

**Performance Work Statement
for
Operations and Maintenance
of the
U.S. Environmental Protection Agency
Edison Environmental Center**

A. OVERVIEW

The United State Environmental Protection Agency's (EPA) Edison Environmental Center (EEC) consists of 203 acres located at 2890 Woodbridge Avenue, Edison, NJ. The following buildings are occupied: 5, 10, 11, 200, 205, 207,209/210, 212, 238, the Guard House, the buildings of the ORD Urban Watershed Research Complex (UWRF) and the Water Shed. The attached Facility Drawing provides a general outline of the facility.

The primary functions of this contract include the operation of the heating, ventilating, air conditioning (HVAC) and refrigeration systems; the maintenance and operation of building systems, laboratories and equipment; alteration to buildings; [technical support in terms of electrical, mechanical, HVAC systems, etc.]; grounds maintenance; coordinate motor vehicle maintenance; and provide administrative support services for the EPA EEC.

B. OBJECTIVE

The Contractor shall provide the necessary labor, equipment and materials to provide operations and maintenance services at the EPA's Edison Environmental Center in accordance to this Performance Work Statement (PWS).

C. GENERAL REQUIREMENTS

The Contractor shall:

1. Provide onsite supervision during the hours of operation to ensure that all functions of the contract are carried out.
2. Provide uniformed personnel to perform the PWS five (5) days a week, Monday through Friday, except Federal holidays. The core work schedule shall be from 0730 to 1600 hours. The Contractor shall ensure that the proper number of qualified personnel is provided to perform the specific duties outlined in the PWS.

Federal holidays are listed below for information. When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for an additional period of performance, or entitlement of compensation except as set forth within the contract.

NEW YEAR'S DAY	LABOR DAY
MARTIN LUTHER KING JR. BIRTHDAY	COLUMBUS DAY
PRESIDENT'S DAY	VETERAN'S DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	CHRISTMAS DAY

The Government reserves the right to close the facilities due to

safety, health, security, or medical emergencies as necessary. Contractor personnel may be required to remain on duty to maintain the facility in the event of such adverse safety conditions or emergencies.

3. Establish and maintain up-to-date operational management procedures to ensure efficient and effective use of all personnel and facilities: this includes providing qualified personnel to perform the contract.
4. Comply with the requirements of the Attachment to the PWS "Agency Personal Verification Procedures for Contractor Personnel."
5. Ensure that employees are cross-trained in the various functions required by the contract.
6. Ensure that all Contractor employees maintain a neat and clean appearance and conduct themselves in a professional manner.
7. Respond to emergency repairs by commencing work within three hours after notification by the Contracting Officer Representative (COR) on a 24 hour/7 day a week basis. Report the source/cause of the emergency, the time of commencement of the repair and the action taken to the COR on the next business day.
8. Develop and implement all health and safety plans required by OSHA for various work site conditions as part of this contract including, but not limited to the following as it pertains to contract personnel:
 - Lock out/tag out program,
 - Confined space entry program,
 - Medical monitoring program for workers subject to exposure to hazardous materials and/or situations,
 - Hazard Communication Program,
 - Hot Work Permit Program for all burning, welding and pipe sweating activities,
 - Hearing Conservation Program,
 - Personal Protective Equipment Program.
9. Develop and implement training programs to maintain compliance with the various state and federal requirements for the various trades associated with this contract, such as forklift certification training, HVAC and electrical licensing requirements and Black Seal Boiler license for boiler operators.
10. Adhere to all Federal, State and Agency safety standards.
11. Follow all Government security regulations, rules and procedures.
12. Remove all trash and debris generated on the facility.
13. Provide weekly recycling pick-up, consisting of the bulk pick-up of glass, metals and plastics at collection areas throughout the facility.
14. Provide a communications system for contractor staff, such as a base station radio with hand held radios, to limit the use of the facility wide paging.

