DRAFT
Performance Based Statement of Work
for On-Site Facility Operation, Maintenance and Repair Support,
Security Guard Services, Custodial/Janitorial Services,
Landscaping and Grounds Maintenance
at the Robert S. Kerr Environmental Research
Center in Ada, Oklahoma

GENERAL

1. Purpose The Contractor shall provide facility operation, maintenance, repair, and facility support, custodial/janitorial services, landscaping and grounds maintenance, and security guard services at the Robert S. Kerr Environmental Research Center in Ada, Oklahoma. This facility houses the Ground Water and Ecosystem Restoration Division (GWERD) of the National Risk Management Research Laboratory (NRMRL). This shall include support for the operation, maintenance, and repair of systems and equipment (excluding analytical instruments) used by the various GWERD research programs. The contractor shall provide the necessary personnel, supervision, equipment and supplies to perform the requirements of the SOW. Contractor personnel shall meet the Personnel Qualifications listed in Attachment 2 and the Medical Monitoring Program as specified in Attachment I.

1.

2. Labor, Parts, Supplies, and Materials The contractor shall provide all necessary labor, parts, supplies and materials, except as otherwise specified, in performance of this Performance Based Statement of Work (SOW). A representative list of expendable supplies to be provided by the Government can be found in Attachment D.

3. Expendable Materials and Supplies For expedition of certain repairs, maintenance and fabrications, the Contractor shall provide expendable materials and supplies to be reimbursed under the Other Direct Costs category not to exceed the limit set forth after award. Contractor acquisition of expendable materials and supplies shall be approved in advance by the Project Officer (PO). The Contractor shall make a quarterly recommendation to the PO of materials and supplies needed to maintain an adequate inventory.

4. Equipment The contractor shall furnish all necessary equipment in the performance of this SOW, unless otherwise specified. See Attachment J for a list of Government Furnished Property. The contractor shall be reimbursed under the Other Direct Costs category for approved expendable supplies necessary for the performance of the contract.

5. Electrical Power Electrical power will be furnished by the Agency, at existing

power outlets for the Contractor's use in performance of this SOW.

6. Hot/Cold Water Hot and cold water will be furnished by the Agency, at existing facilities for the Contractor's use in performance of this SOW.

7. Training The Contractor shall provide all training necessary for its employees to meet the requirements of this SOW prior to beginning contract work. This training includes, but is not limited to safety training necessary to meet Occupational Safety and Health Administration (OSHA) requirements, Lockout/Tagout, HAZCOM training, use of MSDS sheets for all chemicals, blood borne pathogens training and CLEET training for Security Personnel. Training shall be documented and submitted to the Project Officer. As new systems or equipment are brought on-line, contractor employees shall be trained before performing maintenance or repair work.

8. Security Contractor personnel shall observe security regulations established for the U.S. EPA Facility including sign-in/sign-out rules. Contractor employees assigned to this program shall wear distinguishing uniforms with appropriate patches to identify the wearer as an employee of the Contractor. Contractor personnel shall wear identification badges issued by the U.S. EPA.

9. Clean Areas The Contractor shall, at all times, keep its work area clean and free from accumulation of waste material or rubbish.

10. U.S. EPA Facility The EPA facilities which this Contract is to be performed are permanently constructed of first quality materials; the facilities are owned by the United States Environmental Protection Agency and are visited daily by many persons who are required to conduct business with the Agency. For the protection of the building and its equipment and the facilitation of the business to be conducted therein, first quality work is required, including complete performance of all specified daily services on the first official working day of the Contract period and thereafter during the term of the Contract.

11. HVAC Heating, ventilation, and air-conditioning of the building is provided for the comfort of the building occupants. Outside of the normal work hours, the availability of these services may be modified by direction of the PO.

12. Work Schedule Except where noted, work shall be performed within the normal five-day work week observed by the building occupants, holidays excluded. No work shall be performed on weekends when the Agency has no force on duty available for the inspection of the Contract work unless prior written approval of the Project Officer or the PO's designated representative has been obtained.

13. On-Duty Emergency Situation In cases of an emergency condition requiring immediate attention (such as flooding of a particular section of the building) during

normal work hours, the contractor shall divert its crew, or such part thereof as requested by the Project Officer or the PO's designated representative, from their normal assigned duties to address the condition. When these employees are no longer needed for the emergency work, they shall be directed by the Contractor to return to their normal work. During normal working hours, no additional cost shall be charged for the diversion and the Contractor shall not be penalized because the normal work which otherwise would have been performed during the interval has been postponed.

14. Off-Duty Emergency Situation During off-duty hours, the Contractor shall respond to the GWERD facilities within 30 minutes notice of the occurrence of an emergency situation. The Contractor's representative, or designated alternate, shall carry a mobile telephone at all times to facilitate notification in an emergency situation. The mobile telephone number shall be provided to the EPA Project Officer and Alternates. The Contractor shall establish emergency action plans for anticipated emergency situations at each of the GWERD facilities. The plans shall include notification procedures and training requirements in addition to the emergency actions to be taken in order to ensure prompt and effective action if an emergency occurs. Emergency work may involve call-back of off-duty personnel and/or unscheduled overtime work. The Project Officer will authorize the use of overtime as outlined in the contract.

15. Official Business The Contractor shall prohibit its employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for Official Agency Use Only, or any other handling of Agency property not required by this contract.

16. Health, Safety, Environmental Compliance The contractor shall comply with GWERD policies pertaining to conduct, health and safety, environmental compliance, and other building regulations, issued by duly appointed officials, such as the Director, Deputy Director, etc.

17. Storage Space EPA will provide storage space, as available, in the building for the Contractor to store bulk supplies and equipment utilized in the performance of the Contract. The Contractor is expected to keep its spaces in a clean, odorless and orderly condition. See Attachment F for a listing of discretionary space available to the Contractor. Changes in storage areas may be approved by the PO.

18. Quality Assurance

a. In accordance with Contract Clause, Inspection of Services-Fixed Price (FAR 52.246-4, AUG 1996), the government will evaluate the contractor's performance under this contract. For those tasks listed on the Performance Surveillance Plan Attachment 4, the Project Officer will follow the methods of

surveillance specified in the contract. All surveillance observations will be recorded by the Government. When an observation indicates defective performance, the PO will require the contractor's representative to initial the observation indicating acknowledgment of deficiency. The initialing of the observation does not necessarily constitute contractor concurrence with the observation, only acknowledgment that the contractor has been made aware of the defective performance. Government surveillance of tasks not listed in the Performance Surveillance Plan or by methods other than those listed in the Performance Surveillance Plan (such as provided for by the Inspection of Services clause) may occur during the performance of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the contract.

b. The purpose of the Performance Surveillance Plan is to list those contract requirements and standards that are considered most critical to performance of the contract. The Performance Surveillance Plan shows the maximum allowable degree deviation the Government will allow before performance will be considered unsatisfactory. It explains how the Government intends to conduct surveillance of the Contractor's performance.

c. The format of the Performance Surveillance Plan consists of a table with five columns as follows:

i. Work Requirement This column lists the major work performance requirements. It does not list all performance requirements of the contract. The Performance Surveillance Plan is not inclusive of all details required to perform a particular requirement; rather it lists the major work performance requirements. The contractor shall perform all requirements stated in or referred to in the contract regardless of whether they are listed in the Performance Surveillance Plan.

ii. Performance Standard This column lists the major standards for the required services.

iii. Maximum Allowable Defect Rate This column lists the Maximum Allowable Defect Rate (MADR) and the sample size for each required service. The MADR does not allow the Contractor to knowingly and intentionally offer defective services. The MADR is maximum number or percent of defects considered satisfactory for each service lot. If the service complies with the contractual requirements, then that service will be considered acceptable. If unacceptable and counted when determining

whether MADR has been exceeded. Regardless of contract requirements shall be re-performed by the Contractor as directed by the Government until they comply with contract requirements.

iv. Method of Surveillance This column reflects the Government's method of inspecting each required service. The Government may unilaterally alter its method, level, and frequency of surveillance at any time. Altering the method, level, and frequency of surveillance will not entitle the Contractor to an adjustment of the contract terms or price. The methods of surveillance to be used by the Government are identified in the Governments Quality Assurance Surveillance Plan (QASP) Attachment 4.

v. Deduct Percentage This column reflects the deduct percentage applied to the Contractor's invoice as a result of exceeding the MADR identified in Column 3. The amount of the deduct percentage is applied to the contract price for that particular line item. For example, if the MADR is exceeded for Performance Surveillance Plan Item 1, the EPA Project Officer (PO) would determine the percentage of work performaed unsatisfactorily by the Contractor and apply a similar deduction percentage to the line item price for Performance Surveillance Plan Item 1.

, FACILITY OPERATION, MAINTENANCE AND REPAIR SUPPORT

The Contractor shall provide all shop support services in the areas of sheet metal, carpentry, machine work, pipe fitting, plumbing, electrical, HVAC, Compressed Air (Vacuum) and general labor required to routinely fabricate, maintain, and repair facilities and equipment covered under the Statement of Work. Review Attachment A for a complete description of services and supplies necessary during facility operation, maintenance and support.

Definition of Operation Operation is defined as the daily actions of monitoring and adjusting the Robert S. Kerr infrastructure and RPIE to keep the facilities working at peak performance levels. Examples are monitoring and adjusting of the Building Automation System that controls the HVAC system and monitoring and adjusting the reverse osmosis system.

Definition of Maintenance For the purpose of this Contract, maintenance is defined as the recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility and real property installed equipment (RPIE) so that it may be used effectively for its designated purpose. This includes work required to restore components, which have deteriorated from normal wear and tear, and other work on a facility or equipment to prevent damage or deterioration of the facility which otherwise would be more costly to restore or replace.

Maintenance work encompasses the definition of repair to the extent that the preservation or restoration effort is performed on a timely schedule to preclude the deterioration of contiguous and associated components or equipment.

Definition of Repair Repair is defined as work required to restore to a good working condition a failed or failing real property facility or RPIE so that it may be used effectively for its designated purpose. Repair includes restoring or repairing components of facilities damaged by fire, explosions, the elements, or other disasters. Repair also consists of the overhaul, reprocessing or replacing deteriorated constituent parts, equipment, or material which cannot be corrected through normal maintenance operations. If in the process of repairing a facility it becomes necessary to replace constituent parts, equipment or material thereof, due to failure or deterioration, they will be in conformance with sound economical and engineering standards and practices consistent with the latest state-of-the-art and the remaining life and planned tenure of the facility. The degree of replacing constituent parts, equipment and materials, and the consequent work which can be accomplished by repair work is limited to that which is cost effective, and was not made necessary by program changes relating to facility usage.

d. Ongoing Facility Modifications. The construction of a 3 story plus ground level loading dock addition to the Main Building is in progress and expected to be completed in February 2008. The gross area of the addition is approximately 10,230 SF. The work is being accomplished in accordance with the plans, specifications, and

other contract documents for the project East End Fire Egress Addition at the Robert S. Kerr Environmental Research Center. The addition is Occupancy Group B, Construction Type II-B Fully Sprinkled. A generalized description of the work follows:

e.

f. a. Selective demolition of existing Main Bldg

g. b. Excavation and earthwork

h. c. Layout of new work

i. d. Landscaping and pavement

j. e. Concrete flat and vertical work (reinforced concrete structure)

k. f. Concrete infill panels

l. g. Concrete unit and brick masonry

m. h. Miscellaneous metal fabrication

n. i. Miscellaneous rough carpentry

o. j. Thermal and acoustical insulation; weatherproofing; firestopping

p. k. Roofing (new roof system for addition AND re-roof Main Building and LCC)

q. l. Hydraulic freight/passenger elevator (A separate maintenance contract with the manufacturer/installer is anticipated.)

r. m. Mechanical HVAC system.

s. n. Electrical system. Electrical consumption of the East End Addition will be metered separately from the Main Building. The East End project replaced the existing transformer.

t. o. The existing fire alarm system will be extended to serve the new addition.

u. p. Re-roof the Main Building

v. q. Re-roof the LCC

w.

x. The HVAC system and the electrical feed supporting the addition will be totally separate from the existing ESPC HVAC and electrical systems. The heating and cooling system specified by the contract documents consists of a water-cooled packaged chiller, evaporator, water-cooled condenser, miscellaneous piping, instruments and controls, electric heating coils and chilled water coils, water terminal units, fans, air terminal units, air handling units, ductwork, filters, and electrical work required to form a fully functioning system.

y.

z. Maintenance and repair of the new HVAC and electrical systems will be the responsibility of the O&M contractor after the construction warranty expires. The construction period warranty is expected to expire February 28, 2009. However, that date is subject to change based on the actual completion date and government acceptance of the East End Addition. The O&M and janitorial workloads are expected to increase as a result of the East End construction.

