



SOLICITATION NUMBER: 47PE0618R0030

SERVICE: BUILDING OPERATIONS AND MAINTENANCE AND RELATED SERVICES

LOCATIONS: Veach-Baley Federal Building NC0002AE
Asheville FB/CH NC0005AE
Hiram H. Ward FB/CH NC0113ZZ

PERIOD OF PERFORMANCE: December 1, 2018 – November 30, 2023

SOLICITATION ISSUE DATE: August 18, 2018

OFFER RECEIPT DATE and TIME September 20, 2018 2:00 PM EST

**THIS PROCUREMENT IS A NEGOTIATED PROCUREMENT NOT-TO-BE PUBLICLY
OPENED -- TOTAL 8(a) SMALL BUSINESS SETASIDE.**

MEMORANDUM TO: ALL PROSPECTIVE BIDDERS

DATE: August 18, 2018
SUBJECT: Request for Proposal
Operations & Maintenance Services
Site Visits

NOTE: ALL BUILDINGS ARE SECURED BUILDINGS. IN ORDER TO GAIN ENTRANCE, YOU MUST HAVE PICTURE IDENTIFICATION.

SITE VISIT WALK THRU SCHEDULE OF ACTIVITIES:

DATE: Wednesday, September 5, 2018 **TIME: 11:00 A.M. EST****

LOCATION: Veach-Bailey Complex
151 Patton Ave
Asheville, NC 28801-2638

Federal Building-Courthouse
100 Otis Street
Asheville, NC 28801-2608

****11 – 12 noon there will be a brief outline of the SOW; Q and A session
Lunch on your own immediately following the SOW briefing
1 – 4 tour the Veach- Bailey Complex and the FB-CT**

DATE: Wednesday, September 6, 2018 **TIME: 10:00 A.M. EST**

LOCATION: Hiram H. Ward FB-CTH
251 N. Main Street
Winston-Salem, NC 27101-3914

Access to the building/facility may be obtained for inspection purposes by contacting the below named individuals:

ASHEVILLE, NC
Robert Stephenson
Contracting Officer Rep (COR)
(828) 713-4740 (cell)

WINSTON-SALEM, NC
Theodore “Ted” Case
Alternate Contracting Officer Rep (ACOR)
(336) 740-5655 (cell)

The purpose of the site visit is to provide a guided tour of the work areas, so that proposers may ascertain the general conditions that could materially affect your proposal. However, you are expected to visit the site to become familiar with all the variables prior to completion of your quote.

We consider attendance at these site visits to be vitally important to the preparation of a cost effective

proposal and advantageous in understanding the total requirement desired by the Government. It is again emphasized that it is most advantageous for you to have qualified representation at the site visits.

If you have any questions after reviewing the specification, please submit all questions to Danah Gibson via e-mail **NLT September 7, 2018**. A summary of the topics discussed at the walk-thru will be provided to all proposers as an amendment to the Request for Proposal.

Point of Contact:

Danah D. Gibson (Contract Specialist) Danah.gibson@gsa.gov

Phone Number: (404) 797-0956

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A. SOLICITATION/CONTRACT FORM

A.1. STANDARD FORMS

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY		CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS _____ <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB SIZE STANDARD: <input type="checkbox"/> 8 (A)		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING	
15. DELIVER TO		CODE	16. ADMINISTERED BY		
17a. CONTRACTOR/ OFFEROR		CODE	18a. PAYMENT WILL BE MADE BY		CODE
17a. CONTRACTOR/ OFFEROR		FACILITY CODE	18a. PAYMENT WILL BE MADE BY		
TELEPHONE NO.		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
					24. AMOUNT
<i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA			26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 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 COPIES 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			29. AWARD OF CONTRACT: REF. _____ 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)			
30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)	31c. DATE SIGNED		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
--	--------------------	---------------------------------	--	------------------

38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY
---------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
	42b. RECEIVED AT (<i>Location</i>)
	42c. DATE REC'D (<i>YY/MM/DD</i>)
	42d. TOTAL CONTAINERS

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
0001	O&M Services - Veach-Baley FB (NC0002AE) Asheville, NC 2018 Asheville-3 O&M Services Contract consisting of: Base Year O&M Services - Veach-Baley FB (NC0002AE), Asheville, NC A47 - PoP: 12/01/2018 - 11/30/2019	12	MO	_____	_____
0002	O&M Services - Asheville FBCH (NC0005AE) Asheville, NC Base Year O&M Services - Asheville FBCH (NC0005AE) Asheville, NC A47 - PoP: 12/01/2018 - 11/30/2019	12	MO	_____	_____
0003	O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC Base Year O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC A47 - PoP: 12/01/2018 - 11/30/2019	12	MO	_____	_____
0004	O&M Miscellaneous Labor Hourly Rate Quote for O&M Miscellaneous Labor Hourly Rate for Architectural and Structural Maintenance/Repair - Base Yr Contractor Price Proposal= \$***/hr PoP: 12/01/2018 - 11/30/2019	1	HR	_____	_____
0005		1	HR	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
0006	O&M, Overtime and Emergency Call-back Rate Quote for Overtime and Emergency Call-back Hourly Rate - Base Yr Contractor Price Proposal= \$***/hr PoP: 12/01/2018 - 11/30/2019	1	P1	_____	_____
0007	Overhead Percentage Rate Quote for percentage rate for additional services performed by O&M. - Base Yr Contractor Proposal= ***% PoP: 12/01/2018 - 11/30/2019	1	P1	_____	_____
0008	Profit Percentage Rate Quote for percentage rate for additional services performed by O&M. - Base Yr Contractor Proposal= ***% PoP: 12/01/2018 - 11/30/2019	1	P1	_____	_____
0009	Fee Percentage Rate Quote for fee percentage rate for additional services when 100% of work is performed by O&M Subcontractor. - Base Yr Contractor Proposal= ***% PoP: 12/01/2018 - 11/30/2019	1	P1	_____	_____
	Contract Startup Costs Quote for the Contract Startup/ Transition Period Costs - Base Yr Contractor Price Proposal=	1	LS	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
1001	\$0.00/LS A47 - 0.00 NC0002AE - 21619 NC0005AE - 7777 NC0113ZZ - 21846 PoP: 11/01/2018 - 11/30/2018 O&M Services - Veach-Baley FB (NC0002AE) Asheville, NC Option 1 Period Services consists of: O&M Services - Veach-Baley FB (NC0002AE), Asheville, NC A47 - PoP: 12/01/2019 - 11/30/2020	12	MO	_____	_____
1002	O&M Services - Asheville FBCH (NC0005AE) Asheville, NC Opt 1 O&M Services - Asheville FBCH (NC0005AE) Asheville, NC A47 - PoP: 12/01/2019 - 11/30/2020	12	MO	_____	_____
1003	O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC Opt 1 O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC A47 - PoP: 12/01/2019 - 11/30/2020	12	MO	_____	_____
1004	O&M Miscellaneous Labor Hourly Rate Quote for O&M Miscellaneous Labor Hourly Rate for Architectural and Structural Maintenance/Repair - Opt 1 Contractor Price Proposal=	1	HR	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
1005	\$***/hr PoP: 12/01/2019 - 11/30/2020 O&M, Overtime and Emergency Call-back Rate Quote for Overtime and Emergency Call-back Hourly Rate - Opt 1 Contractor Price Proposal= \$***/hr PoP: 12/01/2019 - 11/30/2020	1	HR	_____	_____
1006	Overhead Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 1 Contractor Proposal= ***% PoP: 12/01/2019 - 11/30/2020	1	P1	_____	_____
1007	Profit Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 1 Contractor Proposal= ***% PoP: 12/01/2019 - 11/30/2020	1	P1	_____	_____
1008	Fee Percentage Rate Quote for fee percentage rate for additional services when 100% of work is performed by O&M Subcontractor. - Opt 1 Contractor Proposal= ***% PoP: 12/01/2019 - 11/30/2020	1	P1	_____	_____
2001	O&M Services - Veach-Baley FB	12	MO	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
	(NC0002AE) Asheville, NC Option 2 Period Services consists of: O&M Services - Veach-Baley FB (NC0002AE), Asheville, NC A47 - PoP: 12/01/2020 - 11/30/2021				
2002	O&M Services - Asheville FBCH (NC0005AE) Asheville, NC Opt 2 O&M Services - Asheville FBCH (NC0005AE) Asheville, NC A47 - PoP: 12/01/2020 - 11/30/2021	12	MO	_____	_____
2003	O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC Opt 2 O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC A47 - PoP: 12/01/2020 - 11/30/2021	12	MO	_____	_____
2004	O&M Miscellaneous Labor Hourly Rate Quote for O&M Miscellaneous Labor Hourly Rate for Architectural and Structural Maintenance/Repair - Opt 2 Contractor Price Proposal= \$***/hr PoP: 12/01/2020 - 11/30/2021	1	HR	_____	_____
2005	O&M, Overtime and Emergency Call-back Rate Quote for Overtime and Emergency	1	HR	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
2006	Call-back Hourly Rate - Opt 2 Contractor Price Proposal= \$***/hr PoP: 12/01/2020 - 11/30/2021 Overhead Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 2 Contractor Proposal= ***% PoP: 12/01/2020 - 11/30/2021	1	P1	_____	_____
2007	Profit Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 2 Contractor Proposal= ***% PoP: 12/01/2020 - 11/30/2021	1	P1	_____	_____
2008	Fee Percentage Rate Quote for fee percentage rate for additional services when 100% of work is performed by O&M Subcontractor. - Opt 2 Contractor Proposal= ****% PoP: 12/01/2020 - 11/30/2021	1	P1	_____	_____
3001	O&M Services - Veach-Baley FB (NC0002AE) Asheville, NC Option 3 Period Services consists of: O&M Services - Veach-Baley FB (NC0002AE), Asheville, NC A47 - PoP: 12/01/2021 - 11/30/2022	12	MO	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
3002	O&M Services - Asheville FBCH (NC0005AE) Asheville, NC Opt 3 O&M Services - Asheville FBCH (NC0005AE) Asheville, NC A47 - PoP: 12/01/2021 - 11/30/2022	12	MO	_____	_____
3003	O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC Opt 3 O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC A47 - PoP: 12/01/2021 - 11/30/2022	12	MO	_____	_____
3004	O&M Miscellaneous Labor Hourly Rate Quote for O&M Miscellaneous Labor Hourly Rate for Architectural and Structural Maintenance/Repair - Opt 3 Contractor Price Proposal= \$***/hr PoP: 12/01/2021 - 11/30/2022	1	HR	_____	_____
3005	O&M, Overtime and Emergency Call-back Rate Quote for Overtime and Emergency Call-back Hourly Rate - Opt 3 Contractor Price Proposal= \$***/hr PoP: 12/01/2021 - 11/30/2022	1	HR	_____	_____
3006	Overhead Percentage Rate	1	P1	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
3007	Quote for percentage rate for additional services performed by O&M. - Opt 3 Contractor Proposal= ***% PoP: 12/01/2021 - 11/30/2022 Profit Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 3 Contractor Proposal= ***% PoP: 12/01/2021 - 11/30/2022	1	P1	_____	_____
3008	Fee Percentage Rate Quote for fee percentage rate for additional services when 100% of work is performed by O&M Subcontractor. - Opt 3 Contractor Proposal= ***% PoP: 12/01/2021 - 11/30/2022	1	P1	_____	_____
4001	O&M Services - Veach-Baley FB (NC0002AE) Asheville, NC Option 4 Period Services consists of: O&M Services - Veach-Baley FB (NC0002AE), Asheville, NC A47 - PoP: 12/01/2022 - 11/30/2023	12	MO	_____	_____
4002	O&M Services - Asheville FBCH (NC0005AE) Asheville, NC Opt 4 O&M Services - Asheville FBCH (NC0005AE) Asheville, NC A47 -	12	MO	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
4003	PoP: 12/01/2022 - 11/30/2023 O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC Opt 4 O&M Services - Hiram Ward FBCH (NC0113ZZ) Winston Salem, NC A47 - PoP: 12/01/2022 - 11/30/2023	12	MO	_____	_____
4004	O&M Miscellaneous Labor Hourly Rate Quote for O&M Miscellaneous Labor Hourly Rate for Architectural and Structural Maintenance/Repair - Opt 4 Contractor Price Proposal= \$***/hr PoP: 12/01/2022 - 11/30/2023	1	HR	_____	_____
4005	O&M, Overtime and Emergency Call-back Rate Quote for Overtime and Emergency Call-back Hourly Rate - Opt 4 Contractor Price Proposal= \$***/hr PoP: 12/01/2022 - 11/30/2023	1	HR	_____	_____
4006	Overhead Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 4 Contractor Proposal= ***% PoP: 12/01/2022 - 11/30/2023	1	P1	_____	_____
4007		1	P1	_____	_____

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
4008	<p>Profit Percentage Rate Quote for percentage rate for additional services performed by O&M. - Opt 4 Contractor Proposal= ***% PoP: 12/01/2022 - 11/30/2023</p> <p>Fee Percentage Rate Quote for fee percentage rate for additional services when 100% of work is performed by O&M Subcontractor. - Opt 4 Contractor Proposal= ***% PoP: 12/01/2022 - 11/30/2023</p>	1	P1		

B. SERVICES, ORDERING AND PRICES

This solicitation contains a work statement for a performance-based service. This means that the Government has described WHAT is to be accomplished, not HOW to accomplish it, and states a basis for determining whether finished work meets the Government quality requirements. It does not state detailed procedures for accomplishing the work unless there are safety, security or communication requirements.

The contractor will be required to maintain a quality control program to ensure that the requirements of this contract are met. This program shall be created for identifying and correcting deficiencies in the quality of services before the performance becomes unacceptable.

B.1. DESCRIPTION OF SERVICES

The Contractor shall provide all management, supervision, labor, materials, supplies and equipment (except as otherwise provided), and shall plan, schedule, coordinate and assure effective performance of all services described herein. The Contractor will be required to provide management, operations and maintenance related services during the initial twelve (12) months of service in accordance with the requirements of this solicitation and prices for basic and alternate services.

Provision for the exercise of 4 additional twelve month periods, which may be exercised upon 30 days written notice to the Contractor at the Government's option and shall be contained in the resulting contract awarded. Evaluation of options does not obligate the government to extension of the contract term past the initial year (s) of service.

B.2. BID/OFFER/BASIC SERVICES BENCHMARK DATA

General Services Administration will utilize the BOMA Experience Exchange Report (BEER) Benchmark Data and Regional market analysis to determine a reasonable per square foot cost for these services. https://www.bomaer.com/BOMA/main_landing.aspx#bookmark

B.3. ALTERNATE BID/OFFER FOR ADDITIONAL SERVICES

Offerors must quote a price per man-hour for providing additional services when ordered by the Contracting Officer's Representative in addition to the services specified as "basic services" in Section C. This additional services provision is to be used to satisfy the Government's short-term non-recurring need for service.

Should a continuing need for additional service arise; a contract modification will be negotiated pursuant to the "Changes" clause contained on the Supplemental Contract Clauses for Building Service Contracts.

Orders for additional services may be placed orally by the CO or his/her Designee. All orders for each month will be confirmed by issuance of a GSA Form 300, Order for Supplies or Services. The GSA Form 300 will describe the service provided and will establish the hours of service for which the Contractor will be compensated, based on the CO or his/her designee authorization log. Monthly orders totaling less than \$3,000 will be processed via use of the Government Visa credit card or direct pay system as shown in Section G, and will not be confirmed in writing.

B.4. PRICING OF OPTIONS FOR CONTRACT SERVICES

Offerors/bidders shall price the option requirements for the four (4) additional 12-month periods by assuming that the minimum hourly wages and fringe benefits established by the U.S. Department of Labor (DOL) or Collective Bargaining Agreement (CBA), for the initial twelve-month period of performance will apply to the additional twelve-month option periods. The minimum wage rates and fringe benefits applicable to the initial twelve-month period of performance are outlined in the following DOL document:

Wage Determination No. 2015- 4369, Rev. 7 dated 7/18/2018.

Wage Determination No. 2015- 4399, Rev. 6 dated 7/11/2018.

The following Occupation Codes and Titles apply –

23411 – Heating, Ventilation and Air Conditioning Mechanic Research Facility

23160 - Electrician

23810 - Plumber

23370 – General Maintenance Worker 23470 – Laborer

In the event the option(s) is exercised by the Government, the contract price(s) will be adjusted upward or downward at the time the option is exercised in accordance with the clause entitled Fair Labor Standards Act and Service Contract Act - Price Adjustment (Option Contract). (See Sec. I)

Offerors/bidders are cautioned that any bid/offer may be rejected as non-responsive if it is materially unbalanced as to prices for the option and the initial periods. A bid/offer is unbalanced when it is based on prices, which are significantly less than cost for some work, and prices, which are significantly overstated for other work.