15. Provide adequate vehicles, tools and equipment (unless otherwise provided as Government Furnished Property) to perform all requirements of the PWS.
16. Provide on-the-job-training to new employees sufficient to provide continuity of operations at all times.

D. WORK ORDERS

1. Work related to this PWS that requires specific details will be tasked through written Work Orders issued by the Contracting Officer Representative (COR). Each work order will identify the specific task and/or project to be accomplished and specify a completion date for the work. Preventive maintenance and routine daily activities will not be tasked via a work order.
2. Construction work will be initiated through a written work order that will identify that the work is subject to the Davis Bacon Act.
3. The Contractor shall develop and submit a monthly Work Order Report on all work completed and in progress to the COR. The report shall list work order numbers, task descriptions, and locations of work by building and room number or area. The report shall also include a projected schedule, with milestones, for completion of work in progress. The COR will review the work schedules and either approve or revise it as necessary to meet specific location needs.

The contractor shall ensure that work to be redone is not assigned and treated as "new work," but counted as part of the original work order. Deficiencies and additional time required for corrections shall be documented in the Monthly Work Order Report.

E. PREVENTIVE MAINTENANCE

The Contractor shall:

1. Perform preventive maintenance (PM) of buildings and structures, plant and equipment. Work consists of systematic and cyclic checks, inspections, and repairs/corrections/maintenance of minor deficiencies as well as the recording and reporting of deficiencies beyond the scope of PM.
2. Develop and maintain a PM Plan within six months of contract award. The PM plan shall include a listing of systems and items to be maintained in each section of each building; inspection and maintenance schedules and shutdown schedules. The schedules will remain constant except for equipment additions or deletions. The PM plan shall be in an electronic format and shall include, at a minimum, the information contained in the Attachment - Preventive Maintenance Sample Sheet.
3. Develop the PM plan in accordance with the following order of precedence: (1) manufacturers' recommendations and standards; (2) Federal, State and Local codes, industry standards; and (3) EPA laboratory practices. The plan shall include a listing(s) of items and components to be maintained; inspection and maintenance techniques; personnel schedules for performance; system shutdown and coordination requirements, as necessary; PM checkpoints,

services, and frequencies; and recording methodology.

4. Maintain PM and repair records on all building equipment and systems. The records shall include scheduled and accomplished dates and shall be made available to the Government. Logs, records, checklists, and any other documentation maintained by the Contractor shall be available during normal work hours for COR/Contracting Officer (CO) review.
5. Execute the PM program and maintain documentation accurately and up to date. Update the PM program as necessary to reflect changes in equipment inventory, with such updates being approved by the COR, within 30 days of receipt/installation of new equipment.
6. Determine and initiate a PM Program on all new equipment and systems; proposed revisions shall be provided to the COR for approval within 15 days after the need is identified by the Contractor.
7. Submit a report of scheduled PM, completed PM, and outstanding PM to the COR on a monthly basis.
8. The Contractor shall submit an equipment malfunction report to the COR within 4 hours after detection of equipment failure/malfunction. This report shall include a description of the equipment including serial number, the date of failure, an assessment of the failure, system(s) affected by the failure and action taken.

F. SPECIFIC REQUIREMENTS

The contractor shall provide expertise in the following work areas:

1. FACILITY TRADES MAINTENANCE

Work in this area shall include the following general categories of work: electrical, HVAC, refrigeration, plumbing, carpentry, painting, glazing and locksmithing.

a. Electrical

The contractor shall be responsible for the continuous operation, maintenance, alteration and repair of the secondary power system within the confines of the EPA facility. The work shall include the installation of new branch and specialty circuits for commercial and laboratory applications, repair or replacement of lighting fixtures, ballasts, motors, fuses, circuit breakers, equipment installations, service installations, renovation /modernization of building electrical distribution systems, general circuit trouble shooting and minor equipment repair. The Contractor shall perform preventive as well as corrective maintenance on the 90 kVA Liebert Uninterruptible Power Supply System (U.P.S.), the sanitary system pumping equipment and the emergency generator back-up systems. All electricians working on this contract shall be licensed.