1. MAINTENANCE

aa. Contractor shall provide complete maintenance service on mechanical, electrical and plumbing systems, kitchen equipment, wellness center equipment and door hardware. Contractor is responsible for routine maintenance on government-owned HVAC systems. The contractor shall provide preventive maintenance and minor repairs on third party owned HVAC systems. See Attachment E for third party owned HVAC equipment. Fully qualified, certified mechanics directly employed or supervised by the contractor shall perform this service. A description of the buildings and systems requiring maintenance and repair can be found in Attachment A.

a. Within thirty (30) calendar days from date of Contract award, the Contractor shall submit to the Project Officer the following for approval:

1. Equipment Inventory: All equipment covered by this Contract shall be inventoried and reported in accordance with the reporting instructions found in Attachment 3 Reports of Work.

2. Maintenance Item List: A maintenance item list shall be prepared and submitted for approval for each piece of equipment shown on the equipment inventory form. This list shall be developed by using the manufacturers' maintenance and operating manuals and listing the recommended maintenance items and the frequency each item shall be performed. A schedule of lubricants including type and manufacturer shall be provided. A list of spare parts shall be maintained for stock purposes with a current copy provided quarterly to the Project Officer.

3. Preventive Maintenance Master Schedule: A preventive maintenance master schedule shall be developed for all equipment covered by this Contract. The schedule shall contain the following information: item number, quantity, description, maintenance schedule date and maintenance completion date. This schedule shall be approved by the Project Officer prior to implementation.

4. Daily Work Form: A daily work form shall be prepared showing the equipment serviced and the type of maintenance performed after completion. This shall be completed by the Contractor's on-site maintenance employee. This work form shall be available to the Project Officer upon request.

c. Scheduled preventive maintenance shall be performed at a frequency in accordance with the equipment manufacturer's recommendations and shall include, but not be limited to, the following services:

1. Check performance of components assuring each component is operating correctly.

2. Examine, adjust, calibrate, lubricate, check the control action, repair or replace and clean system components including, but not limited to those shown in Attachment B.

3. Preventive maintenance frequency may be adjusted by the PO.

4. Wellness Center equipment shall be serviced in accordance with manufacturer's specifications or as requested by the Project Officer;

d. The contractor shall perform services listed in Attachment C during planned preventive maintenance.

e. Scheduled preventive maintenance service work under this Contract is to be performed during the Contractor's regular working hours on regular working days unless otherwise approved by the Project Officer.

f. Prior to completion of maintenance work, the contractor shall remove (1) any rubbish from the premises, and (2) deposit all Government-owned property and material in the designated storage area. Upon completion of the task, Contractor personnel shall leave the work area and premises in a clean, neat, and workmanlike condition satisfactory to the Project Officer.

g. The GWERD Preventative Maintenance system presently uses the Datastream MP2 Maintenance Management system for scheduling and tracking preventative maintenance. The contractor may use and maintain the current MP2 system or propose a facility management software with tracking and reporting capabilities equal to or exceeding MP2. The maintenance contractor shall submit proposed software to the EPA for approval. If the software is approved the contractor shall import existing MP2 data into the new system. The new system shall be able to use the data in future reports and tracking functions. The current system contains:

1. A PM equipment file by building which lists all equipment in the system. The listing includes equipment, make, model, serial number, location, identification code, service cost account code, PM task numbers, last PM and next scheduled PM.

2. A PM task file which lists all PM tasks in the system. Each scheduled maintenance inspection contains one or more tasks, which are actions to be accomplished during the scheduled maintenance. All of the tasks in the system are located in this file in numerical order. Copies of the appropriate tasks are printed for the mechanics use when the schedule indicates that a maintenance inspection is due on the equipment.

3. A task usage file, which is a numerical list of all tasks which also contains a list of all equipment to which the particular task is applied.

2. <u>REPAIR</u>

a. Repair services that are required to keep facility systems and equipment in proper operation must be initiated with reasonable promptness and in no case greater than three (3) hours from time of notification by the PO or PO's representative to start repair.

b. The Contractor shall repair or replace worn parts or components with new parts or reconditioned components. An inventory of spare parts recommended by equipment manufacturer's maintenance and service manuals such as gaskets, valves, controllers, fittings, etc., shall be stocked by the Contractor. Major items such as large pumps and motors will not be stocked, but shall be readily available to the contractor. Third party owned HVAC repairs up to $100 or 4 man-hours shall be made by the contractor. The contractor shall promptly notify the Project Officer regarding HVAC repairs exceeding set limits. These limits do not apply to Government owned HVAC systems.

c. On-Duty Emergency Repair Emergency repair involves actions required to promptly respond to a situation in which critical equipment has failed or is in imminent danger of failing, and to restore it to operating condition as soon as possible. It may involve temporary repair or modification of equipment to provide an alternate method of continuing laboratory operations. In the event of an emergency, the contractor shall assess the situation and recommend corrective actions to the PO. The need for emergency repair and action to be taken are determined by the Project Officer. Emergency repairs take precedence over all other categories of operations and maintenance work. The Contractor shall establish emergency action plans for anticipated emergency situations at each of the GWERD facilities. The plans shall include notification procedures and training requirements in addition to the emergency actions to be taken in order to assure prompt and effective action if an emergency occurs.

d. Off-Duty Emergency Repair During off-duty hours, the Contractor shall respond to the GWERD facilities within 30 minutes of notice of the occurrence of an emergency situation. The Contractor shall establish emergency action plans for anticipated emergency situations at each of the GWERD facilities. The plans shall include notification procedures and training requirements in addition to the emergency actions to be taken in order to assure prompt and effective action if an emergency occurs. Emergency repair work may involve call-back of off-duty personnel and/or unscheduled overtime work. The Project Officer shall authorize the use of overtime as outlined in the contract clause entitled "PAYMENT FOR OVERTIME PREMIUM," in Section I.

e. The Contractor shall ensure the prompt repair/replacement of defective parts or equipment.

f. Prior to completion of repair work, the contractor shall remove (1) any rubbish from the premises, and (2) deposit all Government-owned property and material in the designated storage area. Upon completion of the task, Contractor personnel shall leave the work area and premises in a clean, neat, and workmanlike condition satisfactory to the Project Officer.

g. Exceptions to repair of HVAC:

1. Government owned equipment shall be repaired in accordance with paragraphs 2a through 2d above.

2. The contractor shall repair 3rd party HVAC equipment when the repair cost is no greater than $100 and repairs require 4 man-hours or less. See Attachment E for third party owned HVAC equipment.

3. MISCELLANEOUS FACILITY SUPPORT

a. The contractor shall perform a variety of tasks that must be accomplished for efficient operation of the facility. The tasks listed below shall be accomplished within a short period of notice:

1. Moving, installing, relocating furniture;

2. Hanging, removing bulletin boards, pictures, etc.;

3. Setting up conference rooms in preparation of VIP visits, or conferences;

4. General clean up of work areas, and removal of trash and scrap materials to off-site locations;

5. Repairing and painting offices when personnel are relocated or reassigned space;

6. Transporting equipment and supplies from the Main Campus to the GAAR Corner facility and vice versa;

7. General painting, interior and exterior.

8. Assistance required by any other unforeseen events, to be approved on a case by case basis by the Project Officer.

4. RESEARCH PROGRAM SUPPORT

The Contractor shall provide maintenance, repair, alteration, fabrication, and installation of equipment and systems for research programs at GWERD. The contractor is not responsible for the operation or maintenance of analytical equipment.

5. PLANT OPERATIONS

a. The contractor shall operate the GWERD facilities in accordance with Plant Operation Schedule. The contractor shall submit a Plant Operation Schedule to the PO for approval on an annual basis. The first Plant Operation Schedule shall be furnished to the PO for approval no later than 30 days from contract award. The Plant Operation Schedule shall demonstrate a thorough understanding of GWERD facilities, operating requirements, and the manning and resources required to meet EPA requirements. The schedule shall be updated, as necessary.

b. The Plant Operation Schedule shall list major tasks, the contractor's means and methods to complete the tasks, and the anticipated manning required to meet facility needs. The Plant Operation Schedule shall be categorized as follows:

1. Facility Systems and Requirements

2. Janitorial Services

3. Landscaping and Grounds Maintenance

4. Security Guard Services

6. ROOF MAINTENANCE

The contractor shall provide routine roof maintenance on the roofs of the Chemical Storage Building and the Grounds Maintenance Building. Note that the Main Building, the Library Conference Center Building, and the Annex Building roofs are NOT included in this statement of work. The following services are expected under this contract:

a. Leak Response Program The contractor shall routinely check for leaks in the roof systems. For each leak the contractor shall identify and repair the leak where practical. The contractor shall document on an Excel spreadsheet the location of the leak, the date the leak occurred, and the action taken to repair the leak. Permanent repairs of leaks and other roof repairs outside of preventive maintenance that exceed 16 man-hours are not the responsibility of the maintenance contractor. For leaks that exceed 16 man-hours, the contractor shall make temporary repairs to minimize damages and notify the PO that permanent repairs are required. A leak activity report shall be provided to the EPA on a quarterly basis. Reports shall be submitted in hardcopy and electronic formats. The leak activity report shall provide the following:

1. Date leaks occurred.

2. Leak locations.

3. Man-hours required.

4. Remedial actions for each leak.

5. Overview and/or follow up recommendations.

19. b. Annual Summary The contractor shall provide the EPA a brief written summary of leak activity observations and recommendations no more that 30 days after each year's service.

20. c. Inspections, Preventive Maintenance, and Rooftop Housekeeping The contractor shall provide roof inspections, routine preventive maintenance, and general housekeeping services on the roofs.

Roof Inspection services are as follows:

1. Monthly visual inspection of the roof membrane and roof surface conditions.

2. Quarterly inspections of the flashing systems including, but not limited to, the metal edge system, base flashings on equipment and adjoining walls, counterflashing and termination details, soil stacks and vents, and inspection of rooftop projections and equipment including, but not limited to, pitch pans, HVAC equipment, sky lights and access hatches.

The contractor shall submit recommended frequencies for preventive maintenance services. Preventive maintenance services to be provided are as follows:

1. Metal edge flashing components - tears, splits and breaks in the membrane flashings shall be repaired with appropriate repair mastics and membranes.

21. 2. Tears and splits in the flashing membrane shall be repaired with appropriate repair mastics and membranes. Open split flashing strip-ins shall be repaired with appropriate repair mastics and membranes. Unsecured rooftop equipment, exposed fasteners, termination bar and counterflashings shall be sealed.

22. 3. Roof membrane maintenance repairs - tears, breaks and splits in the flashing membrane shall be repaired with appropriate repair mastics and membranes. Splits and blisters shall be cleaned, primed and repaired with appropriate repair mastics and membranes. Metal projections (hoods and clamps) shall be sealed. Contract does not include recoating roof membranes.

23. 4. Pitch pockets will be filled as required.

Roof housekeeping services shall be performed no less than quarterly. General rooftop housekeeping services are as follows:

1. Removals of debris (i.e., leaves, branches, paper and similar items) from the roof membrane (excluding HVAC and other major equipment).

2. Removal of debris from the roof drains, gutters and scuppers.

d. Roof Inspection Reports The contractor shall provide annual reports from the roof inspections. The reports shall become part of a roof database maintained on the roof system.

e. Storm Reports The contractor shall provide a roof inspection and a corresponding report after a major storm, determined by the Project Officer, to ensure timely repairs.

f. Thermocore Inspection and Trace Analysis Not required by the contractor.

24. g. EPA Responsibilities The EPA shall exercise reasonable care in the use of the roof systems.

7. LIFE SAFETY SYSTEMS MAINTENANCE

The contractor shall provide inspection, testing, and repair, when necessary, of the Simplex 4100 Life Safety System, Automatic Fire Sprinkler System, and service all fire extinguishers at the Robert S. Kerr Environmental Research Center located in Ada, OK. The Simplex 4100 system to be serviced under this contract are proprietary (SIMPLEX) and to the knowledge of the government, can only be serviced by SIMPLEX. The contractor shall subcontract the Simplex 4100 systems inspection, testing, and repair to Simplex Time Recorder Co., 310 North Meridian Avenue, Suite 16, Oklahoma City, OK. Simplex Time Recorder Co. is the regional SIMPLEX office authorized to service SIMPLEX Systems.

a. Simplex 4100 System

, Perform necessary inspections and functional tests of all accessible peripheral devices currently on-line with the life safety system, including all supervisory points, ensuring that 100% of the total system is tested in accordance with NFPA 72 standards. Tests shall be divided to ensure all circuit tests, waterflow and tamper, pull stations, smoke detectors, heat detectors, control panel and other control devices are tested to comply with federal, state and local codes.

, Tests shall be scheduled in advance to ensure proper notification of personnel and availability of necessary special equipment. Simplex technicians will need the assistance of the contractor's on-site personnel to provide access to all areas of the facility in order to locate and service all devices.