C. DESCRIPTION/SPECIFICATION/STATEMENT OF WORK

INTRODUCTION

This is a Performance Based Service Contract which focuses on the needs of the customer rather than on how the contractor meets those needs. The success of the contract depends on the satisfaction of the requirements, but also the satisfaction of our shared customer through a partnering effort between the CO or his/her designee and the contractor, Rather than a mere list of activities, this is a written expression of the GSA's expectation of the service to be performed by the contractor. A higher level of effective communication between the Government and contractor is essential for partnering and performance based service contracting to succeed. The success of this contract is shared between the Government and the contractor.

More emphasis is placed on the contractor's internal self-management of quality; not the usual external inspection by Government Inspectors, although that is a part of this contract as well. All parties should act proactively to reduce service cost; therein providing an incentive for the contractor.

The contractor, through innovation, technology, or other means, shall perform the required maintenance of these facilities by following our Guiding Principles for Sustainable Buildings:

- I. Employ Integrated Assessment, Operation and Management Principles
 - a. In conjunction with the CO or his/her designee establish operational performance goals for energy, water, material use and recycling, and indoor environmental quality, and ensure incorporation of these goals throughout the lifecycle of this contract
 - b. Ensure that operating decisions are carried out with regard to sustainable operations.
 - c. Meet ASHRAE standards as noted throughout the SOW for thermal comfort and indoor air quality
 - d. Use low emitting materials for maintenance. In particular, use products that have low pollutant emissions; adhesives, sealants, and solvents.
 - e. Use products meeting or exceeding EPA's recycled content recommendations for building maintenance. For other products such as ceiling tiles, use materials with recycled content. For more information see EPA's Comprehensive Procurement Guideline website.
 - f. Use materials with the highest content level per USDA's biobased content recommendations (website) for maintenance of or use in the building.
 - g. Use environmentally preferable products that have a lesser or reduced effect on human health and the environment, See the Federal Green Construction Guide.
 - h. Provide salvage, reuse and recycling services for waste generated from building operations, maintenance, and repair and discarded equipment.
 - i. Eliminate the use of ozone depleting compounds where alternative environmentally preferable products are available consistent with the Clean Air Act.
- II. Optimize Energy Performance – GSA is in the process of optimizing energy performance through many means and processes. Operate all equipment to optimize efficiency to reduce energy use and otherwise seek operating costs reductions wherever possible
- III. Protect and Conserve Water where possible inside and outside. Metering systems may be already installed or will be installed in government buildings to aid in reducing consumption.

Where available use EPA’s Water Sense-labeled products or other water conserving products, where available.

IV. Be aware that the building(s) and management involved with this contract maybe in the process of establishing processes, instituting plans, and operational procedures to meet energy efficiency goals either through receiving an ENERGY STAR rating, LEED or comparable programs. The contractor will play an integral part of obtaining these goals and should be aware of the programs and processes.

V. The policy of GSA is to bring existing buildings into conformity with GSA’s Strategic Sustainability Performance Plan (SSPP).

VI The purpose of partnering is to adopt procedures wherein the contract and Government work together in achieving contract objectives. Partnering involves the development of a cooperative management team that seeks to identify compatible interests, and common goals and objectives.

VII. This is a fixed-price contract and while working with the Government in obtaining goals the contractor is motivated to find improved methods of performance in or to increase its profits. Results of an effective partnership should reflect a “mutual win” situation.

VIII. Rather than a mere list of activities, this is a written expression of the GSA’s expectation of the service to be performed by the Operations and Maintenance Contractor (known as Contractor).

C.1. SCOPE OF WORK

C.1.1 Building Service Requirements

The Contractor shall provide management, supervision, labor, materials, equipment, and supplies and shall be responsible for the efficient, effective, economical, and satisfactory operation, scheduled and unscheduled maintenance, and repair of equipment and systems located within the property line of the *Veach-Baley Federal Complex, Asheville (NC0002AE); Asheville FBCH, Asheville (NC0005AE); Hiram Ward FBCT, Winston Salem (NC0113ZZ)* to include the following:

- a. Air-conditioning equipment and systems.
- b. Air-handling/distribution equipment and systems.
- c. Electrical systems and equipment, lighting and switchgear systems.
- d. Building Automation System (BAS). The Veach-Baley FB (NC0002AE) and Hiram Ward FBCT (NC0113ZZ) are connected to the GSA network. As a result of these BAS/ECMS systems being connected to the GSA network, the Contractor’s employees will need to obtain a GSA ENT account to access systems.
- e. Software maintenance, upgrades and licenses for all BAS, lighting, and GSA security control systems which **do not reside** on the GSA Network.
- f. Heating, ventilation, and air conditioning (HVAC) systems and equipment.
- g. Plumbing and domestic water equipment and systems to include domestic water fountains and coolers, storage tanks, decorative ponds, and rain water harvesting systems and cisterns.
- h. Sanitary sewage equipment and systems.
- i. Storm drainage equipment and systems - reduce storm water pollution by minimizing discharges and runoff to the storm sewer system and environment.

- j. Fire protection and life safety systems and equipment including detection, notification, and communication systems as well as monitoring service, including sprinkler systems, standpipes, backflow preventors, water storage tanks, fire extinguishers, fire pumps, etc.
- k. All Public Address Systems, and Computerized Lighting Systems that are within the scope of this Contract (Computerized software maintenance is excluded).
- l. Smoke control systems (i.e., building, atrium, stair pressurization, elevator ventilation, etc.)
- m. Kitchen hood and exhaust systems (Veach-Baley FB, Hiram Ward FBCT)
- n. Fire doors and windows (including hinges, closers and latching hardware)
- o. Non agency security system (locks, gates/arms, hydraulic bollards, keypads, card readers, magnetic locks, etc.) and its components (hardware only).
- p. Architectural and structural systems, fixtures, and equipment within the site (to the property line).
- q. Service request desk operations as identified in Section C.8.4 to include record keeping utilizing the government provided National Computerized Maintenance Management System (NCMMS).
- r. Maintenance of landscape irrigation systems to include controllers, pumps, timers, and sprinkler nozzles.
- s. Dock levelers, roll-up and sliding garage doors
- t. Parking Lots, parking lot surfaces, sidewalks and illumination.
- u. DSL, modems, and other information systems periphery used to include the communication and data lines necessary to operate the fire alarm monitoring and building automation system (not on the GSA network).
- v. Locks, keycard systems, vehicle barrier systems, and static/ dynamic bollard systems
- w. Elevator cab lights. (Note: supplying materials for Changing of Light Bulbs/Ballast in the Elevator Cars is the responsibility of the O&M Contractor). The O&M contractor will only supply light bulbs and ballast in elevator pits and hoist ways. The elevator contractor will be responsible for the actual troubleshooting/repair of light bulbs and ballast in the hoist way and pit.
- x. Roofing system investigations and repairs.
- y. U.S. flag pole, lighting and pulley system.
- z. Kitchen/concessions area drains and grease traps.
- aa. Parking control equipment and loading dock equipment.
- bb. Dispensing equipment and all hand sanitizers in restrooms, breakrooms, and common areas. This includes supplying batteries for all towel dispensers, soap dispensers, automatic operated flush valves, and sink faucets.
- cc. Window blind repairs for common areas ONLY (ie non-tenant space).
- dd. Roof Anchorage Point inspections.
- ee. Inspection and Preventive Maintenance of Tenant Agency Equipment listed in J.15.1 Occupant Agency Asset List.

Additional services may be ordered at the discretion of the Government for work relating to the operations, maintenance and repair or upgrade of the covered facilities, but not covered in the basic services of the contract, as described in this document.

C.1.2 Intrinsic Contract Requirements
The Contractor shall:

- a. Be responsible to make the management and operational decisions to meet the quality standards required under this contract.
- b. Use innovation, technology and other means and methods to develop and perform the most efficient services for the building.
- c. Implement an effective Quality Control Plan (QCP).
- d. Maintain the NCMMS service call system in a prompt and professional manner at all times in order to promote timely and courteous resolution of tenant concerns.
- e. Keep the Contracting Officer (CO) or designee informed of current status of the work being performed by maintaining accurate updates in the NCMMS for all work orders and Preventative Maintenance (PM) actions.
- f. Reduce the environmental impacts of work performed under this contract by using, to the maximum extent, environmentally sound practices, processes, and products.
- g. Provide training to their employees that will stress stewardship in maintenance practices i.e., the proper use, disposal, recycling of chemicals, dispensing equipment, and packaging.
- h. Provide documentation that their employees are completing training in the core competences and participating in continual educational training according to the Federal Building Personnel Training Act. Ensure that their employees are properly licensed and/or certified to operate necessary building systems or equipment for which licensed and/or certified personnel are required by federal, state or local law, codes or ordinances (H.15. Personnel Qualifications).
- i. Federal Requirements: The Contractor shall comply with all applicable Federal, state and local laws, regulations and codes, including any supplements or revisions. The Contractor shall obtain all applicable licenses training, and permits. If a change in law or regulation requires the Contractor to implement an action that will result in an increase or decrease in Contract price, the Contractor shall submit to the CO or their designee a price proposal for such change. If the CO or their designee determines an equitable adjustment is substantiated a modification to the Contract will be issued.

C.1.3 Contract Exclusions

The following items are excluded from this scope:

- a. Agency installed/specific Security systems (does not include mechanical components of the door, closers, keepers, hinges, etc.)
- b. Government telecommunication systems.
- c. Equipment owned and operated by tenant agencies (NOT listed on J.15.1, Occupant Agency Asset List).
- d. Installing light bulbs in elevator pits and hoist ways.
- e. Elevator maintenance and testing (with exception of emergency phone testing).
- f. Furnishings, furniture, portable office equipment, office partitions and cubicles.
- g. Kitchen appliances and equipment owned by the concessions vendor (NOTE: kitchen exhaust ductwork above the ceiling, grease traps with associated piping, and any fire suppression or fire alarm equipment are included in the basic services and shall be the responsibility of the O&M contractor).
- h. Equipment owned by servicing public utilities.

- i. Upgrade of software IT software or software licenses for building automation systems (BAS), lighting systems, security systems, and advance metering systems that reside on the GSA Network.
- j. Upgrade of software and software licenses for NCMMS.
- k. Fitness center equipment.
- l. Vending machines
- m. Additional services as needed by various agencies.

Additional services may be ordered at the discretion of the Government for work relating to the operations, maintenance and repair or upgrade of the covered facilities, but not covered in the basic services of the contract, as described in this document.

C.2. DEFINITIONS

C.2.0 General Program

The work specified in this specification shall be in accordance with all Federal, State, county and city laws, codes, and ordinances and shall follow the more stringent of them. In addition to compliance with these laws, the Contractor shall follow all applicable standard industry practices including, but not limited to, the Occupational Safety and Health Act (OSHA) and NIBS.

C.2.1 Above Standard Services

Above Standard Services are services not covered in the monthly price of the contract. Contractor prices include all applicable labor, materials, supplies, equipment (except as otherwise provided), supervision, and management.

C.2.2 Acceptance

“Acceptance” means an authorized representative of the Government has inspected and agreed that the work meets all requirements of this contract, to include documentation requirements.

C.2.3 Acts Of God

These are unanticipated grave natural disasters or other natural phenomenon of an exceptional, inevitable, and irresistible character; the effects of which could not have been prevented or avoided by the exercise of due care or foresight.

C.2.4 Additional Services

“Additional services” are services that the Contractor will provide at an additional cost to the Government, to include all labor, supervision, supplies and materials specifically identified as being outside the provisions of the basic services and included in the offeror’s overall pricing. These services may be provided during or after normal working hours.

C.2.5 Advance Meters

Advanced meters are those that have the capability to measure and record interval data (at least hourly for electricity), and communicate the data to a remote location in a format that can be easily integrated into an advanced metering system.

C.2.6 Advance Metering Systems

A system that collects time-differentiated energy usage data from advanced meters via a network system on either an on-request or defined schedule basis. The system is capable of providing usage information on at least a daily basis.

C.2.7 Approval

“Approval” means the Government has reviewed submittals, deliverables, and administrative documents (e.g., insurance certificates, installation schedules, planned utility interruptions, etc.) and has determined the documents conform to contract requirements.

C.2.8 Architectural and Structural

“Architectural and structural” systems include all building structure, envelope, building improvements and finishes, and site improvements (e.g., paving, walkways, asphalt, etc.) to the property line.

C.2.9 Assets Inventory

Asset- Is a term associated with the National Computerized Maintenance Management System (NCMMS) database for the purposes of categorizing and identifying various types of equipment located within a facility in order to track all Preventive Maintenance (PM) and repair actions associated with all assets.

C.2.10 Basic Services

The “basic services” of the contract consist of the recurring contract requirements for which the Contractor is paid as a base price, i.e., the requirements established by the contract performance statement of work and related general and administrative requirements that do not contain provisions for separate reimbursement.

C.2.11 Building

A reference to “facility” and “site” is interchangeable with “building”. A man made structure or edifice which services are performed within or on the exterior of the formation and is intended to support or shelter any use or continuous occupancy.

C.2.12 Building Automation System (BAS)

The “building automation system” is a system controlling and monitoring building HVAC, and possibly other systems, to include all device, field, and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; and licenses. A System Integrator is the “BAS support vendor,” or “BAS Dealer/Distributor” or a brand software company such as, “JCI”, “Siemens,” “Honeywell,” or a branch or independent BAS vendor.

C.2.13 Building Operating Plan

The “building operating plan” is a mandatory plan that the Contractor prepares for Government approval that describes the Contractor’s program for operating and maintaining the building, to include both normal circumstances and contingencies.

C.2.14 Commissioning

A practice used to optimize and verify performance of fundamental building systems.

C.2.15 Commissioning (Ongoing)

The practice of optimizing system performance by continuing to fine-tune equipment will result in actively preventing problems for the lifetime of the building. GSA’s Ongoing Commissioning efforts will focus on maintaining the facility in the optimized state resulting from Total Building Commissioning (TBC) and Re/Retro Commissioning efforts. GSA will achieve this through its relationship with its service providers (Operations and Maintenance/Custodial/Repair and Alterations/IT/Utilities) and the use of technology (networked systems/Advanced Meters/Smart Buildings).

C.2.16 Computerized Maintenance Management System (CMMS/NCMMS)

A “computerized maintenance management system” is a database and application software package that automates the O&M and repairs and custodial record keeping requirements. A NCMMS is designed to enhance efficiency and effectiveness of maintenance activities. Typical features include planning, scheduling and monitoring of work orders and maintenance needs.

The National CMMS (NCMMS) is a central repository (Database) for all maintainable GSA Assets. The NCMMS provides a mandatory, Agency-Wide means and method for processing and reporting all maintenance work completed for GSA regardless of Region or Contractor.

C.2.17 Consumable Parts

“Consumable parts” or components are parts or components that customarily require regular replacement rather than repair in a maintenance program and shall be disposed of properly. Examples include oil, grease, belts, filters, ballasts, lamps, etc.

C.2.18 Contracting Officer (CO)

Contracting Officer (CO) has the overall responsibility for the administration of this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to authorized Government representatives.

C.2.19 Contracting Officer Representative (COR) or Designee

Contracting Officer's Representatives (COR) or their designee shall be appointed by letter from the CO. CORs or designees will be the primary Government representatives for the administration of Contract, shall have proper training and experience in inspecting contracts, but will not have the authority to modify the contract nor any terms of the contract.

C.2.20 Contract Award Date

Contract award date” as used in this document refers to the date the contracting officer signs the contract.

C.2.21 Contract Services Start Date

“Contract service start date” as used in this document refers to the first day after completion of any phase in/transition period and the performance of O&M services for the period of this contract begins.

C.2.22 Contract Phase-in/ Transition Period

“Contract phase-in/Transition Period” as used in this document refers to the first day after completion of any phase in/transition period after award and prior to performance of O&M services for the period of this contract.

C.2.23 Contractor

“Contractor” as used in this document refers to the firm awarded this contract.

C.2.24 Contractor's Other Than Normal Working/Duty Hours

Hours other than those identified as Normal Working Hours.

C.2.25 Controls and Control System

A “control system” is any low-voltage control, communication and monitoring system, including but not limited to stand alone devices, field and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; and licenses.

