

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER WC1JUJ4022N0087		PAGE 1 OF 84		
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER W912CZ-04-R-0009		6. SOLICITATION ISSUE DATE 23-Mar-2004	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME ULANDA E. GANACIAS			b. TELEPHONE NUMBER (No Collect Calls) 907-353-7178	8. OFFER DUE DATE/LOCAL TIME 12:00 AM 26 Apr 2004		
9. ISSUED BY REGIONAL CONTRACTING OFFICE - ALASKA ATTN: SFCA-PRA-C PO BOX 35510 FORT WAINWRIGHT AK 99703-0510 TEL: 907/353-7505/6588 FAX: 907/353-7302		CODE W912CZ	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input checked="" type="checkbox"/> 8(A) SIC: SIZE STANDARD: \$14M		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		12. DISCOUNT TERMS	
15. DELIVER TO SEE SCHEDULE		CODE	16. ADMINISTERED BY CODE					
17a. CONTRACTOR/ OFFEROR TEL.		CODE	18a. PAYMENT WILL BE MADE BY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		FACILITY CODE	<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
SEE SCHEDULE								
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED			33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR			
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER		40. PAID BY		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY (Print)					
			42b. RECEIVED AT (Location)					
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS				

Section SF 1449 - CONTINUATION SHEET

SECTION B – The Schedule of Supplies/Services/Description

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>CUSTODIAL SERVICES FFP Base Year: Non-Personal Services - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Custodial Services in accordance with the Statement of Work (SOW) for facilities within Appendix 1A/B/C, and Appendix 2, on Fort Wainwright, AK. TOTAL BASE YEAR CONTRACT AMOUNT FOR CLINS 0001 - 0001AD</p> <p>PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS</p>				
				NET AMT	

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	<p>CATEGORY 1 SERVICE FFP Provide CATEGORY I, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW.</p> <p>(65,439 sq. ft. @ \$_____ per sq. ft.)</p> <p>PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS</p>	12	Months		
				NET AMT	

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	CATEGORY II SERVICE FFP Provide CATEGORY II, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (68,253 sq. ft. @ \$_____ per sq. ft.)	12	Months		
PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC	CATEGORY III SERVICE FFP Provide CATEGORY III, Basic, Restrooms/Locker Rooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (32,561 sq. ft. @ \$_____ per sq. ft.)	12	Months		
PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	Emergency / Special Event Cleaning FFP Emergency / Special Event Cleaning - Contractor shall provide all supervision, personnel, equipment, transportation, materials, labor and other supplies necessary to perform Special Event Cleaning Services when required in accordance with Paragraph 1.4 of the Statement of Work (SOW).	12	Job		
	(Est 500 Hrs @ \$ _____ per hours = \$ _____) (Est 2,500 Sq Ft facility x \$ _____ per sq ft = \$ _____)				
	PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS				
				NET AMT	<hr/>

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	CUSTODIAL SERVICES FFP First Option Year: Non-Personal Services - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Custodial Services in accordance with the Statement of Work (SOW) for facilities within Appendixes 1A/B/C, and Appendix 2, on Fort Wainwright, AK.				
	TOTAL BASE YEAR CONTRACT AMOUNT FOR CLINS 0002 - 0002AD				
	PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS				
				NET AMT	<hr/>

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA OPTION	CATEGORY 1 SERVICE FFP Provide CATEGORY I, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (65,439 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	CATEGORY II SERVICE FFP Provide CATEGORY II, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (68,253 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AC OPTION	CATEGORY III SERVICE FFP Provide CATEGORY V, Basic, Restrooms/Locker Rooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (32,561 sq. ft. @ \$_____ per sq. ft.)	12	Months		
PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AD OPTION	Emergency / Special Event Cleaning FFP Emergency / Special Event Cleaning - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Special Event Cleaning Services when required in accordance with Paragraph 1.4 of the Statement of Work (SOW). (Est 500 Hrs @ \$_____ per hours = \$ _____) (Est 2,500 Sq Ft facility x \$ _____ per sq ft = \$ _____)	12	Job		
PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003 OPTION	CUSTODIAL SERVICES FFP				

2nd Option Year: Non-Personal Services - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Custodial Services in accordance with the Statement of Work (SOW) for facilities within Appendixes 1A/B/C, and Appendix 2, on Fort Wainwright, AK.

TOTAL BASE YEAR CONTRACT AMOUNT FOR CLINS 0003 - 0003AD

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AA OPTION	CATEGORY 1 SERVICE FFP	12	Months		

Provide CATEGORY I, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW.
(65,439 sq. ft. @ \$_____ per sq. ft.)

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AB OPTION	CATEGORY II SERVICE FFP Provide CATEGORY II, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (68,253 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AC OPTION	CATEGORY III SERVICE FFP Provide CATEGORY III, Basic, Restrooms/Locker Rooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (32,561 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AD OPTION	Emergency / Special Event Cleaning FFP	12	Job		
Emergency / Special Event Cleaning - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Special Event Cleaning Services when required in accordance with Paragraph 1.4 of the Statement of Work (SOW).					
(Est 500 Hrs @ \$ _____ per hours = \$ _____)					
(Est 2,500 sq ft facility x \$ _____ per sq ft = \$ _____)					
PURCHASE REQUEST NUMBER: WC1JUU4022N0087					
PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004 OPTION	CUSTODIAL SERVICES FFP				
3rd Option Year: Non-Personal Services - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Custodial Services in accordance with the Statement of Work (SOW) for facilities within Appendixes 1A/B/C, and Appendix 2, on Fort Wainwright, AK.					
TOTAL BASE YEAR CONTRACT AMOUNT FOR CLINS 0004 - 0004AD					
PURCHASE REQUEST NUMBER: WC1JUU4022N0087					
PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AA OPTION	CATEGORY 1 SERVICE FFP Provide CATEGORY I, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (65,439 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AB OPTION	CATEGORY II SERVICE FFP Provide CATEGORY II, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (68,253 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AC OPTION	CATEGORY III SERVICE FFP Provide CATEGORY III, Basic, Restrooms/Locker Rooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (32,561 sq. ft. @ \$_____ per sq. ft.)	12	Months		
PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AD OPTION	Emergency / Special Event Cleaning FFP Emergency / Special Event Cleaning - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Special Event Cleaning Services when required in accordance with Paragraph 1.4 of the Statement of Work (SOW). (Est 500 Hrs @ \$_____ per hours = \$ _____) (Est 2,500 sq ft facility x \$ _____ per sq ft = \$ _____)	12	Job		
PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005 OPTION	CUSTODIAL SERVICES FFP				

Fourth Option Year: Non-Personal Services - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Custodial Services in accordance with the Statement of Work (SOW) for facilities within Appendixes 1A/B/C, and Appendix 2, on Fort Wainwright, AK.

TOTAL BASE YEAR CONTRACT AMOUNT FOR CLINS 0005 - 0005AD

NSN: S201CUSTODIAL
PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AA OPTION	CATEGORY 1 SERVICE FFP	12	Months		

Provide CATEGORY I, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW.
(65,439 sq. ft. @ \$_____ per sq. ft.)

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AB OPTION	CATEGORY II SERVICE FFP Provide CATEGORY II, Basic, Restrooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (68,253 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AC OPTION	CATEGORY III SERVICE FFP Provide CATEGORY III, Basic, Restrooms/Locker Rooms, and Periodic Cleaning Services, in accordance with paragraph 1.1, 1.2 and 1.3 of the SOW. (32,561 sq. ft. @ \$_____ per sq. ft.)	12	Months		

PURCHASE REQUEST NUMBER: WC1JUU4022N0087
PROJECT: FWA-CUSTODIAL SVS

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AD OPTION	Emergency / Special Event Cleaning FFP Emergency / Special Event Cleaning - Contractor shall provide all supervision, personnel, equipment, transportation, materials, and other items and services necessary to perform Special Event Cleaning Services when required in accordance with Paragraph 1.4 of the Statement of Work (SOW).	12	Job		
	(Est 500 Hrs @ \$ _____ per hours = \$ _____) (Est 2,500 sq ft facility x \$ _____ per sq ft = \$ _____)				
	PURCHASE REQUEST NUMBER: WC1JUU4022N0087 PROJECT: FWA-CUSTODIAL SVS				

NET AMT

FOB: Destination

SECTION C - CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.212-1	Instructions to Offerors--Commercial Items	JAN 2004
52.212-2	Evaluation - Commercial Items	JAN 1999

ADDENDUM TO 52.212-4

52.212-4 is tailored to include the following clauses/provisions:

(1)	52.232-18	Availability of Funds
(3)	52.217-5	Evaluation of Options
(4)	52.217-8	Option to Extend Services
(5)	52.217-9	Option to Extend the Term of the Contract
(6)	52.216-1	Type of Contract
(7)	52.252-1	Clauses Incorporated by Reference
(8)	52.228-5	Insurance – Work on a Government Installation
(9)	52.219-17	Section 8(a) Award (Dec 1996)

CLAUSES INCORPORATED BY REFERENCE

252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.243-7002	Requests for Equitable Adjustment	MAR 1998

CLAUSES INCORPORATED BY FULL TEXT

52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (OCT 2003)

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement or any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice. (1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment.--

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

(t) Central Contractor Registration (CCR). (1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the

necessary requirements regarding novation and change-of-name agreements in FAR subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2004)

(a) The Contractor shall comply with the following Federal **Acquisition Regulation** (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

XX (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (U.S.C. 657a).

___ (4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___ (ii) Alternate I (MAR 1999) to 52.219-5.

___ (iii) Alternate II to (JUNE 2003) 52.219-5.

___ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

__XX__ (7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9.

___(iii) Alternate II (OCT 2001) of 52.219-9.

__XX__ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (13) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

___ (14) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2004) (E.O. 13126).

__XX__ (15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

__XX__ (16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

__XX__ (17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

__XX__ (18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

__XX__ (19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

___ (20)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

___ (21) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (22)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JAN 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (23) 52.225-5, Trade Agreements (JAN 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

__XX__ (24) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

___ (25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

___ (26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

___ (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (28) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (29) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (30) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

___ (31) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

__XX__ (32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

__XX__ (33)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 1984) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

__XX__ (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

__XX__ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

__XX__ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule (Appendix 6). The Contracting Officer may exercise the option by written notice to the Contractor within 15 days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days prior to the expiration of the contract.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 Months.

(End of clause)

52.219-17 SECTION 8(a) AWARD (DEC 1996)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the Regional Contracting Office - FWA the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the **Regional Contracting Office - FWA** Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the **Regional Contracting Office - FWA**.

52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>
<http://www.hill.af.mil>
<http://www.dtic.mil/dfars>

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2004) (DEVIATION)

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (DEVIATION) clause of this contract (Federal Acquisition Regulation 52.212-5), the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014	Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).
252.247-7023	Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631)
252.247-7024	Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

252.217-7015 SAFETY AND HEALTH (DEC 1991)

Nothing contained in the Master Agreement or any job order shall relieve the Contractor of any obligations it may have to comply with --

- (a) The Occupational Safety and Health Act of 1970 (29 U.S.C. 651, et seq.);
- (b) The Safety and Health Regulations for Ship Repairing (29 CFR part 1915); or
- (c) Any other applicable Federal, State, and local laws, codes, ordinances, and regulations.

(End of clause)

252.242-7000 POSTAWARD CONFERENCE (DEC 1991)

The Contractor agrees to attend any postaward conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation subpart 42.5.

(End of clause)

RCO-AK 006 POST TRAFFIC REGULATION (Local Clause)

All Contractors are advised that it is a violation of a post traffic regulation to exceed 10 miles per hour while passing military personnel in formation, or a military group running or walking along the side of the road. Driving privileges on this installation may be suspended or canceled for violating post traffic regulations or applicable state

laws and will not be considered an excusable delay under the contract. Each Contractor must ensure that all of its employees have been informed of this information.

(End of clause)

RCO-AK 014 ORDERING OFFICERS (Local Clause)

Only individuals appointed, in writing, as Ordering Officers will be authorized to place oral calls against this contract. The limits of their authority will be specified in an appointment letter and a copy of the letter provided to the Contractor. In no case will the Ordering Officer be authorized to direct work outside the scope of the contract, exceed monetary limits established on delivery orders, or exceed the ordering limitations stated within the contract. The Government is not under any obligation to accept supplies or services which are not initiated by an Ordering Officer acting within his/her designated authority.

(End of clause)

RCO-AK 028 CONTRACTOR EMPLOYEE IDENTIFICATION (Local Clause)

Contractor personnel performing recurring services within Government offices shall be readily identifiable by display of a Contractor provided badge or nametag. The Contractor badge format shall, as a minimum, include the employee's name and Contractor's name. Contractor personnel shall wear the badge/nametag at all times when performing contract work on a Government facility. Each Contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety, health reasons, or contract terms require a placement at a different location.