, In accordance with NFPA guidelines, smoke detection devices shall be functionally tested in place using a smoke generator, punk stick, or other method acceptable to the manufacturer. *Canned smoke **shall not** be used for this task, in accordance with manufacture's recommendations.*

, Technicians shall test 50% of the smoke detectors quarterly, to ensure that 100% of all smoke detectors are tested semi-annually. Detectors shall be cleaned as required to ensure reliable operation. Devices performing outside the listed sensitivity range shall be noted and replaced according to contract terms.

, All accessible devices shall be logged for:

, Exact location.

, Test results.

c. Any discrepancy noted.

25. d. Recommendations for corrections.

26. b. Simplex 4100 System Monitoring/Notification The contractor shall provide monitoring and notification services for the Simplex 4100 Life Safety System, as well as the supervised industrial alarm points. An emergency notification list shall be provided by EPA.

c. Automatic Fire Sprinkler System:

1. The contractor shall conduct a complete inspection of the building sprinkler systems, including all sprinkler heads, control valves, cold weather valves, fire department connections and risers.

2. The contractor shall inspect all standpipes/firehose cabinets.

3. All accessible devices shall be noted and tagged for:

   a. Exact locations

   b. Test results.

   c. Any discrepancy noted.

   d. Recommendations for corrections.

e. Fire Extinguishers:

1. The contractor shall perform annual inspection of portable fire extinguishers.

2. The contractor shall perform annual hydro test and recharge of 20% of the portable fire extinguishers, to ensure that over a five year period, all extinguishers have been hydro tested and recharged.

3. The contractor shall perform semi-annual inspection of the fire suppression (deluge) system in the Hazardous Storage Building.

f. General Notes

1. All costs for labor, travel, and component parts for the systems to be maintained shall be included in the contract.

2. Services to be performed are at the U.S. EPA's NRMRL/GWERD/Robert S. Kerr Environmental Research Center in Ada, OK. Facilities include the Main Building, the Library Conference Center, the Annex Building, the Chemical Storage Building, GAAR Corner Site and the Hazardous Storage Building.

3. Standard Emergency Service conducted during normal working hours is included in the contract. Normal working hours are Monday through Friday, 8 am - 5 pm, legal holidays excluded. This provision includes all labor, travel, component parts and mileage charges for repairs associated with normal equipment failures. The contractor shall include all costs for Simplex to provide all labor to diagnose system problems, replace software, any covered panel components, including battery replacement, and peripheral devices.

4. Preventative maintenance and repair shall be performed as a part of the contract. Qualified technicians shall maintain system components in accordance with manufacturer's recommendations. Where possible prior to leaving the site, technicians shall return faulty components to operation by adjusting and cleaning components that fail to function during inspection. Notification shall be made to the EPA prior to system repair. Technicians shall check for proper system operation after preventative maintenance and/or repairs are performed.

5. Inspection, maintenance and repair actions shall be documented by logging covered components locations, associated test results and/or voltage readings, any discrepancies noted, recommendations for correction, and any corrections made on site. The equipment list below includes, but does not limit, items covered by the contract. Simplex components specifically excluded from this contract shall be submitted to the contractor by its subcontractor, Simplex Time Recorder Company. The contractor shall submit this list to the EPA Project Officer for review.

Equipment List

QTY	**EQUIPMENT**	**SERIAL NUMBER / MODEL**	**MANUFACTURER**
1	Fire Panel	4100	Simplex
156	Smoke Detectors		
23	Pulls		
18	a/v's		
45	v/o's		
35	Speakers		
2	w/f		
2	Tampers		
15	Heat Detectors		
1	Sprinkler-Wet		
1	Sprinkler-Deluge		
All	Fire Extinguishers		

8. SPECIAL CONDITIONS

a. Tools and Special Test Equipment: Except where noted in Attachment J, the contractor shall furnish all necessary tools and special test equipment to pursue the fulfillment of this Contract and at no time shall the government be required to furnish additional tools or equipment for this Contract work.

b Access: The Government will provide reasonable means of access to all devices which are to be serviced.

c. Shutdowns and Startups: Contractor shall be free to start and stop *primary* equipment incidental to the operation of the mechanical and electrical systems. Shutdowns and startups shall be approved in advance by the Project Officer. The Project Officer shall be responsible for coordination with Laboratory personnel using the facility regarding shutdowns and startups.

d. Facilities: Shop space and power tools available on the basement floor and annex building shall be used as required to fulfill the contract. Discretionary space is described in Attachment F.

e. Exclusions: It is the intent of this Contract that the Contractor shall not engage in any work under this Contract in the following areas:

1. Third party owned HVAC system repairs over $100 per occurrence or repairs that exceed 4 man-hours. *Note: HVAC routine and preventative maintenance is included in this contract.*

2. Equipment added or otherwise altered without written notification being sent to the Contractor by the contracting officer.

3. Elevators – mechanical components. Elevator cab, lights, etc. are included in theis contract.

4. Pavements.

5. Alteration - Change the interior arrangement or other physical characteristics of an existing facility or installed equipment so that it may be more effectively utilized for its currently designated purpose or adapted to a change use as a result of a programmatic requirement. Alterations may include work referred to as improvements, conversion, rehabilitation, remodeling, and modernization. Minor alterations that are less than or equal to 24 man-hours are allowable under this contract.

6. New Construction - Erect, install or assemble a facility, including the conversion, expansion, addition, or extension of an existing facility which provides new floor space, cubage or applicable units of measurement, total replacement of a facility and/or the physical relocation of a facility from one location to another. Site preparation, demolition, excavation, landfill, utility system connections and extensions, site improvements such as roads, walks, parking areas, landscaping and exterior or interior RPIE are excluded.

7. Conversion - A major structural revision of a real property facility that changes the functional purpose of the facility. Two elements are necessary for conversion: (1) a major structural revision, (2) change in functional purpose.

8. Addition, Expansion, Extension - An addition, expansion, or extension constitutes a physical enlargement to a real property facility that increases the overall external dimensions of the facility. As a general rule, if the dimensions used to record the facility in the inventory are increased, then an addition, expansion, or extension has occurred.

9. Improvement

    a. Land - Any betterment which is incidental to preparation of land for use, such as clearing, drainage, grading, or landscaping; also, the removal, relocation, dismantling or demolition of existing structures or facilities not used to restore land to its original state.

    a. Buildings, Other Structures, and Facilities - Any betterment which affects the capacity or changes the basic design of the property, such as:

        1. The addition of wings, porches, etc.

        2. Major alterations which affect structural quality.

        3. Installation of elevators, fire escapes, storm windows, and similar items which were non-existent at the start of this contract.

II. CUSTODIAL/JANITORIAL SERVICES

The Contractor shall satisfactorily perform the tasks identified in this Performance Based Statement of Work. It is intended that the services include all functions normally considered a part of workmanlike, satisfactory custodial/janitorial work, whether or not specifically identified below. Janitor's closets are located at various points throughout the building. These may be used by the custodial staff for storing equipment, mops, brooms, dust cloths, and other items. The closets and stored items shall be kept clean, odorless and orderly.

1. RESTROOMS

   a. Daily

      1. Floors shall be swept and mopped.

      1. Water closets, seats, and urinals shall be washed and sanitized. Traps shall be maintained free from odors at all times.

      2. Wash basins shall be thoroughly cleaned.

      3. Mirrors, shelving, dispensers, chromium fixtures and piping shall be damp-wiped and polished dry daily. Metal polish to be used on metal work only as approved by the Project Officer.

      4. Paper towel waste receptacles shall be emptied and rooms policed.

      5. Paper towels, hand soap and toilet paper shall be serviced.

      6. Sanitary napkin receptacles shall cleaned and disinfected.

      7. Wastepaper receptacles shall be emptied.

   b. Weekly

      1. Ledges, partitions and air grilles shall be damp-wiped.

2. ROOM CLEANING Offices (main building, annex building, library computer conference wing), computer room, Wellness Center, custodial closets, cafeteria, and other conference rooms shall be cleaned as follows:

a. Daily

1. Wastebaskets shall be emptied and wiped clean.

2. Wastepaper and trash shall be placed in containers (dumpsters) furnished by the agency outside the building.

3. Floors shall be swept with a treated sweep mop.

4. Carpets shall be vacuumed.

5. Wash basins shall be cleaned and mirrors damp wiped and dried.

6. Paper towels shall be supplied, where required.

b. Weekly

1. Horizontal surfaces (desks, files, and table tops, chair seats, wearing apparel racks, etc.) within approximately six (6) feet of the floor shall be dusted with treated dust cloth.

2. Wall surfaces, partitions, doors, window frames and sills shall be spot-cleaned.

3. Bright metal work shall be maintained in a polished condition, i.e., door knobs and hardware, with plates, etc.

4. Wall surfaces within approximately six (6) feet of the floor, vertical surfaces and under surfaces (knee wells, chair rungs, table legs, etc.) shall be thoroughly dusted.

5. Glass in doors, partitions, pictures, and bookcases shall be cleaned.

c. Monthly

1. In between the normal quarterly waxing performance, office areas shall be damp-mopped and buffed.

2. Metal door thresholds shall be cleaned and polished.

d. Quarterly

1. Carpets shall be thoroughly cleaned quarterly and more often, as required by the Project Officer or the PO's designated representative.

2. Interior glass and plastic panels in partitions and doors, which shall include both sides of bookcase glass, shall be cleaned.

3. High Cleaning: Surfaces and objects in the building approximately six (6) feet or more from the floor, shall be cleaned by dusting and/or vacuuming. This includes door checks, transom clocks, exposed pipes, duct work, high files, ledges, moldings, tops of partitions, lockers, pictures, plaques, ventilating and air-conditioning outlets, return grilles, and the wall and ceiling areas adjacent to these fixtures.

e. Semi-Annually

1. Strip, wax and buff resilient flooring in office rooms and library.

3. LABORATORY ROOMS

a. Daily

1. Wastebaskets not marked as hazardous shall be emptied in containers furnished by the Agency and transferred to containers (dumpsters) outside the building.

b. Weekly

1. Laboratories shall have their floors swept and damp-mopped weekly and wet-mopped biweekly under the supervision of and as scheduled by the responsible laboratory professional through the Project Officer or the PO's designated representative. These services will be performed between 1:00 and 5:00 p.m. on each Wednesday afternoon.

c. Semi-Annually

1. Strip, wax, and buff resilient floors under the supervision of and as scheduled by the responsible laboratory professional through the Project Officer or the PO's designated representative. These services will be performed between 1:00 and 5:00 p.m. on Wednesday afternoons.

4. ELEVATOR

a. Daily

1. Resilient floors shall be cleaned.

2. Carpeted floors shall be vacuumed.

b. Weekly

1. Surfaces in the interior of the elevator car shall be cleaned, including doors, door tracks and corridor door tracks on each floor.

2. Bright metal surfaces shall be polished.

c. Monthly

1. Resilient floors shall be waxed and buffed monthly.

5. MAIN ENTRANCE AREA, LOBBIES, AND CORRIDORS

a. Daily

1. Drinking fountains shall be cleaned and polished.

2. Boxes, bottles, cardboard and cardboard boxes and other items placed in corridors outside offices and laboratories clearly marked "trash" or "recycle" will be recycled in accordance with EPA Recycling Requirements (See Attachment H).

b. Weekly

1. Floors shall be swept in corridors and lobby areas, concrete floors shall be wet-mopped or scrubbed; and resilient or slate floors on all four floors shall be damp mopped daily and buffed.

2. Surfaces shall be dusted.

3. Metal surfaces shall be polished.

4. Walls shall be spot-cleaned.

5. Interior glass shall be cleaned weekly.

c. Every Four (4) Months

1. Resilient flooring in corridors, entrances, and other heavy traffic areas shall be stripped, waxed, and buffed every four (4) months.

6. STAIRWAYS

a. Daily

1. Stair landings and steps shall be swept and damp-mopped.

b. Weekly

1. Hand railings, ledges, grilles, fire apparatus, doors and radiators shall be dusted.

2. Steps, risers, and landings shall be wet-mopped or scrubbed.

3. Glass surfaces shall be cleaned.

4. Bright metal and woodwork shall be polished.

5. Walls shall be spot cleaned to an approximate height of six (6) feet.

7. LOADING PLATFORMS:

a. Daily

1. Loading dock areas and platforms shall be swept and cleaned daily.

8. OUTSIDE ENTRANCES

a. Daily

1. Ash Receptacles, located adjacent to the front building and loading dock entrances:

Dry Type--The container and bucket shall be emptied and cleaned daily.

