after contract/PWS effort start date:

- a) Asbestos Removal
- b) Lead-based-paint Removal
- c) Lead Burning/Welding
- d) Lockout/tag-out
- e) Confined Space
- f) Respiratory Protection Program
- g) Resident Lockout
- h) Key and Lock Control

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- i) Immediate Reporting and Investigative Response Actions for Suspected Underground/Above Ground Storage Tanks Problems
- j) High-risk Working Conditions
- k) To be provided in the 90% Draft

C-1.16 SERVICE PROVIDER QUALITY CONTROL (QC).

C-1.16.1 Quality Control Program. The SP shall be responsible for quality. The SP shall establish and maintain a complete Quality Control Program, IAW *Contractor Quality Control*, Section E.

C-1.16.2 Combined SP Production and Quality Control Report Form X. The SP shall complete and submit a Combined SP Production and Quality Control Report Form X to the DGR on a daily basis covering all work to which DBA wage rates apply.

C-1.17 QUALITY ASSURANCE (QA). The Government will evaluate the SP's performance during the contract/this PWS, using the Government's Quality Assurance Surveillance Plan (QASP) and IAW Section E. The QASP was developed with major input from Attachment J- VI E2, Performance Requirements Summary. The Government will record all surveillance observations, and when an observation indicates defective performance, the Quality Assurance Evaluator (QAE) will document and submit these findings to the SP for corrective action.

C-1.17.1 Performance. The SP shall meet all performance standards, identified in this contract/PWS and in the Performance Requirements Summary, Attachment J- VI E2. The SP shall not be relieved of any performance requirements, due to waiting for supplies, equipment, materials or parts, warranties or manhour/labor problems.

C-1.17.2 Performance Evaluation Meetings. The SP's Program Manager or Designated Representative shall meet with the DGR as applicable, weekly during the first three (3) months of the contract/effort. Thereafter, meetings will be as often as necessary, at the discretion of the DGR but not less than monthly. The DGR as applicable, will prepare and distribute minutes of each meeting.

C-1.18 GOVERNMENT OBSERVATION. The SP shall provide access to government-furnished facilities for observation or inspection by any government agency or individual authorized access by the DGR as applicable.

C-1.19 APPLICABLE LAWS, EXECUTIVE ORDERS, DIRECTIVES, INSTRUCTIONS, REGULATIONS, POLICIES, PROCEDURES, MANUALS, PAMPHLETS AND AS-BUILT AND OTHER PLANS. The SP managers and employees shall become thoroughly acquainted with and obey all government regulations, as posted, or as requested by the DGR. Revisions current at the time of the solicitation are listed in Section C-6. Also included in Section C-6 are applicable DOD and Army regulations, pamphlets, manuals and other directives. Website links also are available to view directives listed in this PWS. References within Sections C-1 through C-5 show the directive number identifier and title. When the directive is initially referred to; thereafter, only the number identifier is shown. Also, the WSMR NEPA Process Guide, WSMR Regulations, handbooks and as-built plans are available for the Service Provider's review at the Technical Library in Building 102.

C-1.20 HOURS OF OPERATION.

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C-1.20.1 Core Hours. WSMR and its tenants work under a variety of schedules, including shift work. These scheduled hours are primarily Mondays through Fridays, except legal public holidays, between 6:00 a.m. (0600 hours) and 6:00 p.m. (1800 hours).

C-1.20.2 Regular Working Hours. The SP shall work a compressed work schedule, unless otherwise stated. Currently the compressed work schedule at WSMR is eight (8) workdays of nine (9) hours each, one (1) workday of eight (8) hours, and every other Friday off (the Friday off is determined by the Garrison Commander). A typical schedule is shown below:

1st week: Monday through Thursday, 9 hours per day
0700 hours to 1630 hours
Friday, 8 hours, 0700 hours to 1530 hours

2nd week: Monday through Thursday, 9 hours per day
0700 hours to 1630 hours
Friday, regular day off

C-1.20.3 After Hours and Holidays. The SP shall maintain an on-call schedule for after-hour and holiday operations. Individual(s) on-call shall follow the response times, stated in the priorities, listed in Section C-5 01.

C-1.21 LEGAL PUBLIC HOLIDAYS. The Range will be closed on legal public holidays, except for essential personnel. Holidays, which fall on Saturdays, are observed on the Friday immediately before the holiday. However, when the holiday falls on a Sunday, the subsequent Monday is the *in-lieu-of* holiday. Legal federal holidays in each calendar year are identified as follows:

- a) New Year's Day, January 1
- b) Martin Luther King's Birthday, the third Monday in January
- c) President's Day, the third Monday in February
- d) Memorial Day, the last Monday in May
- e) Independence Day, July 4
- f) Labor Day, the first Monday in September
- g) Columbus Day, the second Monday in October
- h) Veteran's Day, November 11
- i) Thanksgiving Day, the fourth Thursday in November
- j) Christmas Day, December 25

C-1.22 FRAUD, WASTE AND ABUSE. The SP shall be responsible for maintaining ethical conduct and good discipline within SP work areas. Service Provider personnel shall be alert to suspected situations of fraud, waste, and abuse against the Government, observed during the performance of this contract/PWS, IAW AR 11-2, Management Control Program. The SP shall immediately report these situations to the DGR

C-1.23 HOUSEKEEPING. The SP shall maintain all shops, buildings and areas used in the performance of this contract/PWS in a clean, orderly and sanitary condition. The premises shall be kept free of accumulated waste material. See Section C-3.4.4 for limited custodial services to be provided by the Government. Work sites shall also be maintained in a clean, orderly and sanitary condition. At a minimum, all work sites shall be returned to the original state of cleanliness existing before the commencement of work.

C-1.23.1 Job Site Housekeeping. During and at the completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas, nor accumulate in the work area itself. All such debris, excess material and parts shall be cleaned up and removed at the end of each day work is in progress.

C-1.24 SMOKING. Service Provider employees shall comply with DOD Instruction (DODI) 1010.15, Smoke-Free Work Place. Smoking is prohibited in all WSMR buildings and is only allowed in designated outdoor areas, away from building entrances, exits or other openings.

C-1.25 FILES. The SP shall maintain complete and accurate files of documentation, records and reports, required under the terms of this contract/PWS, IAW AR 25-400-2, The Army Records Information Management System . All files shall be made available to the DGR for periodic review during the performance of this contract/PWS, and upon request. All files shall become the property of the Government and shall be turned over to the KO or GDR at the completion or termination of the contract/this PWS.

C-1.26 DISCLOSURE OF INFORMATION. The SP shall not divulge or release information, developed or obtained under this contract/PWS, except to authorized government personnel or upon written approval by the DGR. The SP shall safeguard any classified information, obtained in the performance of this contract/PWS. Any breach of security, concerning classified information, may subject the SP to criminal liability under Title 18, Sections 793 and 798, of the United States Code (USC). Inquiries received by the SP, regarding work performed under this contract/PWS, shall be referred to the DGR for evaluation under the Freedom of Information Act (FOIA) of 1975, Public Law 93-502, 5 USC, Section 552.

C-1.27 SECURING UTILITIES. The SP shall notify the DGR and the building custodian, before taking any utility out of service. The SP shall notify the DGR and the building custodian, when the utility is placed back in service.

C-1.28 PERMITS AND LICENSES. The SP shall, without additional expense to the Government, obtain all appointments, licenses and permits required for the execution of the specific work. The Service Provider shall comply with all applicable federal, state and local laws. Evidence of such permits and licenses shall be provided to the DGR, not later than the contract or effort start date. The SP shall verbally notify the KO or DGR of any changes, as they occur, and provide written changes, no later than twenty-four (24) hours after effective date of the change.

C-1.29 GOVERNMENT-FURNISHED PROPERTY ACCOUNTABILITY. The SP shall account for non-expendable, government-owned property and tools on a hand-receipt. The Property Control Office, located in Building 1838, will initiate the process of hand-receipting all non-expendable government-owned items to the Service Provider, IAW AR 710-2, Supply Policy Below the Wholesale Level. Property Control may be reached by calling 678-8924.

C-1.30 DISPOSAL, SALVAGE AND RECLAMATION.

C-1.30.1 Disposal. Government-owned equipment and tools shall be disposed of in coordination with guidance from the Installation Government Property Administrator, Installation Property Book Officer and the DGR.

C-1.30.2 Salvage and Reclamation. Salvaging and reclamation shall be performed by the SP as part of the normal workload covered in this PWS, and will not be a basis for additional cost to the Government. The SP shall salvage reusable items removed from real property facilities during work assignments or as directed by the KO or DGR. Salvaged reusable items will remain government property. On occasion, items having recycling value, due to their composition, but otherwise non-reusable, shall be removed and collected by the SP, during work assignments, involving real property facilities. The SP shall take collected materials and items to the Supply Support Activity, Property Disposal Section, for acceptance or rejection into the government reclamation process.

C-1.30.3 Lost and Found. The Service Provider shall report to the DGR all personal articles found by the SP managers or employees. Found articles shall be turned into the WSMR Security Office by the SP within one (1) working day. In addition, any items lost by the SP shall be reported to the DGR within one (1) working day.

C-1.31 MEDICAL SERVICES. Only emergency medical care is available in government facilities to SP employees. Care will be rendered at the rates in effect at the time of treatment.

C-1.32 PRE-PERFORMANCE CONFERENCE. The DGR will hold a pre-performance conference to discuss mutual concerns of the SP and the Activity. This meeting will establish relationships with the SP personnel and customer, safety, fire and security personnel.

C-1.33 TRANSITION PHASE-IN/PHASE-OUT OF SERVICE PROVIDER OPERATIONS.

C-1.33.1 Phase-in Period. During the sixty (60) calendar day period prior to contract start, the following SP's personnel, as identified in the proposal, shall be on-Station to observe all operations pertinent to the contract requirements for the minimum time shown below to include office functions, procedures, and operations, repair/maintenance operations and any other operations, as deemed necessary by the SP, that will enable SP personnel to become both knowledgeable in, and familiar with, their assigned areas of responsibility. The SP shall train personnel on the software and set up the system to ensure receipt and processing of information at the start of the contract.

Person Performing The Function Of	On Site Prior To Contract Start (Days)	Labor Hours per Person
Project Manager	30	160
Supervisors (foreman level)	14	80 per foreman
Locksmith	7	40

C-1.33.2 Contract Start. The SP shall commence all operations required by the contract as of the first day of the contract period. Therefore, on the initial day of performance, the SP shall provide a work force that is fully qualified and capable of performing all work required under this contract.

C-1.33.3 Phase-out. During the sixty (60) calendar day period immediately prior to the end of the contract (if the SP is not awarded the subsequent contract for this service), the SP shall permit the successor SP (and the successor SP's employees) to observe and become familiar

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with any and all operations under the contract. The SP shall not defer any needed repairs or maintenance for the purpose of transferring responsibility to the successor SP. The SP shall transfer custody of all historical work data from the work management system to the Government in a format agreeable to the Government. The SP shall fully cooperate with the successor SP and the Government so as not to interfere with their work or duties.

C-1.34 INSURANCE. Within 15 days after the award of this contract, the Contractor shall furnish the Contracting Officer a Certificate of Insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below IAW the *INSURANCE - WORK ON A GOVERNMENT INSTALLATION* clause, Section I.

(1) The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage.

(a) Comprehensive General Liability: \$500,000 per occurrence.

(b) Automobile Liability:
 \$200,000 per person
 \$500,000 per occurrence
 \$ 20,000 per occurrence for property damage

(c) Workmen's Compensation: As required by Federal and State worker's compensation and occupational disease statutes.

(d) Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers.

(e) Other as required by State law.

(2) The Certificate of Insurance shall provide for thirty (30) days written notice to the Contracting Officer by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned *INSURANCE* clause.

C-2 DEFINITIONS, ACRONYMS AND ABBREVIATIONS. Definitions, acronyms and abbreviations, applicable to this contract/PWS, are contained in Attachment J- VI C-2 01 and J- VI C-2 02. The definitions, acronyms and abbreviations, as listed, are not all inclusive, nor are they meant to be all inclusive, and they may or may not be specifically addressed in this PWS. They are intended to be a guideline and to provide assistance only. The definitions, acronyms and abbreviations are provided to facilitate the SP, during the research of regulations and publications, as related to the scope of work within this PWS.

C-2.1 AS SHOWN, AS INDICATED, AS DETAILED AND SIMILAR WORDS. Where *as shown*, *as indicated*, *as detailed* or words of similar import are used, it shall be understood that reference is made to this specification and the attachments, accompanying this specification, unless stated otherwise.

C-2.2 AS DIRECTED, AS REQUIRED, AS PERMITTED, APPROVAL, ACCEPTANCE AND SIMILAR WORDS. Where *as directed*, *as required*, *as permitted*, *approval*, *acceptance*, or words of similar import are used, it shall be understood that direction, requirement, permission, approval or acceptance of the DGR is intended, unless stated otherwise.

C-2.3 ADDITIONAL DEFINITIONS AND ACRONYMS. Additional definitions can be found at <http://www.afms1.belvoir.army.mil/dictionary/disclaimx.htm> and additional acronyms can be found at <http://www2.arims.army.mil/abbreviation/mainpage.asp>.

C-3 GOVERNMENT-FURNISHED PROPERTY (GFP). The Government will furnish or make available to the SP certain government-owned facilities, equipment, materials and utilities for use in connection with this PWS.

C-3.1 GOVERNMENT-FURNISHED FACILITIES (GFF). The Government will provide GFF, listed in Attachment J- VI C-3 01, Government-furnished Facilities. Should the SP choose to use the Government-furnished facilities, adequate precautions shall be taken by the SP to prevent or avoid fire hazards, odors, vermin and other potential hazards to human health and safety. The SP shall obtain written approval from the DGR before making any modifications or alterations to the facilities. Any such modifications or alterations, approved by the Government, shall be made at the expense of the SP. At the completion of the contract or this effort, all facilities shall be returned to the Government, in the same, or better, condition as received, but not worse, except for reasonable wear and tear. The SP shall be held responsible for the cost of any repairs, caused by negligence or abuse by SP managers or employees.

C-3.1.1 Snow Removal. The SP shall be responsible for clearing sidewalks and applying sand/salt at GFF, occupied by the SP, to enable safe entrance. In addition, necessary snow removal to free SP vehicles and equipment shall be performed by the SP at no additional cost to the Government. The SP shall provide snow removal services to clear roadways and general-use areas. Employees may be asked to temporarily move vehicles to allow for snow removal in parking areas.

C-3.1.2 Keys to Government Facilities. The SP will be given keys to GFF and to a number of other facilities to facilitate its performance of work.

C-3.1.2.1 Key Control. The SP shall establish a key control system so that no keys issued to the SP by the Government are lost, misplaced or used by unauthorized persons. Government

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keys shall not be duplicated by the SP, without authorization. The procedures developed to control government keys shall be included in the SP's Quality Control Plan.

C-3.1.2.2 Replacement Costs. The SP shall reimburse the Government for the replacement of locks or for re-keying, required as a result of any SP manager or employee losing a facility key. In the event, a master key is lost by the SP, or the Government finds that it has been duplicated, all locks and keys for that system shall be replaced, and the total cost will be charged to the SP.

C-3.1.2.3 Reporting of Lost Keys. The SP shall report to the DGR any occurrence of a lost key, within one (1) hour of discovery of the loss.

C-3.1.2.4 Authorized Use and Access to Spaces. The SP shall prohibit the use of government-issued keys by any person other than authorized SP employees. The SP shall not permit entrance to locked areas of any person, other than SP personnel engaged in the performance of work in those areas, or person assigned to the activity where the SP is performing work, without written authorization by the DGR. The DGR shall be given access to any SP-controlled entry to government-owned property, upon request.

C-3.2 EQUIPMENT. The Government will provide the SP the use of government-furnished equipment (GFE), listed in Attachment J- VI C-3 02, and GSA-owned equipment, listed in J- VI C-3 03. Power tools and minor property, listed in J- VI C-3 04, will be provided to the SP. All GFE is provided to the SP for use only in the performance of work in this PWS. All equipment provided will be in *as-is* condition. The total or partial breakdown or failure of the GFE shall not relieve the SP of the responsibility to fully perform the work in this PWS.

C-3.2.1 Repair Versus Replacement. Equipment, which becomes worn out, due to normal wear and tear, shall be returned to the Government, and its replacement shall be the responsibility of the SP at no cost to the Government. Replaced equipment, so acquired, shall remain the property of the SP. The GFE shall not be replaced, if it can be repaired or rebuilt to return it to the condition, existing at the time it was accepted by the SP. The SP shall provide the DGR as applicable, with a comparison between the replacement cost of the equipment and the cost of parts and labor required to repair the equipment. If the repair estimate exceeds 50% of the replacement cost, the SP shall contact the DGR for approval to replace the item. The Government will closely monitor all repair and replacement of GFE. Repair and replacement of non-GFE shall be the sole responsibility and at the expense of the SP.

C-3.2.2 Warranties. The Government will furnish warranty information on all GFE. All GFE, under manufacturers' warranties, shall be operated, maintained and repaired, IAW the warranty agreements. The SP shall report to the DGR any difficulties encountered in exercising manufacturers' warranties. The SP shall not repair GFE, under warranty, without the DGR's approval.

C-3.2.3 Equipment Manuals. The Government will provide access to all available equipment manuals for the equipment, listed in J- VI C-3 02. Operating manuals are located in the facilities where the equipment is used and maintenance manuals are located at maintenance facilities where the equipment is maintained. The SP shall maintain and update equipment manuals, when information is received from a manufacturer.

C-3.2.4 Use of Government-furnished Equipment (GFE). Should the SP choose to use the GFE, shown in Attachment J- VI C-3 02, periodic servicing, maintenance and repair of the

equipment shall be documented and that documentation shall be provided by the Government. During execution of the work, the SP shall protect GFE from damage. The SP shall repair any damage to GFE, resulting from work performed under the contract or PWS, at no cost to the Government. The SP shall repair damage to GFE, resulting from operational errors or failure to maintain, repair or inspect equipment, as required, under the contract or PWS, at no cost to the Government. The SP shall be responsible for the cost of any repairs or replacement, caused by negligence or abuse by SP managers or employees.

C-3.2.5 Beginning and Ending Property Inspections and Inventories. The SP and the DGR shall inspect and inventory GFP within sixty (60) calendar days of the start of the phase-in period, and again, ten (10) calendar days before the end of the final performance period. The inspection and inventory shall detail the material condition and quantity of GFP and indicate the exact number, location and serviceability of the equipment. The GFP shall not be altered, without prior written approval of the DGR as applicable, within seven (7) calendar days of completion of an inspection or inventory. The SP shall then certify the findings of this inventory, assume accounting responsibility and subsequently report any inventory discrepancies to the DGR. Government-furnished property shall not be removed from WSMR, unless approved by the DGR in writing.

C-3.2.5.1 Annual Inspection and Inventory. The SP shall perform an annual inspection and inventory of GFP. These actions shall be conducted during the anniversary month of the initial joint inspection and inventory. The SP shall submit a report to the KO or DGR, as applicable, within fourteen (14) calendar days of the date they are completed. The report shall indicate shortage, loss or destruction of, damage and excessive wear and tear to GFP.

C-3.2.5.2 Return of GFP. The SP may, at any time, return GFP if no longer needed for the performance of this PWS; however, returned GFP will not be replaced by the Government and the unavailability or lack of GFP, under these circumstances, will not excuse nonperformance or justify an increase in cost to the Government. The SP shall notify the Government, in writing, of its intent to return GFP. Upon completion or termination of the contract or effort, all GFP shall be returned to the Government, in the same, or better, condition as received, except for normal wear and tear.

C-3.2.5.3 Missing, Stolen, Lost and Recovered Property. The SP shall comply with all government rules and regulations, to include FAR 45.103, Responsibilities and Liabilities for Government Property, and FAR 52.245-2, Government Property, and those in Section C-6, pertaining to GFP lost, missing, stolen, damaged, abused (excessive wear and tear) or destroyed while in the SP's possession.

C-3.2.5.4 Damage to GFP. Any damage to GFP, due to negligence, failure to secure or SP-caused accidents, shall be repaired, and temporary/replacement property acquired, at the SP's expense.

C-3.2.6 Computers and Related Hardware and Software. Computers, printers, monitors and other office equipment, listed in Attachment J- VI C3 04, with network connections, located in GFP to be occupied by the SP, and work-related software (as a minimum Microsoft Office Professional software exists on all computers), will be provided to the SP for use in the performance of the contract/PWS. These resources will facilitate access and exchange of information between the Government and the SP. Maintenance and repair of these computers,

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software and printers also will be provided by the Government at no cost to the SP. Use of this equipment constitutes SP consent to security monitoring.

C-3.2.6.1 Network and Application Support. Support is defined as providing limited access to the WSMR Local Area Network (LAN). The Government will provide internet and e-mail access, available through the USAG-WS LAN, on a case-by-case basis, as approved by the DGR, as applicable. Internet usage by SP employees implies consent to monitoring. The SP shall comply with DOD, Army and WSMR policies and regulations on employee use of WSMR information technology (IT) resources, and the internet shall be used for official business only.

C-3.2.7 Copier Services. The Government will provide copiers and repair and maintenance service contracts for all its copiers. This service includes furnishing toner. The SP will be provided access to the copiers, shown in J- VI C-3 04 and 05. The SP shall coordinate repair and maintenance requests for copiers through the DGR. The SP shall keep a record of copier usage to be provided to the DGR monthly.

C-3.3 GOVERNMENT-FURNISHED MATERIALS. The Government will furnish the following materials:

C-3.3.1 Fuel. The Government will furnish operating fuels for GFE. Fuel for GSA equipment is provided under the terms of the lease. The SP shall keep records of and accounts for all government-furnished fuels.

C-3.3.2 Stand-by Materials. The stand-by materials, listed in Attachment J- VI C-3 TBD, are required to be on-hand at all times, in the quantities specified, to meet emergency requirements. This list was developed from historical data and includes long-lead-time, specialty items and frequently-required items to maintain critical operations. Items consumed by the SP for use in this contract/PWS shall be reordered by the SP within three (3) calendar days. Documentation of all reorders shall be made available to the DGR, on request.

C-3.3.3 Material Inventories. The on-hand materials, listed in Attachment J- VI C-3 08, will be made available to the SP. The SP and the DGR shall conduct a joint inventory before commencing work under this contract/PWS to verify the exact amount of the government-furnished materials. The SP shall then certify the findings of this inventory, assume accounting responsibility for all materials supplied and replace in kind, at SP expense, all items used. Upon completion or termination of this contract or effort, a second joint inventory shall be conducted to ensure the replacement of all government-furnished materials. The SP shall be held liable for all missing materials.

C-3.3.4 Other Materials. Existing inventories of miscellaneous office supplies will be turned over to the SP for use until depletion, under this PWS, without replacement.

C-3.4 SERVICES.

C-3.4.1 Utilities. The Government will furnish electricity, heat, air conditioning, potable water and sewage services at existing outlets for use in those facilities provided by the Government, and as required for the work to be performed in this PWS. These utilities will be furnished at no cost to the SP. The SP shall not modify, connect or disconnect any utility service, or component thereof, without prior written government approval. The SP shall provide and maintain, at the SP's expense, the necessary service lines from existing government outlets to the site of work.

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C-3.4.2 Telephones. Government communications systems, including telephone equipment and lines, located in SP GFF may be used by the SP for work-related purposes. The Government will provide local area and long distance telephone service. Special hook ups/trunk lines shall be provided at the SP's expense. Mobile phone, page equipment and service are not included. Use of government communication systems constitutes consent to monitoring at any time.

C-3.4.2.1 Telephone Changes and Repairs. The SP shall not move, remove, add, alter or reconfigure government communication systems, networks or lines without DGR approval, which must be obtained by written request. The SP shall notify the DGR, when maintenance or repair of telephones or telephone lines is required.

C-3.4.3 Custodial Services. Limited custodial services will be made available at no cost to the SP. Custodial services provided will include the cleaning of restrooms, emptying of trash containers and vacuuming of the main office areas of GFF. No other services are provided.

C-3.4.4 Pest Control. Pest control services will be made available at no cost to the SP. If any of the GFF provided to the SP require pest control services, the SP shall call the DGR with a description of the problem.

C-3.4.5 Refuse Collection. The Government will provide refuse collection services at no cost to the SP. The Government will collect refuse (solid waste, which is not hazardous waste, hazardous substances or hazardous materials) from assigned waste receptacles. The SP shall comply with all government programs, pertaining to pollution prevention and solid waste reduction.

C-3.4.6 Parking. POV parking for SP employees will be available at the areas adjacent to GFF. This is general parking and is not exclusive to the employees of this contract/PWS. Parking is only allowed in designated areas and is not allowed within eighty-two (82) feet of any inhabited building at WSMR, due to force protection directives.

C-4 SP-FURNISHED ITEMS.

C-4.1 GENERAL REQUIREMENTS. Except for the items listed in Section C-3, above, the SP shall provide all facilities, equipment, materials and services to perform the requirements of this contract/PWS. All SP-furnished items shall comply with applicable government, commercial or industrial standards, such as National Board of Underwriters or Underwriters' Laboratories, Incorporated; National Board of Fire Underwriters; National Electrical Manufacturers' Association; American Society of Mechanical Engineers; etc. All SP-furnished items shall conform to the applicable technical specifications of this contract/PWS and shall be used in accordance with the original design and manufacturers' intent. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract/PWS shall equal, or exceed, the updated quality.

C-4.1.1 Submittals.

C-4.1.1.1 Certificates of Compliance and Other Requirements. The SP shall submit certificates of compliance, manufacturer's descriptive data and product samples, as specified by the DGR. Certificates of compliance shall be obtained from material manufacturers, attesting

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that the materials meet the requirements, when specified by the DGR. The manufacturer's descriptive data shall include the name of the manufacturer, model number or other identifying information, catalog cut and other identifying data and information describing the performance, capacity, rating and application/installation instructions, which clearly illustrate that the proposed item meets the applicable standards. Product samples shall include a sufficient quantity of material to allow for complete analysis and evaluation by the Government.

C-4.2 REPLACEMENT ITEMS. The SP shall provide new components, when providing maintenance, repair and minor construction services, as described, herein. Factory re-conditioned parts are allowed only in those rare cases where new parts are no longer available, or for replacement compressors for air conditioning, where approval is received from the DGR in advance. All replacement units, parts, components and materials to be used in the maintenance, repair and minor construction or alteration of facilities and equipment shall be compatible with the existing equipment on which it is to be used. All SP-furnished replacement items shall be of equal, or better, quality than the original equipment specifications. The SP shall submit certificates of compliance, manufacturer's descriptive data and product samples for those items specified for each work order. Such submittals shall be made to the DGR, as appropriate, for approval within fifteen (15) calendar days after award of each work order. All replacement units, parts and components shall comply with applicable government, commercial or industrial standards, such as National Board of Underwriters or Underwriters' Laboratories, Incorporated; National Board of Fire Underwriters; National Electrical Manufacturer's Association; American Society of Mechanical Engineers; etc.

C-4.2.1 Explosion-proof Items. Explosion-proof component parts must be replaced with identical parts, the same make and model, or the explosion-proof rating is voided.

C-4.2.2 Weight-handling Equipment (WHE). Component parts must be replaced with identical parts, same make and model and documentation, maintained in the WHE folder, to ensure weight-handling capability.

C-4.2.3 HVAC Filters. All filters must meet, or exceed, the properties of Purolator Hi-E 40 or Flanders PercisionAire Pre Pleat 40 filters. Bag or box filters must meet, or exceed, the properties of Complete Air Filter Company SERVAPAK #SP85 or Viskon-Air Extended Surface Air Filter Code 481-031, Type 480-3P. Carbon filters must meet, or exceed, the properties of ODOR-BAN/150.

C-4.3 UNSATISFACTORY ITEMS. When disputes arise concerning material, equipment and components, selected for work items already accomplished, the SP shall, at no cost to the Government, remove, replace and/or rework material, equipment and components, so that compliance with the Government's requirements are satisfied. The resolution of formal disputes is addressed in the *DISPUTES* clause, Section I.

C-4.4 WARRANTY.

C-4.4.1 Equipment Under Manufacturer's or Installer's Warranty. At the time of installation, the SP shall obtain and furnish to the DGR written warranties for all the equipment and/or appliances furnished under the contract/PWS. The SP shall furnish the KO or DGR with each warranty, the name, address and telephone number of the guarantor's representative nearest to the activity location, who will provide the services, prescribed by the terms of the guarantee. It shall be the SP's responsibility to exercise all warranties on the equipment, provided by the SP,

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and upon GFE under warranty. The SP shall exercise warranties for all equipment and/or appliances, previously installed by the Government or other manufacturers or contractors, which are currently under warranty at the time of award. The Government will provide the necessary warranty data on the equipment provided.

C-4.4.2 Warranty of Services. In addition to the Performance Quality Standards, the SP shall ensure the workmanship and service provided under this contract/PWS. Any rework or repair, due to poor workmanship, will be at the Service Provider's expense.

C-5 SPECIFIC TASKS.

C-5.01 DIRECTORATE OF PUBLIC WORKS (DPW) GENERAL TASKS. The Service Provider (SP) shall perform the general tasks specified in C-5.01. These general tasks apply to all services required under the contract/Performance Work Statement (PWS). Facilities to be operated and maintained under the contract/PWS are identified in Attachment J- VI C-5.01 01 and on installation maps/drawings, available in the Technical Libraries in, Buildings 102 and 163. In addition, the facilities characteristics listing report is shown in Attachment J- VI C-5.01 02.

C-5.01.1 WORK MANAGEMENT. The SP shall plan, program, coordinate, estimate and respond to government schedules and evaluate resources for work requests approved by the Contracting Officer (KO) or Designated Government Representative (DGR), as applicable, for performance by the SP. In conjunction with these functions, the SP shall prepare for input and maintain SP-generated data for the government automated systems databases. Service Provider data shall include operational data to provide complete and accurate outputs and reports, required herein. Work management shall include maintaining a suspense system with appropriate registers and files and routing and distributing reports.

C-5.01.2 LEVELS OF WORK. The SP shall perform all work required by the contract/PWS to real property facilities at WSMR within the following work categories:

C-5.01.2.1 Work Level I – Scheduled and Unscheduled Work with Time and Materials Limits. Work Level I includes scheduled and unscheduled work and services. Scheduled service includes: Performing recurring preventive maintenance, inspection and testing and performing start-up/shut-down maintenance on equipment and facilities. Unscheduled Level I work includes service orders for minor construction or alteration, unscheduled maintenance and repair (M&R) and service work of less than thirty-two (32) manhours of labor and less than \$5,000 for materials, per service order. Equipment rental for all Level I work shall be the SP's responsibility. Workload data for unscheduled Level I work (service orders) is shown in Attachment J- VI C5-01 03. Any unscheduled work that is determined to equal or exceed thirty-two (32) hours labor or \$5000 in material costs will be handled as Level II work, unless otherwise specified.

C-5.01.2.2 Work Level II - Indefinite Quantity Work. Work Level II is construction, maintenance, repair, services and alterations of a one-time and specific nature task, involving work that is not included in the firm fixed-price portion of the contract. Either the SP or the KO or DGR, as applicable, may initiate the requirement for Level II work, but work shall not begin without a government-approved work order. All Level II work is subject to the provisions of the Service Contract Act (SCA) and Davis-Bacon Act (DBA), as appropriate, and shall be accomplished by the SP, only when ordered, in accordance with the ordering provisions contained in Section H (maximum total cost of \$50,000 per order). For Level II work the SP shall be paid at the SP's own risk. Level II work will be limited to a negotiated, fixed price for each order. Labor, required for this work, will be based on the Bid Schedule line item, fully-loaded, wage rate. Material, rental equipment and SP subcontractor (for contractors) prices will be separately negotiated and reimbursed, plus the SP's markup. Level II workload data is shown in Schedule B. The planning, estimating and scheduling for Level II work are part of the SP's firm fixed-price work requirements.

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C-5.01.3 SERVICE ORDERS (SOs). Priorities will be assigned to all service orders by the Government, and each priority shall have specific response and completion parameters, as stated below. Service orders and service calls mean the same thing and are used interchangeably throughout the DPW and this document. Service order response and completion times are summarized in Table 1.

C-5.01.3.1 SO Priorities. There are six service order priorities as follows:

C-5.01.3.1.1 Emergency (Priority 1). Work which takes priority over all other work and requires immediate action, including diverting maintenance personnel from other jobs, if necessary, to alleviate the emergency. Usually, the work is necessary for the protection of health, for safety and/or for security of sensitive government property or to prevent damage to property or work that has command emphasis. See response and completion times in C-5.01.3.2 and C-5.01.3.3.

C-5.01.3.1.2 Urgent (Priority 2). Work to be accomplished by the first available maintenance person. Maintenance personnel should not be diverted from scheduled jobs for this work. This includes work required to correct a condition that could become an emergency, work that could seriously affect morale, work that has command emphasis or work required by an activity to accomplish its mission. See response and completion times in C-5.01.3.2 & C-5.01.3.3.

C-5.01.3.1.3 Preferred (Priority 3). Work that does not meet the criteria for Priorities 1 or 2. Work in this category generally is done in the most economical manner. These jobs cover required work that, if not accomplished, would extend an inconvenience or an unsightly condition. See completion times C-5.01.3.3.

C-5.01.3.1.4 Routine (Priority 4). Work that does not meet the criteria for Priorities 1, 2 or 3. Work in this category generally is done in the most economical manner. These jobs cover required work that, if not accomplished, would extend an inconvenience or an unsightly condition. See completion times C-5.01.3.3.

C-5.01.3.1.5 Non-time Sensitive (Priority 5). Work in this category is considered to be either not-customer-time-sensitive; e.g., off-season repair, or to be accomplished within a specified window-of-opportunity; e.g., between January 15 and January 28, with a 15 calendar day advanced notice.

C-5.01.3.1.6 Scheduled (Priority 6). Work is scheduled to be done at a certain place and certain date and time. The completion time is stated in the service order.