(End Clause)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Contractor	Destination	Government
0001AA	Destination	Contractor	Destination	Government
0001AB	Destination	Contractor	Destination	Government
0001AC	Destination	Contractor	Destination	Government
0001AD	Destination	Contractor	Destination	Government
0002	Destination	Contractor	Destination	Government
0002AA	Destination	Contractor	Destination	Government
0002AB	Destination	Contractor	Destination	Government
0002AC	Destination	Contractor	Destination	Government
0002AD	Destination	Contractor	Destination	Government
0003	Destination	Contractor	Destination	Government
0003AA	Destination	Contractor	Destination	Government
0003AB	Destination	Contractor	Destination	Government
0003AC	Destination	Contractor	Destination	Government
0003AD	Destination	Contractor	Destination	Government
0004	Destination	Contractor	Destination	Government

0004AA Destination	Contractor	Destination	Government
0004AB Destination	Contractor	Destination	Government
0004AC Destination	Contractor	Destination	Government
0004AD Destination	Contractor	Destination	Government
0005 Destination	Contractor	Destination	Government
0005AA Destination	Contractor	Destination	Government
0005AB Destination	Contractor	Destination	Government
0005AC Destination	Contractor	Destination	Government
0005AD Destination	Contractor	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUN-2004 TO 31-MAY-2005	N/A	N/A FOB: Destination	
0001AA	POP 01-JUN-2004 TO 31-MAY-2005	N/A	N/A FOB: Destination	
0001AB	POP 01-JUN-2004 TO 31-MAY-2005	N/A	N/A FOB: Destination	
0001AC	POP 01-JUN-2004 TO 31-MAY-2005	N/A	N/A FOB: Destination	
0001AD	POP 01-JUN-2004 TO 31-MAY-2005	N/A	N/A FOB: Destination	
0002	POP 01-JUN-2005 TO 31-MAY-2006	N/A	N/A FOB: Destination	
0002AA	POP 01-JUN-2005 TO 31-MAY-2006	N/A	N/A FOB: Destination	
0002AB	POP 01-JUN-2005 TO 31-MAY-2006	N/A	N/A FOB: Destination	
0002AC	POP 01-JUN-2005 TO 31-MAY-2006	N/A	N/A FOB: Destination	
0002AD	POP 01-JUN-2005 TO 31-MAY-2006	N/A	N/A FOB: Destination	
0003	POP 01-JUN-2006 TO 31-MAY-2007	N/A	N/A FOB: Destination	
0003AA	POP 01-JUN-2006 TO 31-MAY-2007	N/A	N/A FOB: Destination	

0003AB POP 01-JUN-2006 TO 31-MAY-2007	N/A	N/A FOB: Destination
0003AC POP 01-JUN-2006 TO 31-MAY-2007	N/A	N/A FOB: Destination
0003AD POP 01-JUN-2006 TO 31-MAY-2007	N/A	N/A FOB: Destination
0004 POP 01-JUN-2007 TO 31-MAY-2008	N/A	N/A FOB: Destination
0004AA POP 01-JUN-2007 TO 31-MAY-2008	N/A	N/A FOB: Destination
0004AB POP 01-JUN-2007 TO 31-MAY-2008	N/A	N/A FOB: Destination
0004AC POP 01-JUN-2007 TO 31-MAY-2008	N/A	N/A FOB: Destination
0004AD POP 01-JUN-2007 TO 31-MAY-2008	N/A	N/A FOB: Destination
0005 POP 01-JUN-2008 TO 31-MAY-2009	N/A	N/A FOB: Destination
0005AA POP 01-JUN-2008 TO 31-MAY-2009	N/A	N/A FOB: Destination
0005AB POP 01-JUN-2008 TO 31-MAY-2009	N/A	N/A FOB: Destination
0005AC POP 01-JUN-2008 TO 31-MAY-2009	N/A	N/A FOB: Destination
0005AD POP 01-JUN-2008 TO 31-MAY-2009	N/A	N/A FOB: Destination

SECTION D – STATEMENT OF WORK/ATTACHMENTS/EXHIBITS & INSTRUCTIONS

**STATEMENT OF WORK
FOR
CUSTODIAL SERVICES**

FORT WAINWRIGHT AK

June 1, 2004

**STATEMENT OF WORK
FOR
CUSTODIAL SERVICES**

TABLE OF CONTENTS

- A. Definitions**
- B. Acronyms**

- I. Description of Service**
 - 1. Scope of Work**
 - 1.1. Basic Cleaning Services**
 - 1.2. Basic Restroom/Locker Room Cleaning**
 - 1.3. Periodic Cleaning Services**
 - 1.4. Emergency or Special Event Cleaning**

- II. Service Delivery Summary**
 - 2. Overview**
 - 2.1. Performance Evaluation**
 - 2.2. Performance Objectives**

- III. Government Furnished Property and Services**
 - 3. Government Furnished Services**
 - 3.1. Entry and Escort Service**
 - 3.2. Police and Fire Protection**
 - 3.3. Medical**

- IV. General Information**

- V. Appendices**
 - 1. Workload Data**
 - 2. Map & Work Area Layout**
 - 3. Reference Publications/Forms**
 - 4. Standards**
 - 5. Special Project Form**

Section A

TECHNICAL DEFINITIONS/ACRONYMS

Basic Cleaning Services. All individual cleaning tasks as identified in Section 1 of this SOW.

Best value. Means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement

Carpet Maintenance. An organized and comprehensive Contractor-managed program which insures all carpeted floors receive systematic and scheduled maintenance to maintain the standards of Section 1; Para; 1.1.7 of this SOW. This includes, but is not limited to, vacuuming and cleaning of carpets, daily spot removal, etc.

Common Areas. A public open area subjected to common use, including but not limited to hallways, break rooms, lobbies, and conference rooms.

Contracting Officer. An individual who, by appointment, has been granted explicit authorization to enter into, administer, change the terms and/or terminate contracts as wells as make related determinations and findings. This is the only Government representative authorized to bind the Government.

Contracting Officer Representative. A person designated in writing by the Contracting Officer to be responsible for ensuring that the Contractor complies with the terms and conditions of the contract. Responsibilities include documenting and surveilling the contract services. The Contracting Officer Representative does not have the authority to authorize changes or variations in services required under the contract, or to authorize expenditures.

Contract Manager. Responsible for the supervision, performance, and inspection of all work, and is fully authorized to act for the Contractor onsite

Customer. Otherwise known as a Facility Manager. A duly appointed and properly trained individual that is specifically identified to the contractor. A customer will receive proper training on the SOW requirements as it relates to his/her facility by the COR, prior to identification to the contractor. A customer is an individual who can observe contractor performance on a daily basis in his/her facility. A customer is normally the Building Manager and alternate. An alternate performs duties only in the extended absence of the primary customer. A facility may have more than one customer and alternate but not for the same contracted area of responsibility.

Customer Complaint Form. The Facility Manager will notify the COR/QAP of service defects will use DA Form 5477-R

Daily. Refers to each and every scheduled service date.

Damp Mopping. Cleaning floor surfaces after sweeping or dust mopping to pick up any remaining dust or dirt utilizing clean water and a detergent solution (and disinfectant where required by the SOW) with a dry-wrung mop.

Damp wipe. The use of a well wrung-out clothe with an application of an approved detergent to remove dust/soil from all surfaces.

Debris. Any articles, or parts thereof, such as paper, gum, paper clips, candy, lint, litter, strings, cigarette butts, leaves, sand spurs, excrement, etc.

Deep Dirt Extraction. A restorative technique using the hot water or steam extraction method of deep cleaning carpet fibers to extract dirt, dust, debris, soil, stains, and odor in the carpet. Method utilizes a steam cleaning

machine which forces carpet cleaning solution into the carpet, vacuums solution from the carpet, forces clean water into the carpet fibers to rinse out all solution, and then vacuums all remaining moisture from the carpet.

Defective Service. A service output that does not meet the standard of performance associated with it in the Service Delivery Summary (SDS).

Dirt. Particles of sand, soil, grit, pebbles, mud, dust, fuzz, tar, liquid stains, and ashes.

Disinfect. To clean fixtures and floors with a germicidal disinfectant IAW AR 608-10 and manufacturer's instructions.

Dry Buffing. A process used to eliminate heel marks and scuffs and restore the floor to a uniform appearance using a soft buffing pad and floor machine.

Dust Mopping. Removing dirt and debris from floor surfaces by use of a dust mop.

Glass. All remaining exposed glass surfaces that are not considered windows. All Lucite, plastic, or any transparent materials, including mirrors, shall be considered glass.

Glass in doors and bookcases. The removal of all finger marks smudges and stains from both sides of Glass (include wood and metal frame) doors, and the polishing of the same with a scrim or dry duster.

Gym/Shower Mats. Mats located in any facility shower/locker room.

High Glass. Glass walls or partitions with a lower edge that is at least seven (7) feet above the floor surface.

High and Low Dusting. The removal of dust and soil from skirting, corners, clocks, pictures, and walls. Low dusting is from floor to 7 feet high. High dusting is above 7 feet.

Hot Water Extraction. Using an appropriate chemical solution and cleaning equipment, shampoo and clean carpet. The carpet should be left in a safe condition.

Initial Cleaning. It is a preliminary cleaning of all the assigned buildings upon acceptance of the contract, to establish the standard of contract compliance.

Inspection Unit. A building or portion of a building that requires cleaning and is assigned to a single building/Facility Manager.

Litter Removal. To pick up all litter around an area and leave it in a clean and tidy state.

Machine Buff. The removal of soil age and the polishing of the floor surface using a high speed machine with a pad or brush.

Maintain Floors. The tasks of sweeping, dust mopping, damp mopping, wet mopping, scrubbing, stripping, sealing, waxing, dry buffing or spray buffing, to maintain floors in an existing state as described in Section 1 of this SOW.

Matwells /Dust Control Matting. To vacuum all types of dirt and adherent soil from mats and from wells.

Mechanical Scrub. The use of an appropriate chemical solution applied to the floor and machine scrubbed using a coarse nylon pad. The slurry shall be removed with a wet pick-up machine or wet mop. The floor should be damp-mopped using clean water. The floor should be left in a clean, safe condition.

Moveable Item. Items defined as 50 lbs or less (does not pertain to trash removal).

Operating Hours. Indicates the business hours or the government working hours.

Polishing (appearance). Brass work or chrome polishing. The application of a metal polish with a soft cloth, and the buffing of it to a high sheen to include door hardware, toilet and sink fixtures.

Quality Assurance (QA). A planned and systematic pattern of actions necessary to provide confidence that adequate technical requirements are established; products or services conform to established technical requirements; and acceptable performance is achieved.

Quality Control (QC). The contractors plan to effectively and efficiently manage the quality of performance objectives relating to standards of performance and inspections necessary to assure that the service satisfy the requirements from concept through validation.

Quality Assurance Surveillance Plan (QASP). An organized written document used for quality assurance surveillance. The document contains specific methods to perform surveillance of the contractor.

Quality Assurance Personnel (QAP). A functionally qualified person who performs quality assurance functions for a contracted service.

Re-perform. In cases where any cleaning task is not performed to standard the COR has the right to require the Contractor to re-perform, with-in 24 hours of notification. If work is not re-performed, the Government reserves the right to enact deductions.

Resilient Flooring. These include linoleum, cork, thermoplastic tiles, pvc (vinyl), flexible pvc and rubber. All are laid on a sub-floor, usually concrete.

Safety Flooring. These include all floors, which have non-slip, tactile, raised patterns or similar Surfaces. They are normally laid as sheets, but can be tiles. "Altro" is a common trade name for this type of flooring.

Scrubbing (floor). Cleaning floor surfaces after sweeping or dust moping by agitation of detergent solution applied to the floor by a floor scrubbing machine or wet mop saturated with detergent solution followed by a clean water rinse and damp mop or vacuum pickup.

Sealing. After stripping, thoroughly rinsing and neutralizing, a thin coat of sealant is applied to protect and seal the floor surface.

Service Delivery Summary (SDS). Identifies the key service outputs of the contract that will be evaluated by the government to assure contract performance and standards.

Service Hours. The time allowed for Contractor to schedule and provide the necessary services.

Special Project Form. FWA Form will be used for emergency or special event cleaning.

Statement of Work. A performance based description of the services required by a functional activity.

Spray Buffing. A process used to clean, eliminate heel marks, scuffs, and small amounts of dirt using a buffing pad, floor machine, and spray bottle mixture of diluted floor finish and detergent, leaving a uniform, thin coat of non-skid wax.

Stairways/Stairwell/Staircase. One or more flights of stairs, including the steps, risers and landings to pass from one level to another. A flight of stairs with the supporting framework, casings, and handrails. The vertical shaft in which stairs are located.

Stripping. Using a stripping pad, floor machine, and alkaline solution that breaks up and emulsifies finish on the floor, strip away old wax, without causing damage to floor surface.

Sweeping. Removing dirt and debris from floor surfaces.

Spot Clean. The removal of all visible soil or marks by attention to the affected area only.

Spot/Wet Mop. To immerse the mop head in an approved cleaning solution, remove and wring out until almost dry. Mop floor and remove all marks and stains from the surface. A warning sign shall be placed in the affected area.