Sand Type--The soiled sand shall be cleaned daily (sand shall be removed and replaced with fresh sand weekly). The exterior and opening shall be cleaned.

b. Weekly

1. Both sides of entrance glass shall be cleaned.

2. Kick plates, push plates, and push bars shall be cleaned and polished.

3. Landings, steps, and sidewalks adjacent to entrances shall be thoroughly swept.

4. Unpainted exterior and interior metal entrance doors and handrails shall be polished.

9. RECYCLING Wastepaper, rubbish, trash, debris, and garbage shall be collected and deposited in containers (dumpsters) provided by the Agency in accordance with Attachment H.

a. Daily

1. Trash Cans, Waste Baskets and Garbage Cans: Trash cans and waste baskets will be emptied daily. Those cans used for the collection of food remnants shall be washed inside and out, or steam cleaned.

2 Trash and other waste in the vicinity of the waste receptacles (dumpsters) near the loading dock shall be picked up and placed in the receptacles. Waste receptacles (dumpsters) shall remain closed when not in use.

3 The Contractor shall be responsible for recycling on GWERD premises in accordance with Attachment H.

4 Other non-hazardous waste shall be transported to the local landfill.

10. WELLNESS CENTER

a. Daily

1. The wellness center shall be vacuumed.

2. Exercise equipment and weight machine surfaces, including but not limited to handholds, weightlifting bars, body support padding and motor housings shall be thoroughly cleaned and disinfected with a sterilizing bactericidal cleaner, such as is commonly used to clean surfaces in hospitals.

3. Surfaces that would normally come into contact with an individual's hands shall be disinfected.

b. Weekly

1. Locker/shower rooms shall be vacuumed weekly.

2. Shower stalls shall be cleaned and disinfected weekly.

11. WINDOW WASHING

a. Window glass and glass over exterior and vestibule doors shall be cleaned inside and outside.

b. Frames, casings, and sills shall be wiped dry after each operation.

c. Outside frames and sills and inside blinds shall be dusted.

d. Cleaning solution must not injure metal frames, adjacent putty or paint.

e. Contractor employees shall not stand on equipment or furniture when cleaning windows.

f. In performing window washing, the contractor shall inspect windows and window cleaning safety hook devices at the building, and to assure himself of their substantiality prior to beginning work. The Contractor shall comply with the safety requirements of Building Management Standards contained in GSA Handbook, Section 16, Window Washing, dated 1958, a copy of which is available in the regional Office of GSA, upon request.

g. Window washing shall be performed semi-annually, not necessarily on a particular interval, but a Project Officer approved schedule and shall be completed within thirty (30) days of starting.

12. SERVICES DIRECTED BY PROJECT OFFICER

a. On special occasions such as Open House, visiting dignitaries, Laboratory Program and/or Management reviews, and other occasions of sufficient priority, the Project Officer will require the custodial/janitorial effort to meet the needs of the occasion.

b. Wood Paneling, Walls and Handrails: Surfaces shall be wiped down and treated.

c. Chemical Treatment in Restroom areas: In maintaining toilet traps and fixtures free from odors at all times, the following chemical treatment procedures shall be followed:

1. Traps that present a continuing or stubborn problem shall be treated with a bactericidal (organic base) type chemical, until the traps are completely free of odors. This type treatment is usually required only for floor-type urinals. A teaspoon of this chemical shall also be added to other toilet fixture traps, particularly wash basins in women's restroom semi-annually.

2. After a treatment with the bactericidal chemical, an application of three (3) tablespoons of deodorant compound (PDC, or equal, Federal Supply No. 6840-687-7904), shall be applied weekly to the floor-type urinals to maintain them free of all odors and encrustation.

3. To prevent stains and encrustation, and any resulting odors, from forming
27. in water closets and urinals, sodium bisulfate toilet cleaner (Federal Supply No. 7930-559-9481) or equal, shall be used weekly.

13. GAAR CORNER REMOTE FIELD SITE SERVICES

a. Weekly

1. Restrooms: Floors shall be swept & mopped. Water closets and seats shall be thoroughly washed and sanitized. Wash basins shall be washed and sanitized. Mirrors, shelving dispensers, chrome fixtures and piping shall be damp wiped. Empty trash receptacles.

2. Room Cleaning: Empty trash receptacles.

b. Monthly

1. Room Cleaning: Floors shall be swept and mopped. Horizontal surfaces (desks, tabletops, chair seats) shall be dusted. Wall surfaces, partitions, doors and window frames shall be cleaned. Sinks and drinking fountains shall be cleaned and all bright metal shall be maintained in a polished condition.

c. Annually

1. Floors shall be thoroughly stripped, waxed and buffed.

2. Window glass shall be cleaned on the inside and the outside.

13. MISCELLANEOUS DUTIES In addition to the work specified above, these additional duties shall be performed in conjunction with the cleaning operation:

28. a. Reporting fires, hazardous conditions and items in need of repair, including bad lights, leaky faucets, toilet stoppages, etc.

29. b. Turning off lights when night cleaning is finished.

30. c. Turning in to the Project Officer or the PO's designated representative all lost and found articles.

31. d. Hauling scrap metal and other recyclable material to the recycling center.

32. e. Hauling trash to the sanitary landfill.

III. LANDSCAPING AND GROUNDS MAINTENANCE SERVICE

Unless otherwise stated herein, the Contractor shall furnish all necessary labor, equipment, supplies and supervision to perform Landscaping and Grounds Maintenance service at the RSKERC facility located in Ada, OK.

1. GROUNDS

a. Table 1. General Site Information

Item No.	Work Area	Area in Acres	General Scope of Work to be Accomplished
1	Paved area including driveways, sidewalks	2.75	Pavements (sidewalks, driveways, curbs, and headwalls) shall be edged and maintained free of clippings and debris.
2	Grass, irrigated landscaping	2.08	Irrigate, mow, fertilize, weed control. Irrigation system maintenance included.
3	Grass, non-irrigated landscaping	5.02	Mow, fertilize, weed control.
4	Right of Way along Kerr Research Drive	1.55	Mow, fertilize, weed control on ROW situated on EPA property, otherwise mow only.
5	Native vegetation area and Misc	Remainder of EPA property	Not in Scope of Work
6	Flower Beds & Planters		Irrigation only

2. WATERING

33. a. The Contractor shall ensure that turf areas, plants, trees and shrubs in Table 1 are watered as required to provide adequate moisture for healthy growth of lawn and plants according to seasonal requirements.

34. b. Contractor shall use the government furnished irrigation system. Timing and frequency of the watering shall be adjusted to provide adequate moisture and

accommodate the soil infiltration rate and shall occur during early morning and/or evening hours to reduce the amount of water evaporation during the warmest part of the day unless the PO authorizes a deviation. The lawn sprinkling operation shall be terminated or regulated when wind is of such velocity to deflect the normal irrigation pattern from the intended area. Where and when necessary, the Contractor will hand water.

3. MOWING The Contractor shall mow turf areas.

   a. Clippings shall be picked up in the mowing operation or swept clean following mowing and removed from the premises.

   b. Partial or patch mowing shall be held to a minimum, and requires the approval of the PO.

4. EDGING: Turf areas bounded by pavements (sidewalks, curbs, driveways, and headwalls) shall be edged.

5. RIGHT OF WAY (ROW) NOT ON GOVERNMENT PROPERTY The Government traditionally maintains approximately two acres of ROW not situated on EPA property.

   a. The Contractor shall mow the area weekly during the growing season.

   b. The Contractor shall edge the area at least once every two weeks.

6. TRIMMING: The Contractor shall trim grass around trees, shrubs, fences, buildings, poles, and other structures.

7. DAMAGE: The Contractor shall repair, replace, or reimburse the Government for any items damaged during mowing, edging, trimming, aerating, and thatching.

8. PRUNING: The Contractor shall prune new plant material outside of the flower beds as required.

   a. Trees and shrubbery shall be pruned regularly in order to maintain existing shape and growth and to remove diseased sections.

a. b. Trimmings shall be removed from the site.

b. c. Plants within flower beds to be maintained by others.

9. MULCHING Not in Scope of Work.

10. PLANT REPLACEMENT AND CARE For plants outside the flower beds, the Contractor shall plant and care for government-furnished replacements for any plant, tree, shrub, etc., which expires from normal causes, damage by others, or abnormal circumstances.

a. The Contractor shall replace, at Contractor's cost, any plant, tree, shrub, etc., that dies as a result of the Contractor's neglect, carelessness, or improper care.

b. The PO shall review circumstances and determine if the need for plant replacement resulted from the Contractor's action or lack thereof.

11. FERTILIZATION The Contractor shall determine the need for fertilization and fertilize and treat all turf areas, trees, shrubbery, and native seed areas with whatever organic, weed-free fertilizer or other soil amendments are required to produce a healthy growth and soil condition as best suited for the specific turf plants and native seed area in any given area.

a. The Contractor shall apply to turf areas a fertilizer recommended for the existing soil conditions, turf type, and locality.

b. The Contractor shall fertilize and treat areas at least two times during the year to maintain healthy growth.

12. VEGETATION CONTROL Lawns and unplanted areas shall be cultivated and weeded regularly and/or treated for control by use of a recognized commercial product manufactured for this purpose, as often as may be required to keep weeds to an absolute minimum.

13. IRRIGATION SYSTEM The Contractor shall be responsible for the operation, maintenance and repair of the installed sprinkler system.

a. The Contractor shall winterize the irrigation system.

b. Winterization of the system shall be accomplished before frost penetrates the ground, generally before November 1.

c. The Contractor shall reactivate the irrigation system in the spring.

d. Throughout the growing season, the Contractor shall inspect the irrigation system and make adjustments and repairs as required.

14. GENERAL GROUNDS CARE The Contractor shall ensure that sidewalks, plaza area, parking areas, driveways and ramps are free of debris, clippings, mulching materials, etc.
35.

a. The Contractor shall sweep all sidewalks weekly during non-snow season.

b. The parking areas, driveways, ground and fencing shall be checked weekly, and any rubbish or debris shall be removed.

c. The parking lots shall be swept or vacuumed at least once during the non-snow season, or as advised by the PO.

15. STORM DAMAGE Fallen trees, limbs, debris, silt deposited by runoff, shall be removed from the area by the Contractor.

a. The Contractor is not responsible for clean-up resulting from severe ice storms or severe wind storms.

16. LEAF REMOVAL Leaf debris shall not be disposed as trash.

a. The Contractor shall place leaves on government property remote to buildings and in such a way as to maintain a neat appearance.

17. ICE TREATMENT AND SNOW REMOVAL Occasional ice treatment and snow removal is anticipated at GWERD.

a. The Contractor shall begin removing snow and treating ice as soon as it covers walkways, ramps and steps.

b. The Contractor shall be responsible for snow removal and ice treatment of parking lots after walkways, ramps, and steps are clear of snow starting with the handicapped parking spaces and then completing the balance of parking lots.

c. The Contractor shall notify the PO when ice treatment and snow removal is anticipated.

d. The Contractor shall use only those chemicals approved by the PO and which do not damage the paved surfaces, plantings, or lawns.

e. Chemicals shall be obtained and applied by the contractor. Sand and snow/ice removal chemicals are a reimbursable item.

f. MSDS sheets shall be available for all chemicals used.

IV. SECURITY SERVICES

1. GENERAL SERVICES

   a. The Contractor shall furnish all necessary labor, uniforms, badges, equipment, materials, and supervision (except as noted elsewhere in the contract) to perform the On-site Security Guard Services for GWERD and monitoring of closed-circuit TV cameras for the GAAR Corner Facility.

   b. Work shall be performed in the manner and frequencies set forth in the contract.

   c. The Government reserves the right to amend, modify, and reissue the Post Orders-General and Specific as necessary to provide the required level of security for this facility.

2. SECURITY GUARD SERVICES

   a. The Contractor shall provide security guard services at the RSKERC Main Campus on a continuing non-interrupted basis 24 hours per day, seven days per week including all holidays.

   b. The Contractor shall furnish security inspection services of buildings equipment, vehicles and surrounding property of the GWERD.

   c. The Contractor shall monitor the future GAAR Corner Facility closed circuit TV cameras (CCTV). The Main Campus consists of approximately 17 acres situated in Ada, OK.

   d. See Appendix H for Main Campus facilities descriptions.

3. RECORD OF ACTIVITIES

   a. Each security guard shall keep a written record of activities occurring during his/her shift on a log sheet.

   b. The Contractor shall submit a log sheet form to the PO for approval within thirty days after award.

   c. Walking tours shall be random as listed in Post Orders-Specific Orders.

d. Each time a walking tour begins or ends, incidents which are not normal, recurring events, phone calls to laboratory personnel to report abnormal situations, and similar activities shall be listed including the time.

e. These log sheets will be reviewed periodically by the PO and collected by the Contractor Project Manager (PM) who shall forward each month's log sheets to the PO for storage.

f. Log sheet data shall be input into a computer database. The Database program shall be MS Excel or MS Access, 2002 or the most recent version.