C-5.01.3.2 Response Times. Emergency repair, maintenance, hazardous waste or pest control service orders shall be accomplished, whenever required, and work shall be continued to completion without interruption, notwithstanding normally scheduled working hours, weekends or holidays, until the emergency is alleviated. Once the emergency is alleviated, the SP shall continue to complete the work without interruption during normal working hours. The work shall be completed, in all cases, without interruption during regular working hours, except those that require materials or parts, which must be ordered. Emergency (priority 1) service-order response time, during regular working hours, shall not exceed sixty (60) minutes, excluding those areas specified in Table 1. Response time to emergency service orders, during other than regular working hours, shall not exceed two (2) hours, excluding those areas specified in Table 1. Response to urgent (priority 2) service orders shall not exceed four (4)

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working hours. If a call is received after 12:00 A.M. (1200 hours), the SP has until 9:00 A.M. (0900 hours), the following workday, to respond. Response to priority 3, 4 and 5 calls shall be such that the completion times in C-5.01.3.3.3 through C-5.01.3.3.5 are met. Response to priority 6 calls are contained in the Service Orders, as stated in C-5.01.3.3.6. Response, as used in relation to service orders, means the SP's workforce is at the work site ready to commence the required work.

C-5.01.3.2.1 Receipt of Service Calls or SOs. The SP shall have procedures for receiving and responding to emergency and urgent service calls, within the specified response time, seven (7) days a week, including weekends and holidays. All telephone calls shall be answered within thirty (30) seconds by an individual fully familiar with the SP's work control procedures and the terms and conditions of the contract/this PWS. During regular working hours, service calls will be printed out at the SP's government-furnished facilities (GFF). At Attachment J- C5-01 05 is a copy of the current WSMR Service Order Authorization Form.

C-5.01.3.3 Completion Times. In addition to the aforementioned response times, the SP shall provide sufficient resources, so that the following maximum completion times are not exceeded:

C-5.01.3.3.1 Priority 1 (Emergency). Priority 1 service orders shall be completed within five (5) calendar days of receipt of the SO. This requirement is for those emergency SOs, wherein the emergency is alleviated, but parts/materials are required to complete the SO. (See C-5.01.3.2).

C-5.01.3.3.2 Priority 2 (Urgent). Priority 2 service orders shall be completed within seven (7) calendar days of receipt of the service order. This requirement is for those urgent SOs that require parts/materials to be completed. (See C-5.01.3.2).

C-5.01.3.3.3 Priority 3 (Preferred). Priority 3 service orders shall be completed within fourteen (14) calendar days of receipt of the service order.

C-5.01.3.3.4 Priority 4 (Routine). Priority 4 service orders shall be completed within thirty (30) calendar days of receipt of the service order.

C-5.01.3.3.5 Priority 5 (Non-time Sensitive). Priority 5 SOs shall be completed within thirty (30) calendar days, following the date entered in the *date issued* block of the service order.

C-5.01.3.3.6 Priority 6 (Scheduled Work). Priority 6 work shall be completed when it is scheduled to be done, at the place certain and date and time certain. Completion time shall be stated in the service order.

TABLE 1. SERVICE ORDER RESPONSE AND COMPLETION TIMES (Zones are contained in Attachment J- VI C5-01 04)			
Service Order Priority Response (other than regular working hours) /Completion Times	Garrison and Stallion Range Center Cantonments (Zones A- C)	Outside Cantonment (Zones D and E)	Far Outside Cantonments (Zone F)
Emergency (Priority 1)	60 min (2 hrs)/ 5 days	90 min (3.5 hrs)/ 5 days	2 hrs (4 hrs)/ 5 days
Urgent (Priority 2)	One duty day/ 7 days	N/C	N/C
Preferred (Priority 3)	NA/14 days	N/C	N/C
Routine (Priority 4)	NA/30 days	N/C	N/C
Non-time-sensitive (Priority 5), within a window-of-opportunity	NA/time requested in service order	N/C	N/C
Scheduled (Priority 6), place certain, date and time certain	Date and time requested in service order/ same	N/C	N/C

C-5.01.3.4 Service Call Reception.

C-5.01.3.4.1 Service Call Reception During Regular Working Hours. The Service Provider shall perform service call reception, during regular working hours, and classify each call. Multiple maintenance, repair, minor construction and other requirements, received for the same building or structure, at the same time, may be combined into one service call. All service calls will be approved by the KO or DGR, as applicable, before being issued to the appropriate maintenance provider. The SP shall be issued an approved Service Order Authorization Form (known as a service order or call ticket), similar to Attachment J- VI C5.01 05, containing a description of the problem or requested work, priority, date and time issued, location, point of contact with telephone number and other appropriate information. The Service Order Authorization Form will be printed out at designated location(s) for SP personnel pick-up. If the call is classified as emergency or urgent, the service call receptionist shall notify SP personnel by phone that an emergency or urgent call has been received and that the ticket is available for pick-up.

C-5.01.3.4.2 Service Call Reception After Regular Working Hours. The Service Provider shall provide the KO or DGR, as applicable, with a list of qualified personnel (and phone numbers) to be called when emergency service is required after regular working hours. The SP shall fill out a Service Order Authorization Form, containing a description of the (after regular working hour) work or problem, date and time received, date and time responded to, location and caller's name and telephone number for each call received. These forms shall be delivered to the Service Call Reception Center by 0800 the next regular workday.

C-5.01.3.5 Beyond-the-scope of a Service Call. Service calls, that will equal or exceed thirty-two (32) manhours or will equal or exceed \$5,000 for materials, will be classified by the Government as Level II work.

C-5.01.3.5.1 Beyond-the-scope of an Emergency Service Call. If the Service Provider responds to an emergency service call and determines that the work required is beyond the scope of a service call, the emergency shall be abated. After the emergency is abated, the DGR or KO, as applicable, shall be notified within one (1) working hour. The SP shall request closing out the existing service call and shall provide a summary of the work needed and a preliminary estimate, showing labor hour and material requirements, within one (1) workday of receipt of the emergency service call. The Service Provider shall provide a detailed estimate within seven (7) calendar

days. If questions arise concerning the labor hours required, labor hour requirements shall be based on R. S. Means. If questions arise concerning the cost of materials, material costs shall be based on the lowest of quotes provided by the SP from at least three (3) different commercial vendors for the actual direct cost of materials. The Government retains the right to obtain additional quotes in questionable situations. The lowest price shall be used. If the KO or DGR, as applicable, agrees that the work required is beyond the scope of a service call, the KO or DGR may authorize the Service Provider to proceed with the work by issuance of a work order per Section C-5.4, Indefinite Quantity Work. If the DGR or KO, as applicable, determines that the work falls within the scope of a service call, the SP shall complete the work as a service call.

C-5.01.3.5.2 Beyond-the-scope of an Urgent Service Call. If the Service Provider responds to an urgent service call and determines that the work required is beyond the scope of a service call, the Service Provider shall notify the DGR or KO, as applicable within two (2) hours after abating the urgency. The Service Provider shall provide a summary of the work needed and a preliminary estimate showing labor hour and material requirements within one (1) workday of receipt of the urgent service call. The Service Provider shall provide a detailed estimate within seven (7) calendar days. If questions arise concerning the labor hours required, labor hour requirements shall be based on R. S. Means. If questions arise concerning the cost of materials, material costs shall be based on the lowest of quotes provided by the Service Provider from at least three (3) different commercial vendors for the actual direct cost of materials. The Government retains the right to obtain additional quotes in questionable situations. The lowest price shall be used. If the Contracting Officer or Designated Government Representative, as applicable, agrees that the work required is beyond the scope of a Service Call, the KO or DGR may authorize the Service Provider to proceed with the work by issuance of a work or task order, per Section C-5.4, Indefinite Quantity Work, and the Service Call will be canceled. Hours expended on the service call will be recorded on the task order. If the Contracting Officer or DGR, as applicable, determines that the work falls within the scope of a service call, the Service Provider shall complete the work as a service call.

C-5.01.3.5.3 Beyond-the-scope of a Routine Service Call. If the Service Provider responds to a routine service call and determines that the work required is beyond the scope of a service call, the Service Provider shall notify the DGR or KO within two (2) hours of this determination. The Service Provider shall summarize the work needed and provide a preliminary estimate showing labor hour and material requirements within one workday. The Service Provider shall provide a detailed estimate within five (5) workdays. If the Contracting Officer or Designated Government Representative agrees that the work required is beyond the scope of a service call, the Contracting Officer or Designated Government Representative may authorize the Service Provider to proceed with the work by issuance of a work or task order, per Section C-5.4, Indefinite Quantity Work, and the Service Call will be canceled. Hours expended on the service call will be recorded on the task order. If the Contracting Officer determines that the work falls within the scope of a service call, the Service Provider shall complete the work within the time specified on the original work authorization, plus the amount of time the work authorization was held by the KO or DGR, as applicable, for final determination.

C-5.01.3.6 Service Call Documentation.

C-5.01.3.6.1 Integrated Facilities System (IFS) Service Order Module. The SP shall provide and maintain a database system to track service orders or calls. It shall be capable of downloading into a spreadsheet (Microsoft (MS) Excel) for input into the IFS and shall contain, at a minimum, the information identified below. The IFS is the DPW work-management system for W9124R07R0009

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service calls. Furthermore, the Service Provider shall enter, prior to 1600 hours, a *CMP* (which indicates complete) in the *physically complete* field for all service calls completed that day. The Service Provider shall return a completed service call ticket to the DGR or KO, as applicable, containing the following legible Service Provider provided information within seven (7) calendar days of physical completion. The SP shall provide the DGR or KO, as applicable, access to the SP's database for, a minimum, the fields listed below. The SP shall also provide each Monday (or the first regular working day of the week) by 9:00 A.M. (0900 hours) a database file of all active service orders and SOs completed over the last fourteen (14) calendar days.

- a. Description of work performed
- b. Predominant trade of work
- c. Date and time of arrival at the service call site
- d. Date and time service call completed
- e. Number of labor hours by crafts person
- f. Cost of materials (purchase price)
- g. Government customer POC name and phone number (if different from issued ticket)
- h. Service order and (APC) number
- i. Additional comments on work
- j. Warranty information
- k. Safety work permit, lock-out/tag-out documentation or other pertinent data, if applicable
- l. Employee signature and employee identification number of the crafts person performing the work

C-5.01.4 PREVENTIVE MAINTENANCE (PM). PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration and minor part and component replacement (e.g., filters, belts, hoses, fluids, hardware, and software), as required to minimize malfunction, breakdown and deterioration of equipment, and the identification of any repairs required to bring the equipment up to the manufacturer's operating standards. Preventive maintenance checklists presented in Attachment J- VI C5- 01- 06 shall be the minimum acceptable preventive maintenance tasks, performed by the Service Provider. In addition, minor repairs, up to fifteen (15) minutes and \$15 in materials, shall be included in the price of PM, unless otherwise specified. Repairs outside the scope of PM shall generally be performed as a service call, Section C-5.01.3. Unless other labeling requirements are specified, labels containing the date and the Employee Name/ID shall be placed on serviced equipment, after the maintenance, to indicate when the PM was last performed.

C-5.01.4.1 Preventive Maintenance Program. The PM program shall be executed in compliance with the checklists, identified in each functional area of this specification. Lists of equipment to be maintained and the PM checklist number (PMNo) are provided in the attachments of each functional area. The SP shall provide and maintain a software program to schedule and track PM programs. It shall be capable of downloading into a spreadsheet (e.g., MS Excel) for input into the IFS and shall contain, at a minimum, the PM schedules, inventories, checklists provided in this contract/PWS and all items identified in paragraph C-5.01.4.2, below. During the phase-in period, the SP shall input and verify that all equipment, contained in the contract/this PWS, is in the SP's PM system. The Service Provider shall also create the annual PM schedule in the system and submit it to the KO or DGR, as applicable, for review by the Government. The Service Provider can recommend any changes he deems necessary/desirable to the DGR or KO, as applicable. Once the annual schedule is determined,

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verified and agreed upon, subsequent schedules should be automatically determined by the PM software.

C-5.01.4.1.1 Schedule Changes. If a schedule change is to take place, the Service Provider shall notify the Government at least one (1) workday prior to the change and make the changes to the SP's PM software, following notification to and approval by the Government. The Service Provider can anticipate approval of minor changes to the schedule, due to unforeseen events. The Service Provider shall adhere to the scheduled PM dates to facilitate government verification inspections. No scheduled PM dates shall be changed, without prior approval of the DGR or KO, as applicable.

C-5.01.4.1.2 PM Software Database Maintenance. The Service Provider shall maintain the data in the SP's PM software database. Replacement equipment installed shall be updated in the system within seven (7) calendar days, following the change. New equipment installed, and existing equipment deleted and not replaced, shall be subject to the changes clause. The SP's PM software shall be updated, as of the modification effective date.

C-5.01.4.2 PM Work Order Form. After a PM inspection is made, the Service Provider shall report the results of such inspection on the PM work order. The hard copy of the PM work order shall be submitted to the DGR or KO, as applicable, weekly for the previous weeks PM tasks. Defects or deficiencies, identified by the Service Provider that may result in risk to persons or property, shall be reported to the DGR or KO, as applicable, immediately via telephone. Other defects or deficiencies shall be reported by the craftsperson on the SP's PM software work order. Following completion of the PM work order, the Service Provider shall input actual results of the PM into the SP's PM software within five (5) calendar days of actual completion. As a minimum, the information listed below, subparagraphs C-5.01.4.2 (a) through (g), shall be input. The SP shall provide the DGR or KO access to the SP's database for, a minimum, the fields listed below. The SP also shall provide, each Monday (or first regular working day of the week) by 9:00 A.M. (0900 hours), a database file of all PM tasks completed over the last fourteen (14) calendar days.

- a. Date of inspection
- b. List of defects or deficiencies, noted during PM and corrected
- c. List of materials used for PM inspection
- d. List of defects not corrected
- e. Service order required to correct defects not corrected (YES/NO)
- f. Working estimate of manhours and materials needed to correct defect or deficiency
- g. Employee identification

C-5.01.4.3 PM Stickers. Upon completion of the PM inspection, the Service Provider shall attach a color-coded sticker to the equipment indicating the date of the maintenance and the identification number of the SP employee who performed the work.

C-5.01.4.4 Definition of Frequency of PM. PM shall be performed at the frequencies, identified in the Attachments on PM, as defined herein. Some equipment items, included in the functional area inventories, do not require scheduled PM. These items are annotated by the PM number (PMNo) 9999 that indicates that No Scheduled Preventive Maintenance is required.

C-5.01.4.4.1 Monthly. To be acceptable, monthly tasks shall be satisfactorily accomplished twelve (12) times during the contract or other acceptable year. Work shall be in accordance W9124R07R0009

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with the approved schedule, but monthly tasks shall be performed, plus or minus three (3) calendar days from the scheduled date. The SP's PM software shall schedule the next monthly PM thirty (30) calendar days from performance of the last monthly PM. Failure to perform twelve (12) monthly PM actions, during the contract or other acceptable year, or failure to meet the scheduling criteria, will cause the Government to take deductions, in accordance with Section E, paragraph 7.

C-5.01.4.4.2 Quarterly. To be acceptable, quarterly tasks shall be satisfactorily accomplished four (4) times during the contract or other acceptable year. Work shall be in accordance with the approved schedule, but quarterly tasks shall be performed, plus or minus seven (7) calendar days from the scheduled date. Failure to perform four (4) quarterly tasks, during the contract or other acceptable year, or failure to meet the scheduling criteria, will cause the Government to take deductions, in accordance with Section E, paragraph 7. If equipment is seasonal the frequency will be one fourth of the season.

C-5.01.4.4.3 Semi-annual. To be acceptable, semi-annual tasks shall be satisfactorily accomplished two (2) times during the contract or other acceptable year. Work shall be in accordance with the approved schedule, but semi-annual tasks shall be performed, plus or minus fourteen (14) calendar days from the scheduled date. Failure to perform two (2) semi-annual tasks, during the contract or other acceptable year, or failure to meet the scheduling criteria will be cause for deductions to be taken by the Government, in accordance with Section E, paragraph 7. If equipment is seasonal the frequency will be one half of the season.

C-5.01.4.4.4 Annual. To be acceptable, annual tasks shall be satisfactorily accomplished one (1) time during the contract or other acceptable year. Work shall be in accordance with the approved schedule, but annual tasks shall be performed, plus or minus fourteen (14) calendar days from the scheduled date. Failure to perform one (1) annual task, during the contract or other acceptable year, or failure to meet the scheduling criteria will be cause for deductions to be taken by the Government, in accordance with Section E, paragraph 7.

C-5.01.4.4.5 Greater-than-annual. To be acceptable, greater than annual (including 2Y, 5Y and other year PM) tasks shall be satisfactorily accomplished when scheduled. Work shall be in accordance with the approved schedule, but great-than-annual tasks shall be performed, plus or minus fourteen (14) calendar days from the scheduled date. Failure to perform the scheduled task or failure to meet the scheduling criteria will be cause for deductions to be taken by the Government, in accordance with Section E, paragraph 7.

C-5.01.4.5 PM and Certification Schedules. The Service Provider shall submit annual, monthly and weekly PM and certification schedules to the DGR or KO, as applicable. Schedules shall be submitted as follows: Annual schedule, no later than contract/PWS start, with updates, as required, but no less than quarterly; monthly schedules, no later than the third (3rd) workday of the month; and weekly schedules, no later than 10:00 A.M. (1000 hours) Monday (Tuesday, if Monday is a scheduled holiday) for the current week. The Service Provider shall schedule all PM tasks to maintain the schedule integrity of previous schedules. The Service Provider shall strictly adhere to the scheduled PM dates, plus or minus three (± 3) calendar days. If the Service Provider finds it necessary to reschedule PM, a written request shall be made to the DGR or KO, as applicable, detailing the reason(s) for the proposed change, before three (3) calendar days

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following the scheduled PM date. PM frequency shall not be changed without the prior written approval of the DGR or KO, as applicable.

C-5.01.4.5.1 PM and Certification Completion Report. The Service Provider shall submit a weekly PM and Certification Completion Report, no later than 10:00 A.M. (1000 hours) Monday morning (Tuesday, if Monday is a scheduled holiday), showing PM task completions as of Friday of the week before.

C-5.01.5 CERTIFICATION TESTING. Certification testing of pressure vessels and weight-handling equipment (WHE) shall be conducted, in accordance with the requirements defined below. Minor repairs, up to fifteen (15) minutes and \$15 in materials, shall be included in the price of certification testing, unless otherwise specified. Repairs, beyond the scopes defined, shall generally be performed as a service call, Section C-5.01.3. Repairs beyond the scope of a service call shall require a work order, sometimes referred to as a task order, Section C-5.01.6.

C-5.01.5.1 Certification Test Schedules. The Service Provider shall schedule certification testing so that all equipment and facilities remain in certification.

C-5.01.6 LEVEL II WORK (SPECIFIC WORK). Level II work is Indefinite Quantity work. Specific work includes operations; maintenance; repair; inspection; installation; fabrication; relocation of equipment, materials and devices; alteration, minor construction work and miscellaneous services. Specific Work is beyond the scope of a Service Call and is not included in the Firm Fixed Price portion of the Contract. This work is subject to wage rates under the *Davis-Bacon Act and Service Contract Act depending on the work performed.* The Service Provider will be paid a negotiated fixed price for each Task Order as specified in the procedures provided herein. The distribution of person hours for Level II work orders is presented in Schedule B.

C-5.01.6.1 General Procedures. The DGR will provide the Service Provider a scope of work and request a detailed cost proposal, Section C-5.01.6.3. The scope of work shall include a description of the work, location, priority, and relevant points of contact. If deemed necessary, either the Service Provider or the DGR may request that a site visit be scheduled and attended by both parties to the contract. The Service Provider shall provide written recommendations for revisions, alternative methods, or deviations from the Government's scope of work, as specified. The Service Provider's recommendations shall be narrative descriptions, drawings, or sketches and shall include references to technical specification requirements. The DGR will review the recommendations and will approve or disapprove, in whole or in part, for use in the prosecution of work. Upon acceptance of any recommendations proposed by the Service Provider, the Service Provider shall be responsible for their accuracy, sufficiency, and completeness.

C-5.01.6.2 Emergency Work. In the case of an emergency work requirement, the Contracting Officer may verbally authorize or direct the Service Provider to proceed. Written confirmation will follow at the earliest possible date. Verbal authorization shall be documented by Service Provider to include time, date, who, what, where, etc., and shall be retained in the files. The Contracting Officer will establish any limitation (not to exceed, etc.) necessary at time of the verbal authorization. The Service Provider shall prepare a preliminary proposal for emergency work within 1 workday of the verbal authorization. However, preparation of the preliminary proposal shall not delay start of the emergency repairs. A detailed cost proposal as described below shall be completed within 7 calendar days of completion of the preliminary proposal.

C-5.01.6.3 Detailed Cost Proposals. The Service Provider will be asked to prepare approximately 100 detailed cost proposals annually in support of Indefinite Quantity work, using R,S, Means appropriate estimating books, that may or may not be issued for performance of work. If R.S. Means does not contain the man-hours required for the task, the Service Provider shall use a mutually acceptable standard for the estimate. Unless otherwise specified, the Service Provider shall submit proposals within 14 calendar days from the Government's request for proposal. Each proposal shall be valid for a minimum of 90 calendar days from the proposal submission date to the Task Order issue date. If the cost proposal is in dispute, and no satisfactory agreement can be reached between the Government and the Service Provider, the Contracting Officer shall make the final determination of labor hours, material, and equipment costs required. The Government reserves the right to cancel the request for proposal or procure the services from other sources at any time.

C-5.01.6.3.1 Labor Hours and Cost Estimate. The Service Provider shall prepare a labor hour estimate using industry accepted estimating procedures and man-hour data from the appropriate R. S. Means estimating guide (as primary), or other appropriate estimating sources approved by the Contracting Officer (as secondary). For roads and grounds projects outside the cantonment areas, Engineering Performance Standards (EPS) will be used (i.e., travel will be allowed within the estimate). On a case-by-case basis, the Service Provider shall submit all back-up sheets with the estimate including a listing of all operations and supporting data for all estimates based on historical information. The total labor cost estimate shall be determined by totaling the individual trade labor hours multiplied by the fully burdened Indefinite Quantity CLIN for that trade shown in the Bid Schedule.

C-5.01.6.3.2 Material Estimates. The Service Provider shall prepare material cost estimates using actual vendor quotes. Material estimates shall include a detailed bill of materials establishing the size, quality, number of units, and unit prices. Material prices shall be the lowest price available, considering the availability of materials and time constraints of the job. If the cost of a single item exceeds \$500, three quotes must be obtained and the lowest one used as the estimate in the cost proposal. The Government always reserves the right to furnish material. No Service Provider markup will be allowed on Government furnished materials. The Government reserves the right to request additional quotes for materials on a case-by-case basis.

C-5.01.6.3.3 Specialized Equipment Rental Estimates. Estimates for specialized equipment may be added for a specific, one-time requirement if not included in other portions of this contract. The Service Provider shall use actual vendor quotes. Equipment rental estimates shall include a detailed price list stating size, capacities, quality, number of units, and unit prices. Equipment rental estimates shall be based on the lowest prices available considering the availability and time constraints of the job. If the cost of a single rental exceeds \$100, three quotes must be obtained and the lowest one used as the estimate in the cost proposal. When the equipment is owned by the Service Provider, the cost shall be based on the U.S. Army Corps of Engineers Manual "Construction Equipment Ownership and Operating Expense Schedule", EP 1110-1-8. Cost for equipment operators, when separate operators are required, shall be estimated on a labor hour basis unless operator cost is included in the equipment rental price.

C-5.01.6.3.5 Subcontractor Work. Work that the Service Provider proposes to subcontract shall be identified in the estimate. Information, documentation and calculation required for subcontract work are the same as that required for work to be performed by the Service Provider's work force. All estimates for Indefinite Quantity work, Section C-5.4, shall be developed and

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documented exclusively using the Indefinite Quantity line items for Unit Priced Tasks, Labor, Material, and Rental Equipment.

C-5.01.6.3.6 Specialty Subcontractor Work. For specialized services where R.S. Means or other estimating standards are not applicable, the Service Provider shall prepare a proposal that shall include a minimum of three Subcontractor quotes. Quotes shall include all labor, material, and equipment necessary to complete the work to be estimated. The proposal shall also include a breakout of all specialty subcontractor markups. The Service Provider shall be reimbursed based on the specialty Service Provider invoice plus the Service Provider markup. If the work is of such a type that only one Subcontractor can be found to perform the work, then a proposal, including breakout of costs, shall be provided that is sufficient for the Contracting Officer to determine that the price is reasonable. If only one Subcontractor is solicited, the Service Provider shall provide information to the Contracting Officer sufficient to justify the sole source procurement. The Service Providers shall be reimbursed based on the specialty Service Provider invoice plus the markup.

C-5.01.6.4 Establishing Final Price and Schedule for Delivery Orders. The Service Provider shall prepare a detailed cost proposal. The Service Provider's estimate will be evaluated to determine if: (1) the scope has been clearly and accurately identified, (2) the task hours have been properly estimated with supporting data presented, and (3) equipment, material, Subcontractor, and Specialty subcontractor cost estimates are reasonable and properly documented. The Contracting Officer may approve the Service Provider's proposal and issue a Delivery Order without discussions or negotiations. If the Contracting Officer determines that the Service Provider's proposal is in error or otherwise does not concur with the proposal, negotiations will be conducted between the authorized representatives of the Service Provider and the Contracting Officer. Upon successful completion of negotiation, the Contracting Officer will issue a Delivery Order that contains the finalized price, scope of work, and completion date. If an estimate is disapproved, the Contracting Officer may decide that the project be canceled, or that changes to the scope, scheduling, or timing is made and a revised estimate is submitted. An approved estimate establishes a fixed price for the work described in the Work Order.

C-5.01.6.4.1 Delivery Order Schedule. Delivery Order work shall be scheduled and completed within the allowable completion time (calendar days) established during negotiations consistent with the requirements of Section C-5.01.6.9. The Service Provider shall submit a detailed schedule in electronic format within 7 calendar days of receipt of an approved Delivery Order. The schedule shall identify all critical milestones. The Contracting Officer may waive the requirement for a schedule for simple projects. If work cannot be accomplished due to circumstances beyond the Service Provider's control, the Service Provider shall request a schedule extension as soon as the need for an extension becomes apparent. Upon review of this request, the Contracting Officer may extend the completion date of the Delivery Order to allow a reasonable amount of time for completion.

C-5.01.6.4.2 Work Schedule. The Service Provider shall submit weekly by close of business Friday, the work schedule for the following week. The Service Provider shall work closely with building owners to arrange access and to minimize disruption to on-going operations. Unless otherwise specified, all work shall be performed during the Government's regular working hours. If the Service Provider desires to carry on work after regular working hours, Saturdays, Sundays, RDO or holidays, the Service Provider shall submit a request to the Contracting Officer for approval 2 workdays prior to performing the work. The Service Provider's schedule shall be sorted in work order number sequence, or as requested by the DGR. Service Provider shall schedule, control, and perform all Level II work received from the Government. Schedules

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shall be provided in both electronic format compatible with the Government's current work management system as well as in hard copy, and shall include as a minimum for each work order

- a. Work Order Number
- b. All Change Order Numbers (if applicable)
- c. Facility Designation
- d. Priority
- e. Employee ID of Quality Control (person assigned to the work order)
- f. Total Person Hours (as issued by ACO)
- g. Point of Contact on the Job Site and Telephone Number
- h. Description of Scope of Work
- i. Date Service Provider Received Request for Proposal
- j. Date Service Provider Submitted Proposal to Government
- k. Date Work Order Received by Service Provider
- l. Date Work Order Will Start/Started and Required Completion Date.
- m. Percentage Complete
- n. Current/Revised Completion Date
- o. Pertinent Comments (for example, phase of work currently in process, delivery date for materials, reason for stoppage or delay (if applicable), etc.)

C-5.01.6.5 Ordering Specific Work. The Contracting Officer will order Specific Work by issuing to the Service Provider a copy of the approved estimate and a Delivery Order for the work covered by the approved estimate. The approved estimate is a fixed price for the performance of the work described and will be reimbursed accordingly. It is estimated that approximately 100 Work Orders will be issued. See Schedule B for trade composition.

C-5.01.6.6 Changes to the Scope of Work in Delivery Order. If during the course of work the Service Provider encounters unforeseen conditions which impact the work and which could not have been evaluated during the initial estimating procedures, the Service Provider shall contact the Contracting Officer immediately and shall not proceed without Contracting Officer authorization. The Contracting Officer will direct the Service Provider to (1) estimate the change of scope for the unforeseen condition only, or (2) prepare a new estimate for the total job as revised. Revisions to schedules shall be negotiated with the Contracting Officer. Upon receipt of the scope of work, including sketches, if applicable, the Service Provider shall inspect the job site with a representative of the Contracting Officer. Deficiencies, omissions, conflicts or other adverse conditions that exist in the scope of work or sketches provided, or that may be encountered as the result of the site visit, shall be immediately brought to the attention of the Contracting Officer, in writing, for resolution prior to the submission of a proposal. All sketches or drawings accompanying Delivery Orders shall be considered to be part of the scope of work. The Contracting Officer will, after review and approval of the estimate and scope of work, (1) issue a modification to the Delivery Order for the change in scope, or (2) cancel the original Delivery Order and issue a new Delivery Order for the total job as revised. If the Contracting Officer directs the Service Provider to stop work, the Service Provider shall clean and secure the work site.

C-5.01.6.7 Work Order Priorities (Specifics). There are three priorities for Work Orders. The Government will assign priorities to all work. The three priorities are:

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C-5.01.6.7.1 Priority 1 - Safeguard Life and Property or Command Interest. Work required to provide adequate security to areas subject to compromise; to eliminate hazards (health, fire, or safety); or to protect valuable property or equipment, or matters of concern to the Contracting Officer.

C-5.01.6.7.2 Priority 2 – Mission or Command Interest. Work in direct support of the overall mission which, if not accomplished, would result in a major breakdown of the mission with a reasonable expectancy of reducing operational effectiveness, or matters of concern to the Contracting Officer.

C-5.01.6.7.3 Priority 3 - Routine. Work which will assist in accomplishment of the mission or prevent a breakdown of essential operating or housekeeping functions.

C-5.01.6.8 Priority Distribution. The distribution of labor hours issued to the Service Provider for Work Orders will be as follows:

C-5.01.6.8.1 Priority 1 - Up to 15% of Totals.

C-5.01.6.8.2 Priority 2 - Up to 30% of Totals.

C-5.01.6.8.3 Priority 3 - Up to 55% of Totals.

C-5.01.6.9 Completion of Work Orders. The Service Provider shall ensure work is completed in accordance with applicable plans and specifications in accordance with the following table shown as time in calendar days, unless additional time is granted, in writing, by the Contracting Officer. Additional time may be granted for materials having a long lead-time, seasonal issues, and other Government reasons. Completion times for Specific Work will be derived from the negotiated Delivery Orders for labor hours.

<u>Labor Hours/ Work Order</u>	<u>Priority 1</u>	<u>Priority 2</u>	<u>Priority 3</u>
Less than 100	10 days	35 days	63 days
100 to 299	14 days	42 days	70 days
300 to 499	21 days	49 days	77 days
500 to 699	28 days	56 days	84 days
700 to 1000	35 days	63 days	91 days

Projects greater than 1000 total hours will be calculated at 7 calendar days for every 100 additional hours.

C-5.01.6.10 Specific Work Liquidated Damages. If the Service Provider fails to complete the work on any Work Order within the time specified on the Work Order or Change Order, or any extension granted thereto, the Service Provider shall pay to the Government as liquidated damages the following applicable sum for each calendar day of delay:

<u>Total Work Order Cost</u>	<u>Liquidated Damages</u>
Up to \$25,000	\$80 per calendar day
\$25,001 to \$50,000	\$110 per calendar day

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C-5.01.6.11 Level II Reports. The status of all assigned work shall be available to the DGR within one hour of Service Provider receipt of request during normal working hours, and three hours at all other times. The Service Provider shall provide to the DGR a weekly report that summarizes the status of all outstanding Delivery Orders. The report shall include:

- a. Project Title
- b. Building Number(s) for Work
- c. Delivery Order Number
- d. Completion Date Required
- e. Completion Date Anticipated
- f. % Complete
- g. Project Status
- h. Remarks

C-5.01.6.12 Completed Work. A copy of completed Delivery Order authorizations shall be submitted to the DGR. The Service Provider shall sign the completed Delivery Order authorizations certifying the work was satisfactorily performed and IAW the Delivery Order and all accompanying plans, specifications, sketches, and instructions. After the completion of each Delivery Order, the Service Provider shall input into a Government designated database (per paragraph C-5.01.1) the names of the individuals who worked on the job, the company name, the trade area they worked in, their total hours, and the wages they were paid. Additionally, this work will be checked against weekly payroll submissions for any discrepancies for level II work.

C-5.01.7 WORK CONTROL. The Service Provider shall implement all necessary work control procedures to ensure timely accomplishment of work requirements as well as to permit tracking of work in progress electronically. The sources of work input will primarily be Service Calls issued, Indefinite Quantity Work Orders, and preventive maintenance. The Service Provider shall plan and schedule work to ensure material and labor is available to complete work requirements within the response time and in conformance with the quality standard established. Verbal scheduling and status reports shall be provided when required by the Government Representative. The status of any item of work must be provided within one (1) hour of the inquiry.

C-5.01.7.1 Work Authorization. The Contracting Officer will authorize all work prior to accomplishment.

C-5.01.7.1.1 Service Orders. Service calls received from work reception are considered as authorized by the CONTRACTING OFFICER.

C-5.01.7.1.2 Preventive Maintenance (Including Inspection/Testing). The Service Provider's Preventive Maintenance software will issue the PM work order

C-5.01.7.1.3 Specific Work. Specific (Level II) work shall be authorized with a signed delivery order by the Contracting Officer.