Strip and Reseal. The complete removal from the floor areas of all old floor polish, the neutralizing of the floor after rinsing, and the application of three thin coats of dressing, or retreating of the area with renovator/spray emulsion.

Sweep. To sweep the floor and collect all dirt and fluff, paying particular attention to corner areas where dust gathers. All waste materials shall be disposed of in the appropriate place.

Toilet Cleaning. The thorough cleansing and sanitizing of all basins, urinals, showers, baths and fixtures etc. The replenishment of consumables (e.g. soap, paper towels) when necessary.

Vacuum Clean. The vacuuming clean of areas to remove all types of soiling. On carpeted areas where heavy stains are found, a spot clean operation shall be carried out using a manufacturer's recommended cleaning solution to remove any stains or deposits.

Valid Customer Complaints. When there is a case of poor performance or non-performance, the COR or QAP is notified by the customer. The QAP investigated the complaint and if it is found to be valid, document it. The QAP must provide said documentation to the KO.

Wash. The use of sufficient water and approved cleansing materials to remove dirt and marks followed by a rinse and dry. All surface soiling including soap residues shall be removed and items left in a clean, dry, polished.

Walk-Off Mats. Mats made of various materials that are located inside buildings.

Waste/Trash Removal. To empty waste bins. And wipe clean the receptacle holding the waste. The disposal of litter and other waste by its removal placing into nearest dumpster. Items labeled "TRASH" shall be removed from facility.

Waxing. Applying manufacturer recommended thin coats of non-skid floor wax solution that protects the floor surface and leaves a glossy, uniform-appearance.

Wet/Damp Mop. The laying of cleaning solution using a mop and wringing bucket, to remove soilage and dirt.

Wet Mopping. Thoroughly cleaning floor surfaces after sweeping or dust mopping utilizing clean water and a detergent solution (and disinfectant where required by the SOW) with a saturated mop, then damp mop or vacuum to pick up excess liquid.

Windows. The glass surfaces, which are an integral part of the outer wall of a building.

Section B
ACRONYMS

AR	Army Regulation
CDR	Contract Discrepancy Report
CLIN	Contract Line Item Number
CM	Contract Manager
COR	Contracting Officer Representative
DA	Department of the Army
DAOSH	Department of the Army Occupational Safety and Health
DFAR	Department of Defense Federal Acquisition Regulation
DPW	Directorate of Public Works
KO	Contracting Officer
FAR	Federal Acquisition Regulation
IAW	In Accordance With
MSDS	Material Safety and Data Sheet
OSHA	Occupational Safety and Health Administration
QA	Quality Assurance
QAP	Quality Assurance Personnel
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
SOW	Statement of Work

**STATEMENT OF WORK
FOR
CUSTODIAL SERVICES**

SECTION 1

1. SCOPE OF WORK. The contractor shall provide all management, tools, supplies, equipment and labor necessary to ensure that custodial services are performed at Fort Wainwright in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance in accordance with the requirements of this Statement of Work (SOW).

1.1. BASIC CLEANING SERVICES. The minimum cleaning standards shall be met as identified in this SOW.

1.1.a. The contractor shall conduct an **initial cleaning** of each facility within the first 45 (forty-five) days of the start of the contract, 14 (fourteen) days when a new facility is added to the contract list. Initial cleaning will bring all areas in compliance with the standards of contract compliance set forth in **Appendix 4**, to include periodic cleaning and the basic cleaning services.

1.1.1. Workload Data. Standards are in Appendix 4A, 4B, and 4C.

<p>Category I: These are General Administrative, Multipurpose and/or Industrial, listed in Appendix 1A, which Identifies Category I buildings and number of day's services that are required. Appendix 2 – Maps & Plans (CD).</p>
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<p>Category II: These are Identified as the Child Development Centers, High Traffic, and Post Command (Headquarters) Appendix 1B Identifies Category II buildings and number of days that services are required. Appendix 2 – Maps & Plans (CD).</p>

<p>Category III: Gymnasiums: Physical Fitness Centers (PFC – Bldg 3709), and Melaven (Bldg 3452) Appendix 1C Identifies Category III buildings and number of service days required. Appendix 2 – Maps & Plans (CD) Maple hardwood floors in the Gymnasium are not included.</p>
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1.1.2. Maintain Floors. All floors shall have a clean uniform appearance free from dirt, debris, dust, scuffmarks, heel marks, stains, and other foreign matter. Baseboards, corners, kick plates, and wall/floor edges shall also be clean. Chairs, trash receptacles, and moveable items shall be moved to maintain floors underneath these items. All moved items shall be returned to their original and proper position.

1.1.2.a. Floors and Tiles. All floor tiles and grout on floor tiles shall be free of dirt, film, dust and debris, scum, mildew, foreign residue, spots, smudges, fungus, rust, mineral deposits and free of foul odor.

1.1.2.b. Resilient floors. Shall be swept, dust mopped, damp mopped, wet mopped, dry buffed, and spray buffed to ensure they have a uniform, glossy appearance at each scheduled cleaning.

1.1.2.c. Safety floors (non-slip floors). Shall show no evidence of scuffmarks, stains, film, dirt streaks, swirl marks (mop), detergent residue, mop strands, standing liquid, debris, dust, heel marks, any stains or discolorations, and other foreign matters.

1.1.3. Remove Trash. All trash containers shall be emptied and returned to their initial location. Over-sized items unable to fit into receptacle will be marked "TRASH" and shall be removed. Contractor shall use plastic liners in all trash receptacles. The trash shall be deposited in the nearest outside trash collection container and ensure that no spills of fluids or trash remain behind. Trash receptacles shall be left clean and free of odors.

1.1.4. Clean Drinking Fountains. Clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountain. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, mineral build up, and other obvious soil.

1.1.5. Clean Interior Glass/Mirrors. Clean all interior glass, including glass in doors, partitions, walls, display cases, directory boards, with a lower edge of seven (7) feet from floor. Glass that extends higher than seven (7) feet from floor shall not be included.

1.1.6. Clean Exterior Glass Doors (as temperature permits). Clean all exterior glass doors, including glass up to seven (7) feet from floor. Glass that extends higher than seven (7) feet from floor shall not be included.

1.1.6.1. Clean Interior Windows. All interior glass windows shall be cleaned at temperatures above freezing point. After surfaces have been cleaned, all traces of film, dirt, smudges, water and other foreign matter shall be removed from frames, casings, sills, and glass.

1.1.7. Clean Stairways. All stairway floor surfaces shall be cleaned and all lint, dust, dirt and debris removed. Grease and grime shall be removed from stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls to provide or maintain a clean, uniform appearance.

1.1.8. Vacuum Carpets. All carpeted areas shall be vacuumed and free of all visible dirt, debris, litter and other foreign matter. Any spots/stains shall be removed by carpet manufacturer's approved methods, as soon as noticed. All tears, burns, and raveling shall be brought to the attention of the QAP. Area and throw rugs are included to receive this service.

1.1.8.1. Spot Cleaning Carpets. Spot clean or shampoo dirty carpets over an area of two feet square or less. Spots must be removed immediately. Spots over 2 Feet Square shall be brought to the QAP's attention in writing for evaluation.

1.1.9. Clean Floor Mats and Mat wells. Clean all interior entrance floor mats, matwells, grates, and pits. They shall be clean free of all litter soil and grit. Clean floor mats shall be free of all visible lint, litter, soil and other foreign matter. There shall be no standing water. Soil and moisture underneath mats shall be removed and mats returned to their normal location.

1.1.10. General Spot Cleaning. Perform spot cleaning on a continual basis. Spot cleaning includes removing, or cleaning smudges, fingerprints, marks, streaks, spills from washable surfaces of all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.

1.1.11. Walls. Walls shall have a uniform appearance without streaks, detergent residue, or any evidence of soil, stains, and film. Tiled walls and grout on walls tiles shall be free of dirt, scum, mildew, and residue.

1.1.12. Dusting. All dust gathering surfaces, to include but not limited to baseboard heaters, must be dusted or damp wiped, cleaned to eliminate dust collection up to seven (7) feet above finished floor. Dust gathering surfaces include chairs, tables, desks, bookcases, file cabinets, lampshades, couches, picture frames, award cases, window blinds, drapes, windowsills, baseboard heaters, chair rails, countertops, and ledges.

1.2. BASIC RESTROOMS/LOCKER ROOMS CLEANING SERVICES. In addition, to basic cleaning service (1.1) the following services apply to basic restrooms/locker room services.

1.2.1. Clean and Disinfect. Completely clean and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, showers, shower mats, plumbing fixtures, saunas, benches, partitions, dispensers, doors, walls,

and other such surfaces, using a germicidal detergent. Receptacles shall be free of deposits, dirt, streaks, and odors. Disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kick plates, ventilation grates, metal guards), and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

1.2.2. Descal Shower, Toilet Bowls and Urinals. Descaling shall be performed monthly, at a minimum and as often as needed to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

1.2.2.a. Descal Sinks. Descaling shall be performed monthly, at a minimum and as often as needed to keep sinks free of scale, soap films, and other deposits. Surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

1.2.2.b. Polishing. All brass plates, chrome faucets and flushometers shall be polished, and left with a uniformed glossy appearance.

1.2.3. Sweep and Mop Floor. After sweeping and mopping, the entire floor surface, including grout, shall be free from litter, dirt, dust and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, and residue.

1.2.4. Stock Restroom Supplies. Contractor shall ensure restrooms are stocked sufficiently so that supplies including soap for the soap dispensers do not run out. Supplies shall be stored in designated areas. Building Managers will supply paper items (toilet and towels) and hand soaps for Contractor. Contractor shall ensure supplies are sufficiently stocked in available dispenser. Contractor shall notify the Government in a timely fashion regarding lack of Government furnished supplies.

1.3. PERIODIC CLEANING SERVICES.

1.3.1. Strip, Scrub, Seal, and Wax Floors. Strip, scrub, seal, and wax floors as necessary to maintain a uniform glossy appearance. A non-skid wax is required. A uniform glossy appearance is free of scuffmarks, heel marks, wax build-up, and other stains and discoloration. (Hardwood floors are not included in this contract as shown on the Maps & Plans) Once the initial cleaning is performed, Buildings that have any of these problems will be identified.

1.3.2. Clean/Shampoo Carpets. All carpets shall be cleaned in accordance with standard commercial practices using deep dirt extraction method. After shampooing, the carpeted area shall be uniform in appearance and free of stains and discoloration. Chairs, trash receptacles, and other movable items shall be moved to clean carpets underneath, and returned to their original location.

1.3.3. SCHEDULE OF PERIODIC CLEANING. All periodic cleaning schedules shall be submitted to the KO and COR within 10 days prior to the first day of the scheduled month of cleaning. Contractor shall notify the KO and COR in writing if changes to the schedule occur. KO approval is required. Periodic cleanings shall be accomplished semi-annually.

1.4. EMERGENCY OR SPECIAL EVENT CLEANING SERVICES. Upon notification, the contractor shall perform emergency or special event cleaning required in any building, area, or room covered under this contract. In the event emergency cleaning is required, the contractor shall submit a description of the problem with a cost estimate to COR, who will submit the cost estimate to the KO for approval. Contractor shall begin emergency work, as determined by the COR or KO, within one hour of notification, which may be verbal. The COR or KO will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event. Special Project Form (**Appendix 5**) will be submitted by the COR to the contractor and is listed in **Appendix 3**. Completion schedule shall be determined for each incident through the COR and with the KO's approval.

1.5. MATERIAL SAFETY DATA SHEET. The contractor shall provide a copy of the MSDS for each of the products used to perform services to the KO and COR 10 days prior to the contract start date, to be approved by the KO. Once products are approved for use on post, the contractor shall provide each facility manager a copy of the MSDS that will be located where products are stored prior to start of contract.

SECTION II SERVICE DELIVERY SUMMARY

2. SERVICE DELIVERY SUMMARY (SDS).

2.1. Overview. This Service Delivery Summary (SDS) implements TM 5-609, Performance-Based Service Contracts and identifies critical success factors for the contract. It identifies both the performance objectives for those factors and the performance threshold required for each performance objective. The Government reserves the right to surveil all services called for in the contract to determine whether or not the performance objectives and goals are met. This SDS lists the performance objectives for the required service that the Government will surveil.

2.1.1. The absence of any contract requirement from the SDS will not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract including the clauses entitled "Inspection of Services" and "Default".

2.1.2. SDS will be used as the baseline to develop a QASP. The QASP will identify the surveillance methods the Government will use to evaluate the contractor's performance.

2.1.3. Surveillance methods may include: customer complaints and 100% inspections by the QAP.

2.1.4. Methods of surveillance can change after contract award based on, but not limited to:

- a. Acceptance of a contractor QC plan.
- b. Contractor performance.

2.2. Performance Evaluation. Performance of a service will be evaluated to determine whether or not it meets the performance threshold. Re-performance is the preferred method of correcting any unacceptable performance.