4. PROTECTION FORCE

a. The Contractor shall provide, operate, and maintain a protection force to perform necessary security guard functions and other related functions including monitoring the building fire alarm systems and the controlled access system.

b. The Contractor shall provide backup security service whenever the regularly scheduled security guard for a specific shift is unable to perform his/her duties due to illness, vacation leave, emergencies, etc.

5. BUILDINGS, PERSONNEL, AND PROPERTY

a. The security guard shall perform necessary services to ensure the safety and protection of the buildings, personnel, and property against injury, molestation, loss or damage from any preventable cause including incidents such as fire, theft, trespass, espionage, and sabotage. Incidents shall be reported to the PO.

b. The security guard shall perform necessary services to protect Government property, materials, equipment, supplies, proprietary information, classified information, records, and data against loss, damage, theft, or unauthorized access.

6. INSPECTION TOURS

a. The security guard shall conduct inspection tours in accordance with patrol routes and schedules established by the Post Orders identified in the SOW.

b. Reasons for any deviation from established schedules and routes shall be recorded on the security guard log sheet.

7. ACCESS CONTROL

a The security guard shall enforce a system of personnel identification and controls by staffing fixed and roving security guard posts and by monitoring the CCTV into the 919 Kerr Research Drive location (RSKERC).

a. The security guard shall discover and detain persons who may have gained unauthorized access to the building/grounds.

b. The security guard shall enforce sign-in/sign-out procedures.

c. In accordance with GWERD policy, the security guard shall examine such items as briefcases, boxes, and shopping bags that are being removed from or taken into the RSKERC, Ada, OK.

d. The security guard shall ensure that persons removing Government property or equipment from the facilities have a properly signed property pass.

e. The security guard shall operate security equipment (x-ray machines, magnetometers, etc.) in accordance with GWERD guidelines.

f. The security guard shall monitor the CCTV covering all sites including the GAAR Corner site, informing the designated official Emergency Contacts List in the event of any unusual occurrence adversely affecting the security or safety of the Government, its employees or property in the buildings or on the grounds.

8. EMERGENCY SITUATIONS

a. The security guard shall notify the appropriate agency (i,e., fire or police department) as the situation may warrant, and immediately notify the PO or other designated official Emergency Contacts list in the event of an emergency or other unusual occurrence adversely affecting the interest of the Government.

b. The security guard shall be familiar with all areas of the building and surrounding grounds to ensure quick response to emergency calls.

9. OTHER DUTIES

a. The security guard shall:

1. Turn off unnecessary lights.

2. Check for any unidentified and suspicious-looking vehicles in parking areas.

3. Open, close, or secure doors.

4. Verify daily that the front door is locked at 5:00 p.m.

5. Verify daily that the south, east, and west doors to the Annex Building and the parking lot gate are locked no later than 6:00 p.m.

6. Verify daily that the exterior service core door and boiler room door to ensure that they are locked.

7. Verify daily that the rear loading dock door is locked after all trash has been deposited in the outside trash containers.

8. Check the exterior doors in each stairway of the main building to ensure that they are completely closed at 6:00 p.m.

9. Check the exterior doors to the Library, Computer and Conference Center to ensure they are locked at 6:00 p.m.

10. Report to the PO in writing on a log sheet hazardous conditions and items in need of repair such as leaky faucets, toilet stoppages, burned-out lights, broken floor tiles or ceiling tiles, damaged walls, doors not operating properly, etc., which were noticed while on walking tour.

11. Notice facility equipment and machinery in operation, check unusual noises, report evidence of breakdowns or potential fire hazards to the designated official as listed on the current Emergency Contacts list. If the situation warrants, call the PO.

b. The security guard shall be briefed on laboratory operations so that they shall be conscientious about scientific experiments and other laboratory conditions while on walking tours and call the appropriate party as listed on the current Emergency Contacts list.

c. The PO will provide updated employee rosters to the contractor, as required.

d. The security guard shall answer and direct telephone calls, locate personnel using telephone system, and take messages when receptionist is away from the front desk.

e. The security guard shall screen packages and mail from couriers via x-ray as it is received.

10. CONTRACTOR SECURITY EMPLOYEES

a. General

1. All Contractor security employees shall meet the following qualifications, requirements, and conditions of employment as set forth by the Government and any GWERD policies that may further be necessary to ensure that there is always a ready and able security guard force present.

2. Waivers to qualifications shall only be issued by the CO when deemed in the best interest of the Government.

b. Physical Examinations

1. The Contractor shall assign only employees who are in good health and able to perform security guard duties.

2. Security guards shall be able to perform effectively in either normal or emergency situations as defined in the subsequent paragraphs.

3. Each new employee who works under this contract shall pass a medical examination conducted by a licensed physician prior to initial assignment and at least once every two years thereafter at the Contractor's expense. Evidence by a letter of certification of medical fitness shall be submitted to the PO. Current contractor employees hired must have passed a medical examination within the past two years.

4. Each new employee who works under this contract shall pass a physical fitness examination as determined by the minimum standards set below prior to initial assignment and at least once every two years thereafter at the Contractor's expense. Current contractor employees hired must have passed a physical fitness examination within the past two years. Evidence by a letter of certification of physical fitness shall be submitted to the PO.

5. The Contractor shall guarantee full compliance with the following criteria:

36. a. Security guards shall have binocular vision, correctable to 20/20 (Snellen) in each eye, and must be able to distinguish primary colors.

37. b. Any security guard who needs corrective lenses to meet this requirement shall wear them while on duty. All personnel who enter laboratory rooms and other equipment spaces shall wear safety glasses.

38. c. The Government will not provide eye wear of any kind.

d. Security guards shall be required to hear within normal speech range with a loss of no greater than 30 decibels in both ears or 36 decibels in the poorer ear, correctable with the use of hearing aids.

e. Any security guard who needs hearing aids to meet this requirement shall wear them while on duty.

f. The Government will not provide hearing devices.

g. Security guards shall have unimpaired use of hands, arms, legs and feet.

h. They shall be able to climb stairs, and capable of handling portable fire extinguishers and related equipment.

i. A letter of certification of physical fitness from the examining physician shall be furnished to the PO for each employee under this contract at least 2 working days in advance of said employee assuming the duties of security guard.

39. c. Pre-employment Investigation

1. A pre-employment investigation shall be conducted by the Contractor prior to placing a security guard on duty in accordance with the relevant EPA security requirements contract clause.

40. d. Conduct while on Duty

1. Contractor shall ensure that his/her employees maintain professional appearance and decorum while on duty.

2. The Contractor shall ensure that his/her employees do not disturb papers on desks, open desks drawers or cabinets, or use Government telephones, copiers, computers, or any other Government equipment except as authorized for the performance of the duties designated in this contract.

3. The Contractor shall be responsible for maintaining standards of employee competency, conduct, appearance, and integrity.

4. The Contractor shall be responsible for taking such disciplinary action with respect to his/her employees as necessary for violation of the standards.

5. Contractor Security employees shall possess good judgement, courage, alertness, tact, self reliance, even temperament, and have the ability to effectively meet and deal with RSKERC staff and the general public.

41. e. Other Requirements

1. Assigned security guards shall have successfully completed a training course in basic first aid, CPR, and AED for adults as taught by the American Red Cross or an equivalent acceptable to the PO that provides the same quality of instruction.

2. Each security guard shall be able to provide the certification card or certificate that demonstrates successful completion of the course upon request of the Project Officer of Contracting Officer

3.

The training shall be a minimum of:

a. Four (4) hours of First Aid

b. Four (4) hours of CPR

c. Four (4) hours of AED.

d. Recertification is required annually as per the American Red Cross.

4. Contractor Security employees shall have reached the age of 21 years before assignment to this contract.

5. Contractor employees shall be able to read and understand printed regulations, detailed written orders, training instructions and materials in English.

6. All Contractor employees shall be able to write or print plainly and legibly, and be able to compose reports which convey complete information.

7. Contractor employees shall possess a good working knowledge of all aspects of security guard service position requirements.

b. Supervisor Requirements

1. The Project Manager (PM) shall be available to receive and implement orders or instructions from the Government which affect the operation of the security force.

2. The PM shall be available within one (1) hour one-way to be able to cover the post if the need arises.

3. The PM shall assist in the performance of any necessary function to effectively discharge the requirements of this contract, including the filling of a dual position as security guard and security guard supervisor.

g. Instruction and Training

1. Prior to assignment to duty, the Contractor shall certify to the PO through the use of a training Report, the satisfactory completion of the following:

   a. Proper use of x-ray machines and magnetometers.

   b. GWERD on-site orientation training and radiation awareness instruction.

   c. Council of Law Enforcement Education and Training (CLEET) training and certification prior to assignment of duty.

2. The Contractor shall, within 30 days following assignment to duty, certify to the PO through the use of a Training Report, the satisfactory completion of the following basic training:

   a. General orientation on conduct and attitude when on duty.

   b. Functions of the security service and specifically the protection of the location stated herein.

   c. Specific duties of the individual (answering phones, taking messages, receiving mail and packages, admitting visitors, walking tour instructions, reporting incidents, etc.) including sufficient "breaking-in" training (on-the-job observation and instruction by the PM).

   d. Post Orders, General and Specific.

   e. Authority of the individual security guard.

   f. Employee and public relations.

   g. Elementary first aid and fire protection.

   h. Operation and use of special equipments including fire extinguishers, radios, access system computer, etc.

   i. Report writing.

   j. Discipline.

3. Security service personnel shall be required to undergo periodic in-service training that includes a review of basic material to ensure their ability to perform satisfactorily.

a. h. Police Authority and Jurisdiction

1. Due to the significance of the duties required under this contract, the Contractor shall provide and maintain a uniformed force vested with sufficient authority to:

a. Detain personnel for any violation of law occurring at the location specified in the contract

b. Maintain good order

c. Protect property against theft, damage, trespass, sabotage, or espionage

2 All security guards for all shifts shall be unarmed.

3 Security guards shall be expected to function with very little direct supervision.

4. Security guards shall have the ability to follow post orders, contract documents, laboratory operating procedures and general security procedures.

5. Security guards shall be able to make decisions about corrective actions without the benefit of an on-site supervisor or on-site project manager.

6. The Contractor shall make and complete necessary arrangements with the appropriate officials of the city, county, or state in which the buildings are located in the obtaining of permits for the security guards where applicable.

7. The Government assumes no liability for any act of the Contractor nor the Contractor's employees in the exercise of any police authority.

42. i. Emergency Contacts

1. EPA will provide the Contractor with an Emergency Contacts list upon contract award.

2. In cases of emergency such as fire, breaches in security, severe weather, violence (bomb threat, terrorism, etc.), or in other similar type of situation, the security guard shall call one of the persons on the Emergency Contacts list, preferably in the sequence listed.

3. Any other questions concerning security operations shall be reported to the Project Manager.

4. The Project Manager will direct questions to the PO as necessary for clarification of security guard action within the scope of this project.

5. Questions concerning equipment operation, utilities (i.e., heating, cooling, or lighting), or related problems shall be directed to one of the maintenance persons on the Emergency Contacts list. Each person has the responsibility for a particular area; therefore, the security guard shall call the persons in order listed under each area.

6. The personnel listed under each utility system section of the Emergency Contacts list have been asked to be notified in the event of failure or disruption of that utility service so that they may tend to their laboratories or instruments as necessary. The primary person shall be called first and if there is no response, then the alternate person shall be called. In every case, the appropriate facility staff shall be called.

7. The Emergency Contacts list is updated as necessary and, along with the Telephone List, is issued by the PO on site.

8. The Emergency Contacts list shall be treated as a confidential document.

43. j. Uniforms

1. Uniforms shall be provided by the Contractor and shall be worn by all members of the security guard force while engaged in the performance of the required duties of this contract.

2. All personnel performing under this contract shall wear the same color and style of uniform.

3. Appropriately lettered named tags, furnished by the Contractor, shall be worn and prominently displayed as a part of the uniform.

4. Shoulder patches, minimum of 4.5" x 4.5" lettered to indicate the identity of the Contractor, shall be worn on the shoulder of the uniform shirt and outer garments (coats).

5. No other identification of the Contractor is to be worn or displayed on the uniform.

6. A minimum uniform shall be provided to each security guard by the Contractor. Each security guard shall receive the following:

   a. One cap

   b. One water repellant jacket

   c. One winter weight coat (if the security guard is scheduled to work during the winter months)

   d. Number of short sleeve shirts and trousers as indicated by the number of hours worked per week:

1-15 hours	1 shirt and 1 pair of trousers
16-24 hours	2 shirts and 2 pair of trousers
25-40 hours	3 shirts and 3 pair of trousers

7. A minimum of one raincoat per size range, as needed shall be kept at the security guard desk for use in the event of inclement weather conditions.