Examples are the BAS, Advance Metering System (AMS), security access control systems, and lighting control systems. Fire protection systems are excluded for purposes of this contract and are defined separately. Gateway devices and mapping software and files for data interchange between a control system and a fire protection or security system are considered part of the control system.

C.2.26 Critical Assets

Any assets or system used for safeguarding of life and property. Assets needed to give adequate security to areas subject to compromise; to eliminate health, fire, or safety hazards; or to protect valuable property or equipment. Assets used in direct support of the overall GSA mission that, if not operational, would reduce the effectiveness of GSA's ability to sustain tenants in a property; assets that supports the property or prevents a breakdown of essential equipment operations or housekeeping functions.

C.2.27 Defective Services

A unit of service that does not conform with specified contract requirements.

C.2.28 Emergency

The term “Emergency” includes bombings, and bomb threats, civil disturbances, fires, explosions, electrical failure, loss of water pressure, building flooding, sanitary and sewer line stoppage, chemical and gas leaks, medical emergencies, hurricanes, tornadoes, floods, and earthquakes. The term does not apply to civil defense matters such as potential or actual enemy attacks.

C.2.29 Emergency Callback

An “emergency callback” is a service request or other request for service placed outside of normal working hours and of such a nature that response cannot wait for the resumption of the next day’s normal working hours.

C.2.30 Environmentally Sustainable

Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, products and chemicals, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. Attributes of environmentally sustainable products include those that are energy efficient, water-efficient, biodegradable, environmentally preferable, non-ozone depleting, contain recycle content, non or less toxic, EPA-designated and biobased.

C.2.31 Existing Deficiency List Report

The “existing deficiency list report” or “existing deficiency list” is a list of deficiencies that may exist in the assets and systems covered by this performance work statement, as well as the Contractor's itemized price (including, but not limited to, labor, materials, overhead, and profit) for correcting each deficiency. The CO or his/ her designee may not require all deficiencies have an itemized price and may only require pricing for specific deficiencies. The purpose of this inspection shall be to discover and list in an existing deficiency list report all deficiencies that may exist in the assets and systems covered by this performance work statement, as well as the Contractor's itemized price in accordance with the requirements of this specification for correcting deficiencies.

C.2.32 Exterior

This includes entrances; landings; steps; sidewalks; parking areas; arcades; courts; planters; lawns; irrigation systems; fountains; security bollards; gates; fences; flagpoles; building-mounted, pole, and ground lighting; etc. located adjacent to the facility extending to the legal property line.

C.2.33 Federal Holidays

“Federal holidays” for the purposes of this contract are New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day. When Federal holidays fall on weekends, a weekday is typically designated as the holiday. Holidays that fall on Saturday are observed on the previous Friday and holidays that fall on a Sunday are observed on the following Monday. Veterans’ Day is always on the 11th of November and Thanksgiving is always the 4th Thursday of November.

C.2.34 Federal Executive Holiday, Unanticipated

Unanticipated holidays declared by the president will count as Federal holidays. As long as the Contractor pays employees as if it were an anticipated Federal holiday, the Contractor will be paid for the unanticipated holiday as if it were a normal Federal Holiday.

C.2.35 Federally Equipped Food Service

This is a facility in Federal Government space where the Government procures and maintains the asset list of food service storage, preparation, cooking and hot and cold holding assets.

C.2.36 Fire Protection and Life Safety Systems

“Fire protection and life safety systems “ are systems and assets installed in the building to (1) detect fire and products of combustion, (2) notify building occupants and emergency responders, (3) initiate smoke control and management systems (4) initiate fire suppression systems, (5) control or suppress fires and (6) facilitate or enhance emergency egress. These systems also may communicate with other major building systems for fire and smoke control, elevator recall, and utilities control. Life safety systems and asset list includes emergency lighting, exit signage, special egress door locking arrangements, and exit stair markings.

C.2.37 GSALink

GSALink - strategic platform to leverage automated building analytics technology to measure and substantially lower operational expenses in the existing owned building portfolio through on going commissioning. GSALink is a hardware and software solution to capture real-time building systems point data, apply rules-based analytics software to the data, and spot trends and deficiencies while reporting actionable events to building operators, O&M contractors, and GSA Service Center property managers. This platform is provided to the O&M to help meet their contractual requirements to the GSA of running the building in the most efficient and energy savings way possible.

Note: The buildings contained in this contract are part of GSALink initiative and as a result of this a separate contractor will be monitoring the BAS system and reporting anomalies to the GSA property manager who will have the O&M contractor investigate as part of the Service call requirements of the contract.

C.2.38 Guiding Principles for Sustainable Existing Buildings

A practice of using processes that is environmentally responsible and resource-efficient throughout a building's life-cycle. The goal is to minimize and offset consumption of energy,

water, and other resources and to eliminate all waste and pollution in building operations and activities. The result is to reduce the environmental impact of the Federal government, which will expand and complement the building design economy, utility, durability, and comfort. The common objective is to reduce the overall impact of the building environment on human health and the natural environment by:

- a. Improving energy efficiency and reductions in greenhouse gas emissions.
- b. Reducing water consumption intensity.
- c. Acquiring green products and services.
- d. Implementing pollution prevention measure, including reduction or elimination of the use of toxic and hazardous chemicals and materials.
- e. Implementing cost-effective waste prevention and recycling programs.
- f. Increasing diversion of solid waste.

C.2.39 GSA Green Purchasing Program (GPP)

The GPP which includes the Green Purchasing Plan specifies requirements to promote the purchase of environmentally sustainable products and services.

C.2.40 Government Furnished Equipment (GFE)

Any required computer or server hardware (i.e. PC, laptop) and peripherals (i.e. mouse, keyboard, monitor) and/or routing and switching equipment, used to provide GSA network connectivity, must be government-furnished and must be provided by the GSA.

C.2.41 Indefinite Quantity

“Indefinite quantity” provisions permit the Government to order additional work, in addition to the basic services, and upon acceptance permit additional payment to the Contractor.

C.2.42 LEED-EB

Leadership in Energy and Environmental Design for Existing Buildings (LEED) provides building owners and operators with a concise framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions. Once a building has achieved LEED certification all future purchases and services must be evaluated and ensure compliance with LEED to maintain the certification.

C.2.43 Maintenance Repair

Work required preventing a breakdown of a piece of asset or system, or put asset or systems back in service after a breakdown or failure.

C.2.44 Miscellaneous Work

“Miscellaneous work” is additional labor that is performed at the request of the CO or his/her designee and as priced in the contractors’ bid proposal.

C.2.45 Modification of Contract

Modification is a bilateral or unilateral change in the terms of a contract.

C.2.46 Negligence

“Negligence” is the failure to use due care under the circumstances. It is the doing of some act which a person of ordinary prudence would not have done under similar circumstances or failure to do what a person of ordinary prudence would have done under similar circumstances.

C.2.47 Non Agency Specific Assets

Assets owned or controlled by the tenant agency and not GSA.

C.2.48 Non-Reimbursable Repair

A “non-reimbursable repair” is a repair that is the Contractor’s responsibility with no additional reimbursement from the Government.

C.2.49 Normal Working Hours

“Normal working hours” is the hours of building operations under most circumstances when all services shall be provided to all occupants.

C.2.50 Occupant Emergency Plan (OEP)

The lead agency in each building is responsible for development and enforcement of the building’s “Occupant Emergency Plan” (OEP). The OEP details what the building tenants shall do in case of an emergency. The plan identifies floor wardens, shelter in place locations etc. The Contractor shall support all OEP efforts to the fullest extent possible.

C.2.51 Open System

Open Systems: By purchasing a 'open system' the GSA is not restricted to a single source or product to control, maintain, update or replace any components of the system. Pressure from large customers of building automation systems has helped to drive the industry to adopt more of these open concepts, but the GSA must enforce these requirements to continue to drive the industry to complete open standardization. “Open” applies to communication protocols, software and business practices.

C.2.52 Operations

“Operations” is the continual process of using building asset systems to accomplish their function, optimize building performance, and improve energy efficiency. Operations includes analysis of requirements and systems capabilities, operating controls and control systems, responding to service requests, touring and observing asset performance and condition, adjusting asset, identifying needed maintenance and repairs to assets, and maintaining lubrication and chemical treatments, etc.

C.2.53 Ordering Official

Ordering Officials are appointed by letter from the CO. Ordering Officials shall be the Government’s representative for the ordering of supplies and services.

C.2.54 Overtime Services

Overtime services are the operation and maintenance services provided at times other than those defined as "normal tenant working hours".

C.2.55 Performance Based Contracting

The procurement strategy that seeks to issue technical requirements that set forth outcomes for performance instead of specific requirements on how to perform the service. This strategy shifts the risk of performance to the Contractor by allowing the Contractor to design the methods of achieving desired results as defined by the performance quality standards established by the Government.

C.2.56 Performance Work Statement (PWS)

The Performance Work Statement details the work requirement and can be referred to as the specification.

C.2.57 Phase in

“Contract Phase in” as used in this document refers to the period the contractor has to develop and submit for approval required plans, schedules and submittals prior to beginning performance of O&M services.

C.2.58 Phase out Transition Period

“Contract Phase out Transition Period” as used in this document shall be in accordance with FAR 52.237-3 for O&M services.

C.2.59 Predictive Maintenance

“Predictive maintenance” is a program of maintenance activities in which scheduling of maintenance derives from monitoring the operating condition, or changes in the operating condition, of asset being maintained.

C.2.60 Preventive Maintenance (Scheduled and Unscheduled)

“Scheduled preventive maintenance” is a program of maintenance activities performed based on a fixed schedule or on asset runtimes. “Unscheduled preventive maintenance” is all work performed including adjustments and procedures necessary to sustain the proper operation of all building assets and systems pending a scheduled procedure.

C.2.61 Product Preference

Use of “environmentally sustainable” products is mandatory for performance of this contract. As such, products identified as “environmentally sustainable” will be selected over those which do not carry such designations. The following factors should be considered when selecting products: environmental performance, cost performance, bio-based, recycled content, biodegradability, technical performance, and availability.

C.2.62 Quality Assurance Surveillance Plan (QASP)

The QASP is the Government’s surveillance method of monitoring and evaluating the Contractor's performance under a Performance Based Statement of Work (PBSOW)

C.2.63 Quality Control Plan

The “quality control plan” (QCP), is the Contractor’s complete written system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable. Preparation of this document is the responsibility of the Contractor.

C.2.64 Repair

A “repair” is an act of restoring inoperable, dysfunctional or deteriorated assets, systems, or material to a fully functional, non-deteriorated state. Repairs usually involve some combination of labor and replacement parts, components or materials. The Contractor shall be responsible for accomplishing all architectural and structural or maintenance repairs/replacements where the cost of equipment and materials is expected to be \$1,000 or less. This dollar threshold applies to each individual repair job or replacement that may be required.

C.2.65 Reimbursable Repair

A “reimbursable repair” is a repair that is reimbursable to the Contractor, in whole or in part, in accordance with the provisions in this document.

C.2.66 Sequence of Operations

A “sequence of operations” is the control logic used to operate a system normally put into effect through a control program.

C.2.67 Service Request

A “service request” is a response to a GSA, tenant, or agency request or a response to an observation that some asset, system or material covered by the contract is inoperable, dysfunctional, deteriorated, or not within normal operating parameters, or that performance standard of the contract is not being met. A service request shall be considered as any corrected maintenance action that requires three (3) hours or less of in-house labor and no more than \$200.00 in parts and materials. Service request response involves analysis of the problem and adjustment of operating or monitoring controls or other immediate corrective action. A requirement to perform a repair may result from the analysis stage of a service request. Service requests may be generated automatically from interfaces to BAS or diagnostic software.

C.2.68 Standard Services

Standard services are defined as all services that are included in the monthly price or as defined in the Contract document. Prices are to include all applicable labor, materials, supplies, training/certifications, equipment (except as otherwise provided), supervision, and management.

C.2.69 Stewardship

The act of stewardship is to take the responsibility for managing, conducting or supervising the quality, state or condition of a commercial building. A Stewardship program in addition to caring for the building, its occupants and visitors includes among other things a sense of shared responsibility, occupant participation and communications amongst building management, O&M personnel, cleaning personnel, occupants, contractors and others who have an impact on/in the building.

C.2.70 Supervisor, On-site

The term “on-site supervisor” means a person designated in writing by the Contractor who has authority to act for the contract on a day-to-day basis at the work site.

C.2.71 Technical Proposal

Technical proposal” means all documentation (regardless of the form or method of the recording) of a technical nature submitted by the contractor in response to contract requirements.

C.2.72 Tour

A tour may involve a combination of physical visits in addition to using automated systems for the monitoring of assets and systems. Asset log sheets are a part of the tour plan/program. All tours are "inspection" work orders in the NCMMS and will comply with all work order requirements.

C.2.73 Vertical Transportation Systems

“Vertical transportation systems” include elevators, escalators, dumbwaiters, lifts, etc.

C.2.74 Watch

A “watch” involves performing certain tasks required for the operation of the HVAC assets (central systems over 300 tons), boilers, compressors, and related assets in a centralized location. Watches include, but are not limited to starting asset, checking at designated intervals all operating equipment in the area, recording readings, shifting assets and loads, making adjustments at the central control center, taking water samples, making tests, and adding chemicals as required.

C.2.75 Acronyms

ACRONYM	DEFINITIONS
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AASB	Assisted Acquisition Services Business System
AASD	Assisted Acquisition Service Division
ACM	Asbestos Containing Material
AHU	Air Handling Unit
AMP	Advanced Metering Program
AMS	Advance Metering System
ANSI	American National Standards Institute
AQMD	Air Quality Management District
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASTM	American Society for Testing and Materials
BAS	Building Automation System
BEER	BOMA Experience Exchange Report
BMC	Building Monitoring and Control Systems
BMP	Best Management Practices
BOMA	Building Owners and Managers Association
BOP	Building Operating Plan
BTU	British Thermal Unit
CBA	Collective Bargaining Agreement
CC	Cleaning Contractor
CCR	California Code of Regulations
CCTV	Closed-Circuit Television
CFC	Chlorofluorocarbon
CFM	Cubic Feet per Minute
CIO	Chief Information Officer
CLIN	Contract Line Item Number
CSD	Control and Safety Devices
CO	Contracting Officer
COOP	Continuity Of Operations
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
CPG	Comprehensive Procurement Guidelines
CRI	Color Rendering Index
CSO	Court Security Officer
DOE	Department of Energy
DOL	Department of Labor
DOT	Department of Transportation
EPOC	Environmental Point of Contact
EMCS	Energy management control systems
EO	Executive Order
EPA	Environmental Protection Agency
ETT	Electrical Testing Association
FAR	Federal Acquisition Regulations
FAS	Federal Acquisition Service
FB/CH	Federal Building Court House

FL	Flag Light
FEMP	Federal Energy Management Program
FISMA	Federal Information Security Management Act
FMSP	Facilities Management and Services Program
FPS	Federal Protective Service
G&A	General and Administrative
GFE	Government Furnished Equipment
GPP	Green Purchasing Program
GS	Guard Service
GSA	General Services Administration
GSAR	General Services Administration Acquisition Regulations
HBPP	Historic Building Preservation Plan
HCFC	Hydro Chlorofluorocarbon
HSPD	Homeland Security Presidential Directive
HSR	Historic Structure Report
HVAC	Heating, Ventilation, and Air Conditioning
HVACR	Heating, Ventilation, and Air Conditioning and Refrigeration
ICC	International Code Council
IT	Information Technology
ITSS	IT-Solutions Shop
K.A.T.E.	Knowledge Areas of Technician Expertise
LEED	Leadership in Energy and Environment Design
M&H	Material and Handling
MC	Mechanical Contractor
MIA	Missing in Action
SDS	Material Safety Data Sheet
NCMMS	National Computerized Maintenance Management System
N.A.T.E.	North America Technical Excellence
NEC	National Electric Code
NEMA	National Electric Manufacturers Association
NEPA	National Environmental Policy Act
NETA	InterNational Electrical Testing Association
NFPA	National Fire Protection Association
NIBS	National Institute of Building Sciences
NICET	National Institute for Certification in Engineering Technologies
NIOSH	National Institute for Safety and Health
O&A	Over & Above
O&M	Operations and Maintenance
OEM	Original Equipment Manufacturer
OEP	Occupant Emergency Plan
OCIO	Office of the Chief Information Officer
OSHA	Occupational Safety and Health Administration
EERE	The Office of Energy Efficiency and Renewable Energy
PBS	Public Buildings Service
PCB	Polychlorinated Biphenyls

PO	Post Office
POW	Prisoners of War
PPIRS	Past Performance Information Retrieval System
PWS	Performance Work Statement
QAE	Quality Assurance Evaluators
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
QEP	Occupant Emergency Plan
RCRA	Resource Conservation and Recovery Act
RGA	Return Goods Authorization
SCA	Strike Contingency Plan
SEMS	Sustainable Environmental Management System
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SME	Subject Matter Expert
SPCC	Spill Prevention, Control and Countermeasure
SSPP	Strategic Sustainability Performance Plan
USDA	United States Department of Agriculture
UST	Underground Storage Tanks
VAV	Variable Air Volume
VOC	Volatile Organic Compound

C.3. REFERENCES

The following publications are incorporated by reference as setting quality, performance, and design standards for work required in this document. Unless a specific date is provided, references are for the current edition, to include any addenda or errata published by the issuing organization. The Contractor is responsible for obtaining all referenced documents at its expense, with the exception of the most current Public Buildings Service Operations and Maintenance Standards (most current), the Facilities Standards for the Public Buildings Service (PBS P100), and the U.S. Courts Design Guide, which will be provided by the Government.