2.2.1. The Contractor shall re-perform work within 24 hours of notification from COR and or KO.

2.2.2. If Contractor fails to re-perform or if work is not acceptable, the COR will issue a CDR. Upon issuance of the CDR the Contractor shall have 10 days to respond in writing what actions will be taken to prevent re-occurrences of failed and or unacceptable work.

2.2.3. The government reserves the right to withhold and deduct pay for services not rendered or re-performed work. The following computation shall be used for deductions. Square feet of the area(s) in building(s) where services are not rendered ____ X \$____ (amount provided by the contractor per each or sq ft on Add/Delete Services Cost Sheet in **Appendix 6** = Amount of Deduction.

PERFORMANCE OBJECTIVES.

Performance Objective	SOW Para	Performance Threshold	Method of Surveillance
1.1 Basic Cleaning Services	1.1.1 Through 1.1.10.	Not to exceed 5 valid customer complaints per month	Customer Complaint DA Form 5477-R, facility manager or periodic inspection
1.2 Basic Restrooms/Locker Rooms Cleaning Services	1.2.1 Through 1.2.4	Not to exceed 5 valid customer complaints per month.	Customer Complaint DA Form 5477-R, facility manager or periodic inspection
1.3 Periodic Cleaning Services	1.3.1 Through 1.3.4	Not to exceed 1 valid customer complaints per month.	Customer Complaint DA Form 5477-R, facility manager or periodic inspection
1.4 Emergency or Special Event Cleaning Services	1.4	Zero defects	100% Inspection

RESERVED FOR QASP (SAMPLE)

**SECTION III
GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

3.1. GOVERNMENT FURNISHED SERVICES. All reasonable quantities of utilities will be made available to the contractor without cost. The contractor shall make sure that employees practice utility conservation.

- 3.1.1.** The Government shall make available space, with metered electrical hook-up for the Contractor's use, for office space.
- 3.1.2.** The Government shall provide closet space in other buildings as available.
- 3.1.3.** Contractor shall receive keys and combinations for entry access to buildings being serviced, as required and when security allows.

3.2. SERVICES. The Government shall provide industrial dumpsters at established locations on post. The Government shall provide insect and rodent control and grounds maintenance of Government furnished property coordinated through the COR.

3.3. ENTRY AND OR ESCORT SERVICE. The building facility manager will arrange for entry and escort service, when required in secure locations on post. COR will provide the list to the prospective Contractor.

3.4. POLICE AND FIRE PROTECTION. The government will provide police and fire protection. Telephone number for Security Police, 353-7535; Fire Protection, 911. Fort Wainwright spill response team can be reached at 353-2023.

3.5. MEDICAL. In the event of a severe emergency, Bassett Hospital, 353-5143 or 353-5052, will respond and transport, if necessary, a contractor employee to the local hospital. If the injury is not due to the negligence of the Government, the contractor shall reimburse the government for these services.

- 3.5.1 OTHER.** Other circumstances in the event of communicable diseases, hazardous material releases could prevent entry to a facility. In the event the Contractor is denied entry to a facility, the Contractor shall contact COR during duty hours and/or Help desk at 353-7069 within the hour.

SECTION IV GENERAL INFORMATION

4. PERSONNEL. The contractor shall be responsible for obtaining all necessary cards, passes, badges, and decals to perform work requirements. The contractor shall be required to apply for vehicle and individual identification media through the Contract Management Office, Military Police, Bldg 3022. A list of personnel will be submitted to Contract Management Office and a copy to Regional Contracting Office. This identification shall be surrendered to the Contract Management Office upon completion or termination of the contract, or 24 hours upon termination of an individual's employment by the Contract Manager or QC.

4.1.1. CONTRACT MANAGER. The contractor shall provide an onsite contract manager who shall be responsible for the performance of the work. The name of this person and an alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager must also be available to meet QAP and/or COR within one hour on any valid customer complaint or discrepancy. Contractor must re-perform missed or unacceptable services within two hours of notification. Contractor shall provide and onsite contract manager who shall be responsible for all requirements in this SOW and who fully represents the contractor on all matters relating to this contract. Contractor shall provide local telephone numbers of contract managers and alternate(s) for other than normal duty hours. Contract manager shall read, write, speak and understand English well enough to effectively communicate with all personnel and building occupants.

4.1.2. QUALITY CONTROL. The contractor shall develop and maintain a quality program to ensure custodial services are performed in accordance with commonly accepted commercial practices. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor shall provide, by electronic mail (e-mail), a daily QC report to QAP/COR. The Contractor shall provide a monthly schedule, by e-mail, five (5) days prior to the beginning of each month or within three (3) working days of changes. At a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraph 4.2. In addition, the Contractor shall hire a full-time independent QC whose sole responsibility is to implement the QC plan. Contractor shall provide an onsite contract manager who shall be responsible for all requirements in this PWS and who fully represents the contractor on all matters relating to this contract. At the pre-performance conference the name of this person and an alternate(s), who shall act for contractor when manager is absent, shall be designated in writing to KO, neither, of which shall be the QC. Contractor shall provide telephone numbers of contract manager and alternate(s) for other than normal duty hours.

4.1.3. EMPLOYEES. The contractor shall not employ any person who has been identified by the Military Police, Provost Marshall's Office, and any other appropriate security personnel as a potential threat to the health, safety, security, general well being, or operational mission of the installation and its population. The contractor shall be responsible for all individual and vehicle passes issued to his/her employees by Fort Wainwright.

4.1.4. IDENTIFICATION. The contractor shall provide each employee with identification badge that shall include the employee's name, employee's photograph, and contractor's company name. Identification shall be available prior to employment and shall be worn or attached to the outer garment at all times while on the installation.

4.1.5. KEY CONTROL. The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the Government are not lost or misplaced and are not used

by unauthorized persons. Keys issued to the contractor by the Government shall not be duplicated. The contractor shall develop procedures covering key control. Contractor shall not open all doors to the facility at once.

4.1.6. SERVICE SCHEDULES. The contractor shall develop and maintain a service schedule for each building listed in Appendixes 1A/B/C. The service schedule shall indicate the days of the week and all tasks. The service schedule shall be submitted within ten (10) days after contract award but no later than the Pre-performance Conference. The contractor shall coordinate with the facility managers (using a list of facility managers given to the contractor by the government) to agree upon a day and time that cleaning shall be done that is convenient both to the contractor and the occupants of the building. Contractor shall provide written notification to building managers informing him/her when the scheduled cleaning is to be accomplished in their building. The contractor shall comply with the submitted schedule as approved by the Contracting Officer. If service schedule falls on a holiday, contractor shall provide a revised schedule to indicate what day missed service is to be accomplished within that service period.

4.2. QUALITY CONTROL PLAN. The contractor shall develop and maintain a QCP to ensure services are performed in accordance with this Statement of Work and commonly accepted commercial practices. The Contractor shall provide, by electronic mail (e-mail), a daily QC report to QAR. This plan is due to the KO no later than the pre-performance meeting. The KO will notify the contractor of acceptance or required modification to the plan. The QCP shall include, as a minimum:

- a. Quality control procedures addressing the areas identified in Section II, Service Delivery Summary
- b. A description of the contractor's inspection system to cover all requirements listed in the SOW.
- c. A description of the contractor's methods to be used for identifying and preventing defects in the quality of services performed.
- d. Control procedures for any government provided keys or lock combinations.
- e. A description of the records kept that relate to document inspections and the corrective or preventive actions taken.
- f. Descriptions of how to identify, prevent, and ensure the non-recurrence of defective services.

4.3. QUALITY ASSURANCE. The COR will monitor the Contractor's performance in accordance with SOW as directed by the KO. All surveillance observations will be recorded. The Contractor shall provide, by electronic mail (e-mail), a daily QC report to QAR. Those that indicate defective performance shall be initiated by the Contract Manager (CM) or designated alternative. If the CM does not concur with the COR or QASP surveillance observations indicating defective performance, the PM shall submit written reclaim to the COR within (2) working days.

4.3.1. RE-PERFORM. The KO or the COR or QAP will have the right to require the Contractor to re-perform, IAW FAR 52.212-4(a) at no additional cost to the Government, all cleaning tasks which are not performed in accordance with this contract. All re-performed work shall be completed within 24 hours of notification or prior to next scheduled cleaning or whichever is the least amount of time. If work cannot be re-performed or is not performed to the Government contract standards, established during initial cleaning, deductions will be made in accordance with SDS.

4.4. PERFORMANCE EVALUATION MEETINGS. The COR will monitor the Contractor's performance in accordance with SOW and as directed by the KO. The Contractor's Contract Manager shall meet the KO/COR weekly during the first 90 (ninety) days of the contract. Thereafter, meetings will be scheduled as deemed necessary by either party or else on a monthly basis. Meetings shall be conducted during normal business hours. When a meeting is held a memorandum of record detailing all discussions will be prepared by the Government, with a copy furnished to the CM.

4.5. CHILD DEVELOPMENT, AND YOUTH CENTERS, AND HEADQUARTERS BUILDING. The contractor shall provide a list of personnel to be performing services at the Child Development and Youth Centers Buildings to the COR, for submission to Provost Marshall Office for background check. Results of these checks

shall be submitted directly to the Contracting Officer, Regional Contracting Office-AK, Bldg 3030, Room 126, Fort Wainwright, AK 99703. These checks shall be at the contractor's expense and shall be conducted in accordance with AR 380-67.

4.6. SECURITY. Contractor personnel working on Fort Wainwright shall have a "Name Check" using the Alaska Public Safety website by the Contractor prior to commencing work on the installation. Results shall be submitted to the KO prior to employee start date. Contractor personnel shall be limited to their work area. The facility manager for the individual buildings shall support access or escorted entry. The contractor shall immediately notify the COR when damage to government property, such as accidental abuse or misuse is discovered. The contractor shall annotate the damage on the inspection report.

4.7. HOURS OF OPERATION. Work shall be performed in a manner to create minimum disturbance or inconvenience to the use of the facility excluding recognized holidays which include: New Years Day, Martin Luther King Jr. Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day, and Good Friday.

4.8. SAFETY AND HEALTH STANDARDS. The contractor shall initiate and maintain programs to comply with the provisions of OSHA and DAOSH (see Appendix 3).

4.9. CONTRACTOR FURNISHED ITEMS AND SERVICES. The contractor shall furnish everything needed to perform this contract. The Contractor shall provide its own movable office space. The Contractor shall provide lockable storage space (rust free) in every building. The Contractor shall furnish all materials, supplies, including individual plastic trash can liners and large trash bags for removal of debris to dumpsters, and equipment required (except hand towels, toilette paper and soap).

4.10. VEHICLES. Contractor vehicles shall be maintained in a clean and serviceable condition. Any collision or rust damage shall be repaired within 30 calendar days of the occurrence. The contractor shall operate vehicles to comply with base traffic regulations. Government provided parking space should not be used for overnight parking of privately owned vehicles, trailers, snowmobiles, all terrain vehicles or other conveyances. All vehicles shall be in operable condition and meet all local, state, and federal safety requirements. Each vehicle shall have contractor name neatly exhibited on each side of the cab.

4.11. CHANGES. During the period of this contract, the government may add to, remove from and or return to inventory any buildings. When removed from the inventory, the contractor shall not be responsible for maintenance. Any changes to this contract will only be made through a modification. Cost is based on square footage of building according to the category and/or Appendix 6 for add/delete sheet.

4.12. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER. The Contractor shall continue to perform all listed services unless otherwise directed by the Contracting Officer at which time the government will accept responsibility for the services or stop all services.

**APPENDIX 1 A
WORKLOAD DATA**

General Administrative, Multipurpose and Industrial Buildings

CATEGORY I

Bldg	Description	Organization	Days Served
1031	Education Center	ED CNTR	2W
1045	Inspector General	IG/BILLETING	1W
1051	Criminal Investigation Division	CID	1W
1060	Communications Center	Comm. Ctr	2W
1172	Directorate of Community Activities	Ski & Skeet Lodge	1W
1557A	Troop Motor Pool	TMP Hanger	1W
1557B	Troop Motor Pool	TMP Hanger	1W
1562A	Judge Advocate	JAG	1W
1562A	Judge Advocate	JAG	1W
2107	Education Center	ED CNTR	3W
2110	Education Center	ED CNTR	2W
2296	Mission Oriented Unit Training	MOUT	1W
3000	Flight Simulator	FLIGHT SIM	1W
3015A	Directorate of Public Work	DPW	1W
3015B	Directorate of Public Work	DPW	1W
3025	Training Support	TASC	2W
3022	Contract Management	CON MGN	1W
3023	Environmental	ENVIRO	1W
3028	Provost Marshall Office	PMO	1W
3030	Central Issue Facility	CIF	2W
3030A	Directorate of Logistic	DOL	2W
3030B	Defense Reutilization & Marketing Office	DRMO	2W
3401	Army Community Service	ACS/WEL CNTR	2W
3401A	Welcome Center	WEL CNTR	2W
3401B	Central Processing	CEN PROC	1W
3470	Reserve Center	RESERVE CNTR	1W

Bldg	Description	Organization	Days Serviced
3490	Directorate of Logistics Test Measuring	DOL (IMF)	2W
3491	Diagnostic Equipment	TMDE	1W
3700A	Credit Union	CREDIT	2W
3700B	Library	LIBRARY	2W
3727	Arts and Crafts	ART/CRAFTS	1W
4054	Bachelor Enlisted Quarters	BEQ	1W
4055	Bachelor Enlisted Quarters	BEQ	1W
4056	Bachelor Enlisted Quarters	BEQ	1W
4056	Signal Company	509 SIG	1W
4107	Chapel	CHAPEL	1W
4161A	9 th Army Band	BAND CNTR	1W
4161B	9 th Army Band	BAND CNTR	1W
4176	Child Development Center	CDC	1W
5010	Defense Reutilization Marketing Office	DRMO	2W
5108	Weapons Qualification Range	RANGE	1W

See Appendix 2 - Drawings and Floor Plans for further detail to individual Building

CAT I 1W – Basic and restroom service once per week

CAT I 2W – Basic and restroom service twice per week

CAT I 3W – Basic and restroom service three times per week

**APPENDIX 1 B
WORKLOAD DATA
CATEGORY II**

Child Development Centers, High Traffic, and Post Command (Headquarters)

Bldg	Description	Organization	Days Serviced
1555	Headquarters Building	HQ`	3W -N
4024	Child Development Center	CDC	5W -N
4391	School Age Services	SAS	5W - N
4109	Youth Activity Center Note: Maple hardwood floors in the Gymnasium are not included.	YAC	5W - N

See Appendix 2 - Drawings and Floor Plans for further detail to individual Building.