C-5.01.7.2 Supervision. The Service Provider shall have a competent project manager or superintendent, subject to the approval of the CONTRACTING OFFICER, with authority to provide sufficient labor, materials and equipment in accordance with requirements of this contract and to act on the Service Provider's behalf. As a minimum, the Service Provider's
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representative shall be available during normal working hours and shall be physically available to the Contracting Officer or designated representative within three hours during normal working hours and four hours after normal hours. Instruction given by the Contracting Officer or designated representative to the Service Provider's representative shall be considered to have been given directly to the Service Provider. The Service Provider shall be responsible for quality control (i.e., the Service Provider's inspection system) as required by the "INSPECTION OF SERVICES" clause, Section E.

C-5.01.7.2.1 Supervisory Tasks. Supervisory tasks shall include, but not be limited to, the following:

C-5.01.7.2.1.1 Safety Rules and Regulations. The Service Provider shall prevent general carelessness in operations and abuse of equipment and shall instruct employees to abide by safety rules and regulations for the protection of Government personnel, the general public, and themselves.

C-5.01.7.2.1.2 Sanitation and Cleanliness. The Service Provider shall maintain worksites and other areas, to include facility mechanical rooms, utilized in the performance of this contract in a neat, clean, orderly and sanitary condition. All debris shall be removed as work is completed and the premises shall be kept free at all times from accumulations of waste material and/ or rubbish resulting from work performed under this contract. The premises shall be subject to inspection by the Contracting Officer and designated representatives. The Service Provider shall be responsible for correcting any violations cited.

C-5.01.8 WORK CLEARANCE. For scheduled work involving disruption of heating, water, electricity, and sewerage outages, the Service Provider shall notify the DGR in writing prior to any outage involving a whole facility or more.. For scheduled disruptions affecting traffic flow, protection provided by fire and intrusion alarm systems, and routine activities of the installation, the Service Provider shall notify the DGR in writing fourteen working days prior to work commencement.

C-5.01.9 WORK COORDINATION/ACCESS. The Service Provider shall prearrange and coordinate with the requester for access to facilities when required. The Service Provider shall report to the DGR instances where access could not be obtained to facilities because the requester failed to be available at the prearranged time more than three times. The Service Provider shall leave a notice and phone number after his attempt to perform work, and return to requester's location after subsequent coordination and appointment by occupant. Return calls are required approximately 15 percent of the time. When reporting such instances, the Service Provider shall provide the DGR with a copy of the work document and pertinent facts related to the incident, such as the number of attempts to obtain access. If work requires scheduled or unscheduled interruption, disconnect or cut-off of any utility to or within the facility, or that a facility be vacated, the Service Provider shall take action (five calendar days in advance if interruption is scheduled) to (a) notify customers/facility users and the DGR, (b) avoid damage to customer equipment, and (c) minimize disruption of the activity's operation.

C-5.01.10 INFORMATION. Provide various essential elements of information, available only through the Service Provider, which must be reported to higher levels of command, as specified. The Service Provider shall develop and maintain a data system that will provide accurate and complete data for the reports. The system shall be automated to the maximum

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extent possible and be compatible with Government software applications currently in use. The reporting system developed by the Service Provider shall be subject to review by the DGR.

C-5.01.11 SERVICE PROVIDER SPOT REPORTS. Report any circumstances of needed repair to the facilities, unusual soiling of an area which may affect performance of contract work, unhealthy or hazardous conditions, or any delays or interference of work by employees of the Government. Such reports shall be made as expeditiously as possible, and not later than the close of business on the same day, to the DGR. The Spot Report form is contained in Attachment J- VI C-5.01 07

C-5.01.12 OTHER. Report to the DGR other circumstances that would affect performance of the work required under the contract in accordance with FAR 52.243-7, Notification of Changes (*Section I*).

C-5.01.13 RECORDS AND FILES. The Service Provider shall retain records and files for the minimum periods stated hereafter, but not less than that stated in the Examination of Records clause in Section I.

C-5.01.13.1 Records. Complete and accurate operating, maintenance, and repair records of all work shall be maintained by the Service Provider for a period of five years or as otherwise specified in the contract.

C-5.01.13.2 Work Order Files. The Service Provider shall maintain individual files on each active job order Request and Individual Job Order. The DGR will provide appropriate forms. The Service Provider shall retain the working file on each Individual Job Order for five years and shall make these files available for the DGR's review. All forms submitted shall be accurately filled out showing actual start and completion dates, total labor hours expended, and cost of equipment and materials utilized. The Bill of Materials shall be used for itemizing materials. Copies of any material receipts, delivery orders, sales slips, invoices, etc., relating to the task order shall be retained by the Service Provider in the equipment/facility file as a maintenance and repair history. The Service Provider shall provide the DGR access to the Service Provider maintained files during the term of the contract. All files are the property of the Government and shall be turned over to the Government upon completion or termination of the contract.

C-5.01.13.3 Utility Operating Files and Logs. The Service Provider shall maintain operating logs and an operating log file on equipment. The Service Provider shall use standard Government forms, charts, and logs as described and referenced herein. The Service Provider shall maintain operating logs for a minimum of two years unless otherwise specified herein, and these documents shall be available for DGR review. All operating files and logs shall be turned over to the Government upon contract completion or termination.

C-5.01.14 MAINTAIN AS-BUILT DRAWINGS. The Service Provider shall maintain as-built drawings under the Firm Fixed-Price portion of the contract. The Service Provider shall be provided one copy of all detailed installation utility maps listed below at the start of the contract. The most current as-built drawings will be available for review in Building 102. Utility repairs, component replacements, modifications, alterations, and additions shall be red lined on these maps upon completion of work. These maps shall be updated by the appropriate Service Provider management personnel on a continuous basis. Every three months, unless otherwise stipulated, marked up maps are to be delivered to the DGR. The DGR will determine which maps will be used to generate to new copies of replacement sheets. The Service Provider will

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update maps identified by the DGR and provide updated maps to the Government within thirty calendar days for continued Service Provider updating. (The Engineering Division will maintain the original records/drawings. Map information provided by the Service Provider will be verified and noted/recorded on original as-built drawings accordingly.)

C-5.01.14.1 Drawings. When the Service Provider is provided plans or drawings as part of a service order or Delivery Order, the Service Provider shall be responsible for providing one copy of marked up red lines drawings, reflecting the changes due to the Service Provider's efforts, to the DGR. These drawings shall be submitted prior to closing out the service order or Delivery Order and also prior to submittal of the Service Provider's invoice for the work.

C-5.01.15 MANUFACTURER'S MANUALS. The Service Provider shall obtain two copies of the manufacturers' manuals on all new equipment installed by the Service Provider. The second copy may be a photo copy if it is legible. The Service Provider shall provide one copy to the Government, and retain and maintain the other copy. These manuals and operating instructions shall become the property of the Government at the expiration or termination of the contract.

C-5.01.16 OPERATIONS AND MAINTENANCE (O&M) MANUALS. The Service Provider shall be responsible for maintaining and updating O&M manuals as part of any service order or task order. These updates or the latest revision shall be submitted to the DGR as updates or changes are made. These manuals and operating instructions shall become the property of the Government at the expiration or termination of the contract.

C-5.01.17 WARRANTY PROGRAM. The Service Provider shall establish and maintain a Warranty Program to warrant all equipment, parts, components, and maintenance work performed by the Service Provider, in accordance with the "WARRANTY OF SERVICE" Clause in Section H. Warranty shall cover all costs (i.e., labor, materials, etc.) and shall be for a period of 30 days for service order work and one year for individual task order work. In cases when a manufacturer offers a warranty longer than the period stated above, the manufacturer's warranty shall be exercised for the duration of this contract. The Service Provider shall provide the DGR with a copy of the warranty and manual for each item of equipment that the Service Provider installs. The Service Provider shall input and maintain warranty information into for each item of equipment that the Service Provider installs. The Service Provider shall also monitor warranties provided to the Government by other Service Providers as defined below. The Service Provider shall provide a plan for managing warranties prior to contract start.

C-5.01.17.1 Warranty Monitoring. At contract commencement, the DGR will provide the Service Provider all available information on equipment and facility warranties. Throughout the contract term, as additional work is completed and accepted by the Government, the DGR will provide the Service Provider with warranty information on the equipment and facilities. The Service Provider shall maintain and update this data, and be prepared to advise the DGR of the warranty status of equipment and facilities upon request. All warranty data shall be returned to the Government at contract completion. Warranted equipment, and component parts other than equipment or parts installed under this contract, shall not be removed, or replaced or have deficiencies corrected while still under warranty of the manufacturer or the installer, except as directed by the DGR. All defects in workmanship or material, defective parts, or improper installation found by the Service Provider shall be reported to the DGR so that necessary action may be taken. The Service Provider shall be responsible for knowledge of the equipment and components that are covered by original warranty and the duration of that warranty. When

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Service Provider personnel, in response to a service order or other work requirement, determine that a warranted item not installed by the Service Provider requires service, the Service Provider shall notify the DGR in writing no later than 0900 hours of the next working day, or give telephone notification within 15 minutes of detection if the deficiency threatens damage to personnel or property. The CONTRACTING OFFICER will direct the Service Provider to: (1) repair the deficiency, if potential damage may result from deferring repairs; or (2) clean the work area and stop work. The Service Provider shall not receive payment for work not authorized by the CONTRACTING OFFICER that is performed on warranted equipment, unless the CONTRACTING OFFICER concurs that such work was a legitimate response to a true emergency condition.

C-5.01.18 PROVISION OF MATERIALS AND SUPPLIES. The Government may provide materials and supplies for the Service Provider to utilize/install as part of service orders or task orders under this contract should it be in the Government's interest.

C-5.01.19 EQUIPMENT REPLACEMENT (GOVERNMENT PROPERTY). If an item of Government property is determined by the Service Provider to be beyond economical repair, the Service Provider shall recommend to the DGR in writing that such equipment be replaced. Substantiating data to support the recommended replacement shall be included. If the Government decides that such equipment should be replaced or repaired, and replacement or repair is authorized, the Service Provider shall accomplish the work in accordance with the appropriate work level criteria. The DGR will provide disposal instructions.

C-5.01.19.1 Documentation. The Service Provider shall provide justification documents with recommendations to purchase new and replacement equipment (Government Property). This is estimated to occur approximately two (2) times per year. The Service Provider's justification shall include the following information:

- a. The age (purchase date) and original cost of the equipment recommended for replacement
- b. Maintenance control designator (MCD) or equipment identification
- c. The cost of repair parts
- d. The replacement cost and availability
- e. The rationale for replacement, rather than repair
- f. Whether the replacement equipment will fit into the available space, perform the required function and operate on available installed utility services
- g. Any other pertinent data

C-5.01.20 AUTOMATED DATA PROCESSING SYSTEM REQUIREMENTS.

C-5.01.20.1 Automation. Information exchange between the Service Provider and the Government shall be in electronic format to the greatest extent practical. If the Service Provider establishes and maintains an electronic work control system, the system must be capable of exporting database fields to personal productivity software used at WSMR. The supporting systems shall be compatible with Microsoft software products such as "Word", "Excel", "Project", "Access", and "Outlook" and compatible with versions used by the Government.

C-5.01.21 SALVAGE. The Government retains all salvage rights to replaced property of value. The Government will determine the value of the property. Items of no value shall be disposed of in the Government refuse containers. For items of value, and for all Government

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equipment regardless of value, the Service Provider shall prepare DD Form 1348-1 for property disposal.

C-5.01.22 VISITS AND AUDITS. The Service Provider shall accompany inspectors and auditors, as required, when they are reviewing areas covered under the contract. Questions from inspectors and auditors shall be answered completely, honestly, accurately and in a timely manner by qualified personnel. All documentation requested shall be provided. Attachment J-C5-01-08 lists the regular inspections and audits performed at the Activity and the estimated time required by the Service Provider for support.

C-5.01.23 GAS METER READING SERVICES. The Service Provider shall read the gas meters shown in Attachment J- VI C-5.01 09 monthly on the days shown and submit a report, also shown on Attachment J- VI C-5.01 09, with the reading, date, time and name of the meter reader on the following workday.

C-5.01.24 REPORTS. The Service Provider shall provide all reports described herein and in Attachment J- VI C-5.01 10. Unless otherwise specified, two copies shall be provided to the DGR. Reporting requirements for each functional area are specified in Sections C-5.02 through C-5.13.

C-5.02 MAINTENANCE AND REPAIR OF BUILDINGS AND STRUCTURES. The Service Provider shall have the capability to maintain, repair, and provide minor construction services, ordered as Level I or Level II Work per Section 5.01, on facilities listed in Attachment V1 J- C1 01 in accordance with the definitions, procedures, and standards specified in this section and Technical Exhibits as specified.

C-5.02.1. GENERAL INTERIOR WORK.

C-5.02.1.1 Floors and Floor Coverings. Damaged or deteriorated flooring, subflooring, and structural members shall be repaired or replaced to provide a structurally sound, uniform, and aesthetic surface which is free of cracks, breaks, chips, tears, gouges, stains, and buckling. The bid prices for indefinite quantity unit priced tasks for flooring replacement shall include all costs for removal and disposal; subfloor surface preparation; and installation and finishing of flooring and baseboard and/or shoe molding.

C-5.02.1.1.1 Vinyl Tiles. Damaged or deteriorated tiles shall be replaced with matching tiles of the same thickness as original. Damaged tiles or tiles to be replaced shall be removed without affecting adjacent tiles. If tile is replaced adjacent to a wall, vinyl baseboard shall be replaced at no additional cost. If the tile in an entire room is replaced, all vinyl baseboard in that room shall be replaced at no additional cost. Installation shall be in accordance with manufacturer's instructions.

C-5.02.1.1.2 Linoleum and Vinyl Sheet Flooring. Areas of flooring having gashes or other defects shall be replaced with matching sheet flooring of the same thickness as the original. Damaged flooring to be replaced shall be removed without affecting adjacent areas. The patch shall be installed using adhesive as recommended by the flooring manufacturer. If flooring is replaced adjacent to a wall, vinyl baseboard shall be replaced at no additional cost.

C-5.02.1.1.3 Carpet. Carpeting shall be stretched and repaired as required to match existing carpeting. Damaged carpet tiles shall be replaced using adhesive as recommended by the carpet manufacturer. In those cases where replacement carpet tiles of an exact match cannot be found, the Service Provider may be required to remove and replace non-defective carpet tiles to create a pattern and minimize the visual effect of the mismatch.

C-5.02.1.1.4 Concrete Floors. Cracked, broken or spalled areas shall be patched with a nonshrinking cement mortar. Areas shall be cleaned and all loose concrete removed. Underlying surfaces shall be chipped to ensure bond with the patch. Shallow spalled areas shall be chipped to provide space for an adequate patch thickness. The patch shall be finished even with the adjacent surfaces and finished to match existing texture.

C-5.02.1.1.5 Vinyl Baseboards. Deteriorated or damaged sections of vinyl baseboard shall be removed and wall and floor surfaces cleaned of all dirt, oil, grease, mildew, moisture, adhesive and debris. Loose baseboards shall be resecured to the wall and damaged, deteriorated, or missing baseboard sections shall be replaced with an adhesive which conforms to the manufacturer's recommendations and is approved by the NAS Brunswick Environmental Engineer.

C-5.02.1.1.6 Ceramic Tile. Ceramic tile floors that are broken, missing, cracked or discolored shall be replaced as required. Floor tiles shall be regouted, as required, to provide a waterproof seal. In those cases where replacement tiles of an exact match cannot be found, the

Service Provider may be required to remove and replace non-defective tiles to create a pattern and minimize the visual effect of the mismatch.

C-5.02.1.2 Interior Walls, Ceilings and Trim. Damaged and deteriorated walls, ceilings, and related trim shall be repaired or replaced to provide an attractive surface which is free of noticeable cracks, spalls, raised areas, holes and dents, and marks and stains. Wood trim items and ceiling fixtures shall be removed as necessary to provide access to the damaged area. Upon completion of the repair activity, fixtures and trim shall be reinstalled, nails set and filled and items repainted or refinished to restore them to their original condition. When removing wall or ceiling coverings, the Service Provider shall inspect the supporting structural system and notify the Government Representative immediately of any need for repair before proceeding.

C-5.02.1.2.1 Drywall. Small dents and holes shall be repaired with spackle over a backing plate when necessary. Spackle shall be feathered on the adjacent surfaces. Holes and other defects in wallboard between two studs or beams shall be repaired by removing a rectangle of gypsum board to the center of the adjoining studs or beams. Replacement gypsum board shall be of the same thickness and texture as the adjacent sheets.

C-5.02.1.2.2 Vinyl and Paper Wall Covering. Wall covering which has been ripped, scarred, stained, or otherwise damaged shall be repaired or replaced as necessary. Wall covering shall be repaired if the damaged area can be patched and not noticeable. Wall covering which is extensively damaged or for which a matching wall covering is not available shall be repaired by replacing the wall covering on the entire wall. If matching wall covering is not available, the Service Provider shall find a comparable substitute from those contained in the AUL and submit a sample to the Contracting Officer for approval. The Contracting Officer will approve all replacement wall coverings that do not match the existing wall covering. Replacement wall covering shall be hung according to the manufacturer's recommendations

C-5.02.1.2.3 Ceramic Tile. Ceramic tile walls and window stools and marble saddles that are broken, missing, cracked or discolored shall be replaced, as required. Tiles shall be regouted as required a waterproof seal applied. In those cases where replacement tiles of an exact match cannot be found, the Service Provider may be required to remove and replace non-defective tiles to create a pattern and minimize the visual effect of the mismatch.

C-5.02.1.2.4 Suspended Ceilings. Broken and stained ceiling tiles shall be replaced with tiles of the same material, style, size, and color. Damaged and broken suspended grid system shall be repaired/replaced as necessary to provide a suspended ceiling system as designed.

C-5.02.1.3 Doors and Windows. Interior doors/windows shall be maintained/repared to operate smoothly without binding or sticking. Damaged, deteriorated, or missing doors/windows and associated hardware shall be repaired or replaced as required. The replaced doors/windows shall be the same type and have same finish as the original doors/windows. All replacement doors/windows shall be installed with the hardware from the damaged door/window unless the hardware is un-repairable. Small holes in door/window faces shall be filled and finished to match the surrounding surface and original structure.

C-5.02.1.4 Stairs and Stairwells. All loose treads, risers, skid plates, stringers, handrails, brackets and other components shall be secure. Badly damaged stair and handrail components shall be refinished to match original components. Damaged stair finish shall be repaired. Trim

items susceptible to damage during the repair activity shall be removed and reinstalled upon completion of the repair activity.

C-5.02.1.5 Cabinets and Countertops. Damaged or deteriorated cabinets, shelving, and countertops shall be repaired or replaced as required. Missing or inoperative hardware shall be replaced. Repair or replace damaged countertops by cutting formica and installing to match existing surfaces. Repaired countertops shall be free of warped, chipped, burned, cut, or otherwise marred areas. Replacement cabinets and countertops shall conform to the requirements of American National Standards Institute Publication A161.1. When painting or varnishing of repaired/replaced cabinets is required, all cabinets in the room shall be painted/varnished if required to make a satisfactory match.

C-5.02.1.6 Interior Accessories. Damaged, inoperative, or missing interior accessories including, but not limited to paper holders, soap trays, dispensers, towel bars, handicap bars, shower curtain rods, medicine cabinets, mirrors, smoke detectors, bulletin boards, shelving and door stops shall be repaired or replaced. Loose accessories shall be resecured by tightening or replacing screws or by using a suitable adhesive. Damaged or missing items shall be replaced with items matching the original. Replacement hardware shall be of at least equal quality as the original hardware and conform to the Building Hardware Manufacturer's Association Product Standard (BHMA.).

C-5.02.2 GENERAL EXTERIOR WORK.

C-5.02.2.1 Exterior Walls. Damaged or deteriorated wall areas shall be repaired or replaced to restore to a serviceable, structurally sound, and watertight condition. This includes, but is not limited to, replacing damaged masonry units, tuckpointing loose or eroded masonry joints, sealing penetrations in wall openings, replacing damaged or deteriorated structural members, siding, underlayment, and exterior trim and returning it to a condition to match existing surfaces; replacing miscellaneous hardware items, and removing vegetation, discoloration, graffiti, or other defects which would render an unsightly appearance to exterior walls.

C-5.02.2.1.1 Masonry. Damaged masonry units (brick or concrete block) shall be replaced with a unit of the same size, color and texture. The mortar shall be completely removed and the cavity cleaned and all debris removed. The masonry unit shall then be resealed in mortar and the remaining cavity packed with mortar. All joints between masonry units shall be pointed to match existing. Damaged mortar joints shall be chipped out, cleaned and dampened before being repainted. Repainted joints shall match undamaged joints.

C-5.02.2.1.2 Hardboard Siding. Damaged hardboard siding shall be removed without damaging adjacent siding or underlayment. Replacement siding shall match the existing siding in color, texture and material. Siding face and edges shall be factory primed and the back shall be factory sealed. Nails shall be of the type and size specified by the manufacturer and shall be driven flush. All joints shall be caulked.

C-5.02.2.1.3 Seams. Seams between window or door frames and exterior walls shall be caulked. Old joints shall be scraped and cleaned with a solvent recommended by the caulking manufacturer. The caulking shall be applied according to the manufacturer's directions.

C-5.02.2.1.4 Metal Flashing and Trim. Damaged or deteriorated metal flashing and trim shall be repaired/replaced to match existing trim.

C-5.02.2.2 Exterior Trim. Exterior trim, including all exterior moldings, millwork, shutters, and cornice shall be repaired or replaced as required. Surfaces to receive trim shall be thoroughly cleaned of sealant and paint build up prior to installation of trim. Damaged or deteriorated insulation board or underlayment shall be replaced with material of the same type, thickness, and quality. Bird screens and soffit vents shall be intact and free of corrosion and missing pieces. All wood trim items shall be prime painted prior to installation, and painted to match existing décor.

C-5.02.2.3 Roofing. Damaged, deteriorated, or missing roofing, sheathing, flashing, gravel stops, shingles, roof penetrations and miscellaneous roof structures and components, and structural supports shall be repaired or replaced as required to provide a watertight seal and to retain the original whole condition of the roof system.

C-5.02.2.3.1 Structural Members. All trusses, joists, rafters, sheathing, and other structural roof members shall be repaired or replaced as required to ensure the structure is safe for occupancy and structurally sound. While making repairs, inspection of other supporting members shall be made and deficiencies reported to the Contracting Officer.

C-5.02.2.3.2 Shingle Roofing. Damaged and deteriorated shingles shall be removed without damaging those in the unaffected areas. Damaged underlayments shall be cut and removed leaving sound material exposed surrounding the repair area. New underlayment and shingles shall be installed in accordance with standard industrial practices. Vents and other projections through roofs shall be flashed according to the requirements specified below.

C-5.02.2.3.3 Built-up and Elastomeric Roofing. Damaged and deteriorated roofing shall be removed without damaging unaffected areas. The replaced roofing shall be the same type and size and be compatible with the existing roofing. The roofing shall be installed in accordance with the manufacturers' recommendations.

C-5.02.2.3.4 Modified Bitumen Roofing. Damaged and deteriorated roofing shall be removed without damaging unaffected areas. The replaced roofing shall be the same type and size and be compatible with the existing roofing. The roofing shall be installed in accordance with the manufacturers' recommendations.

C-5.02.2.3.5 Roof Flashing. Existing flashing shall be rehabilitated to form an effective waterseal. Areas covered with deteriorated bituminous cement shall be cleaned of all loose materials and debris and recoated with cement. Deteriorated mortar joints in chimneys intended to seal and anchor flashing shall be cleared of mortar and the flashing reinserted and the joint filled with mortar patch and finished to match existing joints. Damaged flashing around vent pipes, attic turbines and other mechanical openings shall be replaced with appropriately formed flashing. Shingles around penetrations shall be removed without damaging adjacent roofing or underlayment. The flashing shall be securely nailed into the roof sheathing or roof support. Bituminous plastic cement shall be applied over the nail heads and the flashing edges. The roofing shall be properly replaced and all nail heads and the joint between the flashing and the vent shall be coated with bituminous plastic cement. Flashing around mechanical equipment, chimneys, and other large protrusions shall provide an effective waterseal.

C-5.02.2.3.6 Miscellaneous Roof Structures and Components. Chimneys, vent stacks, roof ventilators, attic fans, ridge vents and other items piercing the roof shall be repaired or replaced so as to function as originally intended and designed without damaging adjacent roofing.

C-5.02.2.4 Gutters, Roof Drains and Downspouts. Clogged gutters, roof drains and downspouts shall be cleaned out. Broken, damaged, misaligned, or leaning gutters, roof drains and downspouts shall be repaired or replaced with new material to match original as to gauge, type of material and finish, and loose hangers and fasteners shall be tightened. Missing wire guards, hangers and fasteners for gutters, roof drains and downspouts, and splash blocks shall be replaced. Splash blocks shall be properly positioned to receive the impact of drainage water. Underground drainpipes shall be cleaned out to prevent standing water around buildings.

C-5.02.2.5 Exterior Concrete and Masonry Structures. Exterior concrete and masonry surfaced areas within five feet of the building or structure such as patios, sidewalks, and steps, shall be repaired so that they are structurally sound, at original alignment and grade, and are free of damage and major cracks. Roots that cause or contribute to concrete damage shall be removed and the area backfilled. Masonry fences, benches, security posts, guard towers, planters, and steps shall be repaired to replace missing or broken masonry units and repair deteriorated mortar parts, gaps, breaks, and loose components.

C-5.02.2.6 Exterior Accessories. Damaged, deteriorated, or missing building numbers, exhaust fan vent caps, chimney caps, and other miscellaneous components and hardware shall be installed, repaired, or replaced.

C-5.02.2.7 Stairs. Damaged or deteriorated stairs and stairways, including treads, risers, nosings, stringers, brackets, balustrades, handrails, and other components shall be repaired or replaced as required.

C-5.02.2.8 Doors, Windows and Screens. Doors including storm doors, windows including storm windows, and screens shall operate smoothly without binding or sticking in accordance with the manufacturer's design. Damaged, deteriorated, or missing doors, windows, and screens, and associated components and safety features shall be repaired or replaced as required. Caulking, glazing, and weather-stripping shall be fully intact to maintain a fully weathertight seal. Replacement glass shall be of the same size, type, and quality as the existing glass.

C-5.02.2.8.1 Doors. Damaged, deteriorated, warped, swollen, sagging and unserviceable doors shall be repaired/replaced with doors the same type and size. Exterior doors shall be removed and replaced by close of business or, if not possible, then access secured until repair/replacement can be effected. All replaced doors shall be installed with hardware from existing doors, if practicable, and rekeyed if required. Cracked and broken glass in doors shall be replaced with the same quality, type, and size. Reinstalled doors shall be finished with primer, sealer, and paint, stain or polyurethane as appropriate.

C-5.02.2.8.2 Large and Small Sliding Doors. Damaged and/or deteriorated metal and wooden sliding doors and related hardware shall be repaired/replaced with doors and related hardware of the same type, size, and color.

C-5.02.2.8.3 Screens and Screen Doors. Oxidation deposits shall be removed from metal parts, the affected area shall be cleaned and a protective coating of paste wax applied.

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Replacement screening shall be fabric screening or the same material as existing metallic screening.

C-5.02.2.8.4 Windows. Damaged, deteriorated, or warped frames, sills, molding, glazing, glass, shall be repaired/replaced with products of the same type and size, and refinished to match the existing décor.

C-5.02.2.8.5 Hardware. Damaged, inoperable, or missing hardware such as hinges, locksets, striker plates, door closures, latches, keepers, window operating mechanisms, handicap hardware, emergency egress and security hardware, etc- shall be adjusted, repaired, or replaced as required. Replacement hardware shall match existing hardware in type, size, quality and finish and meet the Building Hardware Manufacturer's Association (BHMA) Product Standards. Hardware shall be installed in accordance with the manufacturer's recommendations.

C-5.02.2.8.6 Overhead or Rolling Doors. Railings shall be checked for alignments. Rusted or corroded areas shall be repaired or replaced. All bearings, rollers, gears, and pulleys shall be properly lubricated. All hangers, bolts, springs, and pins shall be free of rust and corrosion and shall be tightly mounted and secured. Motors shall operate properly and be properly lubricated. Cables and fusible links shall be correctly installed and free from corrosion and rust.

C-5.02.3 MISCELLANEOUS WORK.

C-5.02.3.1 Miscellaneous Buildings and Structures. When directed, the Service Provider shall install, maintain and repair miscellaneous structures such as grandstands, bleachers, guard and watch towers, and other miscellaneous structures

C-5.02.3.2 Installation of General Service Signs. Various types of signs, including traffic signs, building signs, general information and safety signs, street signs, etc- shall be mounted or installed on posts, buildings, vehicles, electrical panels, etc-, using different fasteners and mounts that conform to the appropriate standard for the type sign (OSHA, DOT or Installation directives

C-5.02.3.3 Playground Equipment. When directed, the Service Provider shall repair playground equipment such as slides, swings, climbing apparatus, etc-

C-5.02.4 PAINTING. Painting shall include both the interior and exterior of all types of surfaces on buildings and miscellaneous structures, as well as the painting of other miscellaneous items such as signs, guard posts and rails, parking bumpers, etc- Interior and exterior painting performed in conjunction with service work, recurring work, and other fixed-price services is considered incidental to and part of the job, and shall be provided at no additional cost to the Government. Painting shall be ordered from the indefinite quantity portion of the contract only if the scope of the work is beyond the scope of a service call. The indefinite quantity unit prices bid shall include all costs for surface preparation, caulking, required spot priming, protection of items which are not to be painted; and other requirements as specified in this clause. All painting, whether interior or exterior, fixed-price or indefinite quantity, shall include all work necessary for a finished job including windows, door frames, trim, molding, closets, shelves, etc-

C-5.02.4.1 Certificates of Compliance. Certificates of compliance from the manufacturer shall be submitted for all paint types listed in the Paint Schedule below, in accordance with the requirements of the "SERVICE PROVIDER FURNISHED ITEMS" clause, Section C-4.

C-5.02.4.2 Protection of Areas. All furnishings, equipment, floor coverings, and other surfaces that are not to be painted shall be carefully moved, covered, or otherwise protected prior to painting. Items such as hardware, hardware accessories, machined surfaces, blinds, curtains, plates, light fixtures, and similar items in contact with painted surfaces shall be removed, masked, or otherwise protected prior to surface preparation. After painting, the Service Provider shall remove paint, both old and new paint, from surfaces not to be painted and restore to original condition. All removed items shall be repositioned and furnishings and other property returned to their original position. Painted items such as windows, doors, and cabinets shall operate smoothly without binding. The Service Provider shall be responsible for the cost of repairing any damage caused to Government or personal property.

C-5.02.4.3 Surface Preparation. Surfaces to be painted shall be cleaned to remove all dirt, dust, rust, scale, splinters, mildew, chalked paint, loose particles, disintegrated coatings, grease, oil, and other deleterious substances. Sanding, wire brushing, washing, and chemical treatments shall be used as necessary to properly prepare the surface for painting, except that water shall not be used on unpainted wood. All scratches, nicks, cracks, gouges, spalls, and other irregularities due to partial peeling of previous paint shall be repaired, sanded, spackled, caulked, or otherwise treated to render such defects practically imperceptible. Caulking and other compounds shall be allowed to cure for the times stated in the manufacturer's literature prior to painting. Existing enamel and other glossy surfaces shall be sanded. All new work, surfaces bared by surface preparation, and exposed nails and other ferrous metals shall be primed.

C-5.02.4.4 Airless Sprayers. Application of paint by airless spray shall be accomplished only by firms and persons experienced in the use of this type of equipment. At least 15 calendar days prior to application of paint by airless spray, the Service Provider shall submit data for the approval of the Contracting Officer demonstrating that the proposed applicators have successfully applied paint with airless spray equipment. The data shall include the names and locations of at least two locations where the applicators referred to above, have used the airless spray method for applying paint. The Service Provider shall indicate the type and design of the airless spray equipment and certify that this method of applying paint has been performed satisfactorily. All equipment shall be in good condition and operated in accordance with the manufacturer's instructions.

C-5.02.4.5 Workmanship. Paint shall be carefully applied with good, clean brushes, rollers, or approved airless sprayers to provide smooth finished surfaces free from runs, drops, ridges, waves, laps, brush marks, variations in color, or other defects. Two coats shall be applied to all new surfaces, or surfaces bared by surface preparation, and as required to completely cover stains and marks. First coats shall be thoroughly dry prior to application of second coats, and there shall be an easily perceptible difference in shades of successive coats. Each coat shall be of sufficient thickness to completely cover the preceding coat or surface.

C-5.02.4.6 Paint Requirements and Schedule. Colors for finish coats will be specified by the Contracting Officer from Federal Standard 595 and Army Installation Design Standards. Paint shall be delivered to the job site in original, unopened containers bearing the manufacturer's name, brand designation, and instructions for application, and shall be

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accompanied with a Material Safety Data Sheet obtained from the manufacturer or distributor. Thinners shall be used only when mandatory for the type of paint being used and with prior approval of the Contracting Officer.