- Public Buildings Service Operations and Maintenance Standards
- Facilities Standards for the Public Buildings Service (PBS P100)
- U.S. Courts Design Guide
- Sheet Metal and Air Conditioning Contractors National Association (SMACNA) HVAC Systems Testing, Adjusting & Balancing
- AHERA Asbestos Hazard Emergency Response Act
- ASHRAE Guideline 1HVAC Commissioning Process
- ASHRAE Guideline 4 Preparation of Operating and Maintenance Documentation for Building Systems
- ANSI/ASHRAE Standard 15 Safety Code for Mechanical Refrigeration
- ANSI/ASHRAE Standard 34 Number Designation and Safety Classification of Refrigerants
- ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy
- ANSI/ASHRAE Standard 62, Ventilation for Acceptable Indoor Air Quality
- ANSI/ASHRAE Standard 100, Energy Conservation in Existing Buildings/Commercial

- ANSI/ASHRAE Standard 111, Practices for Measurement, Testing, Adjusting, and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration Systems;
- American Society of Mechanical Engineers ASME A17.1/CSA B44, Safety Code for Elevators and Escalators
- American Society of Mechanical Engineers ASME A17.2, Inspector’s Manual for Elevators
- ASME Boiler and Pressure Vessel Code
- ASME CSD-1 Control and Safety Devices of Automatically Fired Boilers
- National Board of Boiler and Pressure Vessel Inspectors, National Board Inspection Code
- OSHA 29 CFR 1910 and 29 CFR1926
- Clean Air Act
- Clean Water Act
- EPA Green Book
- EPA Purple Book
- Executive Order 13514 –Existing Building
- FMR 102-74.185
- GSA SEMS Sustainable Environmental Management System (GSA.GOV/SEMS)
- International Building Code
- International Fire Code
- International Plumbing Code
- International Mechanical Code
- NETA Maintenance Testing Specification for Electrical Power Distribution Equipment and Systems
- NFPA 10, Standard for Portable Fire Extinguishers
- NFPA 12, Standard on Carbon Dioxide Extinguishing Systems
- NFPA 12A, Standard on Halon 1301 Fire Extinguishing Systems
- NFPA 13, Standard for the Installation of Sprinkler Systems
- NFPA 14, Standard for the Installation of Standpipe and Hose Systems
- NFPA 17, Standard for Dry Chemical Extinguishing Systems
- NFPA 17A, Standard for Wet Chemical Extinguishing Systems
- NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protection
- NFPA 22, Standard for Water Tanks for Private Fire Protection
- NFPA 24, Standard for the Installation of Private Fire Service Mains and Their Appurtenances
- NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- NFPA 70, National Electrical Code (NEC)
- NFPA 70E, Standard for Electrical Safety in the Workplace
- NFPA 72, National Fire Alarm and Signaling Code
- NFPA 85, Boiler and Combustible Systems Hazards Code
- NFPA 92, Standard for Smoke Control Systems
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- NFPA 101, Life Safety Code
- NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives

- NFPA 110, Standard for Emergency and Standby Power Systems
- NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems
- NFPA 2001, Standard on Clean Agent Fire Extinguishing Systems
- NICET (National Institute for Certification in Engineering Technologies publications and issuances
- NIOSH (National Institute for Safety and Health publications and issuances
- DOE/EE-0157, International Performance Measurement and Verification Protocol
- NEMATP-1, National Electrical Manufacturers Association, Guide for Determining Energy Efficiency for Distribution Transformers
- NEMA MG-1. National Electrical Manufacturers Association, Motors and Generators
- NEMA Application Guide for AC Adjustable Speed Drive Systems
- ANSI/IWCAI-14.1, Window Cleaning Safety Standard
- Safe Drinking Water Act, PL 99-339, as amended
- Title 40 CFR, Part 761, PCBs in Electrical Transformers
- Title 40 CFR, 141.43, Sections A and D, Environmental Protection Agency Safe Drinking Water
- Title 40 CFR part 273, Universal Waste Rule
- ANSI/ASME A17.1 Safety Code for Elevators and Escalators
- OSHA 29 CFR 1910.1200, 29 CFR 1910.146, 29 CFR 1910.147, 29 CFR 1910.1030, 29 CFR 1910.1001, 29 CFR 1910.178
- Guideline 3-1990 and Addendum, or latest version, FAR 52.223-2, ARI Standard 700-1988, or latest edition, and Appendix A to 40, CFR, Part 82, Subpart F.
- Resource Conservation and Recovery Act
- Toxic Substances Control Act
- National Historic Preservation Act of 1966
- National Park Service Technical Preservation Services - Preservation Briefs (Entire Series)
- North American Technician Excellence (N.A.T.E.) Core Service with any Service Specialty) <http://www.natex.org/technicians/what-tests-to-take/kates/kates-specialty-exams/>
- HVAC Excellence Professional - the following three certifications : Light Commercial Air Conditioning, Gas Heat, and Green Awareness Certification <http://www.hvacexcellence.org/ProfessionalLevel.aspx>
- UA Star HVAC Mastery <http://www.ua.org/HVACR.asp>
- Public Law 94-344(Joint Resolution to Codify and Emphasize Existing Rules and Customs Pertaining to The Display and Use of The Flag of the United States Of America)
- Technology Policy for PBS-Owned Building Monitoring and Control Systems
- Telecommunications Distribution Design Guide.
- GSA Order PBS 1095.2 – Public Buildings Service Desk Guide For Fuel Storage Tank Management

C.4. EXISTING DEFICIENCY INSPECTION/INITIAL DEFICIENCY LIST

The existing deficiency inspection and list is meant to identify and document all deficiencies that exist in the assets and systems covered by this performance work statement, but that will not be repaired during routine preventative maintenance or service calls and includes the Contractor's

itemized price (including, but not limited to labor, materials, overhead, and profit) for correcting each deficiency. Each deficiency must have a single work order created in the NCMMS, under “work type” OMI (Operations and Maintenance Inspection) and “subtype” IDL- Initial Deficiency. The work order must be sent to the Contracting Officer Representative for approval. The Contracting Officer Representative will document the status of the work order in NCMMS as pending or placed on hold waiting funding or may reject the deficiency with detailed explanation in the communication log.

C.4.1 Initial Inspection

The Contractor and the CO or his/her designee shall make a complete and systematic initial inspection together commencing within five (5) calendar days after contract services start date that will include all mechanical, electrical, fire protection and life safety systems, environmental systems, including but not limited to Underground Storage Tanks (UST)s and structural storm water systems (including drains, oil/water separators, etc.), utility systems and assets, windows, doors, and other structural features for which maintenance and repairs are covered by this statement of work. The purpose of this inspection shall be discover and develop a list of existing deficiencies within the NCMMS data base for all assets and systems covered by this statement of work.

The Contractor shall provide an itemized price (including, but not limited to labor, materials, overhead, and profit) for correcting each deficiency. The contractor shall provide pricing for only those items the CO or his/her designee require.

The Government may elect to have all or any part of this work performed by the Contractor, by Government employees, or by other Contractors. The existing deficiency list shall not include any items that would be replaced, repaired, or adjusted during the performance of a service request or normal preventive or predictive maintenance action, including general cleaning of assets and space.

The Contractor shall be responsible for making immediate adjustments or corrections that fall within the scope of routine preventive or predictive maintenance or routine service calls as required by this contract at no additional cost to the Government. This includes but is not limited to making adjustments to controls; adjusting the BAS software, e.g., correcting set points; reloading programs; restoring asset being operated manually to automatic operation (this does not include changing established sequences of operation or programming sequences); applying lubricants; cleaning fan housings, fans, coils, dampers, air handling unit (AHU) sections, and assets rooms and replacing consumable parts or components.

The deficiency inspection shall commence on a mutually agreeable date no later than five (5) calendar days after contract services start date and be completed within fourteen (14) calendar days.

C.4.2 Initial Deficiency List

The Contractor shall ensure that all found deficiency are recorded as IDL type work order in NCMMS data base not later than 60 calendar days after contract services start date. The CO and or his/her designee shall review the report and provide a response in writing no later than 30 calendar days after receipt of the report. Acceptance of the deficiency list shall be indicated by signatures of both parties on the last page of the document. Any dispute between the Government and the Contractor as to classification of initial deficiency list report items will be resolved under

the Disputes Clause in this document. The Contractor's itemized estimates for correcting each deficiency shall remain in effect for 60 calendar days after submission of the initial deficiency list report.

Deficiencies discovered after the submission of the initial deficiency list report will not be considered pre-existing for purposes of this Contract, unless the asset is operational and cannot be secured and inspected. Any piece of asset or system that cannot be inspected shall be placed as a IDL work order in the NCMMS. The work order must state why it cannot be secured and inspected and an estimated timeframe of when the Contractor reasonably expects to be able to inspect the asset. When an existing deficiency item is corrected, the Contractor shall assume full responsibility for the subsequent repair of the item as covered under the terms of this Contract at no additional cost to the Government. Nothing in this existing deficiency inspection/initial deficiency list clause shall be construed as diminishing the obligations imposed by this Contract upon the Contractor to operate any deficient item (to the extent operable) or to adjust or maintain any such item.

C.5. STARTUP PHASE/TRANSITION PHASE

C.5.1 Transition Phase Startup

The Contractor shall perform transition of this contract during the period from the date of award to the start of performance of O&M services. The purpose of this phase is to permit a transition that is seamless to the tenants and to assess the condition of the building and incomplete maintenance work at the time of Contractor transition. During this period the Contractor shall complete all activities necessary to conduct all contract requirements on the Contract start date. These activities include but are not limited to the following:

- a. Review the preventive maintenance schedule in the NCMMS. Cross-check PM schedules and guides used by contractor versus any newly proposed guides and schedules. The new periodic maintenance schedule and guides shall be based off of the last time PMs were performed and in accordance with the requirements of the contract.
- b. Establish sub-contractor agreements and submit a list of Sub-contractors to the CO or his/her designee for approval.
- c. Conduct interviews and hire new employees to include incumbent personnel.
- d. Purchase tools, equipment, and supplies.
- e. Develop a list of supplies and chemicals the contractor intends to utilize and submit MSD sheets to the CO or his/her designee for approval. No chemicals shall be brought on the premises without prior approval.
- f. Complete and submit all paperwork necessary for security clearances for employee personnel and sub-contractors as necessary.
- g. Purchase employees uniforms (per H.14).
- h. Complete the government-furnished NCMMS training, if needed.
- i. Purchase necessary communication equipment at each building (i.e. smart phones, fax machines, office phones etc...) and set-up e-mail addresses and IT support. Establish phone lines and service for fire alarm dialer. Purchase a computer and establish internet connection to input data (work orders, deliverables, etc.) into the NCMMS Database.

- j. Develop and submit a site specific Work Place Safety Plan in accordance with the requirements of paragraph C.41
- k. Determine Critical Assets (refer to C.8.7.4)

C.5.2 Start up Phase Schedule

During the first week of the start-up phase the contractor shall submit a schedule and staffing plan for the startup phase. This plan shall describe, by week, work to be accomplished. At the end of each week during the startup phase the Contractor shall submit a letter report to the CO describing work accomplished during the startup phase.

C.6. PHASEOUT TRANSITION PERIOD

When this contract expires or is otherwise terminated, the Contractor shall cooperate with the incoming contractor during a phase-out period. For planning purposes, the Contractor shall assume a phase-out period in accordance with FAR 52.237-3.

During this phase-out period, the Contractor shall:

- a. Assist the CO or their designee and incoming Contractor for a seamless transition in operations and maintenance with no adverse effect on the building tenants;
- b. Provide GSA and the successor Contractor with access to all records and official documentation (both hard copies and electronic as applicable) required by this Contract;
- c. Provide training to the successor Contractor on methods of accessing and programming the building automation system (BAS) and other control systems;
- d. Show the successor Contractor where all archived programs and systems literature are maintained.
- e. Coordinate and complete disposal, cleanup, and transfer of all materials according to applicable laws.
- f. Provide all data records (database files, spreadsheets, etc.) relating to building systems, assets, work orders, permits, work activities, etc. to GSA. GSA owns all data compiled under this Contract or ancillary to this Contract.
- g. On the last performance day of the contract, the Contractor shall turn over to the CO or his/her designee all keys and identification badges or cards.

It is the responsibility of the Contractor to maintain the items listed and to provide information and/or instruction to the succeeding Contractor.

- (1) CURRENT BUILDING OPERATING PLAN
- (2) KEY CUSTODY AND CONTROL – Key and Door List, Blank and Cut Keys
- (3) BUILDING AUTOMATION AND CONTROL – Operating Procedures, System Data, Set points and Controls, and Records and Logs
- (4) ASSETS/BUILDING SYSTEMS – Manuals/Schematics and Blueprints
- (5) MAINTENANCE MANAGEMENT DOCUMENTATION - Annual Preventive Maintenance Schedule, Asset List, Guide Cards/History Cards, Boiler Certificates/Reports, Unfired Pressure Vessel Certificates/Reports, Water Analysis Reports
- (6) MAINTENANCE REPAIRS - History of all Repairs Under Contract for Mechanical Assets and Systems and Architectural and Structure

- (7) SUBCONTRACTORS LIST - List of Sub-Contractors Used
- (8) OTHER DOCUMENTATION – Any other documentation developed pertinent to the buildings under this contract
- (9) TELEPHONE LINES AND NUMBERS - Monitoring of building systems shall continue without interruption. All information is to be turned over to succeeding contractor who will assume payment for the service the day the new contract begins. The incoming contractor shall coordinate with the incumbent contractor for the release of all phone lines and assist with the smooth transition of all existing services.
- (10) SAFETY PLANS (Lockout/tag out, etc.)

On a mutually agreeable date, no less than **60 calendar days** prior to the contract termination date, the Contractor and COR shall together make a complete and systematic inspection of all architectural and structural, mechanical, electrical, fire protection systems (fire alarm water-based fire protection, and other systems) and utility systems and any item or equipment in the building(s) covered by the contract. Based upon this inspection, the Contractor shall be provided with an existing deficiency list. The Contractor shall have **30 calendar days** from the receipt of this list to correct all items that fall within the scope of this contract.

In the event the contract is extended the government reserves the right to re-perform the closeout inspection 30 days prior to the end of the extension period.

Deductions may be taken from the Contractor's payments for all outstanding deficiencies that exist after the 30-calendar day period. In addition, deductions may be taken for any additional deficiencies which develop after the preliminary 60-calendar day closeout inspection and which remain uncorrected at the expiration of the contract.

C.7. PUNCH LIST COMPLETION AND WITHHOLDING OF FINAL PAYMENT

The Government may create a deficiency list of unmet Contractual requirements at or near the time of termination of the Contract. The Government may employ the services of another Contractor in the development of the list and upon completion provide the Contractor with a copy of work not completed, to include the monetary value the Government has assigned for each item. The Government retains sole discretion over whether to charge the Contractor for the monetary value of the list in whole or in part or to request corrections by the Contractor. If the Government elects to request corrections by the Contractor, the Contractor shall have until the end of the Contract period to perform such corrections and may invoice for funds withheld on acceptance of the corrections by the Government. Nothing in this Section shall be construed to limit the Contractor's liability or restrict the Government from reporting unsatisfactory or problematic performance by the Contractor.