8. Uniforms shall be inspected regularly by the security guard supervisor to ensure that uniforms are still serviceable and fit properly.

9. The Contractor shall provide a working flashlight and cellular phone for use of the security guards while they conduct the walking tour portion of this contract.

11. POST ORDERS - GENERAL ORDERS

a. General

1. This post is unarmed.

2. Security guards shall read and be familiar with the duties of this post.

3. General and Specific Post Orders may be altered by the Project Officer or other Authorized Person under emergency conditions.

4. A list of authorized persons will be provided by the Project Officer in accordance with Emergency Contacts section.

5. The security guard on duty shall not leave the post until properly relieved.

6. This post is a "Fixed/Walking" post.

7. The fixed post is the security guard's station (Reception Area/Lobby of the main building) and the walking post is the EPA buildings and surrounding property at 919 Kerr Research Drive.

8. Security guard shall monitor the closed-circuit TV at all times while at the fixed post.

44. b. Medical Emergencies

1. EPA will furnish the Contractor a listing of the RSKERC First Responder Team and an AED Responder Team that will handle these emergencies during business hours.

45. c. Fires

1. If fire is discovered while touring the buildings or property, the security guard should determine if he/she can safely handle the fire with a portable extinguisher or if it is too large to fight safely.

2. If it can be safely handled, use a portable fire extinguisher to put out the fire, call the Fire Department (911) to report the fire.

    a. Ask the Fire Department to come and check the area.

    b. Meet the Fire Department out in front of the building and direct them to the scene.

3. If the fire is too large to be safely handled, pull the nearest fire alarm to alert others in the area and initiate a call to the Fire Department (911), and get out of the area.

    a. During working hours the security guard will follow the RSKERC Emergency Evaluation Plan where Fire Marshals will serve their functions.

    b. After hours, there is a sign-in/sign-out sheet that the security guard will use to notify other occupants of emergencies. The security guard shall carry this sheet out with him/her when leaving the building for fire department rescue use.

    c. Go to the front of the building and wait for the Fire Department to arrive to be available to give them directions to the fire. Do not stay in the area of the fire. Do not go through the building to see if others are still in the building as the Fire Department will do this.

4. If at the security guard desk and the fire alarm sounds, get out of the building.

    a. Do not go through the building to look for others.

    b. The security guard shall carry the after hours sign-in/sign-out sheet out with him/her when leaving the building for Fire Department use.

    c. Wait for the Fire Department and unlock or open any doors necessary to give the Fire Department access.

46. d. Bomb Threats

1. Although most bomb threats do not result in the actual placement of a bomb, any threats shall be considered real until proven otherwise.

2. If security guards receive a telephoned bomb threat, listen carefully and do not panic, be calm, courteous, and do not interrupt.

3. The security guard shall use the EPA Bomb Data Information Check List (Attachment K) to help collect facts about the call.

4. The security guard shall evacuate the area as soon as possible.

5. The security guard shall call Ada City Police Department at 911 and report the incident and shall call the appropriate personnel from the Emergency Contacts List.

47. e. Utility Emergencies

1. If problems occur during normal working hours with any of the utilities, notify the Facility Manager.

2. If the problems occur during non-working hours call the appropriate EPA person as listed in the Emergency Contacts list.

3. If no one on the roster is available in a reasonable amount of time, call the related utility company for the particular situation.

4. As a last resort, or if the emergency may cause injury to personnel or property, contact the local emergency services by dialing 911.

a. Natural Gas - Main campus. The main campus is served by 1 gas meter. A cutoff valve is located at the meter. The gas service provider is Center Point Energy Arkla, phone 866-275-5265.

b. Natural Gas - Main Building. The gas meter for the main building is located outside near the southeast corner of the main building.

c. Natural Gas - GAAR Corner facility. There is no gas service to the GAAR Corner facility.

d. Electrical Service - Main campus. The main campus is served by OG&E, phone 800-522-0280. Power outages may be reported to 800-522-6870. Do not attempt to shut off electrical power to the main campus facility buildings.

e. Electrical Service - GAAR Corner facility. PEC provides electrical service to GAAR Corner. The PEC dispatch phone number is 580-332-3031. There is an electrical disconnect on the west wall of the lab. The shop building disconnect is situated near the southwest corner of the building.

f. Water - Main campus, general supply. Ada City Utilities provides water service to the main campus facilities. Phone number is 580-436-8140. Seven water meters are located on the main campus. Cutoff valves are located at each meter. See Utility Plan attached. In addition, the Main Building has a universal cutoff valve for the general supply located on the ground floor inside the east core on the north wall.

g. City Water to Main Building, fire suppression water supply. There are two supplies to the main building sprinkler system. One supply is located inside the mechanical room on the ground floor adjacent to the east wall. The second supply is situated inside the east core, ground floor, adjacent to the south wall. Do not shut off the water to the fire suppression system.

h. Water - GAAR Corner facility. Rural Water District #8 provides water service to GAAR Corner. Phone number is 580-436-3065. GAAR Corner has no fire suppression system at this time.

12. HAZARDOUS CONDITIONS

a. The security guard shall immediately report all hazardous or potentially hazardous conditions which may lead to personal injury, death, or property damage to the appropriate persons as outlined in the Statement of Work.

b. The security guard shall be knowledgeable and adhere to the RSKERC Security Plan.

13. FOUND PROPERTY

a. The security guard shall be responsible for receiving, securing, and accounting for all found property turned in during their shifts.

b. The security guard shall hold articles and keep them safe until they can be turned over to the PO for return to the proper owner.

c. The security guard shall report any suspicious items to the PO or designated agent.

d. The security guard shall turn over all items and a written description about how he/she acquired them to the Project Officer at the earliest normal working hour.

14. KEY CONTROL

48. a. The security guard shall be responsible for the security of the building keys which are issued to them by the Contractor's PM.

49. b. The keys shall be issued to the Contractor's PM by the PO. The PM shall report key assignments to the PO.

15. POST ORDERS - SPECIFIC ORDERS

a. Shift Details

1. Monday through Friday (Normal Work Week, No Holidays)

a. Sample Shift "A"

0000 to 0800 (12:00 a.m. to 8:00 a.m.)

0000-0600: Walk two (2) random tours per shift including outbuildings and grounds.

0600-0700: Walk one (1) tour including outbuildings and grounds as part of tour and ensure buildings and grounds are prepared for normal business.

0700-0800: Remain at desk; no walking.

b. Sample Shift "B"

0800 to 16:00 (8:00 a.m. to 4:00 p.m.)

0800-0830: Check incoming mail, utilizing X-ray machines.

0830-1600: Stay at desk, no walking, except times of processing of freight and any specific calls.

c. Sample Shift “C”

1600-0000 (4:00 p.m. to 12:00 a.m.)

1600-1800: Stay at desk, no walking.

1800-1900: Walk one (1) tour including outbuildings and grounds as part of tour and check that all buildings are prepared for after hours security.

1900-0000: Walk two (2) random tours including outbuildings and grounds as part of tour.

2. Saturdays, Sundays, and Holidays

a. Sample Shift “A”

0000-0800 (12:00 a.m. to 8:00 a.m.)

0000-0800: Walk three (3) random tours including outbuildings and grounds as part of tour.

b. Sample Shift “B”

0800 to 16:00 (8:00 a.m. to 4:00 p.m.)

0800-1600: Walk two (2) random tours including outbuildings and grounds as part of tour.

c. Sample Shift “C”

1600 to 0000 (4:00 p.m. to 12:00 a.m.)

1600-0000: Walk three (3) random tours including outbuildings and grounds as part of tour.

50. 3. The Contractor may submit alternative shift schedules.

51. 4. Alternative shift schedules are subject to EPA Project Officer approval.

16. WALKING POST INSTRUCTIONS

a. There are currently a total of 27 check points located throughout the facility.

1. EPA will provide the Contractor with a list of check points.

2. Check points shall be visited during each walking tour within the times specified in the Shift Details.

3. The PO may add or delete check point locations, if deemed necessary.

b. While on Walking Post, the security guard shall check or observe main building, outbuildings, and grounds:

1. Check each entrance/exit door to ensure that it is locked.

2. Turn off unused/unneeded building lights.

3. Be alert for unauthorized persons in/around buildings or vehicles.

4. Observe indications of fire, smoke, unusual fumes or odors, unusual noises, or leaks from plumbing or roofing.

5. Listen for alarms on various pieces of equipments.

6. Check each office during the first tour of each shift and the last tour at the end of each shift (minimum).

7. Check each lab area during each and every tour (minimum).

8. Call the appropriate personnel as listed in the Emergency Contacts list in case of problems with utility systems.

17. SPECIFIC INSTRUCTIONS FOR OUTBUILDINGS

a. Annex: Lock exterior doors including parking gate.

b. Annex East Open bay.

1. Turn off unneeded interior lighting.

2. Close interior doors.

c. Chemical Storage Building:

1. All exterior doors locked.

2. Check the thermometer on the east wall by the door to Room 1. The temperature shall be between +50 and +90 degrees Fahrenheit.

52. 3. If it is not within the specified temperature range, the security guard shall call the appropriate personnel from the Emergency Contact list.

18. SPECIFIC REQUIREMENTS FOR SPECIALIZED LABS

a. The RSKERC Safety and Health Office staff will provide training and information regarding specialized laboratories.

b. Security guards shall visually check the instrument labs (204, 205, 267, 268, 304, 305, 351, 9) to make sure the situation appears normal. Room 205 (GC/MS) is locked after hours so it will need to be unlocked and locked back after checking.

19. FIXED-POST DUTY REQUIREMENTS

a. The fixed-post duties shall include but not necessarily be limited to the following:

1. Answer and direct incoming phone calls when at fixed post and receptionist is not available.

2. Take phone messages on rare occasions (all regularly employed persons have voice mail).

3. Admit visitors to facility according to RSKERC Security Plan.

4. Issue visitor passes.

5. Monitor CCTV.

6. Serve as focal point for emergency calls from within the facility.

b. Security guards may take a fifteen minute break once in each four-hour shift segment.

53. 1. The breaks shall be separated by at least two hours.

54. 2. Breaks during working hours shall occur only when receptionist is present.

55.

56. 3. A relief security guard shall be provided by the Contractor if the regular security guard is away from the fixed post for more than fifteen minutes during the times set-aside for desk duty.

c. Security guards may eat at fixed post while performing other duties (or between other duties) as long as they can perform those duties. The Contractor shall keep the fixed post clean and free of debris and spilled food or drink.

1. Appliances (e.g., coffee pots, microwaves, etc.) will not be allowed in the fixed post.

20. PERSONAL EFFECTS

a. Security guards will be assigned space to be determined by the PO for the storage of personal items while on duty.

ATTACHMENT A

BUILDING AND SYSTEMS REQUIRING OPERATIONS, MAINTENANCE, AND REPAIR

1. DESCRIPTION OF BUILDINGS AND RELATED SYSTEMS

a. The Robert S. Kerr Environmental Research Center is approximately three miles south of Ada, Oklahoma. The main campus consists of the Main Building, an adjoining Library Computer Complex (LCC) wing, one maintenance building, an Annex, a storage building, one hazardous waste building, one chemical storage building, and one grounds maintenance building. Gaar Corner, the remote site located approximately 10 miles west of the Main Campus, consists of one field support building and one metal shop building.

b. The main laboratory building consists of approximately 50,800 square feet of office, laboratory and maintenance space serving the laboratory functions on four floors. The ground floor and penthouse houses the electrical; heating and air conditioning equipment; building maintenance shops; break area and kitchen; shipping, receiving, supply and storage; and some laboratories. The upper three floors contain offices, chemical and biological laboratories, and environmental chambers necessary to support the laboratory functions.

c. The Library-Computer-Conference Wing consists of approximately 14,000 square feet of Library, Conference rooms, offices, computer room, wellness center, restrooms, and custodial closets.

d. The Annex building consists of approximately 6,720 square feet of maintenance and storage space serving the field operations and pilot plant research activities. The first floor houses a pilot plant research project; welding, metal, and carpentry equipment; electrical control equipment; program storage area; and one office. The second floor houses a series of storage rooms, one office and a common lab that is approximately 560 square feet.

57. e. The storage building is a 2400 SF insulated metal storage building constructed on a concrete slab. The building has one partition wall, 2 overhead doors, and two pedestrian doors. The floors are concrete with a smooth troweled finish. The building will be equipped with individual metal storage partitions.

58.

59. f. The Chemical Storage Facility consists of approximately 662 square feet of storage space for acids, solvents, and gases which are used in the labs. It is subdivided into one bay for acids, one bay for solvents and one bay for gases with one mechanical room.

g. The Hazardous Waste Storage Building is a self-contained portable building consisting of approximately 300 square feet of storage for hazardous waste materials. It is sub-divided into three equal sized bays.