CAT II 3W-D – Basic, restroom and common area service to be provided 3 days per week during normal duty hours

CAT II 3W-N – Basic, restroom and common area service to be provided 3 days per week after normal duty hours

CAT II 5W -D – Basic, restroom and common area service to be provided 4 days per week during normal duty hours

CAT II 5W -N – Basic, restroom and common area service to be provided 4 days per week after normal duty hours

**APPENDIX 1C
WORKLOAD DATA
CATEGORY III**

Gymnasiums (Physical Fitness Center/Melaven)

Bldg	Description	Organization	Days Serviced
3452A	First Floor	GYM 1	6W
3452B	First Floor	GYM 1	6W
3709A	First Floor Center	PFC/GYM	7W
3709B	First Floor Center	PFC/GYM	7W
3709C	Mezzanine, Center	PFC/GYM	7W
3709D	First Floor Multipurpose	PFC/GYM	7W
3709E	Mezzanine Level	PFC/GYM	7W

See Appendix 2 - Drawings and Floor Plans for further detail to individual Building

NOTE: MAPLE HARDWOOD FLOORS AT THE GYMNASIUMS ARE NOT PART OF THIS REQUIREMENT

CAT III 6W- Basic, restroom, common area and office service to be provided 6 days per week

CAT III 7W- Basic, restroom, common area and office service to be provided 7 days per week

**APPENDIX 2
MAPS & FLOOR PLANS**

(Included in the CD)

**APPENDIX 3
PUBLICATIONS and FORMS**

Publication No./ Section/Para/Line	Title	Date	Mandatory (M)/ Advisory (A)
AR 608-10	Child Development Center	Jul 97	M
AFI 63-124	Performance Based Service Contracts (PBSC)	Apr 99	M
WEBSITE: http://198.246.96.2/N10S4/ NPG/NPG.htm	Index of DA Occupational Safety and Health (DAOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications		M
AFRCOM 385-1	Ground Safety Standards for the DAP Mishap Prevention Program	Mar 98	M
TM 5-812-1	Fire Prevention Program		A
AR 420-90	Fire Protection	Sep 97	A

FORMS

Form	Title	Date	Mandatory (M)/ Advisory (A)
CPARS	Contractor Performance Report		M
DA Fm 5477-R	Customer Complaint Record	Nov 85	M
DA Fm 5476-R	Surveillance Activity Checklist	Nov 85	M
FWA	Special Project Form	Mar 04	M
DA5479	Contract Discrepancy Report	Nov 85	A

**APPENDIX 4 A
CLEANING STANDARDS**

FORT WAINWRIGHT STANDARDS		
CUSTODIAL SERVICES		
CATEGORY I: Restrooms Areas: Office Areas: all areas utilized for administrative purposes		
Basic Services	Standard	Frequency
Vacuum all Carpet Areas	No visible dirt, debris, litter, etc.	Per Appex 1A
Maintain Floors	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, etc.	Per Appex 1A
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1A
Clean Drinking Fountain	Maintain free of streaks, stains, smudges, scale, etc.	Per Appex 1A
Clean Interior Glass/Mirrors	Maintain free of film, dirt, smudges, etc.	Per Appex 1A
Clean Walk-off Mats	Maintain free of visible lint, soil, debris, etc.	Per Appex 1A
Clean Stairways to include all handrails	Maintain clean uniform appearance, free of soil, debris, dust, stains, etc.	Per Appex 1A
Restroom Services	Standard	Frequency
Clean and Disinfect	Maintain free of deposits, dirt, streaks and odors.	Per Appex 1A
Sweep and Mop Floors	Maintain sanitary conditions and a clean, uniform appearance.	Per Appex 1A
Clean and De-scale Showers, Toilets, and Urinals	Maintain free from scale, soap film, and other deposits.	Per Appex 1A
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1A
Re-Supply Restrooms	Stocked so that supplies do not run out.	Per Appex 1A
Periodic Services	Standard	Frequency
Strip, Scrub, Seal, and Wax Floors	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, stains, soil, etc.	Semi- Annually
Shampoo all Carpets	Use standard commercial carpet cleaning practices to provide a uniform and clean appearance free of stains and discoloration.	Semi-Annually
Note: Some restrooms may need increased cleanings if they are undersized for the number of personnel using them or are used by personnel who work in dirtier jobs.		

APPENDIX 4 B**CLEANING STANDARDS**

FORT WAINWRIGHT STANDARDS		
CUSTODIAL SERVICES		
CATEGORY II: Restrooms and Common Use Areas (Common Use Areas: Hallways, Lobbies, Stairways/Stairwells, Entryways, Break & Equipment Rooms:)		
Basic Services	Standard	Frequency (*)
Vacuum all Carpet Areas	No visible dirt, debris, litter, etc.	Per Appex 1B
Maintain Floors	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, etc.	Per Appex 1B
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1B
Dusting	Eliminate dust collection.	Per Appex 1B
Clean Drinking Fountain	Maintain free of streaks, stains, smudges, scale, etc.	Per Appex 1B
Clean Interior Glass/Mirrors	Maintain free of film, dirt, smudges, etc.	Per Appex 1B
Clean Walk-off Mats	Maintain free of visible lint, soil, debris, etc.	Per Appex 1B
Clean Stairways to include all handrails	Maintain clean uniform appearance, free of soil, debris, dust, stains, etc.	Per Appex 1B
Restroom Services	Standard	Frequency (*)
Clean and Disinfect	Maintain free of deposits, dirt, streaks and odors.	Per Appex 1B
Sweep and Mop Floors	Maintain sanitary conditions and a clean, uniform appearance.	Per Appex 1B
Clean and De-scale Showers, Toilets, and Urinals	Maintain free from scale, soap film, and other deposits.	Per Appex 1B
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1B
Re-Supply Restrooms	Stocked so that supplies do not run out.	Per Appex 1B
Periodic Services	Standard	Frequency (*)
Strip, Scrub, Seal, and Wax Floors	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, stains, soil, etc.	Semi-Annually
Shampoo all Carpets	Use standard commercial carpet cleaning practices to provide a uniform and clean appearance free of stains and discoloration.	Semi-Annually
Clean Interior Windows	Maintain free of film, dirt, smudges, streaks, etc.	Semi-Annually
Note: Some restrooms may need increased cleanings if they are undersized for the number of personnel using them.		
* Reference Appendix 1B for frequency		

**APPENDIX 4 C
CLEANING STANDARDS**

POST STANDARDS		
CUSTODIAL SERVICES		
CATEGORY III: Gymnasiums (Physical Fitness Center/Melaven): Showers, Sauna's, Toilets, etc. Restrooms, Common Areas, and Offices		
Office Areas: see Category I		
Common Use Areas: Hallways, Lobbies, Stairways/Stairwells, Entryways, Break & Equipment Rooms, Exercise Courts:		
Basic Services	Standard	Frequency
Vacuum all Carpet Areas	No visible dirt, debris, litter, etc.	Per Appex 1C
Maintain Floors	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, etc.	Per Appex 1C
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1C
Clean Interior Glass/Mirrors	Maintain free of film, dirt, smudges, etc.	Per Appex 1C
Low Dusting	Eliminate dust collection	Per Appex 1C
High Dusting	Eliminate dust collection	Per Appex 1C
Clean Drinking Fountain	Maintain free of streaks, stains, smudges, scale, etc.	Per Appex 1C
Clean Walk-off Mats	Maintain free of visible lint, soil, debris, etc.	Per Appex 1C
Clean Stairways to include all handrails	Maintain clean uniform appearance, free of soil, debris, dust, stains, etc.	Per Appex 1C
Restroom, Shower Rooms, Locker Rooms, Saunas, Toilets, etc.		
Services	Standard	Frequency
Clean and Disinfect	Maintain free of deposits, dirt, streaks and odors.	Per Appex 1C
Sweep and Mop Floors, Vacuum carpet areas	Maintain sanitary conditions and a clean, uniform appearance.	Per Appex 1C
Clean and De-scale Showers, Toilets, and Urinals	Maintain free from scale, soap film, and other deposits.	Per Appex 1C
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1C
Re-Supply Restrooms	Stocked so that supplies do not run out.	Per Appex 1C
Common Use Areas:		
Basic Services	Standard	Frequency
Maintain Floors	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, etc.	Per Appex 1C
Remove Trash	Containers are emptied, cleaned, and free of foreign matter and odors.	Per Appex 1C
Clean Interior Glass/Mirrors	Maintain free of film, dirt, smudges, etc.	Per Appex 1C
Periodic Services	Standard	Frequency
Strip, Scrub, Seal, and Wax Floors (excludes hardwood flooring; basketball, racquetball etc.	Maintain uniform glossy appearance, no dirt, debris, dust, heel or scuff marks, stains, soil, etc.	Semi-Annually
Shampoo all Carpets	Use standard commercial carpet cleaning practices to provide a uniform and clean appearance free of stains and discoloration.	Semi-Annually
Clean Interior/Exterior Windows	Maintain free of film, dirt smudges, etc..	Semi-Annually

APPENDIX 5
FWA FORM _____
SPECIAL PROJECT FORM
(Included in the CD)

APPENDIX 6
Add or Delete Services Cost Sheet

Services and Supplies	Quantity	Unit	<u>Unit Price</u>	Category I Amount	Category II Amount	Category III Amount
Vacuum Carpet	100	SF	_____	_____	_____	_____
Sweep Floor	100	SF	_____	_____	_____	_____
Mop Floor	100	SF	_____	_____	_____	_____
Clean Walk Off Mats	24	SF	_____	_____	_____	_____
Remove Trash	1	EA	_____	_____	_____	_____
Clean Drinking Fountain	1	EA	_____	_____	_____	_____
Clean Glass	100	SF	_____	_____	_____	_____
General Spot Cleaning	100	SF	_____	_____	_____	_____
Clean/Shampoo Carpet	100	SF	_____	_____	_____	_____
Clean Stairways	100	SF	_____	_____	_____	_____
Maintain Floors	100	SF	_____	_____	_____	_____
Clean Restrooms/Locker Rooms	100	SF	_____	_____	_____	_____

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
 | WASHINGTON D.C. 20210

William W.Gross | Division of | Wage Determination No.: 1994-2017
 Director | Wage Determinations | | Revision No.: 29
 | | Date Of Last Revision: 03/15/2004

State: Alaska
 Area: Alaska Statewide

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	12.25
01012 - Accounting Clerk II	13.46
01013 - Accounting Clerk III	16.97
01014 - Accounting Clerk IV	19.02
01030 - Court Reporter	17.92
01050 - Dispatcher, Motor Vehicle	17.18
01060 - Document Preparation Clerk	15.39
01070 - Messenger (Courier)	13.11
01090 - Duplicating Machine Operator	13.38
01110 - Film/Tape Librarian	15.27
01115 - General Clerk I	12.14
01116 - General Clerk II	14.64
01117 - General Clerk III	15.39
01118 - General Clerk IV	17.32
01120 - Housing Referral Assistant	18.57
01131 - Key Entry Operator I	12.28
01132 - Key Entry Operator II	17.14
01191 - Order Clerk I	13.94
01192 - Order Clerk II	15.73
01261 - Personnel Assistant (Employment) I	15.35
01262 - Personnel Assistant (Employment) II	17.25
01263 - Personnel Assistant (Employment) III	19.28
01264 - Personnel Assistant (Employment) IV	22.38
01270 - Production Control Clerk	21.31
01290 - Rental Clerk	15.27
01300 - Scheduler, Maintenance	16.01
01311 - Secretary I	16.01
01312 - Secretary II	17.92
01313 - Secretary III	18.57
01314 - Secretary IV	20.88
01315 - Secretary V	22.76
01320 - Service Order Dispatcher	15.37
01341 - Stenographer I	14.27
01342 - Stenographer II	16.03
01400 - Supply Technician	20.88