NOTE: In the event the contract is extended the government reserves the right to re-perform the closeout inspection days prior to the end of the extension period.

C.8. GENERAL AND ADMINISTRATIVE REQUIREMENTS

C.8.1 Minimum Staffing and Ability to Contact and Communicate with the CO or their designee

The Government has determined the following MINIMUM staff levels and skill sets (Trades) to be maintained during the performance of this PWS. These staffing levels as determined by the Government are limited to hourly full time (40 Hours per week FTE) productive employees and trades. The management staff shall be determined by the contractor. The contractor is cautioned that these levels are MINIMUM levels only and this does not limit or require the contractor from providing additional hourly full time or part time productive employees. The MINIMUM staffing levels are as follows:

Operations and Maintenance

6.5 FTE – HVAC Mechanics

The skill sets for the staff shall be as stipulated in the Department of Labor Service Contract Act Directory of Occupations (Fifth Edition) or as otherwise directed in this SOW.

The Contractor must provide staff, as necessary, to meet all requirements of the contract and to ensure services are continued without disruption to the tenant. The Contractor must ensure employees maintain communications access with the CO or his/her designee to allow contact by the Government at all times during normal working hours and to effectively communicate with Government personnel.

The Contractor must immediately notify the CO or his/her designee and other designated Government representative of any recognized safety hazard that might severely affect the building occupants.

The onsite technicians must have sufficient skills to immediately respond to a variety of service requests involving multiple trades, including the operation of building control and energy management systems. Operators must be certified where applicable.

Outside of normal working hours, the Contractor must maintain some designated form of communication with on-call staff to allow the Government to contact such on-call staff at any time for emergency response.

Personnel must be properly licensed and certified to work on building systems or assets for which licensed and or certified personnel are required by Federal, State, or local law, codes, or ordinances.

The skill sets for the staff shall be as stipulated in the Department of Labor Service Contract Act (SCA) Directory of Occupations (Fifth Edition) or as otherwise directed in this SOW. All O&M contract staff HVAC mechanics must have the skill set knowledge as described in the SCA directory of occupations for both the 23411 and 23410 series.

The Contractor shall:

- a. Provide the minimum qualified staff and onsite technicians to ensure services are continued without disruption to the tenant. The Contractor must ensure that they have adequate staffing to respond immediately to a variety of service requests involving multiple trades, including the operation, troubleshooting, and maintenance of building control and energy management systems. Technicians shall be certified and properly licensed to work on buildings systems, where applicable, in accordance with Federal, State, or Local laws, codes, or ordinances. See paragraph H.15 Personnel Qualifications for additional information.

- b. Maintain communication with the Government during normal duty hours and after hours for emergencies. (See Section C.8.2, Contractor Communication Equipment).
- c. Immediately notify the CO or their designee of any recognized safety hazard that might severely affect the building occupants.
- d. Develop and submit to the CO or their designee, within 15 calendar days prior to contract services start date, a list of key personnel and emergency contact information (which may include subcontractor contacts, as applicable).
- e. Have all Contract employees, including subcontractor employees, sign in and out, upon entering or exiting the building using a log established at each building for security and Contract administration purposes. The contractor shall ensure that his/her sub-contractors review the buildings' asbestos surveillance survey prior to starting any work.

C.8.2 Contractor Communication Equipment

The Contractor shall provide key operational personnel (managers, supervisors, and all mechanics) with portable electronic means to communicate with GSA for service requests, emergencies, status of projects, etc. Electronic communication methods are the following:

1. Phone/Emails/Text messaging smart phone or tablet devices. The Contractor is responsible for all initial and monthly costs associated with the device. In areas where cellular service is unavailable, or unreliable, special exceptions may be made by the CO or designee on a case by case basis. Such devices must be on the list of GSA approved devices and are to be processed through GSA's procedures for remote mobile management. This will allow for mobile access to GSA email, and the NCMMS mobile environment. The process for this and the list of currently approved devices is available upon request and listed in Section J.15.2.
2. Fax. Receiving and sending faxes is acceptable as a secondary communication method for locations that have problems with wireless device signal strength. However, delaying faxes because of combined usage of voice and fax on the same line is not acceptable.
3. Administrative Station - Desktop/Laptop devices are the responsibility of the contractor to provide and maintain core Operating System, updates, revisions, and Microsoft Office (MS Office) tools to operate. The management of N-CMMS for a contract group of buildings will require at least one administrative station to administer the scheduling, communication log, creation and modification of route plans, creation of task planning, work order process flow, report generation and maintenance, preventive maintenance tracking and accomplishment for the contract, and numerous other functions not able to be performed on portable device. (The current contractor's administrative office space resides at the Veach-Baley Complex).

C.8.3 Onsite Records

The Contractor shall ensure that all records required by the Contract, or produced in performance of work under the Contract, are maintained in an organized manner onsite in electronic format and are made available to the Government when requested. The Contractor shall receive, maintain and gather data, as well as other materials including records and manuals, related to the support and operation of Government facilities. The Government retains ownership of all databases, information, and other materials received or developed by the Contractor in support of this Contract at all times.

C.8.4 Service Request and Administrative Support

The Contractor shall operate a service request and administrative support function during normal working hours, to act as a central point of contact for the Government and building occupants to take service requests, and track and maintain service request records in the NCMMS.

This function includes handling service requests for work not under the scope of this Contract (i.e., performing a central service request desk function for the facility, regardless of who is responsible for responding to the service request, i.e. custodial and related service calls, elevator calls, pest control, and any other building services provided to the tenant) to be entered into the National Computerized Maintenance Management System (NCMMS). All elevator service requests are to be forwarded to the elevator contractor service desk during the hours of 7AM - 5PM Monday through Friday (excluding holidays and building closures). All elevator calls made during regular and after hours shall be forwarded to the appropriate building manager for information and resolution. Calls outside the scope of the contract shall be dispatched to the appropriate CO/COR for assignment and tracking.

All service requests and resultant work orders shall be documented in the NCMMS and annotated with the cause and resolution information, time service call was received, time work started, and time work order was completed, as well as any necessary actions to complete the work order (i.e. changed ballast, adjusted temperature set point, replaced faucet, etc.).

C.8.5 Use of NCMMS

GSA's goal is to use the government-furnished NCMMS in all locations. The Contractor shall use the Government-furnished NCMMS to include validating and updating asset inventory database, including all data fields specified by the CO or designee. As necessary, the Contractor shall attend the NCMMS training provided by the government. The training is 1-day (9 hours) CMMS training for CMMS administrator (1 person per contract at management level). The secondary training is a 2 day (18 hour) CMMS training for scheduler and end user (1 person per contract). Training may be accomplished in segments over separate periods of time.

All personnel requiring access to GSA's NCMMS will be required to obtain government access account ENT credential and will need to maintain an up to date system profile. At a minimum this will entail logging into the GSA system at least **every 90 days** to maintain an active profile, as well as completing annual **GSA IT Security Training** courses through GSA's Online University (<https://gsaolu.gsa.gov>).

The Contractor shall utilize NCMMS to facilitate mobile work management practices to the greatest extent practicable. This includes using the NCMMS mobile application for: management and input of work orders, and documentation of time to complete work orders in real-time when possible.

Where not previously established, the Contractor shall construct the asset inventory database. The Contractor personnel shall use the NCMMS to control and track preventive maintenance work and schedule, service requests, and asset inventory. The Contractor shall track historical maintenance and repair activities for each work order received during the performance of the Contract. The NCMMS shall be used to provide contract submittals, such as monthly reports, received work requests, scheduled work orders, completed work orders, and other contract reports that document accomplished services to the CO or designee when requested.

All work performed by the Contractor shall be accomplished under a NCMMS work order. The Contractor shall provide reports to the CO or designee in the format and/or media (word or PDF) requested.

C.8.6 Quality Control Program

A site-specific Quality Control Plan (QCP) for mechanical services shall be developed and submitted for approval to the CO or their designee 15 calendar days after contract services start date. Upon approval, the Contractor shall implement the QCP to ensure Contract compliance, and to ensure that potential problems with building equipment and systems are identified, documented in a NCMMS if applicable, and resolved prior to failure. An acceptable QCP shall include, at a minimum, inspections by onsite supervisory personnel. The contractor shall provide annual on-site inspections by qualified Corporate/Regional personnel not performing services at any of the facilities covered by this contract. The system of checklists, inspection methodology, and frequencies shall be documented by the Contractor and submitted to the CO or designee after each site visit. The Contractor shall maintain a Local file of all quality control inspections conducted by the Contractor, including the corrective actions taken and submit copies of quality control inspections monthly in the Monthly Progress Report. All documentation shall be made available to the Government upon request during the term of the Contract. The QCP shall include, at a minimum, the program of outside inspections, work orders sampling methodology, and a program for verifying compliance with each Contract requirement.

The QCP is a living document and may be subject to change depending on the needs of the contract. When the QCP is revised the Contractor is required to provide an updated QCP to the CO or his/her designee.

The QCP shall include the following, as a minimum:

- a. How the Contractor will control quality of supplies and services.
- b. How project management, inspections, plan implementation, process improvement changes, correction of deficiencies, and green compliance will be accomplished.
- c. An inspection plan or checklist tailored to the specific building(s) being maintained and serviced under this contract. The inspection plan or checklist shall detail how services at the work site shall be inspected to ensure that the outcome of the work meets all the quality standards set forth in the Contract and shall include, but is not limited to:
 - Date of inspection performed
 - Location of inspection
 - Description of findings
 - Description of action(s) taken (if necessary)
 - Signature and date of completion
- d. A training program to ensure that Contractor employees are capable of successfully accomplishing all work task(s) under this contract.
- e. How Contractor shall monitor deficiencies of work output in relation to the performance standards, methods of informing employees of deficiencies in their area(s) of responsibility, and a process to ensure that the deficiencies are corrected and do not reoccur.

C.8.7 Government Quality Assurance Program

The Government may inspect the Contractor using a quality assurance program through random inspections, scheduled inspections, or any other method of inspection that the Government determines reflects the actual successful performance of this Contract. As part of the Government's quality assurance program, the Government may:

- a. Review and, if warranted, reject any reports or other submittals required from the Contractor.
- b. Review performance and service records, including, if applicable, but not limited to monthly progress reports, BAS data, NCMMS data, Advance metering System, (AMS) data and any computerized or hardcopy records maintained by the Contractor documenting performance under this Contract, and require correction of any unsatisfactory conditions noted.
- c. Determine the adequacy of the Contractor's quality control program and documentation and the overall success of this program. The Government may order improvements if it determines the programs are insufficient or ineffective.
- d. Obtain tenant satisfaction survey information and require improvements in service on the basis of such information to the extent such results correlate with deficiencies in Contract requirements.
- e. Conduct random and routine physical inspections of facility assets and systems, to include programs and files maintained on computers and Contractor onsite offices and work areas, and require correction of deficiencies noted.
- f. Perform inspections with Government personnel or independent third party inspectors.

C.8.7.1 Contract Performance

Contractor performance will be evaluated on the basis of the performance success or deficiencies, success or failure in meeting other Contract requirements, and the Contractor's record of correcting deficiencies when noted. While corrective actions will be noted, a record of significant performance deficiencies may lead to a performance evaluation that is less than satisfactory even if the Contractor takes corrective action.

C.8.7.2 Methods

The use or nonuse of any quality assurance methods (e.g., a measurement and verification (M&V) program) by the Government will not constitute a waiver of or excuse from Contract requirements. The Government may implement or change quality assurance measures at any time during the term of the Contract.

C.8.7.3 Records and Files

All records and files that this Contract requires the Contractor to maintain shall be made readily accessible to Government representatives, including third party Contract inspectors, on request. All records and files utilized or generated during the course of the Contract by the Contractor, including all standard operating procedures and building operating plans, shall become the property of the Government (this excludes employee personnel files and company financial information).

C.8.7.4 Cooperation – Inspections

The Contractor shall instruct all onsite personnel to cooperate with the Government or third party Contract inspector requests for records access and information. This includes answering honestly and comprehensively all questions related to performance of work. The Contractor shall provide personnel to enable inspectors, including third party Contract inspectors, to perform

inspections of assets. The Contractor shall notify the CO or their designee at least 2 weeks in advance when a critical asset is to be opened and available for inspection by the Government. The Contractor shall open and operate the asset for observation by all inspectors at no additional cost to the Government provided the Government requests the service at least 48 hours in advance. Most inspections will be performed during normal working hours. However, the Contractor shall provide personnel to enable access for inspectors who need to conduct observation and testing after normal hours to avoid possible disruption to tenants.

Note: Critical asset is that specialized asset normally associated with maintenance being performed by a sub-contractor i.e. Fire Life Safety Assets/Inspections, Chillers, Boilers, Generators, Switchgear and any maintenance activity that has an adverse effect to all the occupants, or any maintenance activity mutually agreed by the CO, or his/her designee, and the contractor during the phase-in portion of the contract.

C.8.7.5 Contractor Performance Assessment Reporting System (CPARS)

The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS it will be transmitted into the Past Performance Information Retrieval System (PPIRS).

Contractors are required to register in the CPARS, so contractor's may review and comment on past performance reports submitted through the CPARS.

Contractors are required to register, after contract award, at the following web sites and confirm completion of the registration process via email:

CPARS: <https://www.cpars.csd.disa.mil/>
PPIRS: <http://www.ppirs.gov>

C.9. BUILDING OPERATING PLAN

C.9.1 Building Operating Plan

The Contractor shall revise and submit for approval to the CO or designee, not later than 90-calendar days after contract start date, all changes to the building operating plan outlining their operating and general maintenance procedures for all major building assets and systems. One of the objectives of this plan is that if key personnel are not available then authorized staff should be able to refer to the BOP and manage and operate the building. The BOP contains critical information such as: who to contact, emergency procedures, energy plan, hours of operation, locations of emergency shut off valves, the location of OEP, COOP, Drawings, and asset list. The building operating plan shall be submitted as an electronic file (MS Word) with regular updates that reflect current personnel, subcontractors, assets, systems, and operating procedures. The Contractor shall annually review and update the building operating plan and submit an electronic file (MS Word or searchable PDF) of the complete updated building operating plan on the anniversary of the Contract start date of each Contract year.

All components shall be reviewed and updated. Deficiencies in the existing plan do not excuse deficiencies in the new plan.

If the Contractor fails to submit a satisfactory updated building operating plan at the end of the 90-calendar days from contract start date, the Government shall suspend payments until a satisfactory plan is submitted.

C.10. ASSET LIST

The Contractor shall:

- a. Maintain and update the building asset list and maintenance records in the NCMMS.
- b. Collect and maintain an asset list of: (1) all assets that require maintenance or certifications pursuant to the PBS Maintenance Standards or applicable code requirements, (2) assets which are operated through a sequence of operations, (3) electronic controllers and network devices, (4) sensors, (5) Agency owned sensors , if applicable.
- c. Collect and maintain the following asset data: Asset ID, Asset Type, Asset Description, Asset Identification Code, Manufacturer, Model Number, Serial Number, Asset Status, Building Number, and Location, (including floor, room, and location description) and install/initialization dates (as can be obtained from nameplate or manufacturer data available). (Exhibit J. 15).
- d. Provide all data to GSA in a format approved by the CO or designee with certification that the asset list is complete and accurate. The government-provided NCMMS is the required format for providing asset data list.
- e. Annually certify that the Maintained Building Asset List is up-to-date and submit the certified asset list to the CO or designee.
- f. Update asset data when assets are added, removed, or retrofitted as part of a project, or discovered by GSA or the Contractor. When these actions occur, the Contractor shall report to the CO or their designee changes to the asset list and request changes be implemented into the NCMMS data base.

During the first year of performance the contractor shall physically visit all assets while performing maintenance and obtain all pertinent name plate data and update the assets list to ensure the list is complete and accurate. The contractor shall submit this data on the start date of the first option year and **annually thereafter.** The contractor shall submit all additions/deletions of asset list in the **monthly progress reports.** This asset list of each item shall include descriptive information including but not limited to:

- (a) Manufacturer name and date, type, model and serial number
- (b) Specifications for the assets, length, size, volume or electrical capacities (e.g. gallons, liters, amp rating, voltage, tonnage, horse power, CFM, BTUs per hour, etc.)

If, during the base year, the contractor discovers any omissions of assets on the existing asset list, the contractor shall submit a request for equitable adjustment, prior to performing any preventive maintenance actions on that item. If any omissions of assets are found subsequent to the base year, by either the contractor or government, then the contractor shall be responsible for ALL maintenance activities associated with the equipment with no consideration for equitable adjustments.