60. h. The Grounds Maintenance Building consists of approximately 1020 square feet of storage space for the grounds maintenance equipment and janitorial supplies.

61. i. Gaar Corner Remote Field Site consists of 110 acres with (1)-lab building (approximately 2,100 square feet) and one shop building (approximately 1,200 square feet).

62. j. See paragraph I. FACILITY OPERATION AND MAINTENANCE AND REPAIR SUPPORT: Ongoing Facility Modifications for description of facility construction in progress.

63.

k. Completed Security Upgrades. The security upgrades were completed by contract in April 2007. The general scope of work is summarized as follows:

- Install vehicle barriers to prevent vehicles from gaining access near the buildings. Barriers consist of decorative bollards, planters, and large boulders.
- Install 2 Delta Scientific Model TT212h Cable Crash Beam bollard mounted security gates. Provide controls, wiring, and appurtenances.
- Reconfigure parking lot to provide vehicular setbacks from the facilities. Include landscaping, pavements, and sprinkler modifications IAW the drawings and specifications.
- Install a video surveillance system: 11 security cameras, monitors, controls, and recording devices. (A separate maintenance contract with the manufacturer/installer is anticipated.)
- Deactivate the Simplex card access system (Simplex 3400) and install an AMAG Access Control System Model #AMAG 2100. (A separate maintenance contract with the manufacturer/installer is anticipated.)
- Intrusion detection on facility exterior doors. (A separate maintenance contract with the manufacturer/installer is anticipated.)

2. MAIN LABORATORY BUILDING SYSTEM DESCRIPTIONS

a. Domestic Hot Water Heating System

1) hot water storage tank
2) heat pump
3) circulating pump
4) automatic temperature controls (Pneumatic)
5) piping

b. Laboratory Process Water System

1) soft water system
2) Reverse Osmosis System
3) two pressure pumps and polishing system
4) storage tanks
5) piping
6) Millipore Super-Q water purification systems

c. Compressed Air System (Located in Penthouse)

1) two air compressors (Worthington 15 h.p. each)
2) pressure regulator
3) piping - down the core and branch out into all laboratory rooms

d. In-house Vacuum Systems

1) two vacuum pumps (Gardner-Denver 5 h.p. each)
2) vertical vacuum tank (Penthouse)
3) exhaust silencer
4) automatic controls
5) piping - down the core and branches out into all laboratory rooms

e. Fire Protection System

1) four inch fire line
2) sprinkler system
3) fire alarm check valve
4) fire alarm system

f. Four Constant Temperature Rooms

1) four circulating blowers
2) four cooling coils (with expansion valves)
3) four electric heating coils
4) four temperature control systems
5) Copelametic condensing units - air cooled

g. Electrical Services

1) Primary service voltage is 12.47 KV, three phase
2) transformers provide 277/480 volts, three phase with ultimate capacity of 2,000 kva
3) Type or NEMA, Class II, General Electric switchboard
4) two General Electric Type "C", Class 2, motor control centers (one on ground floor and one in penthouse)
5) radial type distribution systems
6) lighting systems: fluorescent, incandescent, mercury vapor, and quartz line

7) raceway systems: underfloor duct, rigid conduit, flexible conduit, surface raceways
8) grounding systems: neutral ground, equipment ground, isolated grounding, lightning protection
9) uninterruptible power supply systems (UPS)

h. Emergency Electricity System
1) Allis-Chalmers Diesel Engine, Model 21000H
2) generator - 480, 3 phase, 4 wire, 250 KW rated, 200 KW continuous
3) battery charger
4) automatic transfer switch and controls
5) Underground storage tank monitoring system

i. Chemical Treatment of Water

1) domestic hot water
2) cooling tower water
3) chilled water

j. Laboratory Equipment

1) three Wilt electric glassware ovens
2) two Amsco steam sterilizers (autoclaves)
3) centrifuges
4) hot plates
5) Precision scientific oven
6) Revco low temperature cabinets
7) Laboratory refrigerators/freezers/incubators
8) oil-less air compressors
9) steam generator for autoclaves
10) vacuum pumps
11) glassware washing machine
12) ventilation enclosures
64. 13) fume hoods
65. 14) canopy hoods

k.. Telephone Equipment Room

1) one Carrier 21,000 BTU Air Conditioner
2) reserved

l.. Acid Neutralization System

3. **LCC WING SYSTEM DESCRIPTIONS**

a. Domestic hot and cold water systems

1) 3 glass lined electric water heaters
2) soft water system
3) Piping
4) Plumbing fixtures
5) Relief valves

b. Heating and cooling systems

c. Constant temperature room (computer facility)

1) Direct expansion cooling coil and condensing unit
2) Circulating fan
3) Electric reheat coil
4) Humidifier
5) Electric controls
6) Supply duct system
7) Filter system

d. Fire Protection System

1) four inch fire line
2) eight fire hose cabinets
3) sprinkler system
4) fire alarm check valve
5) fire alarm system

e. Electrical Services

1) General electric switch board, type AV2, 2 Sections
2) 800 amp, 3 phase, 4 wire 120/208 volt
3) Lighting systems: fluorescent, mercury vapor
4) Grounding system: neutral ground, equipment ground, isolated ground
5) Uninterruptible power supply system
6) Main disconnect - 800 amp, 3 pole, high pressure contact switch

f. Emergency Electrical Systems

1) Kohler - 80 KW generator
2) John Deere diesel engine - 6 cylinder
3) Auto/manual start run
4) 275 gal. Diesel storage tank, gravity fed
5) Kohler auto battery charger (floating type)
6) Auto transfer switch, 208 V, 3 PH, 225 Amp, 4 wire

4. ANNEX SYSTEM DESCRIPTIONS

a. Domestic Hot and Cold Water Systems

1) glasslined electric water heater (82 gallon)
2) piping
3) plumbing fixtures

b. Exhaust System

1) one Jenn Air #108CR Roof Exhauster
2) Aquifer room/Treatability Studies Room Exhaust

c. Electrical Service

1) 120/208 volt, three phase
2) Federal Pacific Electric Unit QMQB-HFS-Class I Switchboard
3) lighting system: fluorescent, incandescent and mercury vapor

f. Overhead Doors

1) two electric operated overhead doors

g. CONSTANT TEMPERATURE ROOM (Located at the Annex)

MFG: Elliott Williams Box (1-800-428-9303)

1) Heat Craft - Evaporator
Model SM052AE
SN D94M02676
115v

2) Copeland - compressor package
Model Dr4200
SN 9449-1419230300001
120v

h. Fire Alarm and Sprinkler system
i. Sump pump lift system
j. A walk-in freezer is anticipated for the Annex.

66. **5. <u>STORAGE BUILDING SYSTEM DESCRIPTIONS</u>**

a. Heating and Cooling System - one 7.5 Ton HVAC unit that is not a part of Johnson Control's ground source heat pump system.

b. Electrical Service - 3 phase 200 amp electrical service, lighting and electrical outlets.

6. <u>CHEMICAL STORAGE FACILITY SYSTEMS DESCRIPTIONS</u>
(Acids, Solvents, and Gases)

a. Heating and Cooling System

1) one blower coil unit with electric heating, KW input 13.7, 100% outside air
2) one Lennox 3 ton condensing unit
3) direct expansion cooling coil, maximum summer temperature 85EF, minimum winter temperature 40EF

b. Electrical Service

1) 120/208 volt three phase
2) Federal Pacific panelboard
3) lighting system: fluorescent and incandescent
4) door hardware closers, etc.

c. Alarm System

1) control panel, 2 zones with backup battery programmed for separate alarm signal from each zone
2) smoke detector, supervised horn, supervised bell and beacon lights red and blue
3) two eye wash fountains and two emergency showers

4) fire and smoke dampers
5) two roof ventilators
6) two explosion relief vents

d. Spill-containment tanks

7. HAZARDOUS MATERIALS STORAGE BUILDING SYSTEMS DESCRIPTION

a. one combustion heating/cooling explosion proof unit
b. two explosion proof ventilation fans
c. electrical service circuits and panels
d. eyewash station
e. fire alarm system

67. **8.** **GROUNDS MAINTENANCE BUILDING SYSTEMS DESCRIPTION**

a. One heating and cooling split system
b. One ventilation exhaust fan
c. Electrical service panel and circuits
d. Lighting system

68. **9.** **GAAR CORNER REMOTE FIELD SITE SYSTEMS DESCRIPTION**

a. Two heating and cooling split systems
b. One ventilation bathroom exhaust fan
c. One fume hood and associated exhaust fan
d. Three electrical service panels and circuits
e. Lighting systems
f. Hot and cold domestic water systems
g. 50 gallon water heater, plumbing fixtures and faucets

ATTACHMENT B

SYSTEMS COMPONENTS REQUIRING PLANNED PREVENTIVE MAINTENANCE

Acid Neutralization System
Air Compressors
Air Filters
Air Grilles and Dampers
Air Handling Units
All Sight Glasses
Automatic Controls
Annex Shop Equipment
Belt Drives Including Belts and Pulleys
Capacity and Safety Devices Which Control Equipment
Chiller
Clean-Out Traps - Laboratory and Other
Constant Temperature Rooms and All Associated Equipment and Controls
Control Center and All Associated Equipment and Controls
Control Motors (Air and Electric)
Cooling Towers
Dehumidifiers
Door Hardware (Closers, Locks, etc.)
Drinking Fountains
DX Valves
Electric Motors
Electric Starters
Electric Transformers
Electrical Switch Gear
Emergency Electric Generators and Associated Equipment
Emergency Showers, Eye Wash Fountains and Fire Blanket Closets
Exhaust Fans
Fire Alarm and Sprinkler System
Fire Extinguishers (CO, Powder, Water)
Float Valves
Floats and Float Switches
Flow Meters
Flush Valves
Fuel Filter - Diesel Engine
Glassware Washers
Hand Valves (Globe, Gate, Plug, etc.)
Heat Pumps
Hot Water Heaters
Humidity Controls

Ice Makers
Irrigation Systems
Kitchen Equipment
Laboratory Hoods
Motors and Drive Assemblies
Oil Filters (Air Compressors, Vacuum Pumps, Refrigeration Units, Diesel Engine)
Pipe Insulation
Pipe Supports, Hangers, Brackets, Extension Joints
Piping
Pressure Controls
Pressure Regulators
Refrigerant Piping
Refrigeration Units and All Associated Equipment and Controls
Relays
Reverse Osmosis
Room Air Conditioners
Steam Traps and Strainers
Steam Generators - Electric
Sterilizers
Supply Fans
Tank Vent Filters
Temperature Controls
Thermostats
Unit Heaters
Vacuum Pumps
Vent Fans
Water Circulating Pumps (Heating, Cooling and Domestic Hot Water)
Water Faucets - Hot and Cold - Laboratory and Other
Water Regulating Valves (3-Way, etc.)
Water Strainers
Water Coolers 10 (drinking fountains)
Wellness Center Equipment (all exercise equipment)
Hydraulic Security Gates, 2 each, Delta Scientific Model TT212EC

ATTACHMENT C

ADDITIONAL SERVICES REQUIRED DURING PLANNED PREVENTIVE MAINTENANCE

Clean and repaint rusty equipment

Clean Cooling Towers

Fill pitch pockets

Install replacement air filters and filter media on all air handling units as required

Insulation on equipment and refrigeration piping

Pack water pumps when required

Patch roofs (roof membranes, flashing, etc.)

Relamp light fixtures when necessary

Remove foreign matter and scale and rod tube in chiller condensers

Repair leaks in refrigerant systems

Replace defective fluorescent light ballasts

Replace filters

Replace parking lot lights

Water treatment of water towers, etc.