PAINT SCHEDULE

<u>Surface</u>	<u>Spot Prime Bare Areas</u>	<u>First Coat</u>	<u>Second Coat (new work only)</u>
Exterior wood work	TT-P-25	TT-P-102	TT-P-102
Exterior ferrous surfaces	TT-P-664	TT-P-102	TT-P-102
Exterior galvanized surfaces	TT-P-641 Type 2	TT-P-102	None
Exposed exterior caulking compound	Aluminum Paint		Same as adjacent area
Interior walls & ceilings	TT-P-29 (Plaster) TT-P-650 (Wallboard)	TT-P-1511	Type 1 (Semi-gloss in kitchens and bathrooms only)
Interior ferrous surfaces, unless otherwise specified	TT-P-664	TT-E-545	TT-E-509
Interior trim, wood	TT-E-545	TT-P-1511	Type 1
Interior wood flooring	TT-S-176	TT-V-71	TT-V-71
<u>Surface</u>	<u>Spot Prime Bare Areas</u>	<u>First Coat</u>	<u>Second Coat (new work only)</u>
Interior wood (new varnish work)		TT-V-109	TT-V-109
Interior wood (varnish)	Blend in one coat TT-V-12 to affected areas repaired		
Wrought Iron	Black paint interior and exterior - approved commercial grade of rust inhibiting paint.		
Miscellaneous	Miscellaneous surfaces requiring recoating, not otherwise covered herein, shall be painted or otherwise treated in		

accordance with the best current practice, subject to the approval of the Contracting Officer.

C-5.02.5 PLUMBING AND PIPEFITTING. Plumbing and pipefitting work shall include maintenance and repair of all water, sewage, steam and gas systems in accordance with the National Plumbing Code.

C-5.02.5.1 Buildings and Structures. Plumbing work shall include maintenance and repair of the plumbing systems and fixtures of each building. When repaired, plumbing systems and fixtures shall be free flowing, in good, safe operating condition, free of leaks and drips. Domestic water lines shall be maintained from the service cut-off box for water lines and from the service clean out for sewer lines. Waste and sewage lines, including one and one half to twelve inch lines,) shall be maintained from the service clean out to the main. Natural and propane gas lines shall be maintained from and including the cut-off valve at the pressure regulator and/or storage tank to and including the appliance, heater, or water heater connection. All work shall meet the workmanship and material requirements of the American National Standards Institute A40.8-55, the National Plumbing Code, the National Pipefitters Code and the mechanical codes for gas (Chlorine, Nitrogen, Carbon Dioxide, etc-).

C-5.02.5.1.1 Clean-up and Restoration. The Service Provider shall mop up, vacuum, or otherwise remove water resulting from overflowing fixtures, leaks, clogged drains, etc- as part of the repair. Walls, ceilings, and other structures, paved areas such as sidewalks and roads, grassed areas, etc- which are damaged by and/or removed to gain access to leaks, clogs, or other defects shall be restored by the Service Provider to original condition.

C-5.02.5.1.2 Plumbing Fixtures. All sinks, tubs, toilets, urinals, basins, and faucets, lavatories, showers, drain lines, etc., shall be free of leaks and drips, operate properly, drain freely, and be free of excessive dripping, cracks, and coloration. All fixtures and components thereof that cannot be repaired shall be replaced with fixtures that are in strict compliance with BOCA Basic Plumbing Code and installed in accordance with manufacturer's installation instructions.

C-5.02.5.1.3 Water Heaters. Water heaters shall be repaired or replaced as required to provide hot water at least 140°F, without leaks. Controls, control devices, and safety devices shall operate safely and properly. Water heater insulation jackets, with 1 ½" fiberglass insulation, shall be installed on all replacement water heaters and or existing units when excessively worn, damaged, or missing.

C-5.02.5.1.4 Drinking Fountains. All drinking water fountains and their component parts shall be repaired and replaced as necessary. Fountains shall be free of leaks and shall operate in accordance with the manufacturer's design specifications. All damaged and worn component parts shall be replaced. Replacement fountains or component parts shall be equal to or better in quality, size, and capacity to that being replaced. Fountains shall be firmly secured to support structures, and free of movement and vibration.

C-5.02.5.2 Distribution Systems. The Service Provider shall maintain the capability to perform the following functions:

C-5.02.5.2.3 Steam Systems. Maintain, repair, and/or replace boilers, and steam lines to or within buildings

C-5.02.5.2.4 Boilers. Run pipe for boilers including all associated equipment, install water treatment systems, chemical feed tanks, and feed water pumps, conduct annual boiler certifications including preparing for internal inspection by removing associated equipment, cleaning combustion chamber and washing water side of the boiler. The Service Provider shall also be required to repair or replace refractory or ceramic brick, conduct hydro test on the pressure side of the boiler, remanufacture doors and blowout systems as required, plug or replace boiler tubes, reassemble boiler with all associated equipment and complete the final phase of operational testing by testing of all controls, and pressure testing safety relief valves. All boiler testing shall be accomplished in accordance with ASME standards, NATIONAL BOARD certification and WSMR XXX.

C-5.02.5.2.5 Gas Distribution System. Maintain, repair, and/or replace lateral gas lines and associated valves.

C-5.02.5.2.6 Air System. Install, repair, or replace, high and low-pressure air systems, conduct annual certifications in accordance with ASME standards, and perform annual certification of all air receivers.

C-5.02.6 GENERAL REQUIREMENTS FOR ELECTRICAL.

C-5.02.6.1 Interior Electrical. Electrical work shall include maintenance and repair of electrical systems up to 490 volts, electric motors up to 40 hp, and lighting fixtures for each building beginning at and including the weatherhead, or in the case of underground power, at and including the main distribution panel. All electrical equipment, service connections, distribution panels, connections, grounds, outlets, switches, wiring, branch circuits, ground fault circuits, lighting fixtures, photo cells, and door chimes shall be repaired or replaced as required so as to operate as originally intended and designed, and in a safe manner. Cracked, broken, or missing receptacle and switch faceplates shall be replaced with new plates of the same/original color and size. Light fixture lenses and globes which are damaged or missing shall be replaced. All exterior lighting on garages, common hallways, and exterior stairways shall also be repaired/replaced, including light bulb replacement. Maintenance of lamps, appliances, and cords owned by individuals is not the responsibility of the Service Provider. All workmanship shall conform to the NFPA 70 National Electrical Code and materials shall be UL listed.

C-5.02.7 GENERAL REQUIREMENTS FOR LOCKSMITHING. Locksmith work shall include, but not limited to repairing key locksets, fabricating keys, opening key locksets, and opening mechanical and electronic combination cipher locks. The Service Provider shall unlock buildings, safes, and vaults (with or without combination or key) to gain access when authorized; and improve, alter and adapt locking devices and systems. The Service Provider's locksmith personnel shall meet the requirements of the Base Security Department contained in AR 380-5, para 7-8b., AR 190-51, Appendix D, 7f. and WSMRR 190-7, and be bonded and certified by the State of New Mexico. The Contracting Officer will determine the type and series of locks for replacement or installation. Where required by the Contracting Officer, locksets, deadbolts, pad locks, and others shall be keyed and master keyed.

C-5.02.8 GENERAL REQUIREMENTS FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND REFRIGERATION EQUIPMENT (HVAC&R). The Service Provider shall provide maintenance, repair, and minor construction services as directed for a

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variety of HVAC&R units to include heating systems up to _____ Btu/hr, air conditioning and refrigeration equipment up to ____ tons, chillers and condensers up to ____ tons, cooling towers up to ____ tons. plus air handlers, heat pumps and their associated components. This work includes the maintenance, repair, and installation of all components, devices, equipment and associated systems, including but not limited to compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of equipment essential to the proper operation of HVAC&R equipment and systems in accordance with the manufacturer's manuals.

C-5.02.9 GENERAL REQUIREMENTS FOR SECURITY FENCES AND WIRE CAGES.

When directed, the Service Provider shall repair or replace security fencing. Repairs required include, but are not limited to, the following: repairing holes in the fence fabric, stringing barbed wire on outriggers; replacing or resetting fence support stanchions; repairing electrified fence, and replacing or repairing hinges and locking devices.

C-5.02.10 GENERAL REQUIREMENTS FOR MACHINE, WELDING AND METALWORKING.

The Service Provider shall provide maintenance, repair, or replacement of metal components of buildings and structures, installed building equipment such as exhaust fans, and shall construct and install metal components in support of other repair activities as required by this section.

C-5.02.10.1 Metal Working. Metal working shall include heating and bending to form metal shapes, drilling, cutting, grinding, sawing and fitting metal parts. The Service Provider shall perform metal working requirements to maintain and repair or fabricate and replace metal components of buildings and structures, installed building equipment, dining facility and kitchen equipment, including the construction and installation of metal components in support of other maintenance activities.

C-5.02.10.2 Welding. The Service Provider shall employ all types of welding and brazing procedures when accomplishing installation, maintenance and repair tasks on buildings, structures, and appurtenances. Welding shall be performed on light, heavy gauge and hardened metals using flat, vertical, horizontal, and overhead positions. Processes include preheating, brazing, bead welding, tack welding, flame cutting, pressure welding and heat-treating. Welding, burning and open flame work is permitted subject to the conditions identified in para C-1.09.2 (Hot Work Permits) of this PWS. A sample of the required hot work permit form, which will be provided on request from the Government, is shown in Attachment J- VI C-1 12. All Service Provider welders shall be certified for the specific welding process, e.g., shielded metal arc welding, gas tungsten arc welding, etc-, in accordance with applicable American Society of Mechanical Engineers (ASME), American National Standards Institute (ANSI), and American Welding Society (AWS) standards.

C-5.02.10.3 Machinist Tasks. The Service Provider shall perform machinist tasks such as drilling, tapping, boring, bending, reaming, and grinding a variety of materials such as plastic, steel, cast iron, stainless steel, aluminum, copper, brass, bearing bronze, manganese, babbitt, etc-. The Service Provider shall install equipment requiring critical alignment of motors, pumps, blowers, gear reducers, etc., and work to tolerances within .005 inch.

C-5.02.11 INSULATION. When directed, the Service Provider shall develop patterns and layout, cut, form, join, assemble, and install, all types of insulating materials such as fiberglass, fiberglass cloth, fiberglass duct wrap, fiberglass pipe covering, magnesia, unicellular foam, asbestos, rubetex, sheet rubber, tube rubber, calcium silicate, kaylo spray foam, phoamglass metal and PVC coverings on structures such as but not limited to steam lines, hot and cold water lines, HVAC ductwork, chill water lines, and backflow boxes.

C-5.02.12 ASBESTOS REMOVAL. When directed, the Service Provider shall remove asbestos in accordance with the procedures specified in and certifications required by 29CFR1910.1001; CFR763, Subpart E;

C-5.02.13 MISCELLANEOUS ELECTRONIC SYSTEMS. The Service Provider shall be capable of installing, maintaining, repairing, aligning and testing the various facility oriented electronic systems and devices.

C-5.03 LOCKSMITHING. The Contractor shall install, maintain, adjust, and repair locks, safes, locking systems, latches, file cabinets, panic devices, electrical door locks, and strikes of different makes, sizes, and shapes. The Contractor shall set combination locks on vaults, open locks, and make new keys by code for buildings. The types of locks to be serviced include mortise, cypher, XO-7 Mass Hamilton, arms room, and all historical locks up to current state-of-the-art locks. The Contractor shall provide lock-out services for all Government vehicles, including key duplication and the re-keying of tool and storage boxes. The Contractor shall fabricate minor parts from raw stock and install, maintain, repair, clean, re-pack, and adjust all makes and types of door closures. The Contractor shall order and maintain an inventory of all materials necessary to complete the work order. Locksmith personnel must have security clearances equivalent to Government locksmiths to assure restricted access to areas containing secret and top secret materials as further specified in Section C-1. The Contractor must have a working knowledge of the National and State Life Safety Codes to assure physical security as well as handicapped accessibility.

C-5.03.1 KEY CONTROL. The Contractor shall comply with Key Control practices in Section C-1 of this Contract. All requests for keys, re-keying, and change of locks shall be performed upon receipt of a valid work document. All furnished locks shall fit into the existing master core system.

C-5.03.2 KEYS. The Contractor shall make keys for all facilities and equipment. All replaced locks shall have the security specifications equivalent to existing locks. New keys shall match existing keys to maintain a minimal number of keys to operate a housing unit or Government building as well as to enhance key control. Additionally, the Contractor shall re-key padlocks upon receipt of a valid work document. The Contractor shall provide technical and re-key services to the Military Police (MP) and Criminal Investigation Division (CID) in cases of theft and burglaries.

C-5.03.3 SAFES AND CONTAINERS. The Contractor shall install, repair, recombine, and open all Government security containers and safes to include built-in vault doors, built-in safes, and free standing safes and containers. Drilled safes and containers shall be repaired to operable states following all repairs and shall maintain their original fire and burglary rating.

C-5.03.4 X-07 MAS-HAMILTON SAFES. The Contractor shall install X-07, X-09 locking systems and document the installation on an X-07, X-09 Lock Installation Form. All documentation shall be given to the WSMR Security Officer within three working days of work completion.

C-5.03.5 MODES OF SAFE OPERATION. The Contractor shall adhere to the mode of safe operation determined by the Physical Security Officer. The Contractor shall install and set the initial combination for the three modes of operation (three dial, two person integrity, and supervisor/subordinate).

C-5.03.6 OTHER SERVICES. The Contractor shall install, repair, and maintain indoor viewers, door scopes, antique locks, and panic locks. The Contractor shall grind down useable keys, secure metal hinges on doors, plane doors with locks, stamp keys, remove logged in keys, and remove padlocks (both combination and keyed) from doors and other items. Additionally, the Contractor shall have the capacity to open, service, and repair all high security locking devices to include the Arms Room and other high security areas.

C-5.04 HEATING PLANTS AND SYSTEMS

C-5.04.1 GENERAL. The Service Provider shall operate, inspect, maintain, repair, and otherwise service all heating systems, boilers, furnaces, and water heaters used in the production of domestic heat, at USAG-WS in accordance with AR 420-49 Facility Engineering Utilities System, TM 5-650 Central Boiler Plant, and TM 5-642 Operation and Maintenance of Small Heating Systems, NMAC 14.9.4, Housing and Construction, Mechanical Codes, and Boilers Attachment J- VI C-5.04 01 provides a list of the HVAC equipment. The unattended heating plants and associated equipment which service WSMR range in output from 45,000BTU per hour to 5.5 million BTU per hour and operate using natural gas and #2 fuel oil. Work items identified in the Firm Fixed-Price paragraphs shall be performed without further input from the Government except as specified otherwise. Service order work on the heating plants and systems will be paid for under the service order line item in the Bid Schedule. Indefinite quantity work will be ordered through Task Orders IAW C-5.01. These shall be performed in compliance with the technical requirements specified herein and shall adhere to the following standards and those listed in Section C-6 for heating system operations and maintenance.

C-5.04.1.1 Gas Distribution System. Natural gas is provided to the base by Public Service of New Mexico. The SP is responsible for gas distribution maintenance from:

Gas Substation	Location
#1	El Paso Gate
#2	SVD
#3	Aberdeen and Headquarters Road
#4	Range road 19 & XXXX

to the facility main valve entering the building. The service provider can shut off each building at the valve located in the line just prior to entering the building. The Service Provider shall perform preventive maintenance on the gas distribution equipment shown in Attachment J- VI C-5.04 02 in accordance with the Preventive Maintenance checklists also provided in Attachment J- VI C-5.04 02.

C-5.04.1.2 Heating Season. The heating season at WSMR-AG begins and ends on approximately 15 October and 15 April.

C-5.04.2 PREVENTIVE MAINTENANCE OF HEATING SYSTEMS. The Service Provider shall perform preventive maintenance on the WSMR-AG heating systems presented in Attachment J- VI C-5.04 01 in accordance with the Preventive Maintenance checklists provided in Attachment J- VI C-5.01 06. Preventive maintenance conducted under this work item shall conform to all requirements established in paragraph C-5.01.4. All preventive maintenance on systems that require service interruptions shall be coordinated in accordance with paragraph C-5.01.8 and the building occupants notified in order to minimize the impact of the outage.

C-5.04.3 START-UP AND SHUTDOWN OF HEATING EQUIPMENT AND SYSTEMS. The Service Provider shall perform seasonal start-up and shutdown of the equipment located in the facilities listed in Attachment J- VI C5.04 03.

C-5.04.3.1 Preparation for Start-up. Prior to startup, systems shall receive a thorough inspection to insure that all systems and components are operating as designed, as well as any specific checks and procedures identified in referenced PM Checklists. For boilers, this preparation shall be coordinated with the annual inspection of boilers that normally takes place in

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July and August. NOTE: Boilers in building 1549 require 2 separate inspections one operational and one internal.

C-5.04.3.2 Start-up. Notification of heating season normally occurs between 5 October and 30 October depending upon the weather. Buildings will be started up by category as shown in Attachment J- VI C-5.04 03. All buildings shall be turned on within 15 calendar days of notification from the DGR.

C-5.04.3.3 Shutdown. Notification of the end of the heating season normally occurs between 15 April and 20 May depending upon the weather. Buildings shall be turned off within 15 calendar days. Buildings will be shutdown by category as shown in Attachment J- VI C-5.04 03.

C-5.04.4 OPERATE BOILER PLANT IN BUILDING 1549. The Service Provider shall perform daily operational checks on the steam heating plant in Building. These inspections shall be conducted once at 0730 hours and once at 1400 hours 7 days a week when in operation. At a minimum, the operation checks will include checking and recording all system temperature and pressure gauges, checking all safety devices, and checking for proper low water pressure cutout and checking and adjusting water chemistry on steam boilers in accordance with the requirements listed in TM 5-650, Central Boiler Plan. The task requirements shall be documented in the format provided in Attachment J- VI C5.04- 04. A copy of this completed form shall be available to the DGR daily by 1000 hrs for the preceding day. The type of chemicals used for boiler water treatment along with historical estimates of amount and price are contained in Attachment J- VI C-5.04 05.

C-5.04.5 PREPARE AND INSPECT BOILERS. The Service Provider shall schedule and prepare boilers and heating systems shown in Attachment J- VI C5.04 01 for the boiler inspections required by Unified Facilities Criteria 3-430-07, Inspection and Certification of Boilers and Unfired Pressure Vessels. The Service Provider shall provide a qualified, licensed by the State of New Mexico , boiler inspector for all inspections. The Service Provider shall provide to the CONTRACTING OFFICER, in writing, a proposed schedule of boiler inspections/certifications and unfired pressure vessels prior to 1 May. Upon approval by the CONTRACTING OFFICER the Government will attend the inspections by the Certified boiler inspector. The Service Provider shall provide the documentation of the certifications within 7 calendar days of the inspections to the DGR.

C-5.04.6 AIR COMPRESSORS. The Service Provider shall perform preventive maintenance on the WSMR air compressors presented in Attachment J- VI C5.04- 06 in accordance with the Preventive Maintenance checklists provided in Attachment J- VI C5.01- 06. This attachment lists all air compressors on the base to be maintained. Preventive maintenance conducted under this work item shall conform to all requirements established in paragraph C-5.01.4. All preventive maintenance on systems that require service interruptions shall be coordinated in accordance with paragraph C-5.01.8 and the building occupants notified in order to minimize the impact of the outage. Reference 3-430-07 Unified Facilities Criteria

C-5.04.8 RECORDS, LOGS AND REPORTS. Operating logs maintained on these plants, unless otherwise specified, shall be available for review by the Contracting Officer on request. In addition all records, logs and other files shall be kept for a minimum of 5 years unless otherwise specified. These records, logs, and files shall be turned over to the Government during Phase-out

C-5.05 HVAC AND REFRIGERATION SYSTEMS.

C-5.05.1 GENERAL. The Service Provider shall operate, maintain, repair, and otherwise service all air conditioning (AC) and refrigeration plants and systems at WSMR as described herein. The Service Provider shall be responsible for scheduling and performing the preventive maintenance work necessary for proper and efficient operation of the plants and systems. Work items identified in the Firm Fixed-Price paragraphs shall be performed without further input from the Government except as specified otherwise. Service order work on the AC and refrigeration plants and systems will be paid for under the service order line item in the Bid Schedule. Indefinite quantity work will be ordered through Delivery Orders IAW C-5.01. These shall be performed in compliance with the technical requirements specified herein and shall adhere to the following standards and those listed in Section C-6 for heating system operations and maintenance. All AC and refrigeration work shall meet or exceed applicable ASHRAE standards.

C-5.05.1.1 Cooling Season. The cooling season for WSMR is generally 15 April through 15 October.

C-5.05.2 SYSTEM DESCRIPTION.

C-5.05.2.1 Air Conditioning and Refrigeration Plants and Systems Description. The AC plants and systems at WSMR-AG include central systems for multi-building cooling as well as independent systems for single building or partial building cooling. Attachment J- VI C-5.04 01 lists all AC equipment to be maintained. The following is a description of the typical AC plants and systems found at WSMR-AG.

C-5.05.2.1.1 Chiller Units. Chiller units can be either air-cooled or water-cooled and are found as part of an integral unit, including one or more compressors and an evaporator in a single package. A condenser (air-cooled or water-cooled) will be in the package or occasionally a remotely connected air-cooled condenser.

C-5.05.2.1.2 Air Handlers. These are package type units which contain major components and unit sections to make up a definable system, while components used and arrangements vary, most units are packaged in one enclosure and contain compressors (reciprocating, open or hermetic), coils, (DX evaporator or chilled water), blowers, mixing box, filters, dampers, heating coils and air-cooled condensers (external to the package).

C-5.05.2.1.3 Condensers. Condensers on the Base include air-cooled, water-cooled and glycol-cooled units. Air-cooled condensers are outdoor units, rooftop or ground mounted, with single or multiple compressors and banks of coils, fans, and casings. Fan drives have special screens (for filtering debris) and damper (for cold weather operation) provisions added.

C-5.05.2.1.4 Cooling Towers. Cooling towers are normally located outdoors and are rooftop or ground mounted, with single or multiple cells. Tower air can flow as induced or forced by mechanical draft fans. Winterization of the units IS required. Forced air cooling towers will have a minimum of one fan to provide airflow.

C-5.05.2.1.5 Ventilation Systems. For heating and air conditioning, most ventilation systems are an integral part of the air handling system. Other ventilating equipment includes exhaust fans in restrooms, paint spray/sandblast ventilation systems, and roof ventilators.

C-5.05.2.1.6 Evaporative Coolers (Swamp Coolers).

C-5.05.2.1.7 Chillers and Towers. There are X Chillers and X cooling towers to be maintained as shown below.

BLDG	CHILLER	COOLING TOWER

C-5.05.2.1.8 Refrigeration Systems Description. Refrigeration systems on WSMR-AG include reach-in and walk-in type coolers or freezers with associated direct expansion evaporators, reciprocating compressors, and outdoor or integral air-cooled condensing units.

C-5.05.2.2 Chloroflourocarbons (CFCs). Refer to paragraph C-1.7.5 for work specifications associated with refrigerants.

C-5.05.3 SCHEDULED SYSTEM OUTAGES. The Service Provider shall coordinate all scheduled outages other than preventive maintenance with the CONTRACTING OFFICER. Such outages shall be coordinated at least 10 working days in advance of the scheduled outage. The Service Provider shall also notify affected installation agencies of the scheduled outage. The Service Provider shall attend, as applicable, planning meetings that may affect the air conditioning systems the Service Provider operates and maintains. The CONTRACTING OFFICER will notify the Service Provider at least 48 hours in advance of planned meetings. These meetings occur approximately one time per month for about 2 hours.

C-5.05.4 PERFORM PREVENTIVE MAINTENANCE OF AC PLANTS AND SYSTEMS. The Service Provider shall perform preventive maintenance on the HVAC&R plants and systems listed in Attachment J- VI C-5.04 01. IAW the preventive maintenance checklists presented in Attachment J- VI C-5.01 06. Preventive maintenance conducted under this work item shall conform to all requirements established in paragraph C-5.01.4. All preventive maintenance on systems that require service interruptions shall be coordinated in accordance with paragraph C-5.01.4 and the building occupants notified in order to minimize the impact of the outage.

C-5.05.4.1 Preventive Maintenance Checklists. PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (e.g. filters, belts, hoses, fluids, hardware, etc.) as required to minimize malfunction, breakdown, and deterioration of equipment; and the identification of any repairs required to bring the equipment up to the manufacturer’s operating standards. Preventive maintenance checklists presented in Attachment J-C5-01-03 shall be the minimum acceptable preventive maintenance performed by the Service Provider. The replacement of up to 15 percent of refrigerant charge shall be included in this bid line item. In addition, minor repairs up to 15 minutes and \$15 in materials

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shall be included in the price of PM. Repairs outside the scope of PM shall generally be performed as a Service Call, Section C-5.01. Unless other labeling requirements are specified, labels containing the date and the Employee ID shall be placed on serviced equipment after the maintenance to indicate when the PM was last performed. Coils shall be cleaned using the any of the following cleaning agents:

Indoor Agents

Cal Clean

Outdoor agents

Coil-Brite

Aqua Clean

C-5.05.4.1.1 HVAC Controls. As part of the preventive maintenance of plants and systems, all HVAC controls shall be inspected in accordance with the Preventive Maintenance checklists provided in Attachment J- VI C5.01- 06.

C-5.05.4.2 Refrigerants. The replacement of up to 15 percent of refrigerant charge is included in this line item. Reporting requirements for refrigerant usage are presented in paragraph C-1.7.5.

C-5.05.5 PERFORM SEASONAL START-UP AND SHUTDOWN OF AC PLANTS AND SYSTEMS. The Service Provider shall perform seasonal start-up and shutdown of the AC systems 5 tons and greater in capacity. The starting-up/shutting-down of AC systems shall occur twice each year, i.e., shutdown of cooling systems in the fall and start-up of cooling systems in the spring. The Service Provider shall perform the seasonal start-up and shutdown of the AC plants and systems within five days of notification by the Contracting Officer. Requests for early start-ups or early shutdowns of AC plants and systems will be received at least five days prior to the required start-up or shut down. Seasonal start-ups shall be preceded by a preventive maintenance inspection of each system as specified herein. Freeze protection precautions shall be performed prior to freezing weather. The order of start up shall be IAW the categories listed in Attachment J- VI C-5.04 03.

C-5.05.6 FILTER CHANGES. The Service Provider shall change the filters in the facilities and at the frequencies shown in Attachment J- VI C-5.05 01. All filters to include heat only, heat and AC, and AC only are included in this requirement.

C-5.06 WEIGHT-TEST EQUIPMENT (WHE).

C-5.06.1 NON-PERSONNEL LIFTING DEVICE SERVICES. The contractor shall perform inspection, maintenance, repair, and proof load testing of all non-personnel lifting devices including, but not limited to: slings, lifting beams, missile lifts, cranes, wreckers, forklifts, vehicle lifts, tail gate lifts, jacks, hoists, engine lifts, hooks, and specialty lifting devices IAW 29 CFR, TB 43-0142, Strategic Test and Evaluations White Sands (STEWS)-EL SOP 1926.550, and WSMRR (White Sands Missile Range Regulation) 385-18. These lifting devices are located throughout, but are not limited to: WSMR; Holloman Air Force Base, Alamogordo, NM; Fort Wingate, near Gallup, NM; and various remote sites, including sites located outside WSMR. The contractor shall maintain inventory and activity records of lifting devices. Hard copy and computerized database records shall be kept IAW STEWS-EL SOP 1926.550 or it's revision. Employees shall possess and maintain a CDL for transportation of test weights and equipment. Employees shall be trained and authorized, by WSMR licensing, to operate forklifts IAW 29 CFR.

C-5.06.2 LOAD TESTING. The contractor shall perform proof load testing of all lifting devices added to the current inventory except when proof load test certification is provided for the equipment IAW STEWS-EL SOP 1926.550. The contractor shall perform proof load testing of all devices that have been modified per Engineering Office approval, or had repairs made to load bearing, load controlling, and or safety device items. The contractor shall assign a unique identification number, tag, and inspect all new lifting devices IAW STEWS-EL SOP 1926.550. Lifting devices shall be clearly marked with capacity IAW 29 CFR, TB 43-0142, STEWS-EL SOP 1926.550, and WSMRR 385-18.

C-5.06.3 LIFTING DEVICE INSPECTION. The contractor shall perform annual re-certification inspection and preventive maintenance of the equipment shown in attachment J- VI C-5.06 01 IAW the checklists shown in attachment J- VI C-5.01 06. The contractor shall maintain records of equipment that has been inspected and update inventory files for active and inactive equipment IAW 29 CFR, TB 43-0142, STEWS-EL SOP 1926.550, and WSMRR 385.18. The contractor shall furnish a report to the COR by the 10th day of each month for generation of service orders to inspect lifting devices due for inspection the following month. The report shall include, for each lifting device:, the type of device, organization, last known point of contact (POC), POC phone number, location, and work classification. The contractor shall coordinate inspections with the POC, perform inspections, update records and complete service and work orders.

C-5.06.4 NON-DESTRUCTIVE TESTING (NDT). The contractor shall perform NDT of items to include, but not limited to: hooks, beams, and welds. NDT services include, but are not limited to: visual inspection, use of trammel points, and magnetic particle testing IAW 29 CFR, TB 43-0142, and STEWS-EL SOP 1926.550. The contractor shall coordinate with the POC, perform NDT, update records, and complete service and work orders.

C-5.06.5 INDUSTRIAL EQUIPMENT. The contractor shall inspect, maintain, replace and repair industrial equipment and machinery to include, but not limited to: bridge cranes, and hoists, gates, door closueres, conveyors, hydraulic testing equipment, milling machines, shapers, lathes, punches, grinders, jointers, planers, table saws, metal shears, and portable woodworking and metal working power tools IAW manufacturers' recommendations. The contractor shall perform on-site inspection of equipment or machinery, determine problem fault,

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parts needed, make perform repairs, perform operational test, and complete service or work order.

C-5.06.6 OVERHEAD AND BAY DOORS. The contractor shall inspect, maintain, repair, and replace overhead doors IAW manufacturers' recommendations. The contractor shall perform on-site inspections to determine problems fault, corrective action necessary, obtain required parts, make perform repairs, perform operational tests and complete service or work orders. All overhead and bay door maintenance will be accomplished via service order or work orders.

C-5.07 SURFACED AREA MAINTENANCE.

C-5.07.1 INTRODUCTION. The Contractor shall perform maintenance and repair of surfaced areas, including roadways, parking lots, trails, widened shoulders, gravel and earth surfaced areas, bridges, and associated structures and appurtenances at WSMR. The Contractor shall perform maintenance and repair of approximately xxx miles of paved roads, xxx miles of unpaved roads (un-improved), xxx million square yards of paved parking surfaced areas, and approximately xx million square yards of unpaved surfaced areas. All work shall be performed by qualified personnel in accordance with applicable laws, regulations, documents in Section C-6, and Government developed annual and long range plans. Technical Exhibits provide expanded information for this Functional Area. Data and maps related to the paved surfaces are available in Building 102.

C-5.07.2 SCOPE OF SERVICES.

C-5.07.2.1 Work Area and System Description.

Surfaced areas covered under this contract include, but are not limited to, the following:

- Paved and unpaved roadways
- Paved and unpaved parking areas
- Sidewalks and Curbs
- Vehicle storage and staging yards
- Maintenance yards
- Supply yards
- Airfield runways and taxiways

C-5.07.2.2 Work Management and Control.

C-5.07.2.2.1 Reporting Requirements. The Contractor shall prepare, submit, and maintain all records and reports as specified herein and in listed in Attachment J- VI C-5.01 10.

C-5.07.2.2.2 Safety. Slow moving equipment used on roads that may create an unsafe condition shall be equipped with rotating or flashing amber lights. The Contractor personnel performing services on or adjacent to roadways shall be equipped with reflectorized vests. The Contractor personnel acting as road guides shall carry an 18 inch square flag or reflectorized material, yellow-orange in color. During hours of darkness, road guides shall also be equipped with a red light capable of being seen by approaching motorists from a distance of at least 50 - 100 yards. Guides shall be instructed in the correct method of rendering hand signals.

C-5.07.2.2.3 Traffic Flow. The Contractor shall maintain the free flow of traffic during paving repairs in accordance with Part VI of the Manual on Uniform Traffic Control Devices and through the use of traffic control methods or devices, including flagmen, traffic cones, detour signs, signal devices, and flashers. The Contractor shall notify the DGR in writing a minimum of 14 working days in advance of any scheduled or potential disruption of traffic flow, including closure of streets.

C-5.07.2.2.4 Equipment Operators. All Contractor personnel operating mobile equipment and vehicles shall possess a valid state operator's license, to include Commercial Driver's Licenses (CDLs) with special permits to include air brakes and hazardous endorsements, if

required for the equipment and vehicles operated. Contractor motor vehicle drivers and equipment operators shall be appropriately qualified, certified, and licensed.

C-5.07.3 SCHEDULED TASKS. The contractor shall perform the tasks below on a recurring or scheduled basis:

C-5.07.3.1 Paved Surface Sweeping and Cleaning. The Contractor shall provide sweeping services of dirt and debris from paved vehicular surfaces, parking areas, and pedestrian walks throughout the Installation. The Contractor shall sweep all specified paved surfaces (e.g., roads, road shoulders, parking lots, and pedestrian walkways) with a broom-type sweeper. A properly swept surface is that resulting from a single-pass of a properly operating mechanical broom-type sweeper over an area receiving normal sweeping maintenance and not covered with spills or debris. The SP shall sweep all streets in the main (Garrison) cantonment area (26 miles) monthly.

C-5.07.3.2 Maintenance of Gravel and Earth Surfaced Areas. The Contractor shall perform maintenance, grading, and other services for gravel and earth surfaced areas. The Contractor shall perform maintenance and repair on approximately 205 miles of paved roads.

C-5.07.3.2.1 Gravel and Earth Roads, Parking Lots and Hard Stands. The Contractor shall maintain and repair gravel and other earth surfaced roads, access roads, driveways, and parking lots by blading or dragging the surface until all ruts, holes, and washboards are filled. The surface shall be shaped to maintain a smooth riding surface and a uniform crown that permits proper drainage, without ponding of water. The Contractor shall maintain earth shoulders and cut and fill down slopes to allow surface drainage and to protect road edge and control erosion. Soil stabilization and vegetation practices shall be performed as required to prevent erosion. Roads and other surfaced areas and frequencies to be maintained are shown in Attachment J- VI C-5.07 02.

C-5.07.3.3 Grounds Maintenance. The Contractor shall bushhog or mow the road shoulders and other areas identified in J- VI C-5.07 03 at the frequencies shown.