The Contractor may request equitable adjustment pertaining to physical changes in building assets and equitable adjustments shall be submitted to the CO or designee for consideration.

If the contractor fails to update asset data list, action to withhold payments will take place.

C.10.1 Occupant Agency Program Assets

(1) The Contractor is not responsible for operation, maintenance, or repair of occupant agency program equipment, including, but not limited to:

Computers	Paper pulpers
Office furniture	Laboratory equipment
Office machines	Special purpose incinerators
Mail handling equipment	Personally owned appliances
Printing plant equipment	Agency-installed alarms, CCTVs, etc.

(2) The Contractor is responsible for operation and maintenance and service calls ONLY on Occupant Agency equipment listed on Section J, Exhibit 15.1, Occupant Agency Asset List.

(a) Any required repairs shall be immediately reported to the CO or his/her designee. Work shall not be performed by the Contractor. When requested by the CO or his/her designee, Contractor shall submit to the CO a detailed cost breakout to perform the work. This breakout shall include the labor hours by trade or by the various types of work to be performed on the project, and an itemized listing of the cost of supplies, materials and any overhead

(b) The Government reserves the right to furnish any or all parts and/or materials required for a particular repair as Government furnished asset. If the Contractor furnishes the parts and/or materials, the price to be paid shall be on the basis of established catalog or list prices in effect at that time, less applicable discounts. In no event shall such price be in excess of the Contractor's sale price to his most favored customers for the same item in like quantity, or the current market price, whichever is lower.

C.11. MONTHLY PROGRESS REPORTS

The Contractor shall develop a monthly progress report using NCMMS data, where feasible, describing the status of maintenance and operations as of the last day of the performance month. The report shall be submitted to the by the 10th working day of the subsequent month. This report shall include:

- a. Description of any lost time accidents or other safety problems, including incidents involving hazardous materials that occurred during the performance month
- b. Monthly water treatment test results
- c. When testing/inspections on critical asset is performed, the Contractor shall submit results with the monthly progress report
- d. Refrigerant Inventory Log to include type and amount of refrigerant used during the month including the leakage rate information on all assets containing refrigerant.
- e. Check and record diesel fuel levels
- f. Changes to asset lists
- g. Recycling reports
- h. Monthly utility and water meter readings

- i. Quality control inspections
- j. AST monthly inspections

C.12. PERFORMANCE EVALUATION AND REVIEW

The Contractor shall meet with the CO or designee and other Government representatives, at the discretion of the CO or designee, to review contract performance.

C.12.1 General:

The CO or designee will coordinate performance evaluation meetings with the Contractor and/or tenants. The written minutes of these meetings will be prepared and distributed by the CO or designee and will not be the responsibility of the contractor. The Contractor shall acknowledge receipt of the minutes (within 10 working days), and will have the opportunity to provide comments.

C.12.2 Communications Requirements:

- Tenant Meetings: The Contractor shall attend a minimum of quarterly and as required tenant meetings. The meetings will be on the agenda to communicate program specific information, improvements, or work that will impact the tenants.
- Quality Control Meetings: The Contractor shall attend monthly, which will be held between the Contractor and the CO or their designee. The purpose of these meetings will be to discuss the Contractor's performance, areas of deficiencies, areas of satisfaction, and tenant needs or concerns. The frequency of these meetings may be increased or decreased depending upon performance as determined by the CO or their designee.
- Partnering Meeting: The Contractor shall attend at least one partnering session with GSA after the Post-Award conference. Other sessions may take place during the course of the contract at the option of either GSA or the Contractor. The concept of "partnering" is working together towards a common interest or goal. Both parties will re-visit the idea of having a partnering session on the anniversary date of the contract. Each partnering session will be held at a mutually agreed upon time and location.
- Joint Service Inspections: The Contractor shall accommodate all requests by the Government to participate in the Contractor's inspection of work performed by Contractor personnel. Scheduling for these joint inspections shall be coordinated through the CO or their designee. This inspection shall be used with other measures of performance in discussions on Contractor performance during the Quality Control Meetings.

C.13. ASSET CONDITION ASSESSMENT (RESERVED)

C.14. OCCUPANT FEEDBACK PROGRAM (RESERVED)

C.15. REFERENCE LIBRARY

The Contractor shall maintain a comprehensive reference library that includes building design or record documents, renovation or asset retrofit design or record documents, maintenance reference documents, applicable National Fire Protection Association (NFPA) codes and standards, fire protection system as-built drawings, fire protection system operations and maintenance manuals with copies of approved submittals, fire protection system parts list, fire protection system zoning scheme, fire protection system sequence of operation matrix, HVAC

Operations Manual (if one has been developed), building operating plan, energy and other building technical studies, hazardous materials surveys, and other documents necessary to document the design, function, and condition of the building. The Contractor shall safeguard this information in accordance with the provisions of Section H.6, Sensitive but Unclassified Building Information (SBU).

C.16. REVIEW OF DESIGN DOCUMENTS

Utilizing the most qualified onsite personnel familiar with the operations of the facilities covered under the scope of this Contract, the Contractor shall review design and construction project documents as requested by the CO or designee. The purpose of this review is to allow the Contractor to comment on any negative impact the proposed project may have on their ability to efficiently operate the building assets or systems.

C.17. BUILDING MANAGEMENT SUPPORT SERVICES

The Contractor shall provide reasonable and competent assistance during normal working hours to GSA personnel performing energy studies, engineering studies, building condition evaluations, fire protection facility surveys, project designs within the building, and other access needs. Such assistance shall include escorting government investigatory personnel through spaces in the building in accordance with building security requirements, explaining the operation and condition of assets and systems to investigatory government personnel, and providing access to trend data, maintenance records, reference library materials, and other pertinent building technical data to investigatory government personnel. The CO or their designee shall inform the Contractor as far in advance as possible of the actual date and time these services are needed. When requested to perform these services for other personnel or contractors the O&M Contractor will be compensated for the actual time required to escort these personnel at the Architectural/Structural and Maintenance Repair, Additional Services and Miscellaneous labor rate of this Contract. The contractor shall be required to support/escort GSA construction contractors when work is being performed in the facility. This support/escort shall include such items as lock out/tag out of asset and systems, performing pre-function testing of systems, draining down and refilling of HVAC and fire protection systems, operating fire alarm panels or any other requirements that impact the building asset and systems that the construction projects effect. When requested to perform these services to support the GSA construction contractors, the O&M contractor shall be reimbursed at the Architectural/Structural and Maintenance Repair/Additional Services and Miscellaneous labor rate specified in the bid document. When these services are required after-hours the O&M contractor shall be reimbursed at the Overtime Rate and Emergency Call-back Rate.

C.18. INSPECTION ASSISTANCE FOR SPACE BUILDOUTS

When tenant improvement or space alteration work is completed in the building, Contractor shall upon request from the Contracting Officer or designee, perform an inspection of the space to verify that all offices have appropriately zoned air supply and return ductwork and diffusers, appropriately zoned lighting circuits, and all zone HVAC/lighting controls have been adjusted appropriately and labeling of breakers in electrical panels and outlet cover circuit designations are complete. Obvious problems or conditions that may potentially affect the efficient operation of the building or create a negative impact on the tenant shall be immediately reported to the CO or their designee.

C.19. EMERGENCY SHUTDOWN INSTRUCTIONS AND TOUR CHECKLISTS

Emergency shutdown instructions (including contact name and telephone numbers) and tour - inspection checklists and Lock-Out-Tag-Out procedures shall be posted by the Contractor in all mechanical rooms and or electrical rooms, as applicable to the asset in the given room. Such instructions and checklists shall be posted in an accessible and conspicuous location.

C.20. LABELING OF ELECTRICAL CIRCUITS

The contractor shall not be responsible for tracing existing circuits that are not currently identified in panel schedules however, the contractor shall be required to label un-labeled circuits found during the course of performing trouble shooting or other maintenance actions. The contractor shall ensure that up-dated panel schedules are presented in a typed format vice “pen and inked” changes to ensure confidence for future technicians that depend on the information being correct.

The labeling of the electrical circuits shall be maintained up to date either in electronic format or hard copy blueprints when the Contractor adds or modifies electrical circuits. The CO or their designee will ensure all recorded changes in electric panels from upgrades or renovations from another Contractor are transmitted to the O&M Contractor in order to maintain the accuracy of labeling. In the event the Contractor identifies a circuit through discovery, the Contractor shall label the circuit correctly.

C.21. OPERATIONAL REQUIREMENTS

C.21.1 General

The Contractor shall provide building operations services for all systems covered by this Contract, so as to maintain uninterrupted utilities services, and environmental conditioning to tenants during normal working hours, and at other times as described in this document, so as to preserve the asset value of the facility and its systems and to otherwise minimize operating costs to the Government without compromising other Contract objectives or requirements. The Contractor shall be briefed by the property manager on GSA’s policy regarding overtime utilities to better understand what is considered standard and above standard services.

C.21.2 Extended Operating Hours (RESERVED)

C.21.3 Continuity Of Operations (Coop)

The Contractor shall operate the facility and participate in emergency operations in support as specified in Section H.21. Occupancy Emergency Plan.

C.21.4 Emergency Operating Plan

The Contractor shall develop and submit an emergency operation plan for approval, 15 calendar days after contract services start date, within the building operating plan and shall become thoroughly familiar with the Government’s occupant emergency plan and other regional plans as applicable. The Contractor’s plan shall include the following information: position and contact phone number of each Contractor person, what each position is responsible for in each emergency, general administrative support the Contractor will provide during emergencies and any subcontractor support and contact information.

C.21.5 Tenant Environment

Lighting levels shall be adjusted under the guidance of the CO or their designee where they can be adjusted without changing fixtures (e.g., tuning dimmable ballasts, de-lamping). The Contractor should note that while the PBS P100 establishes target lighting levels, light quality, specific tenant requirements, energy conservation and other individual factors also have an impact on requirements. Environmental standards shall meet ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy and ASHRAE 62.1-2007, Ventilation for Acceptable Indoor Air Quality (Guiding Principles), and shall be maintained throughout normal working hours in the most efficient sequence. Assets startup shall occur efficiently in order to fully attain environmental conditions at the beginning of normal working hours.

The contractor shall comply with the FMR 102-74.185, and strive to achieve temperature settings between 74°F and 78°F in the summer month and between 68°F and 72°F in the winter months per ASHRAE Standard 55. These recommended temperature settings are for the entire building not individual offices. The Contractor shall report significant changes in the operating conditions to the CO or designee. If the building is incapable of meeting the standards and changes of ASHRAE Standards 55 and 62, such deviation shall be explicitly reported to the CO or their designee.

NOTE: The contractor shall operate the facility(s) to ensure the relative humidity does not exceed 60 percent at all times to include afterhours and weekends. In addition, the contract shall not over cool the building by operating the temperatures below the dew point.

C.21.6 Energy and Water Efficiency

The Contractor shall operate asset and systems as efficiently as possible without compromising service to the tenants. Failure to operate asset prudently (e.g., unnecessarily setting demand peaks, simultaneously heating and cooling, operating asset when not needed, overriding set point unnecessarily, or failing to correct underlying conditions) may result in deductions and unsatisfactory performance evaluation. The CO or their designee will provide the Contractor with Operational Performance Targets for energy and water, where data is available, within the first quarter of the award of the Contract.

On a monthly basis the contractor shall read all electric, gas, diesel fuel levels, water, cooling tower water make up and lawn sprinkler meters and submit in the monthly progress report.

C.21.7 Contact After Normal Hours

The Contractor shall, not later than 15 calendar days prior to contract services start date, provide the CO or his/her designee with telephone numbers which the Government may use at any time to directly contact the Contractor, the Project Manager, any on-site supervisor(s), and assigned mechanical employee(s).

C.21.8 Normal Tenant Working Hours

<u>BUILDING(S)</u>	<u>OFFICIAL TENANT WORKING HOURS</u>
Veach-Baley Federal Building Asheville, NC	7:00 AM - 5:00 PM
Asheville FB/CH Asheville, NC	7:00 AM - 5:00 PM
Hiram W. Ward B/CH	6:30 AM - 5:00 PM

Winston Salem, NC

The Contractor shall provide the required environmental conditions, specified during the “normal tenant working hours”. Personnel responsible for the operation of the heating, ventilation and air conditioning systems may be required to be available earlier or later than specified for normal start up and shut down of HVAC asset or when requests for overtime utilities or additional services are issued. Contractor shall also be responsible for any necessary operation and prevention of damage to assets during on and off duty hours to due to inclement weather, high wind events, or freezing temperatures.

C.21.9 Building Information

Building Number	NC0002AE
Building Name:	Veach-Baley Federal Complex
Height of Building:	117 feet above ground (5 + 1 Floors)
Gross area:	273,422 square feet
Net rentable area:	246,239 square feet
Asbestos in Building	No

Building Number	NC0005AE
Building Name:	Asheville Federal Building/Courthouse
Height of Building:	95 feet above ground (4 + 2 Floors)
Gross area:	99,936 square feet
Net rentable area:	91,419 square feet
Asbestos in Building	Yes

Building Number	NC0113ZZ
Building Name:	Hiram W. Ward Federal Building/Courthouse
Height of Building:	156 feet above ground (9 + 2 Floors)
Gross area:	349,753 square feet
Net rentable area:	226,713 square feet
Asbestos in Building	Yes

C.22. SYSTEM PERFORMANCE STANDARDS OR PROCEDURES

C.22.1 Smart Buildings

The Government has taken proactive steps to converge the building’s monitoring and control systems (BAS) to common GSA-supported network infrastructure to enable access to real-time controls systems performance data (i.e. data points). Both Veach-Baley and Hiram Ward buildings have Government-furnished Equipment (GFE), network equipment, and Smart Technologies deployed. When problems occur with the BAS system, the Contractor shall conduct local trouble-shooting efforts to ensure that the problem is not with the onsite field controllers or interconnecting hardware (switches, routers, cabling) and that the problem lies with offsite networks. In these cases the Contractor shall coordinate troubleshooting and support with Regional GSA Facilities Management and Services Program (FMSP) Energy Branch or GSA IT support desk at 1-866-450-5250 or at r4-energy-team@gsa.gov.

C.22.2 Integrated Building Systems

The Contractor shall assist the Government by ensuring that all relevant equipment vendors, with asset installed in facility, maintain their respective systems (i.e. HVAC, BAS, Lighting,

Advanced Metering, etc.) in accordance with GSA Smart and Sustainable Buildings intended objectives (i.e. open systems running on a single GSA Building Systems data network).

The Contractor shall act as a liaison and facilitate efforts between their respective building-specific monitoring and control system subcontractors and work through the CO or their designee GSA with the Information Technology Office (PBS CIO) on issues related to O&M operations.

The Contractor shall make recommendations to the government (as applicable), on improvements to sequences of operations.

C.23. SERVICE REQUEST

C.23.1 General

The Contractor shall respond to service requests and initiate corrective actions and identify any repair requirements during normal working hours. The Contractor shall respond to emergency service requests (during normal working hours) and callback (after hours) work requests at all times. The CO or his designee may transmit work orders to the Contractor for service request or emergency service request and callback orally, by email, by creation of a work order by a Government employee or representative, or by generating an automated work order. The Contractor shall respond according to specified service response times as stipulated below.

The Contractor's shall maintain and track all service calls and/or records in the NCMMS data base in accordance with C.8.4.

The Contractor shall log any maintenance problems noted by the mechanic when touring the building as service calls and respond accordingly.

C.23.2 Emergency Service Request

Emergency service requests are service requests where the work consists of correcting failures that constitute an immediate danger to personnel or property, including but not limited to: broken water pipes, elevator entrapments (see section C.39.8), electrical power outages, electrical problems which may cause fire or shock, gas or oil leaks, major air conditioning or heating problems, etc., or any work considered by the CO or their designee to be of an emergency nature. The Contractor shall respond to emergency service request immediately (within the shortest possible time consistent with the mechanic's location) during normal working hours and within 30 minutes. The Contractor shall remain on the job until the emergency situation has been secured and adequate temporary repairs have been made. Permanent repair shall be governed by the repairs provisions in this document.

C.23.3 Emergency Call Back (after hours)

Emergency call back requests are service requests where the work consists of correcting failures that constitute an immediate danger to personnel, property, compromise perimeter access to the facility, or any work considered by the CO or their designee to be of an emergency nature. The Contractor shall respond to after working hour's emergency call back service requests (within the shortest possible time consistent with the mechanic's location) after working hours within one (1) hour. The Contractor shall remain on the job until the emergency situation has been secured and adequate temporary repairs have been made. Permanent repair shall be governed by the repairs provisions in this document.