b. Mechanical

The contractor shall be responsible for the continuous operation, maintenance and repair of the various HVAC and refrigeration systems. The contractor shall make all repairs including replacement of parts, trouble shooting and diagnosis, balancing, testing and shall have working knowledge of pneumatic and electric control systems. The Contractor shall be required to size and install package HVAC systems, install window a/c units and to size, fabricate and install sheet metal and duct work systems. The Contractor shall perform preventive maintenance (PM) as well as corrective maintenance on all generator systems, the laboratory fume hoods; the HVAC system chillers (300 ton - 134A refrigerant), air handlers including filter replacements; the heating system boilers (2-250 BHP boilers) for the laboratory building and all the heating systems for the remaining buildings; perform PM on all equipment in support of the secondary HVAC systems. Service to all facility equipment shall be in accordance with manufacturer's instructions and suggested maintenance requirements as well as defined EPA maintenance schedules. The implementation of CFC recovery systems as referenced in 40 CFR 82, the Clean Air Act, shall be performed as part of this contract. Personnel that work on the HVAC systems shall have at a minimum a Black Seal license and the NJ HVAC license.

c. Structural

The contractor shall be responsible for providing craftsmen skilled in the various trades of carpentry, plumbing, painting, glazing, light masonry, roofing and locksmithing. This work shall include, but not be limited to: light interior construction such as installation of sheet rock, in conjunction with metal stud construction; installation and repair of plumbing systems including fire sprinkler piping systems; maintenance and installation of pneumatic and electrical control systems and installation of various gas supply systems.

d. Low Voltage Systems

The contractor shall be responsible for maintaining the fire detection systems, the cable systems to the Data Networks and telecommunication systems and the Public Address system.

e. Technical Support

The contractor shall be responsible for providing technical support for the sizing and specifying of new or replacement subsystems in the HVAC, heating, electrical and the other trade areas.

f. Construction Work

All construction work will be initiated via a Planning Work Order issued by **the CO or** COR. The planning work order will be in sufficient detail, with descriptions of work and sketches or drawings as necessary, to allow the Contractor

to develop an estimate of labor hours, labor categories, materials, and completion date. All estimates shall be submitted to the CO and COR prior to the commencement of work. Work may only commence upon receipt of a DBA Work Order issued by the CO. Requests for additional time and materials beyond the DBA Work Order ceiling must be approved via written modification by the CO prior to scheduling and commencement.

(i) **Preparation of Estimates**

All estimates must be documented and submitted to the CO and COR within 10 days after receipt of the planning work order. The Contractor shall prepare all estimates in a standardized format for approval by the COR. The Contractor's estimates will be evaluated to determine if (1) work was clearly understood and properly estimated with appropriate documentation; (2) labor and equipment/material estimates are reasonable and properly documented; (3) construction differentials and proper wage determinations were used for estimating; and (4) estimated completion schedules were provided.

(ii) **Labor Estimates**

Labor estimates shall be expressed in hours by trade. Estimated labor categories and hours for each DBA work order shall be based on standards for similar work in current industry trade journals. All estimates for labor shall be clearly identified by the wage differential incorporated in the contract for that period. For trades not identified in the Davis-Bacon Act Wage Differential attachment, the attached Davis Bacon Act Worksheet will be utilized to calculate the difference between the appropriate Davis Bacon Act wage and the Service Contract Act wage that the contractor's employee is receiving.

(iii) **Material and/or Subcontract Estimates**

Estimated material costs shall be based on current pricing data or vendor quotations. Vendor quotes shall be obtained from no less than three vendors for material exceeding \$3,000 and subcontract estimates exceeding \$2,000. Documentation of quotation and/or actual invoices shall be submitted as evidence with cost estimates.