C-5.07.3.4 Landfill Operations. The Contractor shall operate a main post construction and demolition landfill IAW New Mexico Solid Waste Management Regulation EIB/SWMR-4, WSMR Installation Spill Contingency Plan, WSMR Standing Operating Procedures for Solid Waste Operations, and all pertinent Federal, State, and WSMR regulations. The landfill shall be open for business from 0800 hours to 1200 hours Monday and Wednesday on normal working days. In addition landfill is open by special appointment only. Historically, this occurs approximately once a week. The contractor shall provide at least one State certified landfill operator at the WSMR landfill at all times when in operation. The contractor shall provide a State Certified Landfill Manager. The landfill operator and manager may be the same person. The landfill has two sections; one for construction and demolition material, and one for asbestos material. The contractor shall excavate for filling operations. The contractor shall continually cover the deposited material and the cover cap must measure a minimum of 6 inches dirt or alternate cover at the close of the business day. The contractor shall disc or drag the entire landfill area to minimize weed growth. On a weekly basis, the contractor shall clean along the fence line and immediate surrounding area, to retrieve accumulated and windblown weeds and debris. All violations with fines assessed by the State of New Mexico as result of contractor poor performance are the responsibility of the contractor.

C-5.07.4 UNSCHEDULED TASKS. The Contractor shall perform corrective actions as needed to surfaced areas, including, but not limited to: adding dirt and gravel to roadways and parking areas, regrading, repainting, repairing potholes, repair of culverts, clearing drainage areas, and repairing guardrails. The Contractor shall maintain and repair paved surfaces, including flexible and rigid pavements, paved roads, paved parking areas, sidewalks, recreational areas, road shoulders, drainage systems, ramps, bridge surfaces, curbs, gutters, manhole surfaces, erosion control areas, and appurtenances. The Contractor shall perform the tasks described below when initiated through either a SO or an approved IJO.

C-5.07.4.1 Painting of Paved Surfaces. The Contractor shall perform street and road painting and stripping upon the receipt of a valid work document or as designated by the KO.

C-5.07.4.2 Storm Drain Systems. The Contractor shall repair storm grates, manholes, concrete storm sewers, asphalt drainage ditches, brick drainage areas, and all associated paved and unpaved grounds associated with storm systems. This shall include the fabrication of manhole covers, plates, grates, and all type of drain covers.

C.5.07.4.2.1 Ditches and Channels. The Contractor shall maintain ditches and channels by keeping drainage ditches and channels clear of weeds, brush, sediment, and other accumulations that obstruct the flow of water. The Contractor shall maintain the ditch line and grade, and shall correct sags and minor washouts in accordance with Chapter 7 of TM 5-624. The Contractor shall dispose of sediment, weeds, brush, and other obstructions in the landfill. Locations of ditches and channels to be maintained are listed in Attachment J- VI C-5.07 04.

C-5.07.4.3 Maintenance and Repair of Bituminous and Cement Concrete Pavements. All repair work shall be performed in accordance with established approved plans, AR 420-72, TM 624, and TM 5-822-7. Items to be maintained include, but are not limited to, plant mix cold laid, plant mix hot laid, sand asphalt, sand tar, rock asphalt, and bituminous penetration macadam. The Contractor shall maintain paved surfaces of all types in a good state of repair with uniformity in appearance, at the original alignment and elevation, and free of damage, vegetation, potholes, scaling, spalls, surface breaks, and cracks. In order to provide smooth and safe surfaces, the Contractor shall maintain surfaces to be free of potholes and depressions deeper than 3/4" that pond water.

C-5.07.4.3.1 Spot Repair. The Contractor shall repair potholes, upheavals, and eruptions of asphalt around fire plugs, in asphalt drainage ditches, and on all bituminous surfaced areas. The Contractor shall repair, replace, and clean up cracks, grade depressions, upheavals, utility cut depressions, potholes of various sizes, raveling, bleeding, channel ruts, corrugation and shoving, fuel spillage, poor drainage, weathering, construction deficiencies, poor bituminous materials, aggregate deficiencies, overheating, improper mixing of material, poor proportioning, placement errors, plant mixed materials, and aggregate surfaces, subgrades, sub bases, and base.

C-5.07.4.3.2 Shoulders. The Contractor shall maintain and repair road shoulders to protect the basic pavement structure, eliminate traffic hazards, and ensure proper drainage. The Contractor shall accomplish this requirement by leveling ruts and washes, filling in low areas, and cutting down high areas to achieve proper grade and slope. The Contractor shall revegetate the disturbance in accordance with the WSMR Integrated Natural Resources Management Plan. The Contractor shall maintain all roadsides and intersections to ensure

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unobstructed visibility of all signs, markers, guardrails, and fire hydrants. Crusher run is normally used for such repairs.

C-5.07.4.4 Utility Cuts. The Contractor shall perform utility cuts in pavements as required to repair existing utilities or to install new service. Appropriate lighted barricades and construction fencing shall be used on open cuts. The Contractor shall repair utility cuts using materials with the same physical qualities as adjacent undisturbed areas in accordance with TM 5-818-4.

C-5.07.4.5 Repair and Replacement of Barriers.

C-5.07.4.5.1 Guardrails. The Contractor shall install, fabricate, repair, and replace damaged guardrails and guardrail posts with new materials or with salvaged, undamaged guardrails which meet National Highway Standards. The Contractor shall install guardrails along roads where hazardous conditions exist.

C-5.07.4.5.2 Barricades and Lighting Devices. The Contractor shall install, replace, remove, and inspect permanent and mobile barricades cones, drums, vertical panels, and lighting devices which warn drivers of hazards created by construction, maintenance, and storm damage in or near traveled areas and which guide and direct drivers safely past the hazards.

C-5.07.4.5.3 Bumper Blocks. The Contractor shall install, replace, remove, and inspect concrete, plastic, wood, and metal bumper blocks used in parking areas, roadways, hazardous areas adjacent to buildings, signs, and fences to keep vehicles from protruding past the designated parking boundaries.

C-5.07.4.6 Mowing of Range Areas. The Contractor shall be responsible for mowing range areas.

C-5.07.4.7 Right-of-way. Weeds and brush in right-of-ways to the edge of existing tree lines shall be controlled by mowing or other methods approved by the KO. The Contractor shall maintain grass for erosion control along Road Shoulders.

C-5.07.4.7.1 Bushhogging and Mowing. The Contractor shall bushhog or mow the road shoulders identified in Attachment J- VI 5.07 02 twice per year. Additional effort will be accomplished via service call.

C-5.07.4.8 Surfaced, Parking and Storage Areas. Growth of vegetation in paved and unpaved parking and storage areas, cracks in paved roads, and sidewalk and curbing joints shall be prevented as required from March through September. Growth of vegetation on unpaved roads shall also be prevented. Clippings shall be removed from surfaced areas. The Contractor shall collect and dispose of any compostable material that falls or blows onto streets or sidewalks by the end of the work day. Contractor shall dispose of all compostable material at the Installation compost and mulch site.

C-5.07.4.9 Inspection Services. The Contractor shall inspect areas and submit an inspection report. Attachment J- VI C-5.07 05. The report shall list deficiencies and make recommendation for repairs, to include cost estimates, to the DGR

C-5.07.4.10 Snow and Ice Removal. The Contractor shall perform the snow removal task as directed by the DGR and in accordance with AR 420-2 and the WSMR SNOW REMOVAL PLAN. The plan is shown in Attachment J- VI C-5.07 06. Areas involved in the snow removal plan are shown in Attachment J- VI C-5.07 07. Attachment J- VI C-5.07 07 also includes accumulative areas of required to be plowed. Historical estimates of removal amounts (plowed areas) are contained in Attachment J- VI C-5.07 08. Other areas may require snow removal as directed by the KO. The SP shall have the capability of removing snow from 150,000 square yards of surface area per hour. The Service Provider shall apply abrasives or chemicals for ice control on airfield and remove. All abrasives, chemicals, and application methods must be reviewed and approved by the Government. Urea meeting the provisions of Military Specification MIL-4-10866C, Class 2, or US Air Force Aircraft deicing fluid meeting the provisions of Military Specification MIL-A-8243 may be used on airfield and heliport surfaces without further review as these materials are noncorrosive to aircraft materials.

C-5.07.4.10.1 Snow and Ice Removal Areas. The Contractor shall remove and control snow and ice from all roads, parking areas, sidewalks, steps, and other areas as identified in AR 420-2 and the WSMR SNOW REMOVAL PLAN .

C-5.07.4.10.2 Work Commencement. The Contractor shall begin snow and ice removal operations within two hours of notification by the DGR and shall accomplish all required snow and ice removal within 12 hours after the snow stops. Reimbursement for each snow removal operation will be based on the following formula: (unit price per square yard X square yards of surface cleared) + cost of salt.

C-5.07.4.10.3 Provide Access to Buildings. The Contractor shall perform snow and ice removal to provide and maintain safe access to buildings. The Contractor shall perform de-icing services to maintain sidewalks, steps, ramps, and access to critical facilities free from hazard as specified in the SNOW REMOVAL PLAN and AR 420-2 and for all other facilities as directed by the KO. The sidewalks around and entries to the major buildings at the Installation shall be cleared of snow and ice to curbside.

C-5.07.4.10.6 Historical Snowfall. See Attachment J- VI C-1 03

C-5.07.4.11 Paint Removal and Application on Surfaced Areas. The Contractor shall conform with the Federal Uniform Traffic Control and State of Oklahoma Department of Transportation (DOT) specifications and standards in regard to surface preparation, paint application, and markings.

C-5.07.4.11.1 Paint Removal on Surfaced Areas. Prior to application of paint, the Contractor shall remove existing paint from surfaced areas. This includes, but is not limited to: all street and curb markings, special parking markings, road speed limits painted on the surfaces, caution lines, yield lines, or directional markings.

C-5.07.4.11.2 Striping. The Contractor shall tape intersections, curbs, and other paved areas unless painting is directed by the KO. Striping includes, but is not limited to: all curb markings, airport and heliport markings, special parking markings, road speed limits painted on the surfaces, caution markings (e.g. railroad crossings), yield lines, directional markings, and glass beading. The Contractor shall set up and remove any necessary safety barriers (e.g., cones and signs). The Contractor shall paint so as to keep no less than half of lanes open at all times. The Contractor shall also block out white and yellow lane markings on paved roadways when no

longer required by applying an asphalt emulsion oil with sand to existing asphalt surfaces. Striping shall be performed in dry weather when the temperature exceeds 40oF. Road striping shall conform to New Mexico Department of Transportation (DOT) Roadway and Bridge Design Standards in regard to surface preparation, paint application, and markings.

C-5.07.4.11.3 Parking Lot Painting. The Contractor shall paint parking lots. Parking space lines, directional arrows, and other markings shall be repainted as required to ensure clear visibility. The Contractor shall be responsible for putting up and removing any necessary safety and closure barriers (e.g., cones and signs).

C-5.07.4.11.4 Crosswalk Marking. The Contractor shall tape crosswalks or mark with thermoplastic adhesive. The Contractor shall set up and remove any necessary safety barriers (e.g., cones and signs).

C-5.08 STALLION RANGE CENTER (SRC) Stallion Range Center is an operation support area on the main range. The RSC supports testing and mission activities in the northern sector. It contains all support functions of the main cantonment at the Garrison.

C-5.08.1 CRUSHING AND SCREENING PLANT OPERATIONS. The Contractor shall operate a crushing and screening plant to obtain the required graded aggregate base course. The capacity of the crushing and screening plant is 75 tons per hour. The mobile plant is currently located at Stallion Range Camp. The Contractor shall operate the crushing and screening plant in accordance with TM 5-3820-205-10/1, Operations Manual: Crusher, Roll: Diesel and Electric Driven, Wheel Mounted, Pneumatic Tires, 75 Ton Per Hour Crushing and Screening Plant. The SP shall maintain the stock pile at approximately 5000 CY. This requires operating the plant for approximately 10 days per month.

C-5.09 PEST CONTROL.

C-5.09.1 GENERAL. The SP shall provide all management, tools, materials, equipment, and transportation necessary to provide pest control services at White Sands Missile Range (WSMR), New Mexico. The scope of pest control services includes, but is not limited to, performance of structural, stored products, mosquito, biting fly, fly, turf and ornamental plants, and weed control services. The SP shall be required to support or perform services throughout WSMR, to include remote sites located outside WSMR (King I Site and Army Air Facilities at Holloman Air Force Base, and Alamo Peak between Cloudcroft, NM and Sunspot, NM). This plan shall include provisions for personnel handling pesticides and herbicides. The SP shall comply with the WSMR Pest Management Plan (PMP), using integrated pest management techniques that are least disruptive to natural control and least hazardous to human health.

C-5.09.1.1 Management Plan. The SP shall develop and maintain a management plan, approved by the COR, that provides the overall approach to ensure inspections, and scheduled and unscheduled pest control activities are accomplished in a manner that satisfies the requirements of this contract; and shall include a detailed and complete schedule of all work, and estimated time to complete the work in each area.

C-5.09.1.2 Work Management System. The SP shall use the government Real Property Maintenance Activities (RPMA) work management system. The SP shall receive work assignments, provide information, coordinate, attend meetings, use automated systems, and comply with the RPMA workflow. See TE-9, Work Management System.

C-5.09.1.3 Meetings, Technical Guidance and Briefings. The SP shall attend and participate in meetings and briefings, provide technical guidance, and develop briefings as required by the COR. The SP shall provide recommendations to the facilities engineer that will result in safer, more economical, and more effective operations. (Approximately six meetings per month)

C-5.09.1.4 Records and Reports. The SP shall maintain, complete, and submit records and reports as required by regulations, to include, but not limited to the following.

C-5.09.1.4.1 DD Form 1532-1. The SP shall maintain daily, as work occurs, the Pest Management Maintenance Record (DD 1532-1) and retain it as a shop record during the term of the contract. DD Form 1532-1 shall be available for review by the COR at all times. See Attachment J- VI C-5.09 01

C-5.09.1.4.2 DD Form 1532. The SP shall summarize, in accordance with (IAW) DoD Instruction 4150-7, all pest control operations for the previous month, on the Pest Management Report (DD 1532). Information for the summary shall be obtained from the DD Form 1532-1. See Attachment J- VI C-5.09 02.

C-5.09.2 OPERATIONS.

C-5.09.2.1 Closing of Streets or Roads. When services in connection with contract work necessitate the closing of streets, roads, or parking lots, the SP shall coordinate closures with the COR at least two (2) weeks in advance. In emergency situations, the SP shall close streets or roads immediately and notify the COR within one (1) hour of emergency closure. The SP shall furnish and place suitable barricades, traffic devices, warning signs, lights, or other

markings for approaching traffic from both directions IAW the Manual on Uniform Traffic Control Devices for Streets and Highways.

C-5.09.2.2 Scheduled Services Outside Regular Duty Hours. The SP shall provide pest control services that cannot be scheduled during regular business hours; e.g. food service facilities must be treated outside regular duty hours. The treatment schedule for these facilities shall be coordinated with the COR. Scheduled Services are contained in Attachment J- VI C-5.09 03.

C-5.09.2.3 Equipment. The SP shall maintain equipment in a safe, clean, and proper condition. All tanks, hoses, pumps, control valves, gauges, and fumigation equipment shall be free of visible deterioration, shall not leak, and shall be operated per the manufacturer's instructions. Screens, strainers, and filters shall be used and maintained IAW the pump, sprayer, or nozzle manufacturer's instructions. Spray nozzles shall deliver spray patterns as specified by the nozzle manufacturer. Nozzles that become clogged or eroded shall be repaired or replaced by the SP prior to resuming operations. Ultra-low volume (ULV) equipment and all other pesticide dispersal equipment shall be calibrated to ensure proper flow rate of pesticide as required by the label. The ULV equipment shall be calibrated prior to initiation of the contract and every 50 hours thereafter of operation or per manufacturer's recommendations. The SP shall provide droplet size analysis from a state certified laboratory for each item of ULV equipment at least once per year. A copy of this analysis shall be maintained on file for review by the COR. The SP shall be held liable for improper or negligent use of equipment resulting in violations or damage to government property.

C-5.09.2.4 Personal Protective Equipment (PPE). The SP shall provide and enforce usage of PPE as required by job assignment IAW Title 29 CFR, Labor, for work being performed.

C-5.09.2.5 Confined Space Entry. The SP shall comply with the confined space entry procedures per 29 CFR and the WSMR STEWS-DES SOP #47, Operational Standing Operating Procedures for Confined Space Entry. The SP shall obtain a WSMR Confined Space Entry Permit, Form STEWS-NRES-F-22, from the WSMR Fire Department for entry into a confined space. The SP shall ensure personnel working in confined spaces are trained and certified in confined space entry procedures, Cardiopulmonary Resuscitation (CPR), and first aid.

C-5.09.2.6 Notification of Actual or Potential Pest Problems. The SP shall report in writing by use of a SPOT REPORT (see Attachment J- VI C-5.01 07) to the DGR, any evidence of pests or conditions conducive to pest infestations within in one workday of noticing condition.

C-5.09.2.7 Non-chemical Controls. The SP shall utilize non-chemical controls, or pesticide application methods authorized by the pesticide container label to obtain the required control. Chemical control shall be utilized as a LAST RESORT. Non-chemical controls include, but are not limited to, electronic repellents, screens, nets, caulking, and sealants.

C-5.09.2.8 Vehicles. Vehicles used to transport pesticides shall be IAW regulations, which include, but is not limited to vehicles equipped with a fire extinguisher, spill and contamination kit, emergency wash water, eye wash, gloves, and standard respirator. Pest control vehicles shall not be left unattended at any time unless properly locked and secured. The SP shall

transport concentrated and diluted pesticides in vehicles with secure storage areas and separate cabs. The SP shall secure pesticides in vehicular compartments, other than personnel cab, during transport. All vehicles used to transport pesticides shall be maintained free from observable spills or residue. Material Safety Data Sheets (MSDS) of the pesticides being utilized shall be kept with the vehicle at all times. The SP shall not allow operation of pest control vehicles, or transport in pest control vehicles, of personnel other than properly licensed pest control personnel employed by the SP.

C-5.09.3 SAFETY.

C-5.09.3.1 Pesticide Safety. No space treatments (fogging or ULV) shall be made in occupied spaces until all occupants and pets have vacated the premises. The SP shall ensure that the area is properly prepared before treatment. The SP shall coordinate with building custodians, and housing occupants one (1) week in advance so they can make arrangements to vacate the area or premises before treatment. The SP shall notify the WSMR Fire Department at the actual time of performing the treatment. Indoor ULV applications: The SP shall properly secure the space to be treated when ULV applications are performed. The SP shall post a sign on each outside door warning against entry without proper protection. The SP shall notify the building custodian or housing occupants when it is permissible to reenter the building.

C-5.09.3.1.1 Pesticide Spill and Clean-up. The SP shall contain and report all pesticide spills immediately to the COR, WSMR Fire Department, and the WSMR Environmental and Safety Office. The SP shall follow instructions in the WSMR PMP. The SP shall then decontaminate and clean up the area. Decontamination shall be accomplished IAW manufacturer's product or EPA label and other published directives pertaining to specific pesticides. A pesticide spill is defined as one that involves the spillage or leakage of one quart or more of concentrated or diluted pesticide onto or into any floor, roof, culvert, gutter, drain, catch basin, paved or unpaved surface, land area, commodity, or standing or flowing body of water of any size whatsoever.

C-5.09.3.2 Mixing of Pesticides. The SP shall conform to all manufacturers label instructions when mixing pesticides. The SP shall ensure that the water orifice used in diluting pesticides does not enter into the mouth of the spray tank. Back-flow prevention devices shall be used when adding water to concentrate.

C-5.09.3.3 Pesticide Application. The SP shall apply pesticides in such a manner as to prevent toxic exposure of personnel, pets, wildlife, ornamental plants, beehives, and any other non-target components of the environment. The SP shall not apply pesticides during heavy rain, while run-off is occurring, nor within fifty (50) feet of any wet land habitat or well which provides potable water. The SP shall have on site of each operation a current copy of each label and MSDS of pesticide being used. The SP shall only use pesticides in the current list of Standard pesticides available to DoD Components and All Federal Civil Agencies. The SP shall ensure toxicants do not run off as surface flow or contaminate any ditch, culvert, drainage system or standing body of water.

C-5.09.3.4 Storage of Pesticides and Pesticide Dispersal Equipment. The SP shall store all pesticides and pesticide dispersal equipment in secured storage facilities. Currently, the storage facility is Building 1708. The SP shall limit the amount of pesticides stored to a two month supply, and shall offload pesticides delivered to WSMR at Building 1708. The SP shall limit the inventories of pesticides outside of Building 1708 to daily operational needs. The SP

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shall return all excess pesticides to Building 1708 at the end of the day. The SP shall identify the storage facility with a square, diagonally oriented sign with a white background, black border, and two-inch letters with the words, "PESTICIDE STORAGE". The SP shall lock the pesticide storage facility at all times the facility is left unoccupied. Only licensed pest control personnel shall have access to the facility. The SP shall use padlocks, low security, key (without chain) IAW AR-190-51, Security of Unclassified Property and WSMRR 190-6, Key and Lock Control. The SP shall prepare monthly pesticide inventories required by AR 420-76, Pest Management and AR 200-1, Environmental Protection and Enhancement, and post an inventory of all stored pesticides on the storeroom doors showing the kind and amounts on hand to include pesticide brand name, chemical name, and active ingredients, by percent content, formulation and quantity. The SP shall notify the WSMR Fire Department, Environmental and Safety Office, and McAfee Clinic of the types in storage and changes of 25 percent or more in the amounts of pesticides. The SP shall notify the WSMR Fire Department, Police Department, and the COR of all cases involving fire, break-in, flood, or similar occurrences where pesticides are present. The SP shall perform weekly inspections of all stored pesticides for indications of theft, leakage, container corrosion, and spills. The SP shall perform corrective actions and report to the COR on any deficiencies noted during the inspection, not later than the following workday.

C-5.09.3.5 Pesticide Waste Disposal. The SP shall treat all pesticide waste IAW with the PMP. All useable end-of-the-day pesticide waste, rinse, and residue shall be used as a dilutant for the next working day. The SP shall process empty pesticide containers for disposal IAW manufacturer's instructions, and AR 420-76.

C-5.09.3.6 Spray Equipment Use. The SP shall use spray equipment IAW label directions and TM 5-632. The SP shall warn occupants of adjacent buildings a minimum of 24 hours prior to spraying, and advise car owners to park their cars elsewhere during the period of spraying. The SP shall prevent any weed control or herbicide spray drift from adversely affecting non-target shrubs, trees, grass, or other plantings. The SP shall repair or replace, at the SP's expense, property and non-target vegetation damaged as a result of careless or inappropriate applications of herbicides.

C-5.09.3.7 Residual Pesticide Application. Residual pesticide applications in food preparation areas, and around food dispensing machines and water fountains, shall be IAW label directions. The SP shall notify the food service manager, building custodian or housing occupants of their responsibilities for preparing areas to be treated. Such preparations include moving all furniture away from walls, and removing shelf paper, food, and other items from cabinets and closets prior to treatment. If the area is not properly prepared, the SP shall not perform the service as scheduled, and shall immediately report the circumstances to the COR. The SP shall take preventive measures to ensure that food, water, or other substances subject to ingestion by humans or pets, are not contaminated by pesticides. If utensils, work surfaces, or machines used to prepare or dispense foods are inadvertently contaminated, the SP shall immediately clean contaminated items. If necessary, the SP shall dispose of the contaminated item after review and approval by the COR. The SP shall warn occupants of the necessity for cleaning food contact surfaces after any pesticide application.

C-5.09.3.8 Rodenticide. Rodenticides shall be placed in spill-proof covered bait stations.

C-5.09.3.9 Pesticide Bait. Pesticide baits shall not be broadcast unless IAW product label.

C-5.09.3.10 Endangered Species. The SP shall not encroach upon, ill effect, or contaminate the habitats of the White Sands Pupfish (Cyprinadon Tularosa), a state-listed endangered species. Areas inhabited by the White Sands Pupfish and other endangered species are identified in Attachment J- VI C-5.09 04. The SP shall comply with all Federal and State laws and regulations regarding threatened, endangered, and otherwise protected species while performing pest control services.

C-5.09.4 CONTROL OF PESTS OF MEDICAL IMPORTANCE.

C-5.09.4.1 Rodents. The SP shall establish a rodent control program. The SP shall place poisoned bait in distinctively marked, spill-proof covered bait stations; however, whenever practical, traps shall be used instead of toxic bait stations. The SP shall coordinate with the appropriate State and Federal agencies prior to implementing a toxic bait rodent control program in any area where state or federally protected species may be affected. The SP shall not place poisoned bait in outside areas where protected species may have access to it, or in food storage or serving establishments or residences, without prior written approval of the Environmental Office and the COR. The SP shall maintain detailed records of bait stations. The SP shall use anticoagulant tracking powder, pellets, or parafinized baits to treat crawl spaces and utility runs. The SP's treatment shall produce a visible reduction of sightings and damage seven (7) days after treatment. Sixty (60) days after treatment, there shall be no damage to stored products, no sightings or physical evidence of rodent activity, and by using the black-light/ultraviolet method of surveillance, no evidence of rodent urine spots on commodities. Applicator shall be licensed in Category 7B, Structural Pests (Vertebrates).

C-5.09.4.1.1 Hantavirus Cleanup for Rodent Contaminated Buildings. If at any time during the performance of normal pest control services, the SP finds evidence of nests, dead rodents, or droppings in excess of 25 or more within a 100 square foot area, the SP shall provide cleanup in compliance with TE-13. The SP shall provide hantavirus clean-up services on a work order or service order basis from McAfee Health Clinic or the WSMR Safety Office. Minor cleanup of rodent droppings will be the responsibility of the building custodian or housing occupant. The SP shall provide the custodian or occupant with a guide illustrating the proper procedure.

C-5.09.4.2 Arthropods and Insects. The SP shall provide on a service order request basis, control of venomous, biting, and stinging arthropods and insects with residual insecticides in and around buildings, transportable garbage containers, recreational areas such as picnic grounds, and other areas as necessary. For hornets and wasps, the SP shall treat only the nest, and if possible, remove the nest. Honeybee swarms shall not be destroyed if a practical alternate method is available for their removal. Pests to be controlled include, but are not limited to bees, wasps, spiders, and scorpions. There shall be no visible activity for 24 hours after treatment. The SP shall respond to service order requests to control ticks, fleas and chiggers with residual insecticides. Outdoor surveillance: Using a tick drag or dry ice techniques, there shall be no activity for 72 hours after treatment. Inside of buildings: No visible signs of activity for seven days after treatment. Applicator shall be licensed in Category 7A, Structural Pests (Insects).

C-5.09.4.3 Snakes and Bats. The SP shall live-capture snakes and bats and relocate and release them a minimum of two miles from the Main Post. The SP shall perform a survey of the facility to determine where bats are entering the facility. The SP shall take temporary corrective

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action to prevent recurrence IAW the IPM. Applicator shall be licensed in Category 8, Public Health.

C-5.09.4.4 Rabies Vectors. The SP shall trap or capture potential carriers of rabies using non-lethal traps or nooses on a service order basis. The SP shall coordinate and obtain necessary permits and permission when dealing with state or federally protected wildlife species. The SP shall take cats to the veterinary facility for final disposition. Animals shall be removed from the site of complaint and properly disposed of. In cases of suspected rabies carriers, where proof of the disease is required, the SP shall coordinate with the Veterinary Clinic. Applicator will be licensed in Category 8, Public Health.

C-5.09.5 NUISANCE PEST CONTROL.

C-5.09.5.1 Vacant Quarters, Unaccompanied Personnel Housing (UPH) Quarters and Other Occupied Facilities. The SP shall provide control of roaches, ants, spiders, and other crawling insects on a service call basis. The SP shall coordinate with the customer on time the treatment is to be applied. The SP's response time to service calls shall be IAW priority system in para

C-5.01.3.1, Service Order Priorities.

C-5.09.5.2 Occupied Family Quarters. The SP shall perform pest control services in the family quarters by service order request only.

C-5.09.5.3 Dining Facilities. The SP shall conduct surveys, and treat as necessary, dining facilities in building 120 monthly IAW Scheduled Services Attachment J- VI C-5.09 03 A copy of the survey shall be submitted to the COR not later than the following working day. There shall be no visible signs of pest activity for 14 days following treatment. Applicator shall be licensed in Category 7A, Structural Pests (Insects).

C-5.09.5.4 Common moles and pocket gophers. The SP shall control pocket gophers and common moles in areas designated in Attachment J- VI 5-5.09 05. The SP shall be responsible to identify an infestation and respond within two business days to remove rodents. The SP shall provide, set, and maintain traps to catch common moles and pocket gophers that damage improved areas. The SP shall check traps daily and remove and properly dispose of any animals caught. If additional pests are observed during the control or inspection period, the SP shall perform all necessary re-trapping. The SP shall rake all mounds after trapping is concluded to restore appearance of grounds. There shall be no fresh mounds or tunneling for a period of seven calendar days after removal of traps. Applicator shall be licensed in Category 7B, Structural Pests (Vertebrates).

C-5.09.5.4.1 Level I Areas. Sports fields, parks, and community areas on main post as shown in TE-15 (154 acres) are level I areas. These improved areas will be trapped whenever an infestation of two visible gopher mounds per sports field or specified area on Attachment J- VI 5-5.09 05 occurs.

C-5.09.5.4.2 Level II Areas. Other main post areas, and Nuclear Effects South grounds (450 acres) are level II areas. These areas will be trapped whenever an infestation of ten visible gopher mounds per quarter acre occurs. Other Level II areas outside the 450 acres will be trapped when an infestation is reported by the government on a service order basis.

C-5.09.5.5 Stored Products Pest Control at the Commissary and AAFES Shopette.

The SP shall perform monthly walk-throughs for evidence of pest infestations IAW the IPMP. Evidence shall be reported to the Preventive Medicine Office prior to any treatment. Applicator shall be licensed in Category 7A, Structural Pests (Insects). The SP shall control pests that damage or destroy stored products in the Commissary, Building 262 and AAFES Building 260 on a service order basis. There shall be no sightings or physical evidence of pests 30 days after treatment.

C-5.09.6 MOSQUITO AND BITING FLY CONTROL.

C-5.09.6.1 Mosquitoes. The SP shall control mosquitoes, using surface drainage and ULV or EPA-approved adult mosquito control products. Seven New Jersey light traps shall be set and checked weekly from 1 April to 1 September. Specimens shall be delivered to The Preventive Medicine Office daily. Light trap locations shall be changed, in accordance with the treatment directed by the Preventive Medicine Office, via service order. The SP Applicator shall be licensed in Category 8, Public Health. Light trap locations are identified in Attachment J- VI C-5 09 6.

C-5.09.6.2 Flies. The SP shall provide, on a service-order basis, control of biting and non-biting flies in and around food service areas, stables, dog kennels and other areas, as necessary. The SP shall use all sanitation and mechanical control methods, before using chemical controls. Aerosols and ULV space treatments with synergized pyrethrum may be used to control problems within buildings. The SP shall notify Preventive Medicine where service for fly control was performed, so that the office may set a standard fly grid for surveillance. The SP Applicators shall be licensed in Category 8, Public Health.

C-5.09.7 TURF AND ORNAMENTAL PLANT CONTROL.

C-5.09.7.1 Trees, Shrubs and Ornamental Plants within Improved Ground Areas. The SP shall, seasonally inspect for and treat, to control defoliating insects, sucking insects and borers attacking trees, shrubs and ornamental plantings in the UPH and main post area. The SP shall use survey methods in TM 5-632. There shall be no visible pest activity for three (3) working days after treatment. The SP Applicators shall be licensed in Category 3A, Ornamental and Turf (Pesticide).

C-5.09.7.2 Ornamental Lawn and Turf Disease Control. The SP shall survey and treat irrigated grounds on Main Post to control diseases caused by bacteria, fungi and nematodes, which affect ornamental lawn and turf. Target disease shall be controlled within ten (10) days of treatment. The SP Applicators shall be licensed in Category 3A, Ornamental and Turf. See TE-16 for areas to be treated.

C-5.09.8 VEGETATION CONTROL.

C-5.09.8.1 Fence-lines and Other Structures. The SP shall treat (defoliate and apply a pre-emergent) an eighteen (18)-inch-wide band along each side of fence-line and other structures semi-annually during the months of March and September shown on Attachment J- VI C-5.09 07. There shall be no living vegetation within the 36-inch band 14 days after treatment. Applicators shall be licensed in Category 6, Right of Way.

C-5.09.8.2 Paved Areas. The SP shall defoliate joints and cracks in paved streets, parking areas, sidewalks, and curbs throughout Main Post quarterly. This is approximately a 50 man-hour requirement with mechanized equipment each occurrence. The SP shall defoliate airfield runways, taxiways, the family housing area, parking aprons and other range areas on a service request basis only. There shall be no living vegetation in areas treated 10 days after treatment. Defoliation will occur year round. Applicators shall be licensed in Category 6, Right of Way.

C-5.09.8.3 Road Shoulders. The SP shall spray approximately 205 miles of road shoulders identified in Attachment J- VI 5.09 05 with pre-emergent (March and September) and selective herbicide (March, June, September, and December) to prohibit weed growth without destroying the natural grasses utilized for erosion control. The SP shall accomplish this four times a year spread over time to optimize weed control. Applicators shall be licensed in Category 6, Right of Way.

C-5.09.8.4 Weeds. The SP shall control weeds on xxx acres of improved grounds shown on Attachment J- VI C-5.09 06 and J- VI C-5.09 07.- The SP shall accomplish this 3 times a year (March, June, and September) spread over time to optimize weed control. All target weeds shall be dead or dying 10 days after treatments. See TE-18 for areas to be treated. Applicators shall be licensed in Category 3B, Ornamental and Turf (herbicide).