01420 - Survey Worker (Interviewer)	17.07
01460 - Switchboard Operator-Receptionist	12.54
01510 - Test Examiner	17.92
01520 - Test Proctor	17.92
01531 - Travel Clerk I	12.68
01532 - Travel Clerk II	14.00
01533 - Travel Clerk III	15.47
01611 - Word Processor I	13.66
01612 - Word Processor II	15.44
01613 - Word Processor III	16.71
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	16.45
03041 - Computer Operator I	16.09
03042 - Computer Operator II	17.14
03043 - Computer Operator III	24.42
03044 - Computer Operator IV	25.98
03045 - Computer Operator V	27.62
03071 - Computer Programmer I (1)	20.07
03072 - Computer Programmer II (1)	24.82
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	16.62
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.47
05010 - Automotive Glass Installer	20.51
05040 - Automotive Worker	20.51
05070 - Electrician, Automotive	22.17
05100 - Mobile Equipment Servicer	18.40
05130 - Motor Equipment Metal Mechanic	22.47
05160 - Motor Equipment Metal Worker	20.51
05190 - Motor Vehicle Mechanic	22.47
05220 - Motor Vehicle Mechanic Helper	17.38
05250 - Motor Vehicle Upholstery Worker	20.51
05280 - Motor Vehicle Wrecker	20.51
05310 - Painter, Automotive	21.44
05340 - Radiator Repair Specialist	20.51
05370 - Tire Repairer	17.78
05400 - Transmission Repair Specialist	22.47
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	10.30
07010 - Baker	14.50
07041 - Cook I	12.82
07042 - Cook II	14.72
07070 - Dishwasher	10.99
07130 - Meat Cutter	16.05
07250 - Waiter/Waitress	10.83
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	21.44
09040 - Furniture Handler	15.78
09070 - Furniture Refinisher	21.44
09100 - Furniture Refinisher Helper	17.38

09110 - Furniture Repairer, Minor	19.42	
09130 - Upholsterer	21.44	
11030 - General Services and Support Occupations		
11030 - Cleaner, Vehicles	9.80	
11060 - Elevator Operator	11.07	
11090 - Gardener	15.93	
11121 - House Keeping Aid I	10.69	
11122 - House Keeping Aid II	11.99	
11150 - Janitor	12.18	
11210 - Laborer, Grounds Maintenance	13.26	
11240 - Maid or Houseman	10.69	
11270 - Pest Controller	16.93	
11300 - Refuse Collector	15.69	
11330 - Tractor Operator	15.03	
11360 - Window Cleaner	13.45	
12000 - Health Occupations		
12020 - Dental Assistant	15.88	
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	19.48	
12071 - Licensed Practical Nurse I	13.89	
12072 - Licensed Practical Nurse II	15.61	
12073 - Licensed Practical Nurse III	17.47	
12100 - Medical Assistant	14.93	
12130 - Medical Laboratory Technician	17.17	
12160 - Medical Record Clerk	14.45	
12190 - Medical Record Technician	15.14	
12221 - Nursing Assistant I	9.56	
12222 - Nursing Assistant II	10.76	
12223 - Nursing Assistant III	11.72	
12224 - Nursing Assistant IV	13.18	
12250 - Pharmacy Technician	14.54	
12280 - Phlebotomist	15.94	
12311 - Registered Nurse I	21.59	
12312 - Registered Nurse II	26.42	
12313 - Registered Nurse II, Specialist	26.42	
12314 - Registered Nurse III	31.96	
12315 - Registered Nurse III, Anesthetist	31.96	
12316 - Registered Nurse IV	38.32	
13000 - Information and Arts Occupations		
13002 - Audiovisual Librarian	23.84	
13011 - Exhibits Specialist I	21.09	
13012 - Exhibits Specialist II	25.29	
13013 - Exhibits Specialist III	30.90	
13041 - Illustrator I	21.09	
13042 - Illustrator II	25.29	
13043 - Illustrator III	30.90	
13047 - Librarian	22.95	
13050 - Library Technician	19.63	
13071 - Photographer I	16.79	
13072 - Photographer II	21.09	
13073 - Photographer III	21.99	
13074 - Photographer IV	26.87	
13075 - Photographer V	28.25	
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations		
15010 - Assembler	9.27	

15030 - Counter Attendant	9.27	
15040 - Dry Cleaner	11.82	
15070 - Finisher, Flatwork, Machine	9.27	
15090 - Presser, Hand	9.27	
15100 - Presser, Machine, Drycleaning	9.27	
15130 - Presser, Machine, Shirts	9.27	
15160 - Presser, Machine, Wearing Apparel, Laundry	9.27	
15190 - Sewing Machine Operator	13.01	
15220 - Tailor	14.50	
15250 - Washer, Machine	10.12	
19000 - Machine Tool Operation and Repair Occupations		
19010 - Machine-Tool Operator (Toolroom)	22.55	
19040 - Tool and Die Maker	28.08	
21000 - Material Handling and Packing Occupations		
21010 - Fuel Distribution System Operator	24.18	
21020 - Material Coordinator	21.31	
21030 - Material Expediter	21.31	
21040 - Material Handling Laborer	16.29	
21050 - Order Filler	13.82	
21071 - Forklift Operator	17.80	
21080 - Production Line Worker (Food Processing)	17.80	
21100 - Shipping/Receiving Clerk	17.20	
21130 - Shipping Packer	17.20	
21140 - Store Worker I	13.66	
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	18.50	
21210 - Tools and Parts Attendant	17.67	
21400 - Warehouse Specialist	17.80	
23000 - Mechanics and Maintenance and Repair Occupations		
23010 - Aircraft Mechanic	22.18	
23040 - Aircraft Mechanic Helper	17.38	
23050 - Aircraft Quality Control Inspector	23.48	
23060 - Aircraft Servicer	19.42	
23070 - Aircraft Worker	20.43	
23100 - Appliance Mechanic	21.45	
23120 - Bicycle Repairer	17.78	
23125 - Cable Splicer	30.48	
23130 - Carpenter, Maintenance	22.54	
23140 - Carpet Layer	20.79	
23160 - Electrician, Maintenance	28.07	
23181 - Electronics Technician, Maintenance I	21.21	
23182 - Electronics Technician, Maintenance II	30.22	
23183 - Electronics Technician, Maintenance III	32.77	
23260 - Fabric Worker	19.83	
23290 - Fire Alarm System Mechanic	19.16	23.52
23310 - Fire Extinguisher Repairer	28.42	
23340 - Fuel Distribution System Mechanic	20.43	
23370 - General Maintenance Worker	22.66	
23400 - Heating, Refrigeration and Air Conditioning Mechanic	25.13	
23430 - Heavy Equipment Mechanic	27.85	
23440 - Heavy Equipment Operator	24.04	
23460 - Instrument Mechanic	13.51	
23470 - Laborer	22.55	
23500 - Locksmith	26.53	
23530 - Machinery Maintenance Mechanic		

23550 - Machinist, Maintenance	23.08
23580 - Maintenance Trades Helper	17.38
23640 - Millwright	23.95
23700 - Office Appliance Repairer	22.55
23740 - Painter, Aircraft	24.52
23760 - Painter, Maintenance	21.45
23790 - Pipefitter, Maintenance	29.11
23800 - Plumber, Maintenance	27.79
23820 - Pneudraulic Systems Mechanic	23.95
23850 - Rigger	23.95
23870 - Scale Mechanic	21.20
23890 - Sheet-Metal Worker, Maintenance	25.83
23910 - Small Engine Mechanic	21.54
23930 - Telecommunication Mechanic I	23.64
23931 - Telecommunication Mechanic II	27.01
23950 - Telephone Lineman	23.64
23960 - Welder, Combination, Maintenance	22.55
23965 - Well Driller	24.34
23970 - Woodcraft Worker	23.95
23980 - Woodworker	20.12
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.47
24580 - Child Care Center Clerk	15.54
24600 - Chore Aid	11.74
24630 - Homemaker	18.94
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	26.53
25040 - Sewage Plant Operator	22.25
25070 - Stationary Engineer	26.53
25190 - Ventilation Equipment Tender	17.38
25210 - Water Treatment Plant Operator	21.94
27000 - Protective Service Occupations	
(not set) - Police Officer	29.17
27004 - Alarm Monitor	17.94
27006 - Corrections Officer	24.74
27010 - Court Security Officer	23.89
27040 - Detention Officer	24.74
27070 - Firefighter	20.42
27101 - Guard I	12.73
27102 - Guard II	15.61
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	21.20
28020 - Hatch Tender	21.20
28030 - Line Handler	21.20
28040 - Stevedore I	22.75
28050 - Stevedore II	25.19
29000 - Technical Occupations	
21150 - Graphic Artist	25.25
29010 - Air Traffic Control Specialist, Center (2)	29.73
29011 - Air Traffic Control Specialist, Station (2)	20.63
29012 - Air Traffic Control Specialist, Terminal (2)	22.72
29023 - Archeological Technician I	18.22
29024 - Archeological Technician II	20.48
29025 - Archeological Technician III	25.29

29030 - Cartographic Technician	28.75
29035 - Computer Based Training (CBT) Specialist/ Instructor	30.74
29040 - Civil Engineering Technician	24.20
29061 - Drafter I	17.72
29062 - Drafter II	21.97
29063 - Drafter III	27.28
29064 - Drafter IV	28.75
29081 - Engineering Technician I	20.65
29082 - Engineering Technician II	25.56
29083 - Engineering Technician III	28.25
29084 - Engineering Technician IV	29.45
29085 - Engineering Technician V	31.47
29086 - Engineering Technician VI	37.83
29090 - Environmental Technician	19.18
29100 - Flight Simulator/Instructor (Pilot)	35.35
29160 - Instructor	24.39
29210 - Laboratory Technician	21.99
29240 - Mathematical Technician	28.75
29361 - Paralegal/Legal Assistant I	20.72
29362 - Paralegal/Legal Assistant II	24.45
29363 - Paralegal/Legal Assistant III	29.91
29364 - Paralegal/Legal Assistant IV	36.66
29390 - Photooptics Technician	26.61
29480 - Technical Writer	29.84
29491 - Unexploded Ordnance (UXO) Technician I	19.02
29492 - Unexploded Ordnance (UXO) Technician II	23.01
29493 - Unexploded Ordnance (UXO) Technician III	27.58
29494 - Unexploded (UXO) Safety Escort	19.02
29495 - Unexploded (UXO) Sweep Personnel	19.02
29620 - Weather Observer, Senior (3)	26.72
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	19.09
29622 - Weather Observer, Upper Air (3)	19.09
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	18.80
31260 - Parking and Lot Attendant	13.19
31290 - Shuttle Bus Driver	17.68
31300 - Taxi Driver	15.74
31361 - Truckdriver, Light Truck	17.30
31362 - Truckdriver, Medium Truck	18.75
31363 - Truckdriver, Heavy Truck	20.84
31364 - Truckdriver, Tractor-Trailer	20.84
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	11.22
99030 - Cashier	11.70
99041 - Carnival Equipment Operator	14.59
99042 - Carnival Equipment Repairer	15.47
99043 - Carnival Worker	11.99
99050 - Desk Clerk	14.09
99095 - Embalmer	19.02
99300 - Lifeguard	11.11
99310 - Mortician	19.02
99350 - Park Attendant (Aide)	13.94
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.41
99500 - Recreation Specialist	22.53

99510 - Recycling Worker	22.30
99610 - Sales Clerk	12.94
99620 - School Crossing Guard (Crosswalk Attendant)	14.06
99630 - Sport Official	11.11
99658 - Survey Party Chief (Chief of Party)	26.44
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	24.04
99660 - Surveying Aide	17.60
99690 - Swimming Pool Operator	16.45
99720 - Vending Machine Attendant	14.05
99730 - Vending Machine Repairer	16.45
99740 - Vending Machine Repairer Helper	14.05

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or **\$.67 cents** per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at **202-783-3238**, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

E-Mail: ulanda.ganacias@wainwright.army.mil
 Fax No.: (907) 353-7302
 Phone No.: (907) 353-7178

- (b) No information concerning this solicitation or request for clarification will be provided in response to telephone calls from the offerors.** Written inquiries will be answered in writing and provided to all offerors. All inquiries must be submitted no later than 10 Calendar days prior to the date of submission of offers as specified in the solicitation to allow sufficient time for the Government to prepare a response.
LATE INQUIRIES/QUESTIONS WILL NOT BE ENTERTAINED.

© **Submission of Proposals:** Proposal's must be submitted no later than the offer due date and time stated in block 8 of the SF 1449.

- (i) Telegraphic/Facsimile responses **will not** be considered.
- (ii) The government **will not** be responsible **if** Hand-carried offer(s) is/are late due to heightened security conditions in the Post.