2. GROUNDS MAINTENANCE

The Contractor shall be responsible for maintaining the grounds and roadways for the total 203 acre facility. Work requirements are as follows:

a. Mowing and Trimming:

- (i) The grass shall be mowed and trimmed to maintain a height below approximately 3 inches.
- (ii) The grass shall be trimmed back even with the edge of sidewalks, curbs and all hard surfaces. Joints in sidewalks and paved areas shall be free of vegetation. Mulched areas shall be trimmed back even with the outside mulched circle around the trees or shrubs and vegetation removed from the mulched area.
- (iii) The native grass fields shall be cut twice per growing season.

- b. Irrigation:**
The lawn, trees, and shrubs shall be watered as needed to prevent plants from showing discoloration and/or excessive wilting in compliance with the Edison Facility Water Management Plan available upon request. The Government will furnish the water and the contractor shall furnish necessary water distribution equipment.
- c. Mulching & Composting:**
Mulched areas around tree pits and the shrub bed shall be maintained. All trees not presently edged and mulched shall be encircled with a plastic edging material and mulch installed. Mulched areas may consist of pine bark or comparable mulching materials. All grass cuttings, leaves and biomass debris shall be stockpiled on site to develop compost.
- d. Pruning:**
(i) Trees shall be kept free of dead or diseased wood, suckers, and rubbing branches
(ii) Diseased and damaged trees will be removed to 3 inches below grade.
(iii) Shrubs shall be kept free of dead, diseased and/or interfering wood to maintain natural characteristics and habitat of the plants.
- e. Weed Control:**
Mechanical or "green" chemical control methods may be used for weed control, if necessary. The COR must approve the chemical, method and schedule of application if chemical control is necessary.
- f. Insect and Disease Control:**
(i) Maintain surveillance of shrubs and trees for evidence of insect infestation and diseases. Corrective measures shall be taken after approval of the method by the COR.
(ii) A tick control application will be applied annually on the Parade Ground adjacent to the flagpole. COR must approve the tick control application and schedule.
- g. Fertilization:**
Grass, shrubs and trees shall be fertilized as required in conjunction with projected rainfall or watering.
- h. Sweeping of Driveway, Walks, and Parking Areas:**
The driveway and parking areas shall be kept clean and free of trash, debris and soil accumulations. Grass clippings on hard surfaces shall be removed.
- i. Snow Removal:**
(i) Keep clear all primary and secondary roads, parking areas and entrance ways during normal working hours and within four hours after the accumulation of the first 2-3 inches after hours and weekends.
(ii) Sidewalks and entrance areas shall be treated with approved melting chemicals as needed to remove snow and/or ice for safe transit of personnel between buildings and parking areas. Areas shall be treated

before normal arrival time of building occupants (7:00 a.m., Monday through Friday, except on Federal holidays).

- (iii) Stairs, doors and ramps shall be shoveled and broom sweep as required to maintain clear and safe ingress/egress from all buildings continuously until the facility personnel leave the complex, then periodically thereafter.

3. COORDINATE MOTOR VEHICLE MAINTENANCE

The Contractor shall transport approximately forty six (46) Government owned and leased vehicles for maintenance service in accordance with General Services Administration (GSA) monthly schedules and through work orders. Specific duties include:

- a. Coordinate scheduled maintenance and transport the government vehicles to the GSA motor pool designated service facility in accordance with the GSA electronic notification system and upon completion of work reply back electronically to GSA.
- b. Maintain records of maintenance and repair for all vehicles and enter this information into a Maintenance Register or suitable automated system.
- c. Initiate services and coordinate with the GSA Motor Pool for warranty work, ineffective repairs and accident damage. Assure that all work is performed.
- d. Maintain a key control system for keys to all Government owned vehicles on the facility. Ensure that duplicate keys are available for all Government vehicles located on-site.
- e. Maintain the consolidated monthly mileage record for all vehicles. This form shall be submitted to the Facilities Management Office no later than the 15th of every month.
- f. Perform light maintenance on government vehicles located onsite such as: cleaning vehicles as needed, changing/repairing flat tires; adding distilled water to batteries; adding antifreeze to radiators as needed; jump starting or charging dead batteries and fueling up SMART RIDE fleet vehicles as needed. Perform other minor services on the EEC's government vehicles as needed.