The contractor **will not** be paid for emergency call backs in cases where the nature of the emergency call back is due to failure of assets or system(s) that the contractor is responsible for under the basic services of the contract. In those cases, the contractor shall be responsible for all cost incurred up to the repair threshold. If the nature of the call back is due to conditions beyond the contractor's control, the contractor shall be entitled to reimbursement at the hourly rate specified in the bid schedule. The following examples are emergency call back scenarios which describe responsibilities of both the contractor and government:

Scenario #1

A fire alarm goes off in the building, requiring an emergency call back by the O&M contractor to investigate and reset the Fire Alarm system, as necessary. All actions, initiated by the alarm, need to be reset to normal (such as recalled elevators, closed Fire Doors, shut down AHU's, or any other equipment that requires resetting) in order to facilitate normal tenant occupancy. If the cause of the fire alarm was due to a faulty Fire Alarm sensor, the O&M contractor would be responsible for all labor and material costs, up to the threshold limit, to make the necessary repairs and place all building systems back in normal operation. If the Fire Alarm was caused by someone outside the O&M contract (i.e. a contractor working on another project), the emergency call back cost is the responsibility of the government.

Scenario #2

The lights or HVAC system failed to start-up to supporting an overtime utility request, placed on the schedule in the BAS. As a result, the O&M contractor is required to return to the building to start the required asset(s) at no cost to the Government. If the tenant requested GSA to provide overtime utilities after hours, with no prior notification during normal working hours, the emergency call-back costs are the responsibility of the government. If a breaker for the building trips, resulting in a power outage that requires the O&M contractor to return to the building, investigate the cause, and reset the breaker, the call-back costs are the responsibility of the O&M contractor. If power is lost to the building, due to a utility company power outage, requiring the O&M contractor to return to the facility and operate the emergency Generator until power is restored and all systems are reset, the call-back costs are the responsibility of the Government.

Note: The aforementioned examples are not all inclusive to the various scenarios which may occur, but describe the contractor's responsibility for asset performances on a 24 hour basis.

C.23.4 Urgent Service Request Response

Urgent service requests are those service requests where the work consists of correcting failures that interrupt or otherwise adversely impact either GSA operations or building occupant operations, but do not pose immediate danger. Examples of these types of service requests include, but are not limited to, inoperative electrical circuits, temperature complaints, inoperative lighting above a work station, flush valve stuck open, any malfunctions to assets that affect the operations of building occupants, or any work considered by the CO or their designee to be of an urgent nature. The Contractor shall respond to urgent work requests within 1 hour during normal working hours. The Contractor shall remain on the job until the urgent repairs have been made. Permanent repair shall be governed by the repairs provisions within this document.

C.23.5 Routine Service Request Response

The Contractor shall respond promptly (within 1 hour) to routine work requests (i.e. plumbing & lighting issues, etc.) and complete the required work within 24 hours of notification. The Contractor shall immediately notify the CO or their designee with a written extension when the routine service call cannot be completed within the specified timeframe.

C.23.6 Overtime Services

The Contractor shall ensure that sufficient qualified personnel are available to provide overtime utilities or services.

The Contractor shall not provide any services to tenants outside normal operating hours, unless directed to do so by the CO or his/her designed representative. The Contractor shall provide overtime utilities or services when requested in writing, by the CO or his/her designee. The request for overtime utilities or services will normally be made 24 hours in advance, but no less than 1 hour prior to the end of the normal tenant working hours.

When the contractor is required to be present to support overtime or additional services the Contractor will be paid at the contract Overtime and Emergency Call-back rate as specified in the bid schedule.

C.24. TOURS

C.24.1 General

The Contractor shall tour assets associated with fire life safety assets, make annotations, and conduct tours in accordance with applicable NFPA codes. In cases where tour frequencies are being accomplished by NFPA Preventative Maintenance actions, no separate tour shall be required.

The Contractor shall tour major building assets at set frequencies. The contractor is responsible to develop a tour route plan in the NCMMS and schedule a job plan with the tasks to be performed following the guidelines of C.24.3. At the commencement of Contract performance, CO or their designee will direct the Contractor to include on the log sheets established design condition numbers for reference against actual readings at the time tours are performed. Paper log sheets need not be used for equipment monitored and data logged by the BAS, if such monitoring and data logging provides a sufficient database of operating data to allow for analysis of trends in equipment performance and troubleshooting. The Contractor shall document all tours completed as work orders in the NCMMS. All deficiencies noted during the tour shall be entered in the communication log for that job plan work order in the NCMMS and a separate work order generated to correct the deficiency must be generated.

C.24.2 Operating Logs and Tour Check Sheets

Operating logs and tour sheets shall be maintained by the Contractor for major equipment. Information recorded on the logs shall be adequate to track the operating hours and performance history of the equipment and the information recorded in the NCMMS. Tour check sheets shall be stationed at major points for building tours (for example, air handler rooms). These shall be checked initialed and dated by the Contractor when tours are performed. There shall be either separate tour check sheets for each frequency of inspection or (preferably) different checklist columns on a standard tour check sheet for each frequency. Tour sheets shall contain columns for major operating parameters and shall indicate the tolerance bands for acceptable performance, where available.

C.24.3 Tour Frequencies

All asset tours shall be performed by HVAC personnel that have been accepted as qualified by the CO or his/her designee at a minimum. All tours shall be conducted in a manner that supports effective and efficient building operations.

1. **DAILY:** Major HVAC assets (when in operation), including boilers, chillers, cooling towers, pneumatic control air compressors, and air handler rooms. Fire alarm system control panels (fire alarm system control panels shall not have any unwanted trouble conditions). Steam system reducing and regulating stations. Special HVAC for critical functions. **Note: On buildings greater than three stories, tours of the AHU's and rooms may be accomplished by monitoring their status through the BAS system and visual tours shall be conducted on a monthly basis.**
2. **WEEKLY:** Distributed HVAC Assets including package units and external condensers, roof top Assets, pumps, motors, sewage ejectors, fire pumps, and generators.
3. **TWICE PER MONTH:** Battery systems and uninterruptible power systems (UPS).
4. **MONTHLY:** AST's, Transformers, secondary electrical rooms, switchgear and primary electrical asset rooms, and condensate drip pans. A visual tour of the AHU's on buildings greater than three stories. Tour all stairwells, standard and emergency lights.

C.24.4 Condensate Drip Pans

The Contractor shall conduct inspections of the condensate drip pans of all air handling units, A/C package units, window A/C units, and other asset items and or systems that physically have drip pans to ensure that they drain properly. Such inspections shall be conducted in accordance with the tour program and be performed no less frequently than monthly. Pans that are not level or that leak shall be reported to the CO or designee. Where UV lights are not installed, drip pans shall be treated with an appropriate biocide to control the growth of algae, etc. If any condensate pans are inaccessible, the Contractor shall notify the CO or their designee immediately. At a minimum, while checking condensate pans the contractor shall visually check all other major components of the AHU to include belts, filters, coils, dampers, motors, bearings, shaft, fan blades, etc... UV lights shall be replaced in accordance with manufacturer standards.

C.24.5 Monitoring Of Central Plant Assets

Where central plant assets (chillers and boilers) is not (1) controlled through a sequence of operations programmed in a BAS, and (2) centrally alarmed with alarm paging, operational watch procedures, in addition to tour requirements specified elsewhere in this document, shall be performed as follows:

- a. Monitoring the starting, stopping, and loading of assets when shifting assets manually.
- b. Checking all operating equipment in the watch area twice per day with one tour being conducted during start-up and the other during the hottest/coldest part of the workday. Contractor shall log and evaluate all readings on the asset and take any appropriate actions required to maintain the asset within proper operating parameters.
- c. Making adjustments at the central control panel in response to changing operating conditions.

C.25. DEMAND RESPONSE PROGRAMS – (RESERVED)

C.26. CURTAILMENT – (RESERVED)

C.27. BAS ALARM RESPONSE

The Contractor shall maintain all BAS systems using qualified employees. BAS alarms shall be treated as service requests and responded to accordingly. Repetitive or associated alarms may be treated in the aggregate and tracked under the work order system established in the NCMMS. Communications for alarms set up for remote notification shall be tested on a recurring basis.

C.28 ADVANCE METERING PROGRAM (AMP)

GSA's purpose for installing these meters is to monitor, identify, and implement opportunities to reduce energy usage at the building(s) and, in some cases, to verify that the utility companies are billing correctly. In many cases, the AMS will be connected to the BAS. It shall be the Contractor's responsibility to partner with GSA to fully utilize the AMS to develop and implement strategies that will result in overall energy reductions. The Contractor shall have all access to the AMS and be trained in its use by GSA Regional Energy group Subject Manger Experts. This training shall be coordinated after award by the CO or his/her designee. Any preventive maintenance actions or failure to the installed AMS equipment to include the server, sensors, UPS, or cabling shall be the responsibility of GSA. The contractor shall notify the CO or his/her designee when failure occurs.

C.29. PROTECTION AND DAMAGE

The Contractor shall make reasonable efforts to prevent hazardous conditions and property damage. The Contractor shall promptly report such conditions or activities to the CO or their designee or Federal Protective Service (FPS) personnel. The Contractor shall protect Government property, buildings, materials, assets, supplies, records, and data within the Contractor's control against unauthorized access, loss, or damage and excessive energy consumption. The Contractor shall establish a system for onsite work force personnel to report potentially hazardous conditions in the building to the CO or designee. The Contractor and Contractor's employees and subcontractors shall comply with the GSA's Rules and Regulations Governing Public Buildings and Grounds (as posted in the building) and shall promptly report violations by employees, or as otherwise observed, to the CO or their designee or security personnel. The Contractor shall provide reasonable assistance to security or emergency response personnel as needed.

C.30. NEGLIGENCE

The Contractor shall provide all labor, materials and equipment necessary for the protection of Government personnel, assets, furnishings, buildings, and facility accessories (such as parking lots, fences, etc.) from damage caused by Contractor's negligence. Any items damaged due to work performed by the Contractor or subcontractor working for the Contractor shall be repaired or replaced to its original condition and finish at no additional cost to the Government.

C.31. KEY CONTROL

Keys issued to the Contractor or the Contractor's personnel or subcontractors shall be signed for and not transferred to other personnel unless recorded in the key control log. The Contractor is financially liable for the cost of re-keying if keys are lost or not recovered from terminated employees or subcontractors. ***No keys shall be issued without CO or designee approval in writing.***

C.31.1 Locksmith Services

The Contractor shall furnish locksmith services for routine installation and removal of lock sets and tumblers, duplication of keys, repair of defective lock sets, opening doors, cabinets, and safes in the event of lost keys, and changing of combinations **on all existing locks**. If the Contractor loses any keys, the Contractor is responsible for changing out or re-keying all affected locks and shall provide the appropriate keys at the Contractor's expense. In the event a master key in the Contractor's possession is lost or duplicated, all locks and keys for that system will be replaced at no additional cost to the government.

All new locks shall fit existing master key systems and be keyed to fit existing keys for the locks being replaced.

All GSA owned security system locks (card readers, swipe card systems, keyed locks, key pads and its components and changing combination on all push button cipher locks) shall be the responsibility of the contractor. The contractor will also be responsible for PACS software upgrades for all GSA owned PACS not on the GSA network.

The Contractor shall maintain in a safe and usable condition power doors such as garage and loading ramp doors, revolving doors, sliding or swinging doors, and adjustable loading ramps.

In the event a repair is made and office identification cards and holders are removed the Contractor shall be responsible for its replacement. If the identification cards and holders are damaged and cannot be reused these items will be replaced with items with similar size, quality and appearance in order to provide a uniform appearance throughout the building.

The Contractor shall respond during normal hours to assist tenant personnel in obtaining access to office space if locked out. Access shall be given to tenant personnel only after securing agency approval.

The contractor shall be responsible for duplication of keys when requested in writing from the CO or designee. The number of keys duplicated during a year shall not exceed 15 per building and any additional keys shall be at the cost of the government.

C.32. DISRUPTIVE OR HAZARDOUS TOOLS

The CO or their designee shall approve use of impact tools and power-actuated tools during normal working hours. Burning or welding equipment may be used only with written permission from the property management office or CO or designee. A Welding and Burning Permit (GSA Form 1755 or equivalent) shall be issued in advance for each day welding or burning is performed.

C.33. DISRUPTION TO UTILITIES, LIGHTING, OR SPACE CONDITIONING

Any work that will disrupt utilities, fire protection and life safety systems, lighting or space conditioning for building tenants shall be scheduled and approved in advance with the CO or their designee and is generally required to be performed outside of normal working hours.

C.34. PLUMBING AND RESTROOMS

Plumbing systems shall be maintained, repaired, and kept functional to the point of service delivery as defined by the utility company. The Contractor shall ensure all system drains, including storm drainage and roof drains, remain clear and unobstructed. The Contractor shall take any necessary steps to prevent odors emitting from drains or other plumbing systems into occupied space, to include keeping water in traps appropriately maintained. The Contractor shall clear toilet and sink blockages, as necessary. Such requests will be transmitted to the Contractor by the CO or their designee through service request procedures. When replacing plumbing fixtures, use the most reduced water usage device as approved by the CO or designee. (For additional information see: <http://www.epa.gov/watersense/>)

C.35. MAINTENANCE PROGRAM

C.35.1 General

The contractor shall be provided the current preventive maintenance schedule (PM) for the facilities from the NCMMS and shall utilize this schedule for performing preventive actions on the assets.

C.35.2 Maintenance Standard

As part of the established system for scheduling and performing scheduled preventive maintenance (See C.35.1, General, above), the Contractor shall propose to the CO or designee, preventive or predictive maintenance standards or guides for each asset where the manufacturer/designer recommends preventive maintenance. Minimally, the preventive or predictive maintenance standards or guides proposed by the Contractor shall be based on; manufacturer's recommended maintenance or the most current Public Buildings Service Operations and Maintenance Standards (PM Guide) <http://www.gsa.gov/portal/category/26972> These standards may not be all inclusive of maintenance standards required for all assets requiring PM actions. In these cases the contractor shall submit a maintenance standard and frequency for performing PM actions to the CO or his/her designee for approval as they are discovered and within the base period (See paragraph C.10 – Asset list requirements within base year). The Contractor assumes responsibility that the PM guides are inclusive of all the required preventive maintenance requirements for assets and systems in the building. The preventive or predictive maintenance standards proposed by the Contractor may be based on a combination of equipment manufacturer's recommendations, the PBS O&M standards (PM Guide), sensor technology, diagnostic software, Contractor's experience and other sources. The assets requiring Contractor proposed preventive or predictive maintenance standards or guides shall include all of the building assets when any of the following asset characteristics apply:

- a. The asset normally requires periodic replacement of consumable components.
- b. The asset normally requires periodic or occasional cleaning.
- c. The asset has moving parts.

- d. The asset is prone to failure before overall obsolescence of the system it serves.
- e. The asset is of a type itemized in the NETA, Maintenance Testing Specifications.
- f. The asset requires inspection, testing, and maintenance in accordance with NFPA codes and standards.
- g. The asset requires maintenance in accordance with any other provision of this Contract.

The Contractor shall not use any Contractor-proposed preventive or predictive maintenance standards or guides or any of the Public Buildings Service Operations and Maintenance Standards guides to perform inspections, testing, and preventive maintenance on **fire protection and life safety systems and assets**. The Contractor shall be required to use the NFPA Codes and Standards specified in this document to perform inspections, testing, and preventive maintenance of fire protection and life safety systems and assets. In addition, the Contractor shall be required to follow the specific testing and inspection frequencies and methods specified in such NFPA Codes and Standards. The Contractor shall record such inspection and testing services on the appropriate NFPA inspection and testing forms.

The contractor shall be required to utilize the NCMMS database as the PM program. Subsequent to this implementation, the contractor shall submit any changes to the assets requiring PM actions or a change to the maintenance standard to the CO or his/her designee for approval. The changes, if approved, will be implemented to the NCMMS database. If the changes result in increased cost to the contractor, then the contractor shall submit their proposal to the government for equitable adjustment prior to performing the PM actions for the effected assets.