1.2 DEBRIEFINGS

All offerors may request debriefings by providing a written request to the Contracting Officer (KO/CO) within three (3) calendar days after receiving notification from the CO of elimination from the competitive range or award of contract at the following address:

Address: Regional Contracting Office-AK (FWA)
 Attn: Elizabeth Loeser
 P O Box 35510
 Fort Wainwright, AK 99703-0510

E-Mail: elizabeth.loeser@wainwright.army.mil
 Fax No.: (907) 353-7302
 Phone No.: (907) 353-6588

To the maximum extend possible; debriefings will be conducted within 5 days of the debriefing request.

1.3 PROTEST

Protests, as defined in FAR 33.101, that are filed directly with an agency, and copies of any protest that are filed with the General Accounting Officer (GAO), shall be served on the Contracting Officer (address as follows) by obtaining written and dated acknowledgement of receipt form

Address: Regional Contracting Office-AK (FWA)
 Attn: Elizabeth Loeser
 P O Box 35510
 Fort Wainwright, AK 99703-0510

1.4 DISCREPANCIES

If an offeror believes that the requirements in these instructions contain an error or omission, or are otherwise unsound, the offeror shall immediately notify the PCO in writing with supporting rationale.

1.5 TECHNICAL EXHIBITS

Due to security issues Technical Exhibits (Maps/Drawings) A through BQ must be requested for in writing. The request must be on company letterhead and follow the format and instructions provided in **Attachment 2**. Once the request is received the exhibits will be sent via the postal system within three (3) working days or be available for pick up at the RCO-AK, Bldg 3030, Rm 126, on Fort Wainwright. The exhibits will be available only on a compact disk (CD); no paper copies will be distributed.

1.6 PRE-PROPOSAL CONFERENCE AND SITE VISIT

A pre-proposal conference/site visit will be conducted on **5 April 2004 at 9:00 A.M., Alaska Time (AT)**, for the purpose of providing offerors an opportunity to become acquainted with the solicitation requirements and to ascertain the nature and location of the work. Offerors will meet at the RCO-AK, Bldg 3030, Rm 126, Fort Wainwright, Alaska. Offerors may be required to be escorted from the security point at Fort Wainwright's entrance gate. In the event an escort is required; point of contact is RCO – 353-7505 and request operator assistance to ensure you are met at the security point.

Your attendance at the pre-proposal conference is **highly encouraged**. Offerors are encouraged to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. Offerors who wish to attend the conference/site visit shall complete the Pre-Proposal Conference/Site Visit Reservation Form (**Attachment 3**) and shall submit it **no later than** 9:00 A.M. AST on 31 March 2004.

It is highly encouraged offerors to bring a copy of the solicitation to the pre-proposal conference. Copies of the solicitation will not be provided at the pre-proposal conference.

1.7 GENERAL INFORMATION AND INSTRUCTIONS FOR PREPARATION OF PROPOSALS

- (a) This section of the Instructions to offerors (ITO) provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. The proposal must be compliant with the requirements as stated in the Performance Work Statement (PWS). Non-conformance with the ITO may result in an unfavorable proposal evaluation. The proposal must be clear and concise, and must include sufficient detail for effective evaluation. Offeror's shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.
- (b) The Government reserves the right to revise or amend the specifications prior to the proposal closing time. Such revisions or amendments will be communicated by formal amendment (Standard Form 30) to this Request for Proposal. If such amendments require material changes in quantities or prices, the proposal closing date may be postponed by enough days to enable offeror's to revise their proposals. In such cases, the amendment will include an announcement of the new proposal closing date and time.

Addendum to FAR 52.212-1 (A) are hereby tailored to read as follows:

(xx) North American Industry Classification System (NAICS) code and small business size standard. The **NAICS code is 561720**. Janitorial Services, and small business size standard is **\$14,000,000** for this requirement. However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

1. Paragraph (c); period for acceptance of offerors is changed to read 60 calendar days from closing date of this solicitation.
2. Paragraph (e) Multiple Offers: Multiple Offers will not be accepted.
3. PROPOSAL PREPERATION INSTRUCTIONS
 - A. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Proposal's must be complete, self-sufficient, and respond directly to the requirements of this solicitation. The response shall be submitted in two (2) separate parts; **Part I** Pricing Information, **Part II** Past Performance Information.

- B. The contracting officer has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the contracting officer will review this determination and if, in the contracting officer's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during this competition the contracting officer determines that adequate price competition no longer exists offerors may be required to submit information to the extent necessary for the contracting officer to determine the reasonableness of the price.

C. Specific Instructions:

Part I Pricing Information:

1. SF 1449: Complete blocks 12, 17, and 30a, b, and c of the SF 1449. In doing so, the offeror accedes to the contract terms and conditions as written in the RFP.
2. Pricing Schedule: Insert proposed unit and extended prices for the base and all option years for each Contract Line Item Number (CLIN) and for each SubCLIN.
3. Offerors Representation and certifications-Commercial Items: Complete the necessary fill-ins in accordance with FAR 52.212-3 and 252.212-7000 Offeror Representations and Certifications.
4. 8(a) Certified: Provide a letter from the Small Business Administration showing proof that your company is a qualified 8(a) small business concern.
5. SF-30, Amendment of Solicitation/Modification of Contract (if applicable)

Part II Past Performance:

- (a) **Quality and Satisfaction Rating for Contracts that have been or are still being performed within the past 3 years (work need not have stated nor been competed during the 3 years):** Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc) which demonstrates customer satisfaction with overall job performance and quality of competed product for same or similar type contract. To include any and all Contractor Performance Assessment Reports (CPAR'S). In addition, explain corrective actions taken in the past, if any, for substandard performance and any current performance problems such as cost overruns, extended performance periods, etc.
- (b) **Past Performance Survey:** The government will evaluate the quality and extent of offeror's experience deemed relevant to the requirements of the RFP. The Government will use information submitted by the offeror and other sources such as other Federal Government offices and commercial sources, to assess experience. Offerors shall limit contracts reported to no more than five (5) contracts that have been worked since 1999 (contract work need not have started nor be completed during the three years). **Attachment 4** is a past performance questionnaire that must be filled out by the appropriate contracting agency and submitted along with offerors proposal. The following information is required and must be included in the offerors proposal:
- (i) Company/Division Name
 - (ii) Product Service
 - (iii) Contract number, contract period/date of performance, current or actual dollar amounts (per base and each option year)
 - (iv) Contracting Agency, including the name, address, telephone number, fact number and e-mail address of the current Contracting Officer and Contract Administrator.

- (v) The offeror shall rank contracts in order to relevance to this solicitation's Performance Work Statement. The description of the services performed shall identify in specific detail for each contract cited, why or how that effort is relevant and similar in scope and magnitude to the effort required by this solicitation. Information or problems encountered on the identifiable contracts and the offeror's corrected action(s) shall also be provided.
- (vi) Of these contracts listed, the percentage of work actually performed by the Offeror's firm as a prime Contractor and a description of the work performed by any Subcontractor(s).
- (vii) The offeror shall provide Part II: Past Performance Information to the RCO-AK (FWA) on the offer due date. If an Offeror has no relevant past performance history, then the Offeror must affirmatively state it possesses no relevant, directly related, or similar past performance. If an Offeror does not indicate whether past performance exists, the Offeror's proposal may be ineligible for award.
- (viii) **If a teaming/joint venture** arrangement is contemplated, provide complete information as to the arrangement, including any relevant and recent past performance information on previous teaming arrangement with same partner. If this is a first time joint effort, each party to the arrangement must provide a list of past and present relevant contracts.

2.1 BASIS OF AWARD (52.212-2 is tailored as follows):

- (a) This will be a competitive best value source selection conducted in accordance with Army FAR supplement 5115.3 Source Selection. The government intends to award a single contract to the offeror whose proposal conforms to the solicitation requirements; that is deemed responsible in accordance with the Federal Acquisition Regulation (FAR); who demonstrates the Past Performance necessary to fulfill the requirements of the contract; and whose proposal provides the best overall value to the Government.
- (b) The best value will be determined by evaluating the Offeror's Past Performance and Price/Cost Proposals.
 - (i) Past Performance is considered approximately equal to
 - (ii) Price/Cost
- (c) Subjective judgment on the part of the Government is implicit in the evaluation process. Compliance with evaluation criteria is determined solely by the Government.
- (d) Proposals that are unrealistic in terms of price, or reflect an inherent ability to provide the necessary requirements of the PWS may be rejected.
- (e) Offerors are specifically advised that under this evaluation method, the lowest priced proposal may not necessarily receive the award. Likewise, the proposal receiving the highest Past Performance evaluation rating may not necessarily be awarded the contract.
- (f) Offerors are cautioned to submit sufficient information and in the format specified in this RFP. Offeror's may be asked to clarify certain aspects of their proposal (for example, the relevance of past performance information) or respond to adverse past performance information to which the offeror has not previously had an opportunity to respond. Communication conducted to resolve minor or clerical errors would not constitute discussions and the contracting officer reserves the right to award a contract without the opportunity for a proposal revision.
- (g) The government intends to evaluate proposals and award a contract without discussions. However, it reserves the right to conduct written or oral discussions with all responsible offerors whose proposals have been determined to be within the competitive range, in which case Proposal Revisions (PRs) may be

required. In the event PRs are required, offerors are advised that unsupported proposal changes or proposal conditions/assumptions may jeopardize an otherwise acceptable proposal.

(h) The following conditions must be met in order to be eligible for selection:

- (1) The proposal must comply in all material respects with the requirement of law, regulation and condition set forth in this solicitation;
- (2) The Price proposal must be determined acceptable in accordance with the solicitations provisions;
- (3) The proposal must meet all solicitation requirements;
- (4) The offeror must be determined to be responsible according of FAR, Part 9, paragraph 9.104.

2.2 EVALUATION FACTORS

(1) **Factor 1 – Price.**

The government will assess offeror's price for each contract line item number (CLIN/SubCLIN), to include the basic period of performance, all option years, and the bottom line price to determine the following:

1. Reasonableness: Each proposal shall be subject to a price-reasonableness evaluation. In evaluating proposed cost, the Government will determine that the offeror's proposed cost is reasonable for the kinds and quality of required work.
2. Completeness: Offerors are required to submit on all items on this schedule. A proposal, which does not contain prices for the individual items, will be considered non-responsive and will be rejected.

(2) **Factor 2 – Past Performance.**

1. The Government will assess each offeror's Past Performance as a prime contractor on similar service contracts. The assessment will be subjective yet unbiased when evaluating the quality of an offeror's past performance, focusing on the currency and relevancy (i.e., scope and magnitude) of the information. The Government will use a subjective assessment to determine its confidence of an offeror's relative capability and relative reliability to perform the required effort.
2. The government may base judgment about the quality of an offeror's Past Performance on the information obtained through the following:
 - a. Army Contractor Performance Assessment Reporting System (CPARS); other forms of assessment reporting systems completed by the offeror's references, i.e., Air Force, Navy, Federal, or State past performance assessments/surveys; and/or interviews with program managers, Contracting officers, or other sources known to the government. The references provided by the offeror will include performance as a Contractor on similar service contracts. The performances must have been worked since 1999 (contract work need not be completed).
 - b. Statements of opinion about the quality of specific aspects of an offeror's performance, or about the quality of an offeror's overall performance. The Government may solicit information from an offeror's customers and business associates; federal, state and local government agencies; and from other persons and organizations.

****Note: The Government reserves the right to limit the number of references it decides to review and/or contact, and to contact references other than those provided**

by the offeror. The government also reserves the right to limit and/or increase the number of questions it asks offerors references. The government reserves the right to obtain additional information/documentation not submitted by offerors. Additionally, the ratings provided by offeror references may not necessarily be the same ratings given by the Government. Past performance will be assessed by using the evaluation criteria, ratings, and definitions/standards identified in the solicitation, and therefore may be different from the ratings given by offeror's references.

- c. Past performance is a measure of the degree to which an offeror, has satisfied its customers and complied with Federal, state, and local laws and regulations.
- d. Past performance will address questions pertaining to, but not limited to, the following attributes to which an assessment will be made:
 - i. **The Quality of Service.** The Quality of service can be measured by how well the offeror conformed to or met contract requirements, specifications and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).
 - ii. **Timeliness of Performance.** Timeliness can be measured by how well the offeror adhered to contract schedules and its responsiveness to technical direction and/or changing mission requirements.
 - iii. **Business Relations.** Business relations can be measured by how well the offeror worked with the government entity or private enterprise. This includes but is not limited to, the timeliness, completeness and quality of problem identification; corrective action plans; customer satisfaction; and timely award.
 - iv. **Management of Key Personnel.** Management of key personnel can be measured by the offeror's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel with personnel who have a breadth of experience and knowledge in contract management, and who have demonstrated their ability to carry out contract management for and in behalf of the offeror.
- e. In performing a past performance evaluation, each offeror shall be assigned one of the following ratings:

<u>Rating</u>	<u>Definition/Standard</u>
Exceptional/High Confidence(Dark Blue)	Based on the offeror's performance record, essentially no doubt exists that the offeror will successfully perform the required effort.
Very Good/Significant Confidence(Purple)	Based on the offeror's performance record, little doubt exists that the offeror will successfully perform the required effort.
Satisfactory/Confidence(Green)	Based on the offeror's performance record, some doubt exists that the offeror will successfully perform the required effort.
Marginal/Little Confidence (Yellow)	Based on the offeror's performance record, substantial doubt exists that the offeror will successfully perform the required

effort. Changes to the offeror's existing processes may be necessary in order to achieve contract requirements.