4. ADMINISTRATIVE SERVICES

The Contractor shall provide a variety of support type services needed for the day-to-day functioning of the facility. The Contractor shall perform stock and storeroom services, shipping and receiving, mail and messenger services, duplicating support services, property tracking, maintenance of a supply inventory system and other miscellaneous activities as required. Specific duties are as follows:

a. Supply Operations

- (i) Manage the supply room and maintain an up-to-date inventory of supply items;
- (ii) Establish reorder levels for a six month supply level;
- (iii) Submit a list for required supplies and equipment, to the COR for review, authorization and processing;
- (iv) Remove supplies from cartons, update receipts and on-hand quantities within the inventory program, and stock shelves;
- (v) Keep the supply room and storage area clean and well organized.

b. Shipping and Receiving

- (i) Unload and assist in unloading shipments from delivery trucks, check deliveries against placed orders, notify recipients of orders received, store deliveries until delivered.
- (ii) Pack, crate and move materials, furniture, supplies and equipment.
- (iii) Operate forklifts, tow motors and material handling equipment to move bulk equipment.
- (iv) Note and sign all carriers' documents and consignees' copies for visible losses, damages, and discrepancies to shipments.
- (v) Notify the COR immediately of damaged shipments.
- (vi) Notify the COR of shipments not readily identifiable and obtain instructions for delivery or long term storage.
- (vii) Affix an EPA Decal to equipment with a value of \$5,000 and greater. The Decal number and serial number shall be recorded on all receiving report copies of the purchase order and/or other appropriate receipt document.
- (viii) Distribute copies of receiving reports within one day following receipt of shipments. A copy of the Receiving Report with decal information will be sent to the Property Management Officer and to the Contracts Office.
- (ix) Indicate partial shipments by annotating the shipping documents as 1st, 2nd, 3rd, etc., shipment until final shipment is received which the Contractor shall note as a **Final Shipment**.
- (x) **Refuse "Collect On Delivery" (COD) shipments.**
- (xi) Pickup and deliver supplies, furniture and administrative products.
- (xii) Receive all incoming items, except as indicated otherwise in the PWS.

c. Mail Services:

The Contractor shall receive, sort, route, and distribute mail. The Contractor shall be authorized to sign for certified, registered, express and overnight mail.

c.1 Incoming Mail

The Contractor shall:

- (i) Receive mail from the U.S. Postal Service (USPS).

- (ii) **Refuse "Collect On Delivery" (COD) shipments.**
- (iii) Maintain a log of all certified and express mail ensuring that each recipient sign and date the log.
- (iv) Coordinate the X-raying of all incoming packages, express mail, overnight mail, and local courier/messenger mail with the on-site security contractor.
- (v) Sort all incoming mail after X-ray analysis by Security Personnel. If an addressee cannot be determined, the letter shall be forwarded unopened to the COR for appropriate routing.
- (vi) Mail shall be delivered throughout the Edison facility once daily.
- (vii) Deliver all incoming mail packages and boxes to addressees on the date received.
- (viii) Deliver all express, overnight, registered and certified mail **within two hours** of receipt
- (ix) Follow procedures for the Treatment of Confidential Business Information located in EPAAR Clause 1552.235-71 when handling opened mail.