C-5.9 MISCELLANEOUS PEST CONTROL SERVICES.

C-5.9.1 Carcass Removal. On a service-order basis, the SP shall locate and remove all dead or dying rodents or other animals from the cantonment and other human-occupied areas and dispose of them in the carcass burial pit a minimum of five (5) miles outside of the cantonment. The SP shall coordinate with appropriate state and federal agencies before final disposition of carcasses of state- and federally-protected wildlife species. When noxious odors indicate the presence of dead rodents or other animals in areas not easily accessible, the SP shall locate and remove the carcass and/or apply an effective deodorizer. The SP shall remove and complete disposal of carcasses within twenty-four (24) hours and neutralize odor within four (4) hours of notification. The SP shall not pick up or dispose of animal carcasses, under the control of the range/installation wildlife personnel, such as deer, oryx, antelope, badgers, bobcats, mountain lions, bears, horses and all birds, except pigeons. The SP shall notify the WSMR Environmental Office of any calls concerning game animals.

C-5.9.2 Special Events. The SP shall provide, on a service-call basis, treatment of special event locations to ensure areas are pest free when the events are held. Special events include, but are not limited to, welcome and graduation ceremonies, outdoor religious services and retreats. The area shall be inspected and treated to maintain pests at minimum levels. Applicators shall be licensed in Category 3A, Ornamental and Turf (Pesticide).

C.5.10 HOUSING SERVICES. The Service Provider (SP) shall manage and operate the UPH in accordance with AR 210-50, Housing Management. The SP shall develop and maintain UPH standing operating procedures, policies and local directives and shall provide input to the planning, programming, budgeting and execution of UPH operations. The Unaccompanied Personnel Housing Services workload is contained in attachment J- VI C-5.10 01.

C-5.10.1 IMPLEMENTING POLICIES. The SP shall implement UPH policies for eligibility, assignment, occupancy and termination which consist of reviewing orders, in and out processing, application assignment and termination, processing paperwork, managing waiting lists, providing certificate of non-availability (CNA) and referral assistance, and coordinating with other offices (Air Force, National Guard, and Military Pay).

C-5.10.2 MAINTENANCE. The SP shall maintain the Housing Operations Management System (HOMES) database by entering assignments, terminations and all data required to satisfy reporting requirements. Data entries shall be coded correctly and reviewed for accuracy by the SP. The SP shall inventory location and condition of furnishings and shall post information in the HOMES.

C-5.10.3 FACILITY CUSTODIAN. The SP shall serve as Facility Custodian for UPH facilities and furniture warehouses. The SP shall control and coordinate movement and handling of furniture and equipment in and out of UPH facilities. The SP shall manage inventories and accountability in accordance with AR 710-2, Supply Policy Below the Wholesale Level which requires that Government Property be placed on a hand receipt and semi-annual property inventories be performed by the SP.

C-5.10.4 INSPECTIONS. The SP shall ensure that UPH facilities conform to all Army standards to include Fire and Safety, Environmental, Energy Management, and Quality of Life requirements. The SP shall conduct inspections IAW Army Policy and Regulations conforming to all standards. The SP shall perform quality control inspections to verify quality of work performed and material used to include but not limited to the following inspections: Assignment, pre-termination, termination, custodial, facilities maintenance/repair and furniture and equipment replacement/repair..

C-5.10.5 COORDINATION. The SP shall be responsible for coordinating the upkeep and maintenance of UPH facilities to include: assessing damages by occupant; determining custodial services of day rooms, kitchens, laundry rooms and restrooms; scheduling of routine maintenance and cleaning of assigned rooms and apartments.

C-5.10.6 CHANGE OF OCCUPANCY. The SP shall provide change of occupancy maintenance to prepare dwelling for future occupancy by submitting service orders or work orders for required repairs.

C-5.10.7 M&R OF FURNITURE AND EQUIPMENT. The SP shall maintain and repair furniture and equipment. The SP shall provide upkeep and maintenance of UPH furniture and equipment by scheduling and executing repair, disposal and clearing in preparation of use.

C-5.10.8 REPLACEMENT. The SP shall provide replacement and acquisition services for equipment and furnishings IAW the CTA. The SP shall order, receive, deliver, account and turn-in UPH furnishings and equipment through the DGR. Funding for UPH equipment and furnishings is included in the DPW UPH budget.

C-5.10.9 ESTABLISHING AND MAINTAINING KEY CONTROL. The SP shall be responsible for establishing and maintaining key control on UPH facilities and warehouses IAW AR 190-13, Army Physical Security Program.

C-5.10.10 QUALITY ASSURANCE. The SP shall perform quality assurance inspections of performed custodial services; furniture and equipment repair; building maintenance, repair or construction as required. The SP shall document the inspections and provide the written inspections reports to the DGR.

C.5.11 ENVIRONMENTAL SERVICES.

C-5.11.1 Natural Resources Program.

C-5.11.1.1 Hunting Related Activities. The SP shall coordinate with the Environment Division chief, the Directorate of Emergency Services, and the New Mexico Department of Game and Fish (NMDGF) the following hunting related activities: 1) coordinate hunt dates with NMDGF, Range Scheduling, Range and Operations; 2) oversee hunts using the procedures listed in the *White Sands Missile Range Installation Hunting Program Guidance, Policies, and Procedures*. 3) provide comments to the state through review and comment on NMDGF Regulations; 4) develop and provide hunter communication and correspondence; 5) establish and manage hunter check stations; 6) conduct hunt orientation and safety briefings; 7) conduct public hunter vehicle inspections; 8) patrol hunt areas; 9) assist hunters in the field; 10) develop post-hunt reports; 11) brief and report results and findings; 12) coordinate aerial and ground surveys areas with WSMR security personnel; 13) conduct aerial and ground surveys and record data using global positioning system equipment; 14) plot survey data and map the results in Arc GIS format; 15) develop survey reports based on ground and aerial survey data. The SP shall conduct the hunter check-in process. During this process, all hunters are provided information concerning their hunt to include a Hunter Information Card (HIC), hunt area map, hunter safety briefing summary, Release and Hold Harmless Agreement, Hunter Law Enforcement Memorandum, and unexploded ordinance (UXO) forms. Hunters and guests are required to sign the HIC, agreeing to the information provided in the Release and Hold Harmless Agreement, Hunter Law Enforcement Memorandum, and the UXO form. The SP shall collect the forms listed above.

C-5.11.1.2 Hunt Program Reporting. The SP shall prepare a report after each hunt. The report will detail the following: 1) number of permits; 2) number of hunters; 3) number of hunters denied entry; 4) any violations of either range regulations or New Mexico hunting regulations; 5) number of animals killed; 6) animals killed based on sex and age; 7) location(s) of the hunt; 8) notes and observations on the hunt (if any). The report will be furnished to the COR.

C-5.11.1.3 Conservation Law Enforcement Program. The SP shall serve as the coordinator for all conservation law enforcement actions. The SP shall establish and revise in response to changing conditions, WSMR regulations dealing with conservation law enforcement. The SP shall serve as a witness in legal cases dealing with poaching animals. The SP shall coordinate conservation law enforcement activities with WSMR Game Wardens.

C-5.11.1.4 Planning Level Surveys of Vertebrate Species. The SP shall conduct Planning Level surveys of vertebrate species. The species subject to planning level surveys will be determined in consultation with the Environmental Division Chief. Species selected for planning level survey may change from year to year. Survey techniques will be selected based on conditions existing at the locale and also will vary by species. The SP shall prepare a report of each survey, address comments from state and Federal regulators, WSMR officials and submit it to the COR. The SP shall maintain and update the existing WSMR database for vertebrate species. A project file detailing all work on planning level surveys and all correspondence will be maintained and updated as work progresses. The SP shall consult the U.S. Fish and Wildlife Service and New Mexico Department of Game and Fish to identify procedures and tasks to be used to conduct the planning level surveys. A written record of all telephone conversations and emails with natural resources regulators will be kept by the SP. The written record will be kept either on a special form or as legible handwritten notes.

C-5.11.1.5 Invertebrate Species Planning Level Surveys. The SP shall conduct planning level surveys of invertebrate species. The species subject to planning level surveys will be determined in consultation with the Environmental Division Chief and through use of aerial or remote sensed images and also through ground truth information or eyewitness information. Species selected for planning level survey may change from year to year. The SP shall prepare a report of the survey, address comments from state and Federal regulators, WSMR officials and submit it to the COR. The SP shall maintain and update the existing WSMR database for invertebrate species. A project file detailing all work on planning level surveys and all correspondence will be maintained and updated as work progresses.

C-5.11.1.6 Collection and Transportation of Animals. The SP shall collect, transport, transfer, or dispose of dead or injured migratory birds. The SP shall respond to calls regarding dead or injured birds from security personnel and inhabitants of housing areas. The SP shall obtain MBTA permits, maintain records to be used in developing an annual report, and prepare an annual report for annual MBTA permits. The SP shall prepare an annual report on the number and species disposed.

C-5.11.1.7 Erosion Control Field Work. The SP shall conduct field surveys and site visits to installation areas that have erosion. Maps of erosion areas will be produced from the surveys and site visits. Maps will be created using global positioning system equipment. The maps and accompanying data will be entered into the environmental GIS in ArcGIS format. The SP shall make recommendations to fix the erosion problem and produce a cost estimate for the work.

C-5.11.1.8 Road Design for Erosion Control. The SP shall consult Directorate of Public Works road engineers to assist in the design of all new roads to ensure that appropriate protection of existing drainage patterns, wetlands, cultural resources, and aquatic habitats is incorporated into design. The SP shall use Army and Department of Defense guidelines for road construction in the preparation of all road construction and modification plans. The SP shall review new road construction projects and modifications to existing roads that are proposed.

C-5.11.1.9 Installation Plant Inventory and Herbarium. The SP shall develop WSMR procedures and guidelines for rare and endemic desert plant species. These are species, the management of which will keep them from becoming a threatened or endangered species. These can include rare and endemic plants which are not yet listed as threatened or endangered or plants which occur only on WSMR. The procedures and guidelines will follow Department of Defense (DOD) guidelines for desert plants. The SP shall consult DOD officials annually for current guidelines on desert plants. The SP shall also consult state of New Mexico officials for issues that involve state rare and endemic plant species. A written record of all telephone conversations and emails with natural resources regulators will be kept by the SP. The written record will be kept either on a special form or as legible handwritten notes. The SP shall review, for impacts for rare and endemic plants, military mission activities submitted for review under the National Environmental Policy Act. Recommendations for mitigation or project avoidance will be made. The SP shall develop a schedule for monitoring and survey for additional populations the following species of rare and endemic plants: a) Organ Mountain evening primrose - montane habitat species; b) Organ Mountain foxtail cactus - montane habitat species; c) White Mountain false pennyroyal - montane habitat species; d) Branching penstemon - montane habitat species; e) Cliff brittlebrush - montane habitat species; f) Vasey's bitterweed; g) Mescalero milkwort; h) Ecobaria villardii. The SP shall develop scopes

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of work, independent government estimates and supporting documents for contracts dealing with rare and endemic plant species. The SP shall serve as contracting officer's representative and oversee contractors conducting plant work. The SP shall evaluate contractor deliverables for adherence to contract specifications and prepare and sign receiving reports. These tasks are inherently governmental according to 16 U.S.C. 670 (the Sikes Act). The nature of these tasks requires that agency policy be determined and implemented and regulatory content analyzed and applied as it relates to the DPW and the installation.

C-5.11.1.10 Plant Inventory Site Visits and Collections. The SP shall conduct site visits to locations with rare and endemic plant species. The SP shall collect plant specimens for addition to the WSMR herbarium. The species and locations for collection will be done in consultation with the Environmental Division chief and through use of aerial or remote sensed images and also through ground truth or eyewitness information. The SP shall identify the species collected using both scientific name and local/colloquial name(s). The locations for collection may, at times, be in remote locations and collection may be dependent on such factors as rainfall, soil moisture, and sunshine.

C-5.11.1.12 Herbarium Operations. The SP shall prepare plant specimens collected for inclusion into the WSMR Herbarium collection. Mounting and collection will be done in accordance with the WSMR procedures for Herbarium operation. The plants will be mounted and preserved and placed in the Herbarium. Accession data for each specimen will be entered into the WSMR Herbarium database. The SP shall maintain the WSMR Herbarium to ensure the collection's permanence. This includes an annual check on specimen condition, bi-annual checks to ensure no rodent or bug infestations have occurred and an annual audit to ensure all specimens are present and accounted for. The SP shall develop a procedure for loans of collected specimens. Loans will be made to researchers needing specimens and returned to the collection when the loan expires. The Herbarium collection will be made available for researchers needing specimens upon written request. A record of each request will be kept in order to track usage of the collection. The SP shall provide a space for researchers using the collection to examine the specimens. The SP shall develop security procedures for the Herbarium collection. The security procedures for the collection will be made known to all researchers using the Herbarium before the research begins.

C-5.11.1.13 Invasive Plant Surveys. The SP shall conduct site visits to locations with invasive plant species. Locations will be determined through the use of aerial imagery, contractor or government employee reports, or word of mouth. The SP shall map invasive plant species on WSMR using global positioning system equipment and furnish the data in ArcGIS format. Species to be mapped are to be determined in consultation with the Environment Division chief and through use of aerial or remote sensed images and also through ground truth or eyewitness information. The SP shall use the map data to develop a checklist of invasive plant species. The checklist will be examined annually and updated if new species are discovered or existing species are eradicated. For eradicated species, the SP shall conduct annual site visits to the location to determine ensure the complete eradication at each particular spot. If a species re-inhabits a location, eradication and monitoring will continue. The SP shall use the map data to conduct removal and/or treatment of invasive species. If the strategy of treatment is use of herbicide, the SP shall contact the installation Pest Manager to ensure that all state and Federal laws regarding herbicides are followed.

C-5.11.1.14. Vegetation Mapping. The SP shall map unique vegetative features with global positioning system equipment and furnish the data in ArcGIS format. Unique vegetation

features will be determined in consultation with the Environment Division chief and through use of aerial or remote sensed images and also through ground truth or eyewitness information. The SP shall map prescribed burn areas post burn with global positioning system equipment and furnish the data in ArcGIS format. Attributes to be recorded during the mapping process will be determined in consultation with the Environment Division chief. The SP shall map salt cedar stands on the installation. The data will be furnished in ArcGIS format.

C-5.11.1.15 Northern Aplomado Falcon Survey. The SP shall conduct surveys for the Northern Aplomado Falcon. Areas to be surveyed, survey dates, and survey methodology will be determined in the scope of work issued to the contractor doing the work. The SP shall prepare a report of the findings of the survey and address comments on the report by the WSMR endangered species management staff and natural resources regulators (if any).

C-5.11.1.16 Todsens Pennyroyal Surveys. The SP shall identify suitable habitat and conduct surveys for populations of Todsens pennyroyal. The survey areas and suitable habitat will be identified through the use of aerial imagery, informant information and/or soil survey data. The SP shall map the populations with global positioning system equipment and furnish the data in ArcGIS format. The SP shall conduct surveys for Todsens pennyroyal populations in all suitable habitat. Suitable habitat can be in isolated areas where no vehicles will be able to reach. The SP shall monitor species dynamics of Todsens pennyroyal and make observations about the health of a particular population. Recommendations for the management of particular populations will be made, if deemed necessary. The SP shall prepare a report on the findings of the survey and address comments from the U.S. Fish and Wildlife Service and WSMR botany staff. The SP must carry cell phones or radios accessible by the WSMR radio trunking system when conducting work in remote areas.

C-5.11.1.17 Pupfish Monitoring and Surveys. The SP shall conduct pupfish surveys, monitoring and prepare a report of the findings. The SP shall monitor White Sands Pupfish populations on a semi-annual basis. The SP shall monitor the essential habitat for the pupfish to characterize natural events and cumulative effects from military activities. The SP shall monitor for the introduction of non-native aquatic organisms and non-native terrestrial flora. The SP shall develop mitigation if non-native aquatic organisms and non-native terrestrial flora are introduced into essential habitat. The SP shall remove military mission debris from essential pupfish habitat.

C-5.11.1.18 Black-tailed Prairie Dog Surveys. The SP shall conduct BTPD surveys and prepare reports of the findings. The locations of all colonies will be mapped with global positioning system equipment and the data furnished in ArcGIS format. The SP shall map suitable habitat for the BTPD and furnish the data in ArcGIS format. The SP shall conduct surveys for BTPD populations in all suitable habitat identified. Suitable habitat can be in isolated areas where no vehicles will be able to reach. The SP shall monitor species dynamics of BTPD and make observations about the health of a particular population. Recommendations for the management of particular populations will be made, if deemed necessary.

C-5.11.1.19 Oscura Mountain Chipmunk Surveys. The SP shall conduct Oscura Mountain Chipmunk surveys and prepare reports of the findings. The locations of all colonies will be mapped with global positioning system equipment and the data furnished in ArcGIS format. The SP shall map suitable habitat for the Oscura Mountain Chipmunk and furnish the data in ArcGIS format. The SP shall conduct surveys for Oscura Mountain Chipmunk populations in all suitable habitat identified. Suitable habitat can be in isolated areas where no

vehicles will be able to reach. The SP shall monitor species dynamics of Oscura Mountain Chipmunk and make observations about the health of a particular population. Recommendations for the management of particular populations will be made, if deemed necessary. The SP must carry cell phones or radios accessible by the WSMR radio trunking system when conducting work in remote areas.

C-5.11.1.20 Yellow-billed Cuckoo Surveys. The SP shall conduct Yellow-billed Cuckoo surveys and prepare reports of the findings. The locations of all colonies will be mapped with global positioning system equipment and the data furnished in ArcGIS format. The SP shall map suitable habitat for the Yellow-billed Cuckoo and furnish the data in ArcGIS format. The SP shall conduct surveys for Yellow-billed Cuckoo populations in all suitable habitat identified. Suitable habitat can be in isolated areas where no vehicles will be able to reach. The SP shall monitor species dynamics of Yellow-billed Cuckoo and make observations about the health of a particular population. Recommendations for the management of particular populations will be made, if deemed necessary. The SP must carry cell phones or radios accessible by the WSMR radio trunking system when conducting work in remote areas.

C-5.11.1.21 Southwest Willow Flycatcher Surveys. The SP shall conduct Southwest Willow Flycatcher surveys and prepare reports of the findings. The locations of all colonies will be mapped with global positioning system equipment and the data furnished in ArcGIS format. The SP shall map suitable habitat for the Southwest Willow Flycatcher and furnish the data in ArcGIS format. The SP shall conduct surveys for Southwest Willow Flycatcher populations in all suitable habitat identified. These surveys will be done annually. Suitable habitat can be in isolated areas where no vehicles will be able to reach. The SP shall monitor species dynamics of Southwest Willow Flycatcher and make observations about the health of a particular population. Recommendations for the management of particular populations will be made, if deemed necessary. The SP must carry cell phones or radios accessible by the WSMR radio trunking system when conducting work in remote areas.

C-5.11.1.22 Desert Bighorn Sheep Field Work. The SP shall assist with sheep augmentation activities. The SP shall review state and Federal Desert Bighorn Sheep (DBS) management plans and furnish comments to the plan proponents. The SP shall conduct field surveys of DBS on the installation. The SP shall participate in interagency projects to relocate DBS to the installation. The SP shall participate in multi-agency efforts to identify DBS predators and will participate in predator control and or removal efforts. The areas where DBS work is carried out is in steep mountain canyons. The SP shall make safety of workers a top priority. The SP must carry cell phones or radios accessible by the WSMR radio trunking system when conducting work in remote areas.

C-5.11.1.23 General Wildlife Research Field Work. The SP shall coordinate and assist with wildlife capture operations. Specific wildlife species and the number of each species to be captured will be determined in consultation with WSMR wildlife subject matter experts and after coordination with either the USFWS or the NMDGF. The SP shall coordinate and assist the wildlife tracking and telemetry operations. Tracking operations are to be conducted at a minimum of twice a month. The SP shall keep a log of all wildlife tracked. The SP shall replace failed tracking devices on animals. The SP shall note animal mortality and report these to the WSMR wildlife program manager. Many locations for tracking wildlife are in remote areas and may require access by foot or all terrain vehicle. The SP must carry cell phones or radios accessible by the WSMR radio trunking system when conducting work in remote areas.

C-5.11.1.24 Geological Field Work. The SP shall conduct site visits to unique geological features on the installation. The SP shall make collections of rocks, mineral, and fossils found at these locations for the purpose of developing a type collection and in response to museum and/or researcher requests for specimens. Collections will be curated according to standards developed by the National Park Service.

C-5.11.1.25 Hydrological Field Work. The SP shall conduct site visits to unique hydrological features. The SP shall update installation hydrological maps and furnish the information in ArcGIS format. The SP shall map hydrological features using global positioning system equipment and furnish the data in ArcGIS format.

C-5.11.1.26 Paleontological Field Work. The SP shall conduct site visits to unique paleontological features. The SP shall make collections of fossils found at these locations for the purpose of developing a type collection and in response to museum and/or researcher requests for specimens. Collections housed at WSMR will be curated according to standards developed by the National Park Service.

C-5.11.1.27 Nuisance Wildlife Field Work. The SP shall respond to incidents where wildlife is injured or killed and determine, if the particular animal is still alive, if it can be saved. The SP shall set traps for nuisance wildlife, check the traps for animals and remove the animals from the traps. Nuisance animals captured will be released into the wild in areas where the animals are isolated from human contact. Areas for release will be selected in consultation with the Wildlife Program manager. Injured wildlife will be transported to rehabilitation centers. The SP shall remove and dispose of animal carcasses in accordance with state and Federal regulations.

C-5.11.1.28 Wildlife Water Program Support. The SP shall inspect wildlife water units for damage and to ensure their continued operation. The SP shall coordinate the routine maintenance of units and repairs to damaged units. The SP shall purchase the necessary materials for repair of the units. The SP shall install new wildlife water units in consultation with the Wildlife Water Program manager.

C-5.11.1.29 Scientific/Educational Wildlife Permits. The SP shall represent the installation in negotiations with Federal and state wildlife regulatory agencies on scientific and wildlife permits. The installation Wildlife Manager will initiate negotiations based on requests from researchers or wildlife contractors working on the installation. These tasks are inherently governmental according to 16 U.S.C. 670 (the Sikes Act). The nature of these tasks requires that agency policy be determined and implemented and regulatory content analyzed and applied as it relates to the DPW and the installation.

C-5.11.1.30 Scientific/Educational Wildlife Permits Preparation. The SP shall develop wildlife permits in consultation with the installation Wildlife Manager. The SP shall prepare a report of activities as required by each individual permit. The SP shall prepare animal specimens for exhibit or research and dispose of the specimens upon completion of the research.

C-5.11.1.31 Natural Resources Volunteer Program. The SP shall serve as the installation manager for the Natural Resources Volunteer Program. The SP shall assign duties to the volunteers and track their time. Volunteer time will be sent monthly to the installation volunteer coordinator. The SP shall review volunteer reports and make comments. The SP shall prepare

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requests for Security badges and photo permits and forward these to the proper security personnel. All badges will be returned at the completion of the volunteer's service. The SP shall complete nominations for volunteer awards and attend award ceremonies.

C-5.11.1.32 Integrated Training Area Management (ITAM) Program Coordination. The SP shall review all ITAM proposals for impacts to natural resources. Comments on the projects will be furnished to the ITAM Project Manager. The SP shall make recommendations for mitigation of impacts to natural resources occurring in ITAM projects.

C-5.11.1.33 Bat Conservation Program Fieldwork. All bat conservation fieldwork will be done in accordance with the permit (*Authorization for Taking Protected Wildlife for Scientific and/or Education Purposes*) issued by the New Mexico Department of Game and Fish. The SP shall survey for various species of bats. Collections of bats will total numbers allowed in the permit. Techniques to capture bats include use of mist nets and/or harp traps. The SP shall identify bat species captured. The SP shall monitor bat populations through direct observation and/or the use of such techniques as acoustic monitoring. As bat populations frequently inhabit buildings, the SP shall respond to service calls for bats and evaluate the situation. The SP shall plan bat exclusion in areas or buildings where the populations will conflict with humans. Dead bat specimens will be stored in a chest freezer in Building 163. Upon approval by the NMDGF, individual specimens in good shape may be set for preparation of educational display mounts or prepared as voucher specimens. The SP shall donate all carcasses to the New Mexico State University biology department or to the Museum of Southwestern Biology at the University of New Mexico. All personnel handling bats must have a pre-exposure rabies vaccinations and have their blood checked every 2 years to make sure rabies antibodies are at high enough levels. A booster shot is necessary if rabies antibodies are too low.

C-5.11.2 CULTURAL RESOURCES PROGRAM.

C-5.11.2.1 Curation Program Activities. The SP shall prepare artifacts, objects, and paper documents for long term storage using WSMR curation guidelines. The artifacts, objects, and paper documents are generated from contractor archaeological work and from researchers working on the installation. The SP shall conduct annual audits of the curation program to ensure installation compliance with 36 CFR 79.

C-5.11.2.2 Artifact Curation and Storage. The SP shall transport artifacts, objects, and paper documents to the Fort Bliss Curation Facility for permanent storage. The SP shall perform stabilization and rehabilitation on artifacts collected during small projects and artifacts returned to the installation from outside repositories. The SP shall assign individual catalog numbers for each artifact, place artifacts in archival quality bags and attach archival quality foil backed labels to the bags with the information required by the WSMR curation guidelines. The bagged artifacts will be placed in archival quality boxes and transported to the Fort Bliss Curation Facility. The SP shall enter catalog numbers into the artifact database and will maintain the artifact database, including backups to CD-ROM. The artifact database is a Microsoft Access file. The SP shall maintain archaeological records-project files, site forms, reports, and maps held in the WSMR collections. These are in Buildings 19200 and 126. The SP shall file new state site forms in the correct cabinets in Building 19200. New archaeological reports will be placed in the cabinets in the report room in Building 19200. These are filed by year of publication. Reports received from contractors and researchers will be entered in the electronic archaeological database (if not already entered), one copy filed in the library, and remaining copies filed in Building 19300. Unbound copies are to be filed by date in the archive building (Building 19300). The remainder of the copies are to be filed, with labeled divider, in

Building 19300. Electronic copy of the reports, both text and .pdf file, shall be filed within the electronic database utilizing the project CD-ROM with photographs and other data. For archaeological reports that are offprints: Single copies of offprints shall be entered in the database and filed in a labeled folder (author, date, title) in the archaeology offprints file cabinet. For other reports and books: The contractor shall enter in the archaeological database and file in the Environmental Library located in Building 163. Contractor projects typically produce 10 cubic feet of material (both paper and artifacts) for each contract. The contractor will perform stabilization on artifacts housed in the WSMR collection. These include metal, ceramic, bone, cloth, wood, and all other perishable artifacts in the WSMR collection. The SP shall consult the NPS Museum Handbook and the Museum Management Program for techniques and procedures for artifact stabilization.

C-5.11.2.3 Large Format Maps and Project Folders. Large format maps will be placed in the map cases in building 19200. Large format maps will be tested for acid content and maps with a high acid content will be first be de-acidified using archival methods as recommended by the National Park Service (NPS) in the NPS *Museum Handbook*. Treated maps will be encapsulated between two sheets of archival quality mylar held together with archival quality double stick tape and placed in the correct drawer in Building 19300. The SP shall develop a database of large format maps held in the WSMR cultural resources collection. Maps that are in poor shape and for which stabilization will destroy will be copied on acid free paper and placed in the proper trays. Project folders are generated from contractor cultural resources projects. These will be inspected by the SP for acid content of the folder and paper documents they contain. Acidic paper documents will be copied onto acid free paper and the folders (if found to contain acid) replaced with archival quality folders. The project folders will be placed in chronological order in the correct cabinets in Building 19300.

C-5.11.2.4 Buildings 19200 and 126 Climate Control. The SP shall visit Buildings 19200 and 126 to check conditions in the buildings. Building 19200 has climate control. This will be checked monthly to ensure proper temperature and humidity. If the climate control system is not functioning properly (humidity and temperature higher or lower than recommendations from the National Park Service's *Museum Management Handbook*), the SP shall call in a Service Order to fix the problem. The SP shall observe for leaks and moisture from condensation that can affect collections in both buildings. If leaks or moisture from condensation are observed, the SP shall call in a Service Order to fix the problem. The SP shall remove damaged documents and maps from the source of the moisture and begin efforts to dry the material and repair any damage. The SP shall observe the collections for rodent and insect infestations. If rodent or insect infestations are observed, the SP shall call in a Service Order to fix the problem. Documents damaged by rodent or insect infestations will be cleaned according to the procedures listed in the National Park Service's *Museum Management Handbook*. *Documents that are damaged will be copied on acid free paper after cleaning.* Documents damaged by mold or water will be dried and cleaned according to the procedures listed in the National Park Service's *Museum Management Handbook*. Documents that are damaged will be copied on acid free paper after cleaning.

C-5.11.2.5 Project and Catalog numbers. The SP shall assign project and catalog numbers for new archaeological projects. These will be entered into the existing cultural resources Microsoft Access database. Electronic copies of each archaeological report will be copied onto the reports directory on the environmental server. The Contractor shall place together the project folders from archaeological contractors and the Government, re-label both (when required) with short name, project number, and contractor number, and file hanging folders in the archaeology section, Building 19300.

C-5.11.2.6 Archaeological Photos. The SP shall label archaeological photos and slides using foil backed archival labels. Labeling can also be done by hand in permanent archival ink or by laser printer. After labeling, the contractor shall place the photos in archival sleeves and place the sleeves in three ring binders. Slides will be placed in archival sleeves with the labeling information written in permanent ink. Large photos will be placed in page size archival sleeves with foil backed labels and placed in a binder. The curated photo binders will be placed in the photo storage cabinets in Building 19200. The SP shall enter photo catalog numbers in the Microsoft Access photo database. Digital photos will printed on a laser printer and placed in archivally stable sleeves. Compact Disks (CD) with digital photos and other data on them will be placed in archival sleeves especially designed to hold CDs. The sleeves must be page size to fit in to three ring binder. Three ring binders with CDs will be placed in photo storage cabinets in Building 19300.

C-5.11.2.7 Cultural Resources Survey, Testing, and Mitigation and Reports. The SP shall conduct archaeological survey, testing of sites for National Register of Historic Places eligibility and mitigation of sites eligible for the National Register of Historic Places. The SP shall prepare a report of all cultural resources work conducted. Thirty copies of each report shall be furnished to the Government. A microfiche master of each final report, including the data compendium if applicable, shall be supplied together with 10 microfiche copies. All text and tables shall also be furnished to the Government on CD-ROM. All data shall be in a format approved in advance by the COR.

C-5.11.2.7.1 Technical Reports. The SP shall prepare draft and final technical reports and these will contain a concise management summary; identification and description of the project; research design; description of survey methods and procedures used to locate and identify cultural resources with a discussion of the intensity of survey and specification of the time expended on the study and the individuals involved; definitions of sites and isolated occurrences; descriptions of each cultural site and isolated occurrence recorded during the inventory survey; the conditions under which collections were made; results of historical studies; cultural resources management data, (assessment of impacts, data recovery/preservation measures, National Register evaluation, scientific potential, and strategy for recovery of significant data) for each resource; summary of study results and recommendations for future work; illustrative photographs, maps, and drawings, as appropriate, and the data compendium, if applicable.

C-5.11.2.8 Prefield Investigation for Archaeological Survey. The SP shall review, if necessary, relevant files at the New Mexico Archaeological Records Management System files, White Sands Missile Range, and contractor cultural resource documents. The SP shall query the NMCRIS database and map server to identify previously recorded sites and previous archaeological investigations located in the APE or project area and in the buffer area extending 500 meters in every direction from the edge of the APE or project area; extend the buffer to 1000 meters in every direction from the edge of the APE or project area if the 500-meter search fails to identify the presence of previously recorded sites; query the NMCRIS database to identify additional surveys that may be in the APE or project area and buffer area. This will insure that sites are not recorded with a different Laboratory of Anthropology site number. The SP shall review national and state register property files maintained by New Mexico Historic Preservation Division (HPD) to determine whether properties listed in the national or state registers are present in the APE or project area; obtain copies of nominations for all state or national register properties that may be directly or indirectly affected by the project

The SP shall file the New Mexico Cultural Resources Information System (NMCRIS) Investigation form with NM Archaeological Records Management System (ARMS) personnel. ARMS personnel will assign a NMCRIS number and return the form to the SP. The SP shall file the NMCRIS form with the project file and use the NMCRIS number on all reports and all correspondence with the SHPO and ARMS.

C-5.11.2.9 Archaeological Survey. The SP shall conduct pedestrian archaeological survey in selected parcels at 15 meter transect intervals. The SP shall record all historic properties discovered in accordance with WSMR Archaeological Standards and Procedures. The SP shall evaluate historic properties recorded using historic contexts in the WSMR ICRMP and will also prepare determinations of eligibility for the National Register of Historic Places for each newly recorded historic property. The use of “Undetermined” for eligibility shall be used minimally. The amount of area surveyed including recording time should not exceed 40 acres per person per eight hours of survey in block survey areas or 6.5 miles of survey transect per person per eight hours of survey for linear surveys calculated for the survey project as a whole and not daily. Terrain and the number and complexity of cultural resources influence survey velocities. When survey velocities are greater than this standard, include an explicit explanation in the survey report.