Unsatisfactory/No Confidence (Red)

Based on the offeror's performance record, extreme doubt exists that the offeror will successfully perform the required effort.

REJECTION OF OFFERS

3.1 REJECTION OF OFFERS

- (a) Offer on All Items: Offerors must propose on all items. Failure to do so shall be cause for rejection of offer.
- (b) Separate Changes: Separate changes in any form, are not solicited. Offers containing separate changes will be rejected.

AWARD/MOBILIZATION PERIOD

4.1 AWARD/MOBILIZATION PERIOD

- (a) Award Date: On or After 28 April 2004
- (b) Mobilization Period: Not less than 15 days
- (c) Performance Start Date: 1 June 2004

CLAUSES INCORPORATED BY FULL TEXT

52.237-1 SITE VISIT (APR 1984)

(a) Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(End of clause)

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

RCO-AK 016 SITE VISIT (Local Clause)

Bidders/Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves as to all general and local conditions that may affect the cost of performance of the contract, to the extent such information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after award of the contract. The Government will conduct a guided site visit on 5 April 2004. Bidders/Offerors will assemble in Building 3030 at 0900 hours for pre-conference prior to the time set for the tour. Bidders/Offerors must provide their own transportation. Contact Ulanda Ganacias at (907) 353-7178 five (5) days prior to site visit if you plan to attend.

(End of Clause)

RCO-AK 029 Past Performance Information Management System (PPIMS)

1. PPIMS. During the period of this contract, the Government will collect, evaluate and store data concerning the contractor's performance in the Past Performance Information Management System (PPIMS). The PPIMS is a web-based system, and is the Army's central repository for past performance information for this contract. Past Performance Information (PPI) may be used to evaluate performance risk in source selection, and it may also be used to aid in identifying potential sources, developing acquisition strategies, and determining contractor responsibility.

2. Performance Assessment Report (PAR). A PAR, essentially a report card on the contractor's performance, will be prepared upon physical completion of the contract, and additional interim reports may be prepared for multiple-year contracts or if the Contracting Officer determines that an out-of-cycle or "addendum" report could be beneficial.

3. Rating Areas. Ratings will be made in the following areas:

Quality of Product or Service – Contractor's conformance to contract requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards.)

Schedule – Timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements (e.g., efforts that contribute to or effect the schedule variance.)

Cost Control – (Not required for Firm-Fixed Price and Firm-Fixed Price with Economic Price Adjustment contracts) – Contractor's effectiveness in forecasting, managing and controlling contract cost.

Business Relations – Integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior, customer satisfaction, timely award and management of subcontracts, and whether the contractor met small/small disadvantaged and women-owned business participation goals.

Management of Key Personnel – (For services and information technology contracts only) – Contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel.

4. Rating System: The following rating system will be used to assess contractor performance for all applicable PPI elements:

Exceptional (Dark Blue) – Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Very Good (Purple) – Performance meets contractual requirements and exceeds some to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Satisfactory (Green) – Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

Marginal (Yellow) – Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented.

Unsatisfactory (Red) – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor’s corrective actions appear or were ineffective.

5. Contractor Review: Contractors will be given 30 calendar days after receipt of a PAR to review the evaluation and provide comments. Failure to respond within the 30-day period will be taken as agreement with the assessment. The Contracting Officer may grant an extension to the 30-day review period.

6. Contractor Concurrence: When a contractor concurs with, or takes no exception to a performance report, such report shall be considered final and releasable for use in source selection and other deliberative purposes.

7. Contractor Rebuttal: When a contractor takes exception to a performance report, the Contracting Officer will review the contractor’s rebuttal or comments and, as warranted, make appropriate changes. If there is still disagreement, the contractor’s rebuttal or comments shall be made a part of the PAR. All information including the contractor’s comments and the Contracting Officer’s supporting rationale is forwarded to the designated reviewing official for agency decision. The decision of the reviewing official is final.

8. Final Report. The Contracting Officer will provide a copy of the final report to the contractor. Concurrently, the final report, along with the contractor comments or rebuttal, is releasable for use in source selection and other deliberative purposes. Departments and agencies will share past performance information with other departments and agencies when requested to support future award decisions.

9. Questions. Contractors shall direct any questions concerning PPI or PPIMS to the Contracting Officer.

(End of Clause)

Attachment 1

Technical Exhibits (Maps/Floor Plans) Request

INSTRUCTIONS: Please provide the below information to request a copy of Technical Exhibits A – BQ (Drawings). Request must be submitted in writing on company letterhead. The technical exhibits will be offered on a compact disk (CD). It will take approximately 10 Calendar Days from receipt of request to receive the CD. Please allow sufficient time to obtain the CD or CD will be provided during the Pre-Proposal Conference on **5 April 2004**. Failure to request or receive the CD in a timely manner in order to prepare your proposal **is not** the responsibility of the government.

Request may be submitted to the following address or fax number.

Address: Regional Contracting Office-AK (FWA)
 Attn: Ulanda Ganacias
 P O Box 35510
 Fort Wainwright, Alaska 99703-0510

E-Mail: ulanda.ganacias@wainwright.army.mil
Fax: (907) 353-7302

Name & Address of Firm: _____

Point of Contact: _____

E-Mail Address: _____

Phone No.: _____ Fax No.: _____

***This information will be protected under the Privacy Act of 1974**

Attachment 2

PRE-PROPOSAL CONFERENCE/SITE VISIT RESERVATION FORM

Instructions Please complete and return this form to Ulanda Ganacias by 9:00 a.m. Alaska Time (AT) on **31 Mar 2004** if your company wishes to attend the pre-proposal conference and site visit to be held at **Regional Contracting Office (FWA), Bldg 3030, Rm 126, Fort Wainwright, AK., 9:00 a.m. AT on 5 April 2004**. The form should be submitted to the following address or fax number: Limit 3 representatives from each firm.

Regional Contracting Office-AK (FWA)
RCO-AK(FWA) SFCA-PRA-CA
P O Box 35510
Fort Wainwright, Alaska 99703-0510
Attn: Ulanda Ganacias

Fax No.: (907) 353-7302

Name & Address of Firm: _____

Point of Contact: _____

E-Mail Address: _____

Phone No.: _____ Fax No.: _____

Names and Social Security Numbers of individuals to attend the pre-proposal conference/site visit: (MAXIMUM OF THREE (3))

*Note: Only those individuals whose names are submitted will be allowed access on to Fort Wainwright, Alaska.

***This information will be protected under the Privacy Act of 1974**

ATTACHMENT 3

Past Performance Questionnaire

1. CONTRACT IDENTIFICATION

1. Contractor: _____

2. Contract Number: _____

3. Contact Type: _____

Competitive: Yes No

4. Period of Performance: _____

5. Current Contract Cost: _____

6. Description of Services: _____

II AGENCY IDENTIFICATION

1. Name: _____

2. Location of Project: _____

3. Name of Person
Providing Information _____

4. Telephone Number: _____

5. Duty Title: _____

6. Date of Questionnaire
Completion: _____

III. EVALUATION

1. QUALITY OF SERVICE: Did the Contractor meet/not meet/exceed	MEET	<input type="checkbox"/>
Contract Requirements for Quality of Service?	NOT MEET	<input type="checkbox"/>
	EXCEED	<input type="checkbox"/>

a) Please explain how the Contractor met/did not meet/exceeded the contract requirements regarding quality of service and provide any strengths and/or weaknesses (e.g. Quality Control Plan).

b) Were there any problems encountered and/or Contract Discrepancy Reports (CDRs) issued? What were the CDRs issued for and when? Did the Contractor correct the problem?

The quality of service can be measured by how well the offeror conformed to or met Contract requirements, specifications and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).

2(A) SCHEDULE: Did the Contractor met/did not meet/exceed the schedule (Timeliness) requirements (e.g. Milestones/Deliverables)?

MEET	<input type="checkbox"/>
NOT MEET	<input type="checkbox"/>
EXCEED	<input type="checkbox"/>

Please explain how the Contractor met/did not meet/exceeded the schedule requirements and provide any strengths and/or weaknesses.

Schedule can be measured in terms of the timeliness, in which the Contractor completes, or has completed, milestones., administrative requirements, contract requirements (e.g. efforts that contribute to or effect the schedule variance).

2(B) SCHEDULE: Did the Contractor meet/not meet/exceed the administrative requirements (e.g. invoices/billings, schedules)?

MEET	<input type="checkbox"/>
NOT MEET	<input type="checkbox"/>
EXCEED	<input type="checkbox"/>

Please explain how the Contractor met/did not meet/exceed the administrative requirements and provide any strengths and/or weaknesses.

3. BUSINESS RELATIONS: Did the contractor meet/not meet/exceed your business relations requirement?

MEET	<input type="checkbox"/>
NOT MEET	<input type="checkbox"/>
EXCEED	<input type="checkbox"/>

Please explain how the Contractor met/did not meet/exceeded your business relations requirements and provide any strengths and/or weaknesses.

Business relations can be measured by the offeror's active participation during contract administration. This includes but is not limited to, the timeliness, completeness and quality of problem identification; corrective action plans; customer satisfaction; and timely award and management of subcontracts.

4. MANAGEMENT OF KEY PERSONNEL: Has the Contractor's ability to manage key personnel met/not met/exceeded your requirement?

MEET	<input type="checkbox"/>
NOT MEET	<input type="checkbox"/>
EXCEED	<input type="checkbox"/>

Please explain how the Contractor has met/not met/exceeded the requirement for proper management of key personnel and provide any strengths or weaknesses.

Management of key personnel can be measured by the offeror's performance in selecting, training, retaining, supporting and replacing, when necessary, key personnel with personnel who have a breadth of experience and knowledge in contract management, and who have demonstrated their ability to carry out contract management for and on behalf of the Contractor.

5. OTHER:

a) If applicable, what were the Contractor's strong points?

b) If applicable, what were the Contractor's weak points?

c) How would you rate this Contractor overall?

- Exceptional/Dark Blue** - No performance problems. No Government oversight needed.
- Very Good/Purple** - Displayed considerable initiative. Little Government oversight needed.
- Satisfactory/Green** - Displayed some initiative. Some Government oversight needed.
- Marginal/Yellow** - Displayed little initiative. Substantial Government oversight needed.
- Unacceptable/Red** - Displayed no initiative. Failed to meet specified minimum performance

CLAUSES INCORPORATED BY FULL TEXT

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JAN 2004)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN:-----

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other-----

(5) Common parent.

Offeror is not owned or controlled by a common parent;

___ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

50 or fewer \$1 million or less

51 - 100 \$1,000,001 - \$2 million

101 - 250 \$2,000,001 - \$3.5 million

251 - 500 \$3,500,001 - \$5 million

501 - 750 \$5,000,001 - \$10 million

751 - 1,000 \$10,000,001 - \$17 million

Over 1,000 Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material

change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not s joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:_____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act."

(ii) The offeror certifies that the following supplies are FTA country end products or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act":

FTA Country or Israeli End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (Jan 2004). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (Jan 2004). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.

Country of Origin

(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or FTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or FTA country end products.

Other End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (j)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
.	.
.	.
.	.

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (j)(1) of this provision, then the offeror must certify to either (j)(2)(i) or (j)(2)(ii) by checking the appropriate block.]

() (i) The offeror will not supply any end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that is has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

252.212-7000 OFFEROR REPRESENTATIONS AND CERTIFICATIONS- COMMERCIAL ITEMS. (NOV 1995)

(a) Definitions.

As used in this clause-

(1) Foreign person means any person other than a United States person as defined in Section 16(2) of the Export Administration Act of 1979 (50 U.S.C. App. Sec. 2415).

(2) United States person is defined in Section 16(2) of the Export Administration Act of 1979 and means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as determined under regulations of the President.

(b) Certification.

By submitting this offer, the Offeror, if a foreign person, company or entity, certifies that it -

(1) Does not comply with the Secondary Arab Boycott of Israel; and

(2) Is not taking or knowingly agreeing to take any action, with respect to the Secondary Boycott of Israel by Arab countries, which 50 U.S.C. App. Sec. 2407(a) prohibits a United States person from taking.

(c) Representation of Extent of Transportation by Sea. (This representation does not apply to solicitations for the direct purchase of ocean transportation services).

(1) The Offeror shall indicate by checking the appropriate blank in paragraph (c)(2) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(2) Representation.

The Offeror represents that it-

Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(3) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea Clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense Federal Acquisition Regulation Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.

(End of clause)