c.2 Outgoing Mail

- (i) All material which is being sent to EPA's offices at 290 Broadway, EPA Headquarters and Research Triangle Park (RTP) shall be sent via overnight delivery. All other outgoing mail shall be prepared for USPS pick-up and delivered to the receiving area at a time to be determined.
- (ii) Maintain an inventory of mail bags, tags, and labels, provided at no cost by the USPS, to accomplish daily shipments.
- (iii) Pick up mail from all in-house mail stops and bring to mail room for sorting and handling.
- (iv) Process outgoing mail through a postage metering system for application of adequate postage and notify the COR when postage is added to the meter. Maintain a log of the meter posting.
- (v) Maintain a log of overnight courier (e.g. FedEx) shipments.

d. Duplicating Services

The Contractor shall perform the function of maintenance coordinator for photocopiers located throughout the facility. Specific duties include:

- (i) Perform remedial maintenance to remove paper jams and other simple repairs. Ensure that adequate paper supplies are provided for the copiers at all locations.
- (ii) Respond to EPA employee calls concerning malfunctioning machines, performing minor repairs.
- (iii) Place service calls with EPA approved contractors within 3 hours for maintenance of the equipment, and maintain a service log of all work performed.
- (iv) Ensure that repairs are performed in a timely manner and monitor the work performed to ensure that the duplicating machines are promptly returned to operational order.
- (v) Maintain an inventory of photocopying supplies.

- (vi) Compile a **Copying Usage Report** for the facility, due on the 1st of every month and to be sent to Facilities and Administrative Management Branch at 290 Broadway.

e. Property Management

Assist the Facilities Management Excess Property Coordinator with the inventory and disposition of excess EPA properties.

f. Miscellaneous Services

On occasion, the following services shall be required in the performance of this contract:

- a. Pick-up and/or delivery of supplies, equipment, files, excess equipment, etc. to the New York Regional Office located in downtown Manhattan at 290 Broadway.
- b. Apply pest and vermin control in and about the buildings.
- c. Disburse protective and special clothing and equipment which EPA provides to its staff and maintain a log showing the name of the employee receiving the item, a description of the item, and the date.

G. Counter Terrorism/Superfund Warehousing

1. General

- a. The EPA requires warehouse operations, equipment management and transportation support services for government equipment used for emergency responses and counter terrorism hazardous material cleanups on a 24 hour, seven day per week, on-call basis throughout the Region 2 area, including New York, New Jersey, Puerto Rico and the U.S. Virgin Islands.
- b. The EPA requires an extensive inventory of equipment for its use, other agencies, state, local government and contractors, in addressing terrorist incidents. When such an incident occurs, the Agency will mobilize its equipment to the site. Due to the mix of responders, the EPA will require flexibility to allocate its equipment resources in the most efficient manner possible to respond to the emergency.
- c. Major requirements of the contractor are: storage and maintenance of equipment, including calibration of equipment; maintaining an inventory of sampling preparation and/or operation chemicals and supplies; maintaining the mobile command post/vehicle and decontamination trailer and associated materials; operation of warehouse space; and transportation of specified equipment in case of emergency event. In addition, the contractor shall maintain a complete inventory and maintenance schedule of the emergency response equipment stored at the 2890 Woodbridge Avenue, Edison, New Jersey office. All equipment shall be inventoried, tracked and maintained to assure that it is kept in a continuous state of readiness.

- d. The contractor shall participate in emergency response simulation drills to ensure that equipment can be readied for an emergency within required time frames.
- e. The Contractor will inventory, calibrate, and perform repairs, not to exceed once per quarter, to all response equipment located in the Puerto Rico Office. COR must approve schedule of work prior to the commencement of any work in the Puerto Rico Office located at City View Plaza Tower II, Suite 7000, Guaynabo, Puerto Rico.