C-5.11.2.9.1 In-Field Analysis for Archaeological Survey. The SP shall conduct sufficient in-field analysis and recording at sites recommended “not eligible” in an effort to exhaust the data potential. Make collections of diagnostic artifacts (if any) and curate them according to established WSMR standards. These are generally items that have commercial value or that need identification in a lab setting such as: whole bottles, V-2 or other Cold War missile parts (must be clearly identifiable as coming from a V-2 or a Cold War missile), projectile points, unusual prehistoric ceramics, large ceramic sherds, stone tools such as drills. Do not collect every piece of metal, ceramic sherd, ground stone, or fire cracked rock encountered. Also frequently encountered on WSMR are concrete pads and dirt berms. These are to be recorded as Isolated Occurrences unless they can be tied to a specific missile or testing program that was important in the Cold War. Questions regarding collection of items can be addressed with WSMR Cultural Resource Manager on a case by case basis thru a phone call. The SP shall record all archaeological manifestations with GPS or total station. Furnish the GPS or total station files in ArcGIS format on CD-ROM for all archaeological sites. GIS files to be submitted include 1) a polygon of each site boundary; 2) a point for each site datum; 3) a point for all major site features. These must be submitted in ArcGIS format. The contractor must submit one ArcGIS .LYR file or .SHP file with all site polygons in it. All GIS files must have the metadata prepared and submitted also. Isolated Occurrences can be recorded with hand-held GPS receivers.

C-5.11.2.9.2 In-field Analysis of Artifacts Found During Archaeological Survey. Conduct sufficient in-field analysis and recording at all sites so that the sites may be characterized. This can include but is not limited to: 1) analysis of groundstone form and material type; 2) analysis of flaked stone artifact attributes. Lithic analysis procedures should focus in discovering patterns (if any) in lithics found. 3) analysis of temper, paste, decoration, surface finish on prehistoric ceramics; 4) analysis of feature type and location with comparison to the results in Church (2002). Place the results of analysis in table format and insert into each site description. The SP shall conduct sufficient in-field analysis and recording that exhausts all data potential at sites recommended “not eligible”. This can include but is not limited to: 1) analysis of groundstone form and material type; 2) analysis of flaked stone artifact attributes. Lithic analysis procedures should focus in discovering patterns (if any) in lithics found. 3) analysis of

temper, paste, decoration, surface finish on prehistoric ceramics; 4) analysis of feature type and location with comparison to the results in Church (2002). Place the results of analysis in table format and insert into each site description. Conduct sufficient geomorphological analysis that can place all prehistoric sites recorded into a context that can be used to evaluate integrity and support determinations of “eligible” or “not eligible”. Geomorphological work should build on previous studies conducted in the Hueco Bolson/Tularosa Basin (Monger and Buck 1995; Monger 1993; Hall 1999; Norton 2002). The geomorphic analysis is to be focused on broad area mapping of geomorphic units with an emphasis on determining site integrity as it relates to each mapped unit. The broad area mapping will be supplied in ArcGIS format (.shp format). Broad area mapping is defined as the mapping of geomorphic units through the use of aerial photography and soil data. All historic properties will be evaluated using the historic contexts developed in the WSMR Integrated Cultural Resources Management Plan dated 2002. As most historic period properties will occur on the surface, it will not be necessary to conduct geomorphological investigations at them. In-field analysis of historic period sites should focus on time sensitive attributes of specific classes of artifacts including but not limited to bottles, cans, insulators. Place the results of in-field analysis in table format in the individual site description.

C-5.11.2.9.3 Draft and Final technical report. The SP shall prepare a draft technical report for submission. The technical report will include a summary of the background research; a summary of all field and laboratory analyses; a comprehensive inventory of historic properties discovered during the field work; recommendations for National Register eligibility. The SP shall address review comments from White Sands Missile Range Directorate Environment, Environmental Stewardship Division, New Mexico State Historic Preservation Officer, and appropriate Indian Tribes. The SP shall submit a final technical report and all remaining deliverables to the White Sands Missile Range, Environmental Stewardship Division.

C-5.11.2.10 National Register of Historic Places Eligibility Testing. The SP shall determine National Register eligibility of archaeological sites using methods such as shovel scraps, trowel tests, backhoe trenches, and shovel tests. Remote sensing techniques, such as Ground Penetrating Radar or Magentometer may also be used as one of a number of techniques that support eligibility determinations. The SP shall conduct surface collection of artifacts in support of site research goals. Surface collection strategies will be developed on a site-by-site basis. The SP shall determine geomorphic integrity of each site using methods and observations developed by Curtis Monger (1993), Church et al. (2001), Monger and Buck (1995), Norton (2002), and Grant Smith (1999). Map sites with GPS and furnish in ArcGIS format. The SP shall field record lithics (flaked stone) and/or ceramics in an effort to get attribute data. The data gathered will be submitted in tables and placed in each site description. The SP shall conduct archival research on historic period archaeological sites. This includes research on Homestead Act claims filed at the Bureau of Land Management, mortgage deeds and other real estate instruments filed in county courthouses, tax records, census records, oral histories, mining claims, land condemnation records, and quitclaim deeds. The SP shall interview relevant persons for the creation of oral histories. Historic research will be used to assist in determinations of eligibility for historic period sites. The SP shall prepare an updated Laboratory of Anthropology form for each site tested.

C-5.11.2.10.1 Analysis of Artifacts Collected in Field Work. The SP shall catalog and analyze any diagnostic artifacts collected from the field work according to established White Sands Missile Range Cultural resources standards and guidelines. After analysis, these artifacts will be curated according to White Sands Missile Range Cultural Resources curational

standards and guidelines and returned to White Sands Missile Range for permanent curation. The SP shall complete White Sands Missile Range site file packets for any unrecorded archaeological site (Laboratory of Anthropology Site Form and one copy with the site plotted on the 1:24000 USGS topographic map).

C-5.11.2.10.2 Draft and Final Report for National Register Testing Projects. The SP shall prepare a draft technical report incorporating descriptive summaries of all sites located and evaluated. The report will include a descriptive summary of each site and management recommendations for properties that are both eligible and not eligible for the National Register of Historic Places. As the sites in the project areas have had initial visits and almost all have “undetermined” for eligibility, the use of this category will be kept to a bare minimum. If a site cannot be determined either “eligible” or “not eligible”, recommendations for those properties that need more comprehensive testing and analysis to determine eligibility should be detailed and justified. This report will be submitted for White Sands Missile Range Directorate of Public Works, Environmental Division, and New Mexico State Historic Preservation Office comments. The SP shall address comments from White Sands Missile Range Directorate of Public Works Environmental Division archaeologists, and the New Mexico State Historic Preservation Officer. The SP shall submit a final technical report and all remaining deliverables to the White Sands Missile Range.

C-5.11.2.11 Cultural Resources Monitoring. Monitoring for buried and unknown archaeological resources may be required during construction, training exercises, or other activities to detect and prevent disturbance to them, and to act as intermediary between the COR and construction personnel and/or military personnel. The SP shall conduct archaeological monitoring on construction, training exercise, or other activities. Sites discovered during monitoring shall be reported by telephone to the COR within one working day, and action taken to protect the cultural resource in the interim. Newly discovered sites shall be recorded as soon as possible. Isolated occurrences shall be recorded to allow the project to proceed. The SP shall gather adequate samples from isolated features found during the monitoring. Samples to be recovered will include C14 samples for dating by a lab, flotation, pollen, and macro-botanical and faunal samples. The SP shall submit the samples to the appropriate lab for analysis and the results will be included in the monitoring report. This work must be approved in advance by the COR and shall be documented in a report on the isolated feature submitted to the COR. On discovery of an unknown cultural resource that could be damaged by further construction, the monitor shall request the construction personnel to avoid the resource, and shall immediately notify the government's Contracting Officer's Representative. The SP shall prepare a written report of monitoring activities for submission to the COR. The report will detail what project was monitored, the location of the monitoring, and any cultural resources found. Laboratory of Anthropology site forms for each archaeological site discovered will be completed. Any artifacts collected will be curated according to WSMR standards.

C-5.11.2.12 HABS/HAER Recording for Historic Buildings. The SP shall conduct Historic American Building Survey (HABS) and/or Historic American Engineering Record (HAER) surveys and evaluations on the installation. This will be done in an effort to mitigate the adverse effects of a project and to do the initial recording on historic buildings. Documentation work conducted will follow the standards of the Historic American Building Survey/Historic American Engineering Record (HABS/HAER), Level Two, with original construction drawings be accepted as substitutes for new drawings, if available, and 35mm, black-and-white photographs substituted for large format photographs. Prior to demolition for a historic building, each building

will be photographed. Archival standard 35mm, 8x10", black-and-white prints will be produced in accordance with the standards set forth in the *Secretary of the Interior's Guidelines for Architectural and Engineering Documentation*. A complete set of measured engineering drawings for each building will be completed. Original or as-built plans can be substituted for new drawings, if available. Drawings depicting the significant details each building will be submitted when such details are considered significant. All drawing will be reproduced on Mylar or velum paper. A written description will be prepared following the standards of HABS/HAER documentation. The description will at a minimum describe and provide measurements for all the significant components of each building. A written history will be prepared following the standards of HABS/HAER documentation. This history will, at minimum identify, significant year of construction, manufactory or constructor, and the history and use. The written history shall be based on primary sources to the greatest extent possible and shall be footnoted as to their sources, and include a bibliography of consulted materials. Copies of the HABS/HAER report, will be provided to the New Mexico SHPO. The SP shall prepare the most current New Mexico Historic Building Inventory form for each building visited. The SP shall prepare a determination of eligibility for the National Register of Historic places and justify the reason for the determination. The HABS/HAER form and the New Mexico Historic Building Inventory form will be sent to the NM SHPO as the primary documentation for SHPO consultation on projects affecting historic buildings. The WSMR Environmental Library and the New Mexico Historic Preservation Division (HPD) will be the designated repository for historic building forms.

C-5.11.2.13 Stabilization of Historic Buildings. The SP shall conduct stabilization of historic buildings in accordance with the Secretary of the Interior's Standards for Rehabilitation. Materials used for historic building stabilization shall be consistent with the building's historic fabric.

C-5.11.2.14 Mitigation of Archaeological Sites. The SP shall conduct archaeological investigations that result in the mitigation of adverse effects on sites eligible for or listed on the National Register of Historic Places. Mitigation efforts may be focused on a portion of a site or the whole site. The SP shall utilize backhoe trenches, backhoe scrapping, excavation units of varying size, surface collection, auger probes, and shovel tests. The exact combination of techniques will be determined in consultation with the New Mexico SHPO, Native American tribes, and the ACHP. The SP shall collect radiocarbon, soil, paleo-botany, obsidian hydration and sourcing, or other types of samples as determined by the particular research design for the site. The samples will be sent to the laboratories for processing and the results will be included in the report. The SP shall prepare an updated Laboratory of Anthropology form for each site tested.

C-5.11.2.15 Analysis of Artifacts Collected in Field Work. The SP shall catalog and analyze all artifacts collected from the field work according to established White Sands Missile Range Cultural resources standards and guidelines. After analysis, these artifacts will be curated according to White Sands Missile Range Cultural Resources curational standards and guidelines and returned to White Sands Missile Range for permanent curation.

C-5.11.2.16 Draft and Final Report for Mitigation Projects. The SP shall prepare a draft technical report incorporating descriptive summaries of all sites located and mitigated. The report will include a descriptive summary of each site. This report will be submitted for White Sands Missile Range Directorate of Public Works, Environmental Division, and New Mexico State Historic Preservation Office comments. The SP shall address comments from White Sands Missile Range Directorate of Public Works Environmental Division archaeologists, and the New Mexico State Historic Preservation Officer. The SP shall submit a final technical report and all remaining deliverables to the White Sands Missile Range.

C-5.11.2.17 Management Plans for National Historic Landmarks. The SP shall prepare and update management plans for the two WSMR National Historic Landmarks (NHL): The Trinity Site NHL and the Launch Complex 33 NHL. The SP shall consult the National Park Service and the New Mexico SHPO in the development of the plans. The SP shall analyze NHL annually condition and prepare and submit the annual report required by the NPS.

C-5.11.2.18 Archaeological Volunteer Program. The SP shall serve as the installation manager for the Cultural Resources Volunteer Program. The SP shall assign duties to the volunteers and track their time. Volunteer time reports will be sent monthly to the installation volunteer coordinator. The SP shall review volunteer produced reports and make comments. The SP shall prepare requests for Security badges and photo permits and forward these to the proper security personnel. The SP shall obtain all badges at the completion of the volunteer's service. The SP shall complete nominations for volunteer awards and attend award ceremonies.

C-5.11.2.19 National Register of Historic Places Registration Form. The SP shall prepare NPS Form 10-900 for historic properties selected for nomination. The SP shall conduct research in libraries, archives, and field reconnaissance on the historic property and determine its significance and integrity in accordance with National Register Bulletin 16 *How to Complete the National Register Registration Form*. The SP shall complete NPS form 10-900 and forward to the COR.

C-5.11.3 NOT USED.

C-5.11.4 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROGRAM.

C-5.11.4.1 NEPA Record Keeping. The SP shall maintain copies of all NEPA documents in the Environmental Library in Building 163. This includes copies of all EISs, EAs, CXs, RECs, all correspondence with regulators, copies of public comments on NEPA documents. The SP shall provide NEPA training to project proponents and installation personnel whose activities effect the environment. The SP shall answer Freedom of Information Act (FOIA) requests regarding NEPA actions and keep a record of each request. The SP shall coordinate FOIA requests with the installation FOIA proponent. The SP shall supply the requested data after coordination with the installation FOIA proponent.

C-5.11.5 ENVIRONMENTAL COMPLIANCE PROGRAM.

C-5.11.5.1 Preparation of Reports. The SP shall prepare and coordinate state and federal hazardous waste management reports. These will be submitted to the appropriate state or Federal agency.

C-5.11.5.2 Maintenance of 90 Day and Satellite Accumulation Point List. The SP shall maintain a current listing of 90 Day Site, Satellite Accumulation Point, and personnel responsible for those operations. The SP shall update the list as changes occur.

C-5.11.5.3 Changes to WSMR Environmental Compliance Handbook. The SP will change or amend the WSMR Environmental Compliance Handbook immediately whenever RCRA or New Mexico Hazardous Waste Management Regulations change. The newly revised handbook will be sent to the organizations that the changes affect. The SP shall provide copies of the WSMR Environmental Compliance Handbook on demand.

C-5.11.5.4 Preparation of Hazardous Waste Permits. The SP shall prepare or assist in preparing, and coordinating RCRA and other hazardous waste permits. The SP shall submit these to the Federal or state agency that handles the permit.

C-5.11.5.5 Assistance to WSMR Organizations and Activities. The SP shall assist all WSMR organizations and activities in assuring that the organization's work environment, methods of work, and equipment meet the standards for adequate protection of personnel and facilities. The SP shall conduct site visits to work areas and give recommendations for improvement to the occupants.

C-5.11.5.6 Provide Input on Location of Hazardous Waste Accumulation Points. The SP shall provide input on the location of hazardous waste accumulation points at a waste producing activity. The SP shall ensure that the placement of hazardous waste accumulation points is in compliance with all state and Federal laws and regulations.

C-5.11.5.7 Assistance to Environmental Compliance Officers. The SP shall assist Environmental Compliance Officers (ECO) and alternates in the management of hazardous material/waste activities. The SP shall travel on request to sites where hazardous waste and materials are managed or used and make recommendations for improvement. The SP shall establish and manage the installation's Environmental Assistance Program (EAP) Evaluators. This is a team responsible for assisting each activity (director, Team WSMR member, tenant, contractor, etc.) on WSMR with compliance, hazardous waste management and hazardous material management issues. The primary duty of the EAP Evaluators is to assist activities to assure compliance is achieved.

C-5.11.5.8 Development and Publishing of Hazardous Waste Guidance. The SP shall develop and publish guidance for all activities and individuals handling or managing hazardous material/waste. Guidance will pertain to classification of hazard, safety precautions, packaging, labeling, disposal requirements, and other responsibilities of hazardous waste managers/handlers. The SP shall make the guidance available to all activities and individuals handling or managing hazardous waste.

C-5.11.5.9 Authorize the establishment, closure, or change in status of a SAP. The SP shall authorize the establishment, closure, or change in status of a SAP (Satellite Accumulation Point). Guidelines in Appendix E of the WSMR Environmental Compliance Handbook contain the procedures and important points for establishing a SAP. The SP shall inspect, on demand any SAP for compliance with Federal law and Army regulation. The SP shall revise procedures for SAPs as law and regulations change.

C-5.11.5.10 Compliance Cleanup Activities. The SP shall develop the Installation Action plan for compliance cleanup activities. The SP shall define installation audit goals and targets and will develop Cost to Complete strategic planning documents. The SP shall develop and revise administrative records management policies and activities. The SP shall determine the location.

C-5.11.5.11 Monitoring of Ground Water. The SP shall conduct long term monitoring of the installation ground water system. Groundwater sampling and analysis of samples collected will be conducted. Recommendations for remedial investigations and feasibility studies will be made in consultation with the installation Ground Water Program manager. Results of monitoring and sample analysis will be written into a report.

C-5.11.5.12 Environmental Management Systems Program. The SP shall serve as the installation manager for Environmental Management Systems (EMS). The SP shall develop a strategic plan for EMS implementation and management, internal audit goals and procedures, and an EMS Policy Statement. The SP shall develop goals, targets, and needs for the EMS program. The SP shall write these into scopes of work for contracts, develop independent government estimates and obtain price quotes. The SP shall conduct market research as required by the Federal Acquisition Regulation (FAR). The SP shall prepare Quality Assurance Surveillance Plans and Performance Requirements Summaries for environmental compliance contracts. The SP shall develop Source Selection criteria and evaluate contractor proposals against these criteria. Recommendations for selection of a particular contractor will be made to the contracting officer. The SP shall serve as Contracting Officer's Representative for contracts in compliance cleanup activities. The SP shall monitor contractor performance and report to the contracting officer any deficiencies noted. The SP shall review all contractor deliverables for adherence to contract specifications and return the flawed deliverables to the contractor for correction. A file with all correspondence will be maintained as a part of the contract file. The SP shall prepare and certify receiving reports and forward these to the contracting office for payment. The SP shall conduct internal EMS audits and prepare a report of the results. The SP shall define goals and targets for Senior Leadership Site Visits and Senior Leadership Management Reviews.

C-5.11.5.13 Environmental Quality Coordinating Committee. The SP shall execute the WSMR Environmental Quality Coordinating Committee (EQCC) program. The SP shall develop and revise an installation EQCC Policy Statement. EQCC meetings are held quarterly. The SP shall schedule the meetings, schedule the conference room for the meetings, schedule and conduct dry-run practice sessions, prepare a meeting announcement and disseminate the announcement for the meeting, decide on agenda items and prepare minutes of the meetings. The EQCC briefings will be prepared in MS Powerpoint software.

C-5.11.5.14 Hazardous Materials Training Program. The SP shall develop and conduct training for hazardous materials. The SP shall conduct HAZCOM training. Records of the training will be kept in an administrative record.

C-5.11.5.15 Installation Restoration Remedial Operations. The SP shall conduct Remedial Actions and monitoring actions for the Installation Restoration program. The SP shall mitigate regulatory violations. The SP shall conduct site investigations at Installation Restoration sites.

C-5.11.5.16 Military Munitions Remedial Operations. The SP shall conduct Remedial Actions and monitoring actions for the Military Munitions Response Program and the Military Munitions Rule (MMR) Compliance Program. The SP shall mitigate regulatory violations. The SP shall conduct site investigations at Installation Restoration sites.

C-5.11.5.17 Multi-Media Inspection Site Visits. The SP shall conduct internal site visits and inspections to hazardous waste sites. Prior to conducting site visits, the SP shall develop and define inspection questions. Photos will be taken of each inspection site to document conditions. Data from inspections will be entered into the Multi-Media Inspection web site.

C-5.11.5.18 Pollution Prevention Program Activities. The SP shall approve the Installation Pollution Prevention Plan (including updates) submitted by the pollution prevention contractor. The SP shall write, complete and implement the installation Pollution Prevention Plan. The SP

shall implement Pollution Prevention policies and activities. The SP shall Implement Recycling program policies and plans. Conduct Opportunity Assessment, identify opportunities and implement. Implement Affirmative Procurement Program policies and plans and conduct Pollution Prevention Awareness Training Program.

C.5.11.5.19 Tanks (Underground (UST)/Above Ground (AST)) Program Activities. The SP shall conduct and implement internal audit requirements and recommendations for the Tanks (Underground (UST)/Above Ground (AST)) Program. Conduct & implement regulatory Tank Testing Corrosion/Leak detection requirements and conduct UST Recordkeeping audits. Conduct report writing, revisions and resolve review comments.

C-5.11.5.20 Toxic Substance Control Act (TSCA) Compliance Program (LBP/PCB/Asbestos/Radon). The SP shall prepare Process Notice of Intents for TSCA program activities. The SP shall implement TSCA related installation guidance, policies, operating procedures and plans, review abatement plans, and compile data for the annual TSCA report. The SP shall maintain the installation Asbestos umbrella permit. The SP shall review Lead Based Paint abatement actions.

C-5.11.5.21 Waste Water Program Activities. The SP shall Sample and analyze waste water, conduct remedial investigations and feasibility studies. The SP shall conduct remedial action for waste water. Regulatory violations will be mitigated according to plans developed by the Waste Water Program manager. The SP shall conduct report writing including evaluating revisions and conducting reviews for waste water activities.

C-5.11.6 Hazardous Waste Handling and Disposal Program.

C-5.11.6.1 General. The SP shall handle and dispose of a wide variety wastes to include the following: solid waste, hazardous waste, PCB's and non-explosive ordnance wastes. Waste will be in a variety of forms including solid, liquid, semi-solid and gaseous. The anticipated types and estimated quantity of hazardous waste is contained in Technical Exhibit XXXXX. Excluded from this function are municipal type trash and garbage, biological waste, radioactive waste, and explosive ordnance waste (propellants, explosives, and pyrotechnics). In fulfilling the requirements of this contract, the SP shall comply with the DA XXX.XX, the USAG-WS hazardous Waste Management Plan, the USAG-WS PCB Management plan, the Infectious Waste Management Plan, and all Federal, State and local laws, regulations and standards regarding hazardous waste and hazardous waste disposal. The SP define waste disposal options and will prepare all hazardous waste permit applications.

C-5.11.6.2 Handling Hazardous or Toxic Material. The SP shall adhere to all safety requirements as specified by Federal and State laws as shown in Section C.6, and OSHA regulations. (Specifically 29 CFR 1910.120 and 29 CFR 1910.1030/.1200) The SP shall submit with the proposal a plan for handling hazardous material. This plan shall include a list of all hazardous materials to be used on the job along with a material safety data sheet (MSDS) for each product. The plan must also include information on how hazardous materials will be stored, handled, transported, and disposed of; and what personal protection equipment will be furnished to employees and the point of contact for safety and compliance with the regulations and laws. The SP shall provide necessary equipment and personnel to safely and properly transport hazardous waste/ hazardous material. The SP shall submit the hazardous material handling plan for approval by the Contracting Officer within 15 days of contract award. The Government shall have 30 days to review the plan and return it with comments for the SP to

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incorporate in a revised final plan, which will be due within 15 days after receiving the Government comments.

C-5.11.6.3 Polychlorinated Biphenyl (PCB). Since PCB's are non-biodegradable and remain in the environment for long periods of time, the Environmental Protection Agency has decreed that any future use of PCB oil for electrical transformers is a violation of 40 CFR 761. Currently, USAG-WS is in the process of replacing known PCB contaminated electrical transformers and switches with silicone or mineral oil equipment and the SP shall be required to support this program. The SP shall not make repairs to PCB transformers and equipment. The SP shall adhere to all laws and regulations regarding the proper handling, sampling, operating, deactivating, activating, transporting, storing and disposal of electrical equipment containing or contaminated with PCB's. All activities and operations shall be performed by certified electricians, properly trained (OSHA 1910) and experienced in working with PCB containing equipment and all necessary precautions (containment, cleaning) shall be taken to prevent PCB contaminated fluid from entering into the environment. The SP shall be required to notify the Government of any spill or release of PCB contaminated fluid.

C-5.11.6.4 Requirements and PCB Regulations. The SP shall comply with current regulations issued by the Environmental Protection Agency for handling PCBs. All PCB spills or leakage shall be reported to the Contracting Officer within 15 minutes. The SP shall ensure that proper procedures for spill response and clean up are followed. Appendix G-Site Specific Spill Plan in the WSMR Environmental Compliance Handbook details the requirements for spill response. The Toxic Substance Control Act established PCB controls by regulations contained in 40 CFR 761 and applied at USAG-WS by the PCB Management Plan.

C-5.11.6.5 Equipment for Handling PCB. The SP shall provide all materials and equipment for personnel handling PCB.

C-5.11.6.6 Asbestos Management Program. Asbestos is a mineral (rock) mined from the earth and added to variety of building materials because of its thermal, fire, and acid resistant qualities and its high tensile strength. Due to documented health problems associated with the exposure to asbestos, certain laws require that asbestos be handled within specific guidelines.

C-5.11.6.6.1 Asbestos Regulations. The SP shall comply with the range Asbestos Management Plan and the Asbestos Operations and Maintenance Plan as well as all current regulations issued by the EPA, OSHA, DOT, and the State of New Mexico for handling asbestos.

C-5.11.6.7 Training for Personnel Handling Asbestos. The SP shall ensure that all workers handling asbestos be trained in accordance with EPA regulations and then subsequently certified by the State of New Mexico in accordance with New Mexico Regulations XX-XX.X.

C-5.11.6.7.1 Removal of Asbestos. Asbestos removal shall be performed in accordance with both EPA and NMED regulations. Prior to removal of any asbestos, the SP must develop and submit an asbestos removal plan for the work to be accomplished. The DPW Environmental Officer for air quality must approve the plan before any work begins.

C-5.11.8 Pesticides and Herbicides. All pesticides and herbicides shall be processed, handled, and applied in strict accordance with the manufacturer's label, which shall be

registered with the Environmental Protection Agency in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the installation Pest Management Plan. The SP shall provide to the installation Pest Management Control Officer and Contracting Officer a list of all pesticides and herbicides used along with a copy of the material safety data sheet (MSDS) for each product.

C-5.11.8.1 Training Requirements Applicators of Pesticides and Herbicides. The SP shall insure that all applicators of pesticides and herbicides are certified by the State of New Mexico. The SP shall provide certification to the Contracting Officer and installation Pest Management Coordinator that within 30 days of contract award all personnel will be properly trained. Certification of successful completion of training shall be submitted to the Contracting Officer within five days after the completion of training.

C-5.11.9 Disposal of Solid and Hazardous Waste. Solid and hazardous wastes, PCB's, bulk liquids, rinseates, and empty hazardous material containers generated by USAG-WS departments, tenant activities, and contractors in the performance of the contract shall be handled and disposed of by the SP as prescribed in the USAG-WS Permit and the USAG-WS Hazardous Waste Management Plan or, when omitted from the Plan, as directed by the Contracting Officer. Hazardous waste shall be removed from USAG-WS by the USAG-WS Defense Reutilization Management Office (DRMO) after it has been collected from temporary storage sites. Prior to turning any waste over to DRMO for removal from the station, the SP shall insure that it is properly labeled, containerized, and stored in accordance with the Hazardous Waste Management Plan and the RCRA Permit.

C-5.11.9.1. Hazardous Waste Handling Regulations/Laws. The SP shall comply with all Federal and State laws and regulations for standards regarding hazardous waste and materials. These are specified in Section C.6, including USAG-WS Oil and Hazardous Substance Spill Contingency Plan, which is available in the Technical Library, Building XXX. The SP shall maintain a current health hazard evaluation program regarding PCB, asbestos, pesticides and other hazardous materials in accordance with OSHA, EPA, Federal, State and local laws. All hazardous waste matters shall be coordinated, through the Contracting Officer, with the USAG-WS Environmental Officer.

C-5.11.10 SP Responsibilities Under the Oil and Hazardous Substance Spill Contingency Plan (OHS).

C-5.11.10.1 Training for Spill Response. The SP shall ensure employees are trained in personal protective measures in accordance with OSHA 1910.120 and that sufficient personal protective equipment is staged and available for rapid response to all spills. The SP shall provide employees working on spill response with effective information and training on hazardous material/waste at the time of their initial assignment, and whenever a new hazard is introduced into their work area. Information and training must be designed to cover the categories of hazards and health effects of hazardous material used in the work area.

C-5.11.10.2 Citations. Citations for noncompliance with environmental standards are a matter for resolution between the Environmental Division, DPW and the issuing office of EPA or State of New Mexico regulatory authorities.

C-5.11.10.3 Oil and Pollutants The SP shall drain vehicular or other oil or pollutants. All waste petroleum, oily waste or other fluids drained from vehicles shall be collected in authorized tanks or containers and disposed of by the SP as prescribed in the Hazardous Waste Management Plan.

C-5.11.11 Inspection by Regulatory Agencies. Inspectors from state and Federal agencies can be unannounced. The SP shall, without delay, notify the USAG-WS Environmental Officer or the Contracting Officer immediately by phone of any inspection visit by an agent or agents of any regulatory agency. Upon the arrival of inspectors the SP shall await the arrival of the USAG-WS Environmental Officer before commencing any regulatory inspections. Inspections by regulatory agencies will include one or two unannounced inspections every year by the New Mexico Department of Health and Environmental Control and also one inspection every three to five years by the United States Environmental Protection Agency (USEPA).

C-5.11.12 Lead Paint. The SP shall notify the Contracting Officer's Representative immediately upon the discovery of the presence of lead paint and shall not perform any related work until such notification has been made.

C-5.11.13 Chloroflourocarbons (CFC). The SP shall adhere to all the requirements of DA XXX.XX, Management of Ozone Depleting Substances, and 40 CFR Part 82, Protection of Stratospheric Ozone. Refrigerant Recycling will be accomplished by establishing and maintaining a recycling program for ozone-depleting refrigerants recovered during the servicing and disposal of air conditioning and refrigeration equipment. The SP shall submit, along with the proposal, a plan for managing the Station CFCs in accordance with this contract section and the requirements of 40CFR Part 82. The Government will provide comments on this plan to the Awardee 30 days prior to the contract start date. The SP shall incorporate Government comments to the CFC Management Plan and submit the revised plan for approval prior to the contract start date.

C-5.11.13.1 Minimum Equipment Requirements. The SP shall have certified, self-contained recovery equipment available for maintenance, service, repair, or disposal of appliances and small appliances as defined in 40CFR Part 82. Recycling or recovery equipment must meet the requirements of paragraph 82.158 of 40CFR Part 82. The SP shall submit operating personnel and equipment certification with the SP's proposal and shall annually verify that the personnel and equipment continues to meet certification requirements.

C-5.11.13.2 Technician Certification Requirements. All technicians who maintain, service, repair or dispose of appliances must be certified by an approved technician certification program pursuant to 40 CFR 82 subpart F. The SP shall submit technician certification with the SP's proposal and shall annually verify that personnel continue to meet certification requirements.

C-5.11.13.3 Required Practices. The SP shall adhere to the following practices: To be developed.

C-5.11.13.4 Refrigerant Recycling. Refrigerant may be returned to the appliance from which it is recovered provided that there has not been a significant event, such as compressor burnout, that would introduce particulate matter, acidity or moisture. Refrigerant may be returned to another appliance on the Station provided that it has been recycled as defined in 40 CFR Part 82 and that there is no reason to suspect a significant addition of particulate matter,

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acidity or moisture. If significant particulate matter, acidity or moisture has been introduced, the SP must receive Government approval before the refrigerant is reclaimed. The SP may not sell or distribute refrigerant originating from the Station without the approval of the Government.

C-5.11.13.5 Appliance Disposal. Before disposal of an appliance, the SP shall recover any remaining refrigerant or verify that the refrigerant has been recovered. Disposal shall be approved by the Government and recorded by the SP including date of disposal.

C-5.11.13.6 Leak Repair. Leaks shall be repaired to any appliance if the equipment is leaking at a rate such that the loss of refrigerant will exceed 15 percent of the total charge during a 30-day period. The Government shall be notified of all such occurrences within 24 hours of the SP's discovery of the leak.

C-5.11.13.7 Evacuation Requirements. The SP shall evacuate appliances to the levels of paragraph 82.156 of 40 CFR Part 82 before opening the appliance for maintenance, service, or repair.

C-5.11.13.8 Reporting Requirements. The SP shall provide information, in writing, to the Government for compliance with the reporting requirements of paragraph 82.166 of 40 CFR Part 82.

C-5.11.13.9 Refrigerant Purchases. The SP shall maintain records of the quantities and types of refrigerants purchased for Station appliances. These records may not be destroyed without Government consent. Copies of invoices or similar documentation shall be supplied to the Government within five days of delivery onto the Station.

C-5.11.13.10 Servicing Records. The SP must record the amount of refrigerant added and the date of the addition to any appliance normally containing 50 or more pounds of refrigerant. These records must be supplied to the Government within three days of the addition.

C-5.11.13.11 Fluorescent Lighting. All fluorescent tubes and ballasts will be turned in to the Hazardous Waste Storage Facility and managed in accordance with the Hazardous Waste Management Plan and the RCRA Permit.

C-5.11.13 Waste Analysis.

C-5.11.13.1 Laboratory Testing. The SP shall perform all laboratory testing requirements as specified in the RCRA Hazardous Waste Permit. This includes annual sampling and analysis of established process waste streams as well as sampling and analysis of new waste streams as they come into use. All analysis records shall be maintained in a separate file with copies attached to the applicable Waste Information Documentation (WID). Workload is at table 8 below.

C-5.11.13.2 Characterization of Unknown Wastes. The SP shall perform sampling and analysis of unknown wastes in accordance with the RCRA Hazardous Waste Permit.

C-5.11.13.3 Other Records and Reports. The SP shall complete a Disposal Turn-In Document, Form DD 1348-1A, for any materials turned over to the DRMO. Forms and instructions will be furnished by DRMO. For each waste stream indicated on the 1348-1A's, the SP must prepare and submit to the USAG-WS Environmental Officer a DRMO Profile sheet. A W9124R07R0009

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copy of this profile will be provided to the SP by the government. All active waste streams require that a profile sheet be completed annually.

C-5.11.13.4 Waste Sampling. The SP shall collect representative samples of any waste stream when directed by the Contracting Officer or in accordance with the sampling and analysis requirements of the station RCRA permit.