Unclog drain lines

ATTACHMENT D

REPRESENTATIVE LIST OF EXPENDABLE MATERIAL TO BE USED AS A GUIDELINE FOR MATERIALS SUPPLIED BY EPA

1. Bushings
2. Plumbing, Plumbing supplies
3. PVC pipe, adapters
4. Fittings
5. Water Treatment Chemicals
6. Cable ties
7. Brushes
8. Bolts
9. Floor stripper
10. V-belts and other belts
11. Cotter pins
12. Screws
13. Lamps, bulbs, lighting supplies
14. Ph controller
15. 9-volt batteries
16. Black plastic
17. Power seal clamps
18. Welding supplies
19. Paint, thinner, brushes, paint supplies
20. Electrical supplies
21. Sheet metal, angle iron, sheet iron
22. Misc. screws and nails
23. Filters for RO system, chemicals
24. Filters and filter media for HVAC
25. Repair parts for Data Aire system
26. Repair parts for pneumatic controls/HVAC
27. Repair parts for dishwasher/lab 306
28. Parts for machining tools
29. Repair parts for custodial equipment
30. Adhesive for molding repair and carpet repair
31. Grease
32. Bulbs and starters for exit signs
33. Refrigerant
34. Replacement door closers for dock doors
35. Stainless steel angle iron, pipe, sheet metal
36. Chart paper for A/C recorders, chillers
37. Custodial supplies
38. Diesel fuel for emergency generators
39. Vacuum bags

40. Pneumatic control parts
41. Salt for RO system
42. Electrical components
43. Replacement parts for door locks
44. Refrigerant
45. Water filters
46. Chemicals for boiler/cooling tower
47. Fertilizer
48. Seed
49. Herbicide
50. Roof repair materials
51. Sand and fill dirt
52. Chemicals for ice melt, scale prevention and removal
53. Sod and flower bedding materials

ATTACHMENT E

THIRD PARTY OWNED HVAC EQUIPMENT

The HVAC system for the Main Building, Annex, and LCC are owned and maintained by Johnson Controls, Inc. in accordance with the facility Energy Savings Performance Contract (ESPC). Preventive maintenance and minor repairs which cost $50 or less or require two (2) manhours or less are responsibilities of the maintenance contractor. The system was completed in 2004, and currently undergoing commissioning. EPA has not yet approved the new HVAC system, however, system acceptance is expected between June 2004 and October 2004. The contractor shall develop a comprehensive preventive maintenance plan for the HVAC system. Preventive maintenance shall be managed using a robust facility maintenance software and computer system. EPA shall have access to the system through the EPA Local Area Network. The contractor shall submit a proposed software program for EPA approval.

The Existing building ESPC Mechanical systems consist of a 300+ ton ground source heat pump well field incorporating one-cell of the existing two-cell cooling tower. Supplementing the cooling load for the building is a 125 ton dual compressor electric chiller, this is located in the penthouse. The ground source heat pump system incorporates five (5) cooling/heating water-to-water heat pumps, one (1) heating only water-to-water heat pump and ninty-five (95) small heat pumps (water source) primarily feeding the office areas of the facility. The five (5) large water-to-water heat pumps feed four (4) main Air Handling Units (AHU's) in the penthouse that feed make-up air to the office heat pumps and supply air to the laboratories (two of the laboratory AHU's run all of the time with one of the AHU's being redundant). The AHU's use a passive

heat pipe to pre-heat the incoming outside air using the exhuast stream from the laboratories that is exhausted by a set of three (3) strobic exhaust fans - two running all of the time one redundant.

EF-1:

Inlet static pressure - 6 in. w.g.
Inlet flow per fan - 25,300 cfm
Inlet flow total - 50,600 cfm
Fans operating - 2
Redundant fan - 1

Model - TS4L500B12
Operating Speed - 1,170 rpm
Motor hp - 50

Mark	Model	Serve	CFM	% OA	HP	SP (in)	Cooling (mbh)	Heating (mbh)	gpm
AHU-1	50C	VAV	16,850	100	20	3.97	1107	102	230
AHU-2	50C	VAV	16,850	100	20	3.97	1107	102	230
AHU-3	50C	VAV	16,850	100	20	3.97	1107	102	230
AHU-4	14C	HP	6,500	100	7.5	3.93	400	18	86

The ground level storage areas are each heated by 3 kW explosion-proof electric unit heaters controlled by explosion-proof thermostats. The elevator machine room located adjacent to the storage rooms is heated by a 3 kW electric unit heater (non-explosion-proof) and controlled by a non-explosion-proof thermostat.

ATTACHMENT F

DISCRETIONARY SPACE AVAILABLE TO THE CONTRACTOR

Main Building	
Basement Floor	Rooms 5 and 12
Annex Building	Shop area, storage room

Other Areas may be designated by the PO as required.

ATTACHMENT G
GOVERNMENT PROVIDED PROPERTY AND SERVICES

This attachment outlines services to be furnished by the EPA at the RSKERC to the Contractor in performance of the required work under this contract. Such items and services as hereinafter defined will be furnished to the Contractor on a no-charge for use basis, and only within the confines of statutory and regulatory limitations and as may be required for performance under this contract.

1.0 OFFICE SPACE AND EQUIPMENT

The government will provide suitable office space on site for Contractor's personnel. The rooms to be assigned to the contractor are shown on appendix A to this attachment. Utilities will be included.

1.1 Office Furniture

Office furniture will be supplied on an as-is basis from EPA in house inventory. The furniture to be supplied is being used by the current on-site contractor.

1.2 Office Supplies

General purpose office supplies such as pads, pencils, pens, paper, staplers, etc. will be furnished by the government. Contractor personnel will not use government-franked envelopes and mailing containers.

1.3 Services

The following services will be furnished by the government for on-site use only in the performance of the contract:

(a) Janitorial - for physical space used by contractor.
(b) Maintenance - for space and utilities used by contractor personnel during normal operating hours.
(c) Mail handling - pickup and delivery of official mail provided it is properly sealed and stamped.
(d) Copying - the government copying machines will be available for Contractor use for the on-site operations.
(e) Telephone - telephone services with FTS lines will be available for all officially related calls. Government telephone communications regulations will be adhered to in all instances. It is mandatory that the Contractor will use the FTS2000 network for purposes of fulfilling this contract.

ATTACHMENT H

RECYCLING REQUIREMENTS

Wastepaper, Rubbish and Trash Collection: All trash, debris, and garbage shall be collected and deposited daily in containers (dumpsters) provided by the Agency.

69. 1. Garbage Cans: Those cans used for the collection of food remnants shall be washed inside and out, or steam cleaned daily.

70. 2 Vending Machine Waste: The Contractor shall remove all trash, debris, or garbage generated at vending machines daily.

71. 3 Trash cans and waste baskets will be emptied daily.

72. 4 Trash and other waste in the vicinity of the waste receptacles (dumpsters) near the loading dock shall be picked up and placed in the receptacles daily. Waste receptacles (dumpsters) shall remain closed when not in use.

Collection of Recyclable Materials

73. 1. The Contractor shall be collect and properly bag recyclable (plastic and aluminum) beverage containers generated at GWERD that are placed in designated receptacles provided by the Government. This activity shall be performed on a weekly basis with the bagged recyclables (plastic containers separately bagged from aluminum containers), being placed in the recycling building located at the west end of the facility. During the pickup of the regular trash, the Contractor shall make the effort to remove additional "clean" recyclable beverage containers from the office trash receptacles and deposit them with the other recyclable beverage containers.

74.

75. 2. Recyclable paper products generated at GWERD, that are placed in designated recycling receptacles provided by the Government, shall be picked up at least weekly and deposited in the BLUE recycled paper collection unit located at the west end of the facility. In addition, when large amounts of recyclable paper products are generated, such as during the cleanup of paper files or the leaving of an employee, these recyclables may require pick up on a more frequent basis. Paper product recycling containers shall be maintained such that they are not overflowing with materials. Recycling containers will be located in offices and in centralized hallway locations and shall be monitored on a regular basis.

76.

77.

78. 3 Waste cardboard generated at GWERD that is placed in the hallway and marked with the words "Recycle" or "Trash" shall be recycled. Waste clean cardboard placed in

trash receptacles located in the offices or labs shall be removed and broken down for recycling. Boxes shall be emptied of all packing material and broken down before being placed in the BLUE cardboard collection unit located at the west end of the facility. Packing material shall be bagged and placed in the garbage dumpsters near the loading dock.

79.

80. 4. Fluorescent light bulbs generated at GWERD shall be properly handled to prevent breakage and placed in Government-supplied bulb recycling boxes designated for that purpose. When a bulb recycling box is completely full it shall be taped up with duct tape, such that all open seams of the box are sealed, and moved to the Hazardous Waste Storage Building for Government disposal.

81.

82. 5. During the course of facility operations other recyclable materials, such as waste metals, lead-acid batteries, used computer components, and wood products, may be generated and require the collection and transport to a recycling facility by the Contractor. These duties shall be coordinated through the Government Project Officer.

83.

84. 6. The covers of recyclable material collection units and garbage dumpsters shall be maintained in the closed position when not being used.

ATTACHMENT I

MEDICAL MONITORING PROGRAM

All contractor personnel working on-site at the Laboratory shall be required to participate in the following medical monitoring program. Current employees shall have a baseline conducted previously and a follow-up examination within the past two years. New employees shall have Baseline Testing completed within sixty (60) days of their employment by the contractor.

I. Baseline (First Time)

A. Complete medical evaluation

B. Complete blood count (CBC) hematology profile

1. White blood count (WBC)
2. Red blood count (RBC)
3. Hemaglobin (HGB)
4. Hematocrit (HCT)
5. Mean corpuscular volume (MCV)
6. Mean corpuscular hemaglobin (MCH)
7. Mean corpuscular hemaglobin concentration (MCHC)
8. Platelets

C. Differential (Diff)

D. Sedimentation rate (Sed rat)

E. Blood chemistry profile (BCP) 12 channel

1. Total protein
2. Albumin
3. Calcium
4. Phosphorus
5. Cholesterol
6. Glucose
7. Uric Acid
8. Creatinine
9. Total bilirubin
10. Alkaline phosphatase
11. Lactic dehydrogenase (LDH)
12. Transaminas (SGOT)

F. Urinalysis

G. Pap test for female employees (optional)

H. Resting electrocardiogram (ECG)

I. Spirometry

J. Audiometry

K. Chest x-ray/view

L. Visual testing as below

II. Follow-up Examinations

The following medical examination and testing shall be conducted on all contractor on-site personnel every other year on the anniversary (within 30 days) of their previous baseline or follow-up examination.

ROUTINE

A. Complete medical evaluation

B. Complete blood count (CBC) hematology profile

1. WBC
2. RBC
3. HGB
4. HCT
5. MCV
6. MCH
7. MCHC
8. Platelets

C. Differential

D. Sed rat

E. Blood chemistry profile 12 channel
(same as baseline)

F. Urinalysis

G. Pap test for female employees (optional)

H. Audiometry for Operation and Maintenance employees

VISUAL TESTING

A. Complete ophthalmologic examination (including refraction, acuity, and accommodation testing).

B. Tests for color vision function.

C. Examination of the cornea for lens capacity.

D. Examination of the retina for detachment.

The contractor shall submit a certification to the Project Officer for each employee which states that the above examinations were completed.

ATTACHMENT J

GOVERNMENT FURNISHED EQUIPMENT -
MAINTENANCE/JANITORIAL/SECURITY/LAWN CARE

Item	Serial Number	Contractor Maintained	Government Maintained	EPA Decal No.	Contractor Held and Controlled
LAWN CARE EQUIPMENT					
Echo String Trimmer	542905	X			X
Echo String Trimmer	D74402	X			X
Echo Edger	16882	X			X
Craftsman Brush Saw	94022N09137	X			X
Homelite Chain Saw	HP0170158	X			X
Craftsman Edger	164024337	X			X
Billy Goat Leaf Vac	93099007	X			X
Lawn Boy Push Mower	3967658	X			X
John Deere Push Mower	GXJS60X063613	X			X
Scots Turf Spreader	None	X			X
Lawn Crafter Spreader	None	X			X
Echo Backpack Blower/Vac	MOD.PB4600	X			X
Craftsman Lawn Tractor	None	X			X
John Deere Lawn Tractor	F06200100692	X			X
Kubota Lawn Tractor L345	None	X			X
OFFICE EQUIPMENT					
Computer - Dell Optiplex GX1	1CKJT		X	785905	X
Computer - Dell Optiplex GX1	3BT0V01		X	786649	X
MISC EQUIPMENT					
Leeds-Northrup Analyzer	9137933438003	X		784871	X
Alnor Velometer	3725-2826	X		400169	X
Goodway Ream-a-Matic	14962	X		784862	X
Clark Vision 20BT Scrubber	None	X		785198	X
Minuteman Auto Carpet Scrub	18400027	X		785366	X

SHOP EQUIPMENT					
Lincoln Portable Electric Welder	A-603458		X	052044	
Rockwell Milling Machine	4M215TDR1246 CCW		X	051721	
Chicago Press Break	305540		X	052054	
Dewalt Cutoff Saw	None		X	019655	
Rockwell Metal Lathe	1374657		X	051322	
Rockwell Metal Cutoff Saw	None		X	051719	
Niagra Shearing Machine	60576		X	052079	
Monarck-16 Metal Lathe	None		X	784622	
Rockwell 15-inch Drill Press	1385574		X	051425	
Rockwell Jointer	D-1-6409		X	052346	
Rockwell 14-inch Band Saw	D1-1825		X	052351	
Powermate 20-inch Band Saw	3257		X	052469	
Rockwell 10-inch Circular Saw	D12103		X	052367	
Two-stage Air Compressor	T21-21045		X	785495	
SECURITY EQUIPMENT					
Heimann X-Ray System	26731		X	786794	
CEIA Magnetometer PMD2	None		X	786795	
Heimann X-Ray System	26112		X	786796	