2. **Emergency Response**

The contractor shall:

- a. Be available for response on a 24-hour, seven day per week, on-call basis.
- b. Identify equipment in its possession within 15 minutes when requested by the On-Scene Coordinator (OSC)/COR/CO) and prepare equipment for shipment to an emergency response site as specified below.
- c. Be responsible for packaging, shipping and/or delivery of equipment to the site on time, as specified by the OSC/COR/CO. The contractor shall prepare equipment for shipment to an emergency response site within two (2) hours of notification. As a guideline, the contractor shall deliver equipment and supplies within the time frames listed below (NOTE: Core hours are from 0730 to 1600).
 - i. For local emergencies (within 50 mile radius from EPA warehouse) the contractor shall deliver equipment and supplies within 4 hours during business hours and within 24 hours after business hours;
 - ii. For long distance emergencies (outside the 50 mile radius of the EPA warehouse) the contractor shall deliver, or have delivered equipment and supplies onsite, within 8 hours during business hours and within 24 hours after business hours;
 - iii. For time critical response actions and removal assessments, the contractor shall deliver or have equipment delivered within 24 to 48 hours.
 - iv. Time for delivery of the equipment is in addition to the two (2) hour preparation time.
- d. In the event that shipping is not feasible, the contractor may be required to deliver equipment in non-emergency events, such as: equipment training, community relations activities, presentation, removal assessments and response simulation skills.
- e. Provide 24 hour/7 days a week, on-call access to the warehouse, mobile command post vehicle and decontamination trailer for EPA Region 2 Removal Program Staff and other EPA authorized third parties.

Access shall be provided by the contractor within one (1) hour of notification.

3. Warehouse Operations Support

The Contractor shall operate and maintain a secure warehouse suitable for receiving, storing and shipping of equipment to meet the emergency response requirement and to house one Mobile Command Post and three response vehicles. A partial list of equipment to be stored and maintained is attached.

The Contractor shall maintain a complete inventory and maintenance schedule of OSC equipment.

The Contractor shall perform a variety of warehouse operations support services as outlined below:

- a. Receiving - Receive and inspect all incoming equipment and material, and note on the delivering carrier's document and on consignee's document copies any visible loss, damage, and/or other discrepancy. Inform the COR/CO if the shipment should not be accepted due to the magnitude of the damage and/or discrepancy.
- b. Shipping/Delivery - Prepare Government property for shipment and/or delivery to designated sites. Deliver or arrange for immediate delivery of equipment in accordance with a work order issued by the OSC/COR.
- c. Inventory Control/Maintenance System - Maintain a detailed warehouse inventory for all Government property and all associated calibration, sampling preparation and/or operating chemicals and supplies, including the OSC equipment. Ensure that the inventory control system provides accurate location and selection of stock. The contractor shall ensure accurate, current and complete inventory data on all property, which will be available to deploy on a real time basis. The inventory control system must be capable of providing reports which list: inventory on-hand; location within or outside the warehouse; projected maintenance schedules; if sent out for maintenance, the projected date for return to the inventory system; maintenance performed; shelf life dates; disposal dates; and equipment checkout information, including date and person/organization released to.
- d. Restocking Equipment - Inspect all Government property that is returned to the warehouse to ensure that it is in working condition. All Government property brought to the warehouse from a field deployed scene shall be cleaned and calibrated prior to re-inventory into the warehouse for future use.

4. Maintenance

The Contractor shall:

- a. Maintain and/or calibrate all equipment in conformance with manufacturer's recommendations and record the maintenance in the inventory system within 24 hours of completion.
- b. Monitor and coordinate with maintenance vendors, the scheduled return date of any equipment sent out for maintenance.
- c. Maintain maintenance/calibration logs for all applicable items. Any discrepancies shall be noted and steps to correct the discrepancies shall be identified.
- d. Maintain an adequate and viable inventory of calibration, sampling preparation and operating chemicals and supplies to both maintain calibrated and field ready equipment in the warehouse, as well as, insuring that all equipment dispatched from the warehouse is accompanied by an adequate supply of chemicals and supplies to allow for standard field calibration and anticipated field utilization.
- e. Clearly identify and track items with a shelf life by date and when the item is to be replaced. Replacement of items having a shelf life shall be accomplished so as to receive the replacement item prior to the shelf life expiring for the item being replaced. In no case, shall items with less than 2 weeks or 10% shelf life remaining, which ever is shorter, be provided for use.
- f. Initiate paperwork to dispose of excess property in accordance with the GSA and EPA Property Regulations.