C-5.11.13.5 Spill Response Waste Identification. Classification and analysis of waste resulting from the cleanup of spills will be performed in accordance with the requirements of the waste analysis plan that is contained in the station RCRA permit.

C-5.11.14 Hazardous Waste Collection.

C-5.11.14.1 Operation of the Hazardous Waste Storage Facility. The SP shall operate the WSMR Hazardous Waste Storage Facility. The SP shall develop updates of the Standing Operating Procedure For Hazardous Waste Storage Facility Operations in response to changes in laws and/or regulations. Provides recommendations to the DRG concerning daily operation of the HWSF. Ensures all operations are undertaken in compliance with relevant laws, regulations, and guidance. The SP shall ensure that assigned personnel maintain continuity of operations and remain in compliance with established policies and procedures. The SP shall monitor hours of operation, coordinate work assignments with senior supervisory/leader personnel, and ensures customer needs and requirements are met and accomplished in the most efficient and expeditious manner. Collection of Hazardous Waste, Industrial Waste or Bulk Liquids by the SP from Less-Than-90-day Storage Areas, Satellite Accumulation Areas (SAPs), and storage tanks will be performed only after receipt of a properly filled out Waste Transfer Document (WTD). Once the document has been received by the SP and examined for completeness and correctness, the SP shall call the entity that generated the waste material to schedule the pickup. There were XXX pickups required throughout CY 1998. Attachment J- VI C-J-HAZ2 refers. The SP shall ensure the two-man rule is enforced at all times during the receipt, movement and loading procedures of hazardous material and waste products. Hazardous Waste Collection workload is at Attachment J- VI C-5.11 06.

C-5.11.14.2 Safety and Personal Protective Equipment and Training for Hazardous Waste Storage Facility.

C-5.11.14.2.1 The SP shall coordinate with the WSMR Occupational Health Officer to ensure personnel are properly fitted and trained in the use and maintenance of cartridge type respirators as required.

C-5.11.14.2.2 The SP shall ensure that personnel attend required safety training and that Personal Protective Equipment PPE is made available to personnel, and that personnel utilize appropriate PPE issued. The chief takes the necessary precautions to ensure the safety of personnel.

C-5.11.14.2.3 The SP shall ensure that personnel are properly trained, that mandatory and/or required training is accomplished, and that personnel obtain the required DOD, Federal and State certification and/or licenses in accordance with regulatory compliance.

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C-5.11.14.2.4 The SP shall recommend and approve training and initiate Individual Development Plans (IDPs) for assigned personnel. Annotates and records all training requested and/or required on the employees IDPs.

C-5.11.14.2.5 The SP shall develop and implement an effective safety program and ensure that assigned personnel are skilled in, and knowledgeable of personal safety measures and precautions.

C-5.11.14.2.6 On a monthly basis, provide mandatory internal safety training to assigned personnel in accordance with internal requirements of the Directorate of Public Works as directed in SOP IS-011-02-R1, SAFETY- General, paragraph 5e(4). The SP shall ensure that upon completion of the monthly training sessions, each employee in attendance signs and dates the roster attesting attendance, and will ensure that the subject matter (or title) of the safety session is annotated on the roster.

C-5.11.14.2.7 The SP shall retain and file safety training attendance rosters in accordance with the Army Records Information System (ARIMS), AR 25-400-2, utilized for 'show me' documentation upon internal or external inspections.

C-5.11.14.3 **Quality Control Inspection for HWSF Operations.** The SP shall appoint a Quality Control Inspector (QCI) for overall management of the HWSF operations. The quality control inspector inspects work performed at the HWSF during the month to ensure compliance with the Quality Assurance Standards identified in paragraph 7 of the Standing Operating Procedure For Hazardous Waste Storage Facility Operations.

C-5.11.14.4 **Procedures for Operation of the HWSF:** Personnel accomplish various tasks and responsibilities associated with the overall operation of the HWSF, and as such perform the following:

C-5.11.14.4.1 **The Hazardous Waste Storage Facility (HWSF):**

C-5.11.14.4.1.1 The SP shall manage the HWSF in accordance with applicable regulatory guidance and operating permits.

C-5.11.14.4.1.2 The SP shall ensure that hazardous waste generated by WSMR activities is properly received, containerized and stored, that all markings, labeling, segregation and classification of waste material procedures are completed in accordance with applicable regulations.

C-5.11.14.4.1.3 The SP shall ensure that hazardous material and hazardous waste disposal methods are properly arranged through the Defense Reutilization and Marketing Office (DRMO), Holloman Air Force Base, New Mexico.

C-5.11.14.4.1.4 The SP shall perform inspections of the HWSF in accordance with and as specified in the storage facility operating permit, and that pertinent records are filed and maintained in accordance with the Army Records Information System (ARIMS), AR 25-400-2.

C-5.11.14.4.2 **Acceptance of Hazardous Waste Turn-Ins:**

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C-5.11.14.4.2.1 The SP shall ensure that advance notification has been received, prior approval has been requested and 'granted' and that personnel document this information and retain it on file along with other pertinent paperwork.

C-5.11.14.4.2.2 The SP shall ensure that requests for turn-in appointments are scheduled only when advance notification has been received and prior approval has been granted as.

C-5.11.14.4.2.3 The SP shall ensure that turn-ins are scheduled by appointment only and coordinated and/or approved by the immediate supervisor or senior supervisor/leader personnel.

C-5.11.14.4.2.4 The SP shall ensure that prior to performing a hazardous waste operation, the two-person rule is in effect, and that no operation will be performed when the two people are not present.

C-5.11.14.4.2.5 The SP shall ensure that appropriate PPE is available and utilized as required by the specific hazardous operation.

C-5.11.14.4.2.6 The SP shall receive hazardous waste and ensure that mandatory or required measures are in place prior to final acceptance of the waste products.

C-5.11.14.4.3 Preparation and Processing of Hazardous Waste Documentation:

C-5.11.14.4.3.1 Upon receipt of hazardous waste into the WSMR Consolidated Property Account, prepare required documents and submit such to the Directorate of Public Works Budget Office for subsequent billing to the 'generator' of the waste, and ensure that billing information is always verified.

C-5.11.14.4.3.2 If requested, the SP shall assist the customer in preparing turn-in documentation and ensure that all documents are completed in accordance with applicable procedures.

C-5.11.14.4.3.3 The SP shall submit an approval/disapproval of hazardous waste turn-ins that have been entered into the Hazardous Substance Management System (HSMS).

C-5.11.14.4.3.4 The SP shall monitor the HSMS database module requirements, maintain and input pertinent data as related to hazardous material and waste into the database. Ensure that such records are current and up-to-date to establish effective tracking techniques.

C-5.11.14.4.3.5 The SP shall ensure that hazardous waste turn-in documentation is processed and approved for disposal to the DRMO within fourteen working days after receipt of hazardous waste containers.

C-5.11.14.4.3.6 The SP shall review for content, and sign all hazardous waste manifests as the WSMR Commander's designee and maintain all hazardous waste manifests for the installation.

C-5.11.14.4.3.7 Hazardous Waste Shipments:

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C-5.11.14.4.3.7.1 The SP shall maintain an internal count of hazardous waste shipments in a database developed specifically for this purpose. Ensure that data is accurately annotated and maintain such records in accordance with regulatory requirements.

C-5.11.14.4.3.7.2 The SP shall assist in preparation of pertinent documentation to complete the shipment process, such as, DD Form 1348-1A, delivery orders and hazardous waste manifests. Ensure that information received is complete and accurate. Questionable documentation will be addressed to the branch chief and/or the senior supervisor/leader.

C-5.11.14.4.3.7.3 The SP shall perform required inventories and inspections of waste stored at the HWSF.

C-5.11.14.4.4 Waste Analysis:

C-5.11.14.4.4.1 The SP shall ensure that sampling and waste characterization procedures are identified and that all procedures meet and/or comply with regulatory guidance.

C-5.11.14.4.4.2 The SP shall ensure that appropriate measures are taken to perform hazardous waste sample analysis if required.

C-5.11.14.4.5 Safety Measures:

C-5.11.14.4.5.1 The SP shall ensure that applicable safety measures are adhered to at all times while involved in any hazardous operation.

C-5.11.14.4.5.2 The SP shall ensure that upon inspection of the HWSF, a fire evacuation plan is prominently posted within the facility.

C-5.11.14.4.5.3 The SP shall ensure that in the event of a fire, chemical spill or leaking containers, all attempts will be made to ensure the safety of personnel. The processes identified in these operating procedures and in the subsequent work instructions will be strictly adhered to- with no deviation to the steps as indicated.

C-5.11.14.4.6 Equipment Maintenance:

C-5.11.14.4.6.1 The SP shall ensure that equipment utilized in support of hazardous waste shipments at the HWSF are properly maintained in operating condition. Hazardous waste shipments are dangerous and critical in nature, therefore, faulty equipment will not be used to perform any operation and will be dead-lined until equipment is repaired.

C-5.11.14.4.6.2 Ensure that equipment is properly utilized and that equipment is scheduled for preventive maintenance measures as required. Ensure that equipment is load tested annually and stenciled to verify the annual test, and calibration of scales is completed as required.

C-5.11.14.5 Quality Assurance Surveillance:

a. The SP shall document that one hundred percent of the month's hazardous waste turn-ins is checked for accuracy.

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b. Documentation of waste disposal turn-ins and operational checklists are reviewed for completeness, accuracy and regulatory compliance using the following forms:

(1) HWSF Hazardous Waste Data Input Sheet

(2) HWSF Issue Release/Receipt Document, DD Form 1348-1A.

(3) HWSF A product label MSDS or a lab analysis which is retained for at least three years for reference purposes.

(4) HWSF and HWAP/SAP storage logs used to document hazardous waste currently being stored at these facilities.

(5) HWSF Pre-Operational Check List, completed and signed which is used at the beginning of any operation and/or prior to entering the HWSF.

(6) HWSF Inspection Criteria, completed on a weekly basis and/or upon completion of any operation or entrance to the HWSF.

c. When something is found to be incorrect and non-conforming, the Corrective Action Report is used:

(1) The Non-Conforming Service/Product portion of the CA Report is filled out annotating the non-conformance and the CA due date.

(2) A milestone to correct the non-conformance is annotated in the Corrective Action Implemented portion of the same report and forwarded to the Quality Assurance Office (QAO) where an audit trail is established.

(3) The non-conformance is corrected and checked, and when it is determined to be correct and conforming, the Date Completed Block of the same CA Report is annotated and resubmitted to the QAO.

d. Quality assurance documents are filed and retained in accordance with the Army Records Information Management System (ARIMS), AR 25-400-2.

e. Procedures identified in the Army Management Control Program, AR 11-2, Management Control are followed.

C-5.11.14.6 Hazardous Waste Incidents. The SP shall provide primary and alternate Environmental Specialists to the Emergency Operations Center. The SP shall provide advice to the Incident Commander. The SP shall develop supporting plans as required, such as for collecting, transporting, and analyzing samples. The SP shall provide inputs for reports and identify environmentally sensitive areas and recommend response priorities. The SP shall determine extent and effects of site contamination and assist in developing recovery plans. Develop site cleanup and hazardous material disposal plan. Identify the need for and obtaining permits and other authorizations and track expenditures in support of emergency operations. The SP shall provide advice on reportable quantities of hazardous substances and reporting requirements .

C-5.11.14.7 Collection From Satellite Accumulation Points. Hazardous, Industrial, and bulk liquid waste shall be picked up at SAPs within three days of receipt of a Waste Transfer Document from USAG-WS Department and Tenant Activity Hazardous Waste Coordinators. The waste will then be taken to the permitted hazardous waste storage facility. Logs of these collections shall be maintained and be available for inspection by the Contracting Officer.

C-5.11.14.8 Collection From Less-Than-90-day Storage Areas. Hazardous, Industrial, and bulk liquid waste shall be picked up at Less-than-90-day storage areas within three days of receipt of a Waste Transfer Document from USAG-WS Department and Tenant Activity Hazardous Waste Coordinators. The waste will then be taken to the permitted Hazardous Waste Storage Facility. The SP shall log out the hazardous wastes with the time, date, and name of the employee making the pickup.

C-5.11.14.9 Bulk Waste Collection. Bulk waste shall be collected and transported from the bulk waste facilities located throughout the base. The SP shall provide equipment required for removal and transportation including portable tanks, tankers, pumps, hoses and fittings, tank placards, emergency communication devices, and personal protection to include breathing devices.

C-5.11.14.10 Labeling of Containers. The HWC will mark and label each container of waste in accordance with the instructions provided in the WID unless the waste cannot be identified. If this is the case, the HWC will follow the procedures detailed in the RCRA Permit for unknown wastes.

C-5.11.15 Hazardous Waste Storage. The SP shall operate the permitted hazardous waste storage area, the PCB facility and any Satellite Accumulation Areas or Less-Than-90-Day storage areas required to carry out public works operations. The hazardous waste storage operations shall provide continuous, safe, and efficient handling and storage of hazardous waste. Operations shall comply with all applicable federal, state, and local regulatory standards.

C-5.11.15.1 Hazardous Waste Storage Records. The SP shall enter into the Government's computerized Waste Management System all required information for each drum of waste. A weekly inspection log identifying all items to be inspected, the date and time of the inspection, the inspector, observations, and date and time of any corrective action taken as a result of the inspection shall also be maintained. The SP shall maintain copies of final disposal documents after waste disposal by the DRMO for a minimum of three years IAW ARIMS.

C-5.11.15.2 Inspection, Segregation, and Repackaging of Waste Received. Before placing the waste received for transport to the HWF on a truck, the SP shall open and inspect all hazardous waste containers to verify the contents. Containers that are not properly packaged shall not be picked up until the requestor correctly repackages it. The SP shall weigh and record on the applicable Waste Transfer Document the accurate weight of material received.

C-5.11.15.3 Operation and Inspection. The SP shall operate and inspect storage areas. This includes inspecting containers, equipment, and supplies, and monitoring daily operations and records.

C-5.11.15.4 Inspection. *The SP shall physically inspect all containers stored within the HWSF on a weekly basis. The SP shall physically inspect all containers stored within the respective 90-day facilities daily (Monday through Friday) for signs of chemical action, pressure*

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buildup, deterioration, leaks, etC- When required, the SP shall take immediate action to repackage hazardous waste or correct situations that may become hazardous or lead to a spill. The facility shall be inspected for signs of deterioration, structural failure, leakage or any problems that require attention according to the RCRA Permit that governs it. Protective clothing, materials, related safety equipment, and supplies required by applicable regulations shall be maintained at the storage facility.

C-5.11.15.5 Minimum Container Requirements. The SP shall maintain a minimum supply of each of the following container types of waste containers:

55 gallon cylindrical steel open top drums	100
55 gallon bung drums	100
55 gallon open top poly drums	50
55 gallon poly bung drums	50
5 gallon poly open tops	50
1 gallon poly open tops	100
85 gallon steel overpacks	15

All containers must meet DOT manufacturing specifications.

C-5.11.15.6 Cleanliness of Hazardous Waste Storage Area. The hazardous waste storage areas shall be maintained clean and orderly at all times, in compliance with applicable health and safety standards.

C-5.11.15.7 Notification of Hazards.

C-5.11.15.8 *SP shall report by telephone to the Contracting Officer, or Command Duty Officer if after normal working hours, immediately after becoming aware of any condition which may endanger health or the environment, including, but not limited to:*

C-5.11.15.9 Release of any hazardous waste that may cause an endangerment to public drinking water supplies.

C-5.11.15.10 *Release or discharge of hazardous waste or a fire or explosion which could threaten human health or the environment outside the storage area.*

C-5.11.15.11 The telephone report shall include the date, time, location, and type of incident; the name and quantity of material involved; the extent of injuries, if any; an assessment of actual or potential hazards to the environment and human health outside the facility; and the estimated quantity and disposition of recovered material that resulted from the incident.

C-5.11.15.12 The SP shall submit to the Contracting Officer within five days written documentation of any reportable incident. The information in subparagraph C-5.11.15.9 above shall be included in this document.

C-5.11.16 Disposal of Hazardous Waste.

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C-5.11.16.1 Hazardous Waste. Hazardous waste is disposed of by DRMO via the following procedures. The SP shall assist DRMO with these procedures as required.

C-5.11.16.2 The SP shall prepare (Government provided) DD Form 1348-1A documents to initiate the disposal process. Documents shall be prepared for each container of waste.

C-5.11.16.3 The Contracting Officer will obtain the required Government signatures and forwards the documents to DRMO.

C-5.11.16.4 DRMO will inspect the wastes at the storage facility and assign a number to each container and make arrangements with its separate hazardous waste disposal SP for proper off base disposal of the wastes. If the packaging or documentation does not pass DRMO inspection, the SP shall obtain satisfactory documentation from the originator and repackage as required.

C-5.11.16.5 The Contracting Officer will notify the SP when specific containers are to be picked for disposal.

C-5.11.16.6 The HWSF operator shall verify that the proper containers are being picked up according to DRMO delivery order, and that all containers of wastes are correctly marked, labeled, and manifested. The SP shall load the containers from the storage facility, turn them over to the disposal SP, and obtain proper receipts for the wastes turned over.

C-5.11.16.7 No other disposal procedures and no salvaging of hazardous wastes shall be permitted without the approval of the Contracting Officer.

C-5.11.16.8 Waste Oil. The SP shall provide oil disposal services for all oil collection tanks and drums at the locations shown in Technical Exhibit J-C-HAZ3 The SP shall complete oil removal within three days of receipt of a properly filled out waste transfer document. Any spills at oil collection sites or during waste oil collection shall be immediately controlled and cleaned up by the SP in accordance with the "HAZARDOUS WASTE SPILL AND PICKUP RESPONSE" clause, paragraph C-5.10.7. The SP shall analyze used oil in accordance with the waste analysis requirement of the station RCRA permit. Waste oil shall be disposed of as hazardous waste if the analysis so indicates. The SP shall maintain records of all waste oil disposals using the computerized hazardous waste tracking system.

C-5.11.16.9 Disposal Site Approval. All waste disposal sites shall be approved by the Contracting Officer. The SP shall provide complete documentation to the Contracting Officer showing the disposal facility's ability and willingness to treat or dispose of each type of waste to be disposed of.

C-5.11.16.10 Spill Response Procedures. According to the WSMR Environmental Compliance Handbook, "It is the responsibility of all SP personnel at WSMR that receive, store, or dispense petroleum products or hazardous substances to:

C-5.11.16.10.1 Handle, use and store all petroleum products and hazardous substances in a manner to avoid or minimize the possibility of an accidental spill and potential pollution of land, air and water.

C-5.11.16.10.2 Visually inspect storage containers and areas at least once every week.

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C-5.11.16.10.3 Provide a responsible person in attendance when filling containers in case of a spill or leak.

C-5.11.16.10.4 Report any spills to emergency services, supervisor, and ECO.

C-5.11.16.10.5 The ECO will determine if the spill can be safely cleaned up. If not, the ECO will request assistance from the Compliance Branch of the WSMR Environmental Division.

C-5.11.16.10.6 The ECO, after consulting Environmental Compliance, will notify the WSMR Fire Department/HAZMAT Response Team depending on quantity and nature of material released.

C-5.11.16.10.7 **Only if there is no threat to personal health and safety or that of other facility personnel**, take immediate action to eliminate the source and contain a spill of petroleum products or hazardous substances, and promptly initiate efforts to mitigate the damage. Remedial actions to clean up or neutralize spills of hazardous substances that could result in additional damage will be taken only after consultation with an ECO.

C-5.11.16.10.8 If it has been determined that a spill poses a potential threat to human health and safety, the facility supervisor will warn other affected personnel in the building, evacuate the area and assemble personnel in a safe area.

C-5.11.16.11. **Special Reports.** The SP shall prepare special reports on hazardous waste as necessary.

C-5.11.16.12. **Schedules.** The SP shall schedule shipments, transfers, turn-ins, pick-ups. Keeping track of the 90-day, HWSF, Battery pad, Baker tanks, Tire yard, Gas cylinder yard, Oil pick-ups.

C-5.11.16.13. **Confirm monthly waste billing.** The SP shall confirm the monthly waste billing submitted.

C-5.11.16.14. **Approve and correct DDL Omni profile sheets before turn-in.**

C-5.11.16.15. **Type of Testing.** Determine type of testing required, order analysis and keep track of paperwork until sampling event happens. Ensure that analysis is received within 2 weeks and interpret results when received. Label containers and documents accordingly.

C-5.11.16.16. **Track Waste Shipments.** The SP shall track waste shipments, put the data for waste shipments on spreadsheet, file delivery orders and DD1348's properly. Create DD1348's for each piece of waste to be stored and shipped. Ensure associated documentation is accurate. This includes costing and keeping CLIN book up-to-date.

C-5.11.16.17. **Log Shipments.** The SP shall log shipment dates and ensure that we receive original manifests within 30 days of shipment. If manifest is not received, the SP shall track it down. Copies of log shipments must be received within 45 days or the SP must file a report

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with state and federal agencies. Faxed copies of signed originals may be acceptable for non-regulated waste but are not preferred.

C-5.11.16.18. Interface with DRMO. The SP shall interface with DRMO in the disposal of hazardous waste.

C-5.11.16.19. The SP shall interface with other entities for special remediation projects. The SP shall schedule roll-offs for drop-off and pick-up of hazardous waste.

C-5.11.16.20. The SP shall ensure HWSF and 90-day logbooks are current and accurate. The SP shall ensure HWSF and 90-day storage SAPS are in compliance with all regulations.

C-5.11.16.21. The SP shall determine what a waste is, how to correctly package it , label it, and store it compatibly with other waste. The SP shall identify if a waste is biological, radioactive, or contains live ordinance BEFORE acceptance it for turn-in. THESE TYPES OF WASTE SHALL NOT BE ACCEPTED BY THE SP. The SP shall advise the hazardous waste owner where to route the person to dispose of these items.

C-5.11.16.22. The SP shall ensure all inspections are completed and all recurring (i.e. trip tickets) paperwork is completed and turned in.

C-5.11.16.23. Ensure “catch-up” tasks are scheduled and completed on closed Fridays.

C-5.11.16.24. The SP shall mediate and solve problems regarding hazardous waste disposal. The SP shall take pictures of physical waste problems and staff to higher levels if necessary.

C-5.11.16.25. The SP shall maintain the HWSF monthly scheduling white board.

C-5.11.16.26. The SP shall serve as Safety coordinator’s for the HWSF. Duties inspections, training, maintaining files, and safety meetings.

C-5.11.16.27. The SP shall review, fill out and approve Hazardous Minimization Center's portion of yearly S.A.P. profiles for range users. The SP shall keep copy of all files generated and file appropriately.

C-5.11.16.28. The SP shall prepare for NMED inspection.

C.5.12 ENGINEERING SERVICES (TO BE DETERMINED)

C.5.12.1 WORK MANAGEMNT: TBD

C.5.12.2 MASTER PLANNING: TBD

C.5.12.3 ENGINEERING CONTRACT MANAGMENT: TBD

C.5.12.4 UTILITIES CONTRACT MANAGEMENT: TBD

C.5.12.5 SERVICES CONTRACT MANAGEMENT: TBD

C-5.13 BUDGETING SERVICES.

C-5.13.1 BUDGET. The Service Provider (SP) shall provide budget support services, as stated below. The budget services workload is contained in attachment J- VI C-5 13 01.

C-5.13.2 The SP shall meet budget related suspenses from IMCOM West, Garrison, RM, and the Director and shall attend budget meetings.

C-5.13.3 The SP shall monitor the Integrated Facilities System (IFS) interface with the Standard Army Finance Information System (STANFINS) and develop queries to extract data from IFS for budget analyst and customer requirements.

C.5.14 HUMAN RESOURCES SERVICES.

C-5.14.1 The Service Provider (SP) shall perform the following Human Resources work. Human Resources workload is contained in attachment J- VI C-5.14 01.

C-5.14.2 The SP shall publish and distribute Directorate of Public Works Staffing Documents to internal and external elements on a monthly basis. Staffing Documents and Table of Distribution and Allowance (TDA) directorate records shall be maintained and archived by the SP.

C.5.15 ADMINISTRATIVE SERVICES.

C-5.15.1 GENERAL. Standard services and support services, consisting of the management and performance of administrative and clerical services for the Directorate of Public Works (DPW) government managers and employees. The administrative services workload is contained in attachment J- VI C-5 15 01. Further details TBD.

C-5.15.2 MANAGEMENT ANALYSES. Executing the following programs and management analyses and processes to facilitate planning, regulatory compliance and headquarters taskings: Performance Management Reviews (PMR); Productivity Improvement Reviews (PIR); Management Reviews, IAW AR 11-2, Management Control; Installation Status Reports (ISR); Service-based Costing (SBC) and Activity-based Costing/Management (ABC/M). Proficiency in the ABC/M process, providing insight and recommendations with regard to the operating costs of the DPW, based on government labor, training, supplies and travel data and contract data and costs. Analyzing ABC/M data and shall coordinate ABC/M data updates with the Plans, Analysis and Integration Office (PAIO). Conducting operational analyses of programs and projects, conduct trend analyses, conduct automated systems/technical support analyses, prepare written summations of analyses, make recommendations for management decision-making, present findings to management and monitor the implementation of approved recommendations. Further details TBD.

C.5.16 MISCELLANEOUS.

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C-6 References

Item #	Document #	Title	M/A	LOCATION
2	Army Regulations (AR)			
2	AR 11-2	Management Control	M	http://www.usapa.army.mil
3	AR 11-34	Army Respiratory Protection Program	M	
4	AR 25-2	Information Assurance		http://www.usapa.army.mil
5	AR 25-400-2	The Army Records Information Management System (ARIMS)	M	http://www.usapa.army.mil
6	AR 58-1	Management, Acquisition, and Use of Motor Vehicles	M	http://www.usapa.army.mil
7	AR 71-32	Force Development and Documentation Consolidated Policies	M	http://www.usapa.army.mil
8	AR 190-5	Motor Vehicle Traffic Supervision	M	http://www.usapa.army.mil
9	AR 190-13	The Army Physical Security Program	M	http://www.usapa.army.mil
10	AR 200-1	Environmental Protection and Enhancement	M	http://www.usapa.army.mil
11	AR 200-2		M	http://www.usapa.army.mil
12	AR 200-3		M	http://www.usapa.army.mil
13	AR 200-4		M	http://www.usapa.army.mil
14	AR 200-5		M	http://www.usapa.army.mil
15	AR 380-67	The Department of the Army Personnel Security Program	M	http://www.usapa.army.mil
16	AR 381-12	Subversion and Espionage Directed Against the U.S. Army	M	http://www.usapa.army.mil
17	AR 385-10	Army Safety Program	M	http://www.usapa.army.mil
18	AR 385-40	Accident Reporting and Records	M	http://www.usapa.army.mil
19	AR 420-90	Fire and Emergency Services	M	http://www.usapa.army.mil
20	AR 420-70	Buildings and Structures	M	http://www.usapa.army.mil
21	AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)	M	http://www.usapa.army.mil
22	AR 600-85	Army Substance and Abuse Program	M	http://www.usapa.army.mil
23	AR 710-2	Supply Policy Below The National Level	M	http://www.usapa.army.mil
24	Department of the Army Pamphlet (DA Pam)			
25	DA Form 420-6	Director of Public Works Resource Management System	M	http://www.usapa.army.mil
26	DA Pam 600-85	Army Substance Abuse Program Civilian Services	M	
27	DA Pam 735-5	Survey Officer's Guide	M	http://www.usapa.army.mil
28	Department of Defense (DOD) Regulations/Directives			
29	Joint Travel Regulations (JTR)			
30	JTR Volume II	Joint Travel Regulation - DOD Civilian Personnel		https://secureapp2.hqda.pentagon.mil/perdiem/

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31	Code of Federal Regulations (CFR)			
32	CFR 3, 100.735-8	Conflict of Interest Rules		http://www.gpoaccess.gov/cfr/Index.html
33	CFR 29, Part 1910	Occupational Safety and Health Standards	M	http://www.gpoaccess.gov/cfr/Index.html
34	CFR 29, 1910.134	Respirator Fit-test	M	http://www.gpoaccess.gov/cfr/Index.html
35	CFR 29, 1910.146	Permit-Required Confined Spaces	M	http://www.gpoaccess.gov/cfr/Index.html
36	CFR 29, 1910.147	The Control of Hazardous Energy	M	http://www.gpoaccess.gov/cfr/Index.html
37	CFR 29, 1926	Construction Standards	M	http://www.gpoaccess.gov/cfr/Index.html
38	CFR 29, 1926.62	OSHA Lead in Construction Standard	M	http://www.gpoaccess.gov/cfr/Index.html
39	CFR 29, 1926.1101	OSHA Asbestos Construction Standard	M	http://www.gpoaccess.gov/cfr/Index.html
40	CFR 40	Protection of Environment	M	http://www.gpoaccess.gov/cfr/Index.html
41	CFR 40, 61	National Emission Standards for Hazardous Air Pollutants Program		http://www.gpoaccess.gov/cfr/Index.html
42	CFR 40, 70	CAA Approval of Revisions to the Title V Operating Permit Program in New Mexico	M	http://www.gpoaccess.gov/cfr/Index.html
43	CFR 40, 82	Protection of Stratospheric Ozone	M	http://www.gpoaccess.gov/cfr/Index.html
44	CFR 40, 302	Designation, Reportable Quantities and Notification	M	http://www.gpoaccess.gov/cfr/Index.html
45	CFR 40, 261.3		M	http://www.gpoaccess.gov/cfr/Index.html
46	CFR 49	Transportation		http://www.gpoaccess.gov/cfr/Index.html
47	Technical Bulletins (TB)			
48	TB 420-70-2	Installation Lead Hazard Management	M	
49	Technical Manuals (TM)			
50	White Sands Missile Range Regulations (WSMR-R) and Directives			
51	WSMR-R 200-1	Environmental, Hazardous Waste Management	M	Available at Technical Library Building 102
52	WSMR-R 385-18	Command Safety Program	M	Available at Technical Library Building 102
53	WSMR -R 190-6	Key and Lock Control Procedures		Available at Technical Library Building 102
54	WSMR-R 420-3	Fire Regulations		Available at Technical Library Building 102
55	WSMR-R 700-1	WSMR Lease and Rental Equipment		Available at Technical Library Building 102
56	WSMR-R 700-3	Command Supply Discipline Program		Available at Technical Library Building 102

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57	WSMR-R 702-4	Purchase Descriptions and Supporting Documents Equipment Utilization Management Plan		Available at Technical Library Building 102
58	WSMR-R 702-6	Calibration Program		Available at Technical Library Building 102
59	WSMR-R 710-3	Inventory Management of Controlled Cryptographic Items and Small Arms		Available at Technical Library Building 102
60	WSMR-R 715-4	Purchase Request and Commitment		Available at Technical Library Building 102
61	WSMR-R 715-5	Purchase Request and Commitment		Available at Technical Library Building 102
62	WSMR -R 755-2	Disposal of Used Petroleum Products		Available at Technical Library Building 102
63	WSMR Handbook	Environmental Compliance Handbook	M	Available at Technical Library Building 102
64	WSMR Guide	WSMR NEPA Process Guide		Available at Technical Library Building 102
65	White Sands Missile Range Policy Letters			
66	Policy #4	Prevention of Sexual Harassment		
67	Policy #13	Safety Policy		
68	Supply Bulletins			
69	Field Manuals (FM)			
70	FM	As Applicable to Mission or Equipment Supported		http://www.usapa.army.mil
71	6.2 STANDARD FORMS			
72	Form Number	Form Name	Location	
73	DA Forms			
74	DD Forms			
75	SF Forms			
76	Miscellaneous			
77	NM Regs 20.4.1.1 thro 20.4.1.107	NM Hazardous Waste Management	M	
78	NM Reg 420-40		M	
79	NM Public Works NMED	Solid Waste Regulation	M	
80	OMB Circular No. A-76		M	

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LIST OF ATTACHMENTS

ATTACHMENT #	TITLE
J- VI C-1 02	UXO Areas
J- VI C-1 04	Specific Range Weather Information
J- VI C-1 06	Color Designation Road Block HWY 70 Color codes for other roads
J- VI C-1 07	Prevention of Sexual Harassment Policy Letter
J- VI C-1 09	Training and Medical Testing Requirements Ref para in C-1 & Industrial Regs
J- VI C-1 10	Director Safety Policy
J- VI C-1 11	Asbestos Containing Building Materials RPI
J- VI C-1 12	Hot Work Permit
J- VI C-1 13	Record of Inquiry, STE Form 1416
J- VI C-1 14	Report of Accident, DA Form 285A
J- VI C-1 15	Report of Accident, DA Form 285B
J- VI C-1 17	Title V Operating Permit
J- VI C-1 18	Generator Data Requirement
J- VI C-1 19	ODS Equipment Preventive Maintenance Data
J- VI C-1 20	Emergency Alert System
J- VI C-2 01	Definitions
J- VI C-2 02	Acronyms
J- VI C-3 01	Government Furnished Facilities (Bldgs listed but not room details)

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J- VI C-3 02	Government Furnished Vehicles-Equipment
J- VI C-3 03	GSA Owned
J- VI C-3 04	Power Tools and Minor Property
J- VI C-3 05	Computers, Printers, and other Office Equipment (minimum software?)
J- VI C-5.01 01	Facilities Listings
J- VI C-5.01 02	Facility Utilities
J- VI C-5.01 03	Service Orders Work Load
J- VI C-5.01 06	PM Checklists
J- VI C-5.01 09	Gas Meter Reading Schedule and Report
J- VI C-5.04 06	Air Compressors
J- VI C-5.06 01	Weight Test Equipment
J- VI C-5.07 02 A	Roads Maintenance Work plan
J- VI C-5.07 02 B	Roads Maintenance Work plan
J- VI C-5.07 06	Snow Removal Plan
J- VI C-5.09 03	Scheduled Services
J- VI C-5.13 01	Budgeting Services Workload
J- VI C-5.14 01	Human Resources Services Workload