5. Transportation

The Contractor shall deliver necessary equipment and supplies to an event in accordance with the time frames set forth above as modified by technical direction.

6. Inventory Existing Equipment

The Contractor shall inventory excess Government property stored in the warehouse and initiate the paperwork to dispose of this property in accordance with GSA and EPA Property Regulations.

7. Deliverables

The contractor shall submit the following deliverables:

- a. Monthly inventory report in Microsoft Excel spread sheet. The following data fields shall be included in each report:
 - Property Identification
 - Quantity
 - Condition
 - Location
 - Shelf Life or Expiration Date
 - Replenishment Schedule

The monthly inventory report shall be submitted to the COR by the 5th day of each month.

- b. Provide a real time inventory report, upon request.

Attachment to Performance Work Statement

Agency Security Requirements for Contractor Personnel (December 1, 2011)

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**

Contractor employees needing unescorted physical access to a controlled EPA facility¹ for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**

Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of

¹ A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
 - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
 - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
 - Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law;
 - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

- a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.
- b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.
- c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.
- d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

- a) Before the contractor employee can begin work on-site at the EPA:
 - i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
 - ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
 - iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) **Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months**

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

- a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.
- b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.
- c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
 - i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
 - ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
 - iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by the EPA.

- iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.
 - v) Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.
 - vi) Receive favorable fingerprint results.
- d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.
 - e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.
 - f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.
 - g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

- a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.
- b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.
- c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

**ATTACHMENT 2
QUALITY ASSURANCE SURVEILLANCE PLAN**

PERFORMANCE STANDARDS	ACCEPTABLE QUALITY LEVEL	METHOD OF SURVEILLANCE	PWS TASK
Provide on-site supervision by Program Manager or "Lead" personnel during the hours of operation.	100% of the time during the hours of operation during the evaluation period	A supervisor is available when needed by the Contracting Officer Representative (COR).	C1
Service Contract Act Work: Timely completion of work orders with no rework required due to poor quality.	Work orders are completed within the due date and no additional costs are incurred as a result of correcting poor workmanship for 90% of the work orders performed during the evaluation period.	COR will inspect work to assure quality of workmanship. COR will check work orders monthly to ascertain timely completion.	D1
Davis Bacon Act Work: Timely completion of DBA work orders with no rework required due to poor quality.	DBA work orders are completed within the negotiated time frame and work order ceiling, and no additional costs are incurred as a result of correcting poor workmanship for 95% of the DBA work orders performed during the evaluation period.	COR will inspect work to assure quality of workmanship and utilization of work order labor categories. COR will monitor DBA work order completion date to ascertain timely completion.	D2
Perform timely emergency repairs.	No more than three hours elapse before an emergency repair is initiated 90% of the time during the evaluation period.	Contractor shall document time of commencement of emergency repair and report this information to the COR the next business day. COR will verify information through Guard House log book and PAC system.	C7
Perform preventative (PM) maintenance.	PM on building equipment & systems is performed within established timeframe 90% of the time each month during the evaluation period.	COR will monitor contractor's monthly PM reports.	E
Timely initiation of repairs for government fleet vehicles.	Repair calls are initiated within 8 hours of vehicle return inspection 90% of the time during the evaluation period.	COR will periodically check service log to determine Contractor's compliance.	F3
Emergency response equipment is maintained and calibrated as specified under manufacturer's recommendations.	All emergency response equipment functions properly per manufacturer's standards 100% of the time during the evaluation period.	OSC/COR will periodically review maintenance/calibration records and check equipment.	G

In order to receive an Award Term, the contractor must perform at the Acceptable Quality Level for all performance standards per each evaluation period as outlined in the AWARD TERM INCENTIVE PLAN.