NOTE: Infrared Surveys shall be conducted every three years (commencing in the base year and again in option period three) to include all switchgear, Motor Control Centers, disconnects, distribution panels, transformers and bus duct and all other critical asset as stipulated by NFPA 70B. A copy of the infrared survey report shall be submitted electronically to the CO or his/her designee with findings and recommendations. Switch gear testing shall be conducted during the same time frame as the infrared testing and shall meet the requirements of NFPA 70B. Periodic circuit breaker testing shall be accomplished for breakers 400 amperes and above. Lower amperes breakers shall be tested as deemed necessary by the contractor, but at no additional cost to the government.

Eddy current testing on Chillers is required to be performed on the Chiller evaporator tubes in the base year only. Eddy current on the condenser tubes shall be performed every three years beginning in the base year and performed again in option period three.

Chiller annuals shall be performed during the base year of the contract and every option year thereafter. Oil analysis shall be obtained annually, to include base year, tested and results forwarded to the CO or his/her designee as part of the monthly submittal.

VAV's and PIU's, that do not have filters, preventive maintenance is not required and shall be monitored by the BAS system for proper operation. However, where the BAS system is unable to monitor proper operation, non-filtered VAV's and PIU's shall be checked annually.

On AHU's with multimedia filters, the pre-filters are required to be changed at a minimum periodicity of semi-annual. Post filter changes shall be based on differential pressure readings. On AHU's with single filter media (which includes rolled type filters), the filters

shall be changed at a minimum periodicity of semi- annual. VAV and PIU with filters shall be changed annually.

Annual Preventative Maintenance and repair actions on all chillers, boilers, and generators shall be accomplished by a certified OEM company and/or technician.

Annual Fire Pump tests at all locations to be performed according to NFPA 25.

C.35.3 Application of Diagnostic Software

GSA is fielding diagnostic and optimization software to detect problems and inefficiencies in asset operation. The Contractor shall act on the recommendations of such diagnostic and optimization software reporting. This may include using the results of the diagnostic and optimization software to manually generate a service request, or to respond to a service request automatically generated by the diagnostic program application. The failure of the Government to implement such diagnostic programs does not relieve the Contractor of responsibility for detecting, diagnosing, and correcting deficiencies and inefficiencies. Contractor involved in diagnostic software programs shall provide status updates of diagnostic results and attend monthly meetings to report and troubleshoot diagnostic test results.

C.35.4 BAS Control Systems

Control systems shall be maintained as designed. The Contractor will be responsible for maintaining BAS hardware which includes all field controllers, sensors, supervisory controllers, routers and all interconnecting cabling up to the GSA network.

The Government may upgrade or change control system software or reprogram control systems during the performance period of the Contract. If the Government provides operator level training and operator level documentation for the Contractor's use, the Contractor shall not claim additional payment for changing to the new or upgraded software or control programs. The Contractor will not modify sequences of operation or control programs or run systems manually without prior approval of the CO or their designee and regional subject matter expert (SME).

NOTE: ANY CHANGES TO SOFTWARE OR SEQUENCE OF OPERATIONS SHALL BE FIRST APPROVED BY FM REGIONAL ENERGY GROUP. (R4-energy-team@gsa.gov)

C.35.4.1 BAS Operating Standards

All computers networked with building monitoring and control systems located inside GSA facilities, or which provide storage of and/or access to GSA data, which includes data related to energy usage, industrial systems controls, physical access controls, lighting controls are required to be hosted exclusively on GSA's physical network and system infrastructure, unless otherwise accepted. The contractor shall maintain the following minimum standards:

Connecting to the GSA Network – Federal IT regulations regarding Trusted Internet Connection (TIC) in conjunction with PBS and GSA and GSA CIO's IT Policies require all PBS systems needing network connectivity to reside on the GSA network.

C.35.4.1.1 GSA-hosted Systems Requirements (Veach-Baley/Hiram Ward)

- a. All building monitoring and control systems, applications and devices shall be implemented as designated in the P100 (2011 or newer) and the PBS Building

- Technology Policy. Additionally, all government IT systems are required to meet Federal Information Security Management Act (FISMA) standards for IT security.
- b. All building systems software (server and client) will be hosted on Government furnished equipment (GFE). This may include GSA virtual server or GSA provided desktop/laptop workstations
 - c. All IP traffic is managed by GSA, and IP addresses as well as all routing and switching equipment will only be furnished exclusively by GSA.
 - d. All vendors provided software that has an End User License Agreement must be presented to and approved by GSA Office of the General Counsel before that software is purchased.
 - e. Operations and Maintenance contractors will be responsible for providing a subcontractor to repair, maintain and service all cabled path ways to include copper and fiber cabling, necessary to enable IP network communication among system devices and network components, to include all break/fix requirements All new cabling, to include break fix, should be done in accordance with PBS Telecommunications Distribution and Design Guide.
 - f. Operations and Maintenance contract staff shall receive preliminary favorable and ultimately completely favorable adjudication of their National Agency Check with Inquiries clearance in accordance with the Homeland Security Presidential Directive (HSPD) - 12 directives to obtain a GSA ENT user credential, which is required for all system access, (Exhibit J-20).
 - g. At no time should a GSA hosted building monitoring and control systems be made accessible to the public internet or via any 3rd party network connection.

C.35.4.1.2 Excepted Systems Requirements (not hosted on GSA's system infrastructure)

- a. An approved antivirus software subscription shall be kept in effect and the software used at all times.
- b. All internet connectivity to the building control systems must be approved by GSA's Office of the Chief Information Officer.
- c. All vendors provided software that has an End User License Agreement must be presented to and approved by GSA Office of the General Counsel before that software is purchased.
- d. Contractor personnel shall be prevented from using the system to connect to Web sites not reasonably related to building operations.
- e. Antivirus and spyware scans shall be conducted monthly.
- f. The Operations and Maintenance contractor is responsible for keeping all workstation and server operating systems updated, to include Windows (or other operating system), JAVA, Adobe and all other standard software. Critical updates shall be downloaded and installed monthly.
- g. Complete data backup to a CD, DVD or flash drive, to include trend logs and control software, shall be conducted whenever a software or programming change is made but no less frequently than monthly.
- h. Disk drive maintenance to include defragmentation shall be performed quarterly
- i. Operations and Maintenance contractor is responsible for software and security updates to all vendor provided systems devices.

C.35.4.2 Reporting

The Contractor is responsible for notifying the Government if a sequence of operations, asset or schedule is not operating as designed or at the highest efficiency and resulting in unnecessary energy use. This deficiency may be identified by BAS trending, GSALink, or Contractor's tours. All deficiencies shall be reported to the CO or their designee immediately. The Contractor is also responsible for correcting any deficiency identified. The Contractor is responsible for retaining an adequate level of expertise to manage the control systems. This may require calibrating sensors or adjusting schedules. If the Contractor does not have a manufacturer trained or equivalent BAS operator onsite, the Contractor shall enter into a subcontract, including regular scheduled support (not merely support on a contingency basis), or remote access; with a firm that has these skills. This subcontract shall include regularly scheduled maintenance including sequence of operation tuning, calibration; BAS log review and other BAS system maintenance.

C.35.5 Smart Building Technology (RESERVED)

C.35.6 Ongoing Commissioning /Re-Tuning Technology (RESERVED)

C.35.7 Variable Air Volume (VAV) and Powered Induction Units (PIU's) Maintenance Accessibility

For VAV's/PIU's that have been installed above sheetrock ceilings with no maintenance access panels the contractor shall be responsible for monitoring the performance of the VAV's/PIU's through the BAS system and when a failure occurs shall report such failure to the CO and/or designee. It shall be the government's responsibility to provide access to these VAV's/PIU's. Once access is provided it shall be the contractor's responsibility to affect the repairs on the VAV's/PIU's within the repair provisions of this scope of work. Once repairs have been affected it shall be the government's responsibility to build-back the ceiling and match the aesthetics to current condition.

C.36. WATER TREATMENT

C.36.1 General

The Contractor shall provide equipment, chemicals, and services (including application) required to control corrosion, scale, algae, and bacterial growth in all HVAC assets and systems throughout the building. The Contractor shall be responsible for conformity with all pertinent Local sanitation district regulations, air quality district regulations, and other environmental regulations. Water treatment shall be performed and safety assets (e.g., emergency eyewash stations) maintained in accordance with OSHA standards. **Water treatment application equipment shall not be on the initial deficiency list.**

C.36.2 Tolerances

Water shall be kept within tolerance bands in accordance with Exhibit J.8 Water Treatment.

C.36.3 Initial Report and Development of Program

The Contractor shall perform a comprehensive initial water treatment analysis (laboratory analysis) within 30 calendar days of contract service start date to assist in developing the building-specific water treatment plan. The Contractor shall propose a revised water treatment plan within fifteen (15) calendar days after initial water analysis to be approved by the CO or designee.

C.36.4 Cooling Tower Management Plan

Refer to Exhibit J.8. The Contractor shall perform a comprehensive water treatment per the appendix in Exhibit J.8. This exhibit establishes mandatory standards for water in HVAC and domestic water systems in GSA facilities, along with information related to the intent of the standards and guidelines that in most circumstances can be used to construct a water treatment program.

C.36.5 Corrosion Monitoring

Laboratory analysis of coupons shall be no less frequent than quarterly for major systems (e.g., primary building condenser and chilled water loops, as opposed to specialized systems serving limited areas), and annually for other systems. The Contractor shall be responsible for maintaining (and if necessary replacing) the coupon racks for the duration of the Contract. The liability threshold for repairs does not apply to this equipment; the Contractor has full responsibility. Acceptable corrosion rates are established in the most current Public Buildings Service Operations and Maintenance Standards. Molybdenum shall not be used in GSA buildings.

See Section C.42.6.1, Water-Based Fire Protection Systems for information regarding evaluating corrosion of water-based fire protection systems. Contractors during their inspection of water-based fire protection systems shall verify such systems are free from corrosion.

C.36.6 Monthly Testing

The Contractor shall provide a qualified independent water treatment specialist to draw a set of water samples monthly. Tests shall be performed as described in the water treatment plan. Samples shall be analyzed and a monthly report containing all pertinent information, relative to the conditions found, shall be submitted to the CO or their designee with the monthly progress report. In facilities where makeup water is metered, makeup water quantities used shall be tracked and reported. Types and quantities of chemicals used shall be tracked and reported.

C.36.7 Chemical Free Water Treatment System (RESERVED)

C.37. DIESEL FUEL, OIL ANALYSIS AND OIL CHANGES

C.37.1 Periodic Oil Analysis

The Contractor shall establish and implement an oil analysis program incorporating the manufacturer's recommendations. Documentation shall include periodic oil analysis tests to be performed at least annually, diagnostic standards, and thresholds for oil changes. Oil analysis shall be conducted to maintain a consistent methodology for data collection, analysis, and historical trending. Periodic oil analysis shall include, but is not limited to, chillers of 50 tons or greater cooling capacity and emergency generators. Periodic oil analysis shall be performed prior to annual maintenance requirements so that results may be considered in performing maintenance. Oil shall be changed only when oil analysis reports determine it to be necessary. Oil analysis subcontractor shall be identified in the subcontract plan.

When testing is performed, the Contractor shall submit a written report with the next monthly progress report. Where oil analysis indicates a need for corrective action, an appropriate work order shall be created in the NCMMS and the appropriate corrective action taken by the Contractor.

C.37.2 Oil and Refrigerant Additives

Oil and refrigerant additives shall not be used.

C.37.3 Generator Oil

Generator oil shall be tested by a qualified person a minimum of annually and analysis and recommendations provided to CO or his/her designee. Testing shall be performed per American Society for Testing and Materials (ASTM) D6595 (Wear Metals in Used Oils) and ASTM D445 or ASTM D72799 (Viscosity). Contractor shall take corrective actions and follow any recommendations provided from the testing facility. NOTE: Changing of oil in the generator is only to be performed based on testing and analysis recommendations from a UL approved laboratory and not to be done arbitrarily in a periodic schedule. Oil filters shall be changed periodically per manufacture recommendation or industry standards.

C.37.4 Diesel Fuels

A. Diesel Fuels: All Fuel tanks will be filled by the Government or the previous contractor at the beginning of the contract period and by the Contractor at the end of the contract period. All periods in between will be reimbursed as follows:

(1) Diesel Fuels: The Contractor shall check and record all diesel fuel tank levels monthly and provide monthly reports as a submittal. The contractor shall notify GSA immediately in the event the tank reaches 70% capacity. The Contractor shall check and record all diesel fuel tank levels monthly and provide monthly reports as a submittal. The contractor shall notify GSA immediately in the event the tank reaches 70% capacity. The contractor shall have written approval from the CO or designee prior to refilling the fuel tanks. The government will reimburse the contractor for all approved fuel costs.

(2) Diesel Fuel Testing. Fuel oil shall be tested by a qualified third party vendor/subcontractor a minimum of annual and analysis and recommendations provided to CO or designee. Contractor shall take corrective actions and follow any recommendations provided in the analysis. Fuel oil shall be conditioned and treated to maintain minimum quality standards established in ASTM D396-12 “STANDARD SPECIFICATION FOR FUEL OILS”.

C.38. LAMPS AND BALLASTS

The Contractor shall replace failed lamps, to include appropriate ballasts if required, with the most efficient products available in accordance with existing building standards defined by P-100 or CO or designee or authorized representative. In lieu of such standards, lamps shall be replaced with the most efficient products available matching type and color temperature.

NOTE: All light fixtures in one room shall have the same color rendering index (CRI) rating.

The Contractor shall establish and implement a lamping and ballasts recycling program for fluorescent tubes and light bulbs in accordance with Environmental Protection Agency (EPA) and GSA standards. **All Light Bulbs shall be disposed of as Hazardous waste.**

The use of bulb crushers is strictly prohibited.

All handling, storage, labeling and disposal of mercury containing tubes and bulbs shall be in compliance with Universal Waste Rule guidelines

(<http://www.epa.gov/osw/hazard/wastetypes/universal/index.htm>)

The Contractor shall maintain the mercury content of all mercury-containing lamps below 75 pictograms per lumen hour, on weighted average, for all mercury-containing lamps acquired for the existing building and associated grounds. Screw-based compact fluorescent lamps may be excluded from this calculation if they meet the voluntary standards by National Electric

Manufacturers Association (NEMA). If the Contractor cannot find replacement lamps to meet this requirement while maintaining building standard lighting, the Contractor shall immediately bring this to the attention of the CO or designee. The Contractor shall maintain documentation of all purchases of mercury-containing lamps and provide the information within the monthly progress report to the CO or designee.

C.39. ARCHITECTURAL AND STRUCTURAL SYSTEMS AND MAINTENANCE

C.39.1 General

The Contractor shall maintain, repair, replace, modify, and restore all of the architectural and structural components of the building. In general, these components include walls, floors, doors, windows, docks, levelers, lighting, and all items that are part of or otherwise associated with them.

Roof maintenance shall include inspection and removal of debris from the roof. Contractor shall make a temporary repair to stop the leak and prevent water intrusion into the building [Note: major roof repairs (repairs in excess of \$1,000) are not a part of this contract]. The contractor shall provide diagnosis services as necessary to determine the origin of the roof leaks. The cost of the diagnosis services shall be applied towards the \$1,000 repair threshold. This dollar threshold applies to each individual repair job or replacement that may be required per each piece of asset.

The Contractor shall conduct routine inspection and maintenance and repair of interior and exterior and architectural and structural systems components. All replacement items and parts shall meet or exceed technical specifications of Original Equipment Manufacturer (OEM) parts.

C.39.2 Maintenance and Repair

The Contractor shall perform all architectural and structural maintenance and repairs or replacements to all assets, electrical and mechanical systems, structures, architectural finishes, and utilities, located on, within, or beneath, this facility's interior and exterior extending to the legal property line. The Contractor shall ensure the building is free of missing components or defects that could affect the safety, appearance, or intended use of the facility or could prevent any electrical, mechanical, fire protection and life safety, plumbing or structural system from functioning in accordance with its design intent. The Contractor shall use approaches that preserve and protect native plants and wildlife that is entrusted to the Government, and that support habitats for pollinators, including honey bees, native bees, birds, bats, and butterflies, to comply with Executive Orders.

C.39.3 Repair and Replacement Work

Repair and replacement work shall be complete, including touch-up painting and operational checks. The quality of the work shall ensure that repaired areas are fully compatible with and match adjacent surfaces or asset. All replacement items shall be consistent with design documents and match existing asset in quality, dimension, and material, quality of workmanship, finish, and color.

C.39.4 Painting

Painting is considered “touch-up,” for purposes of this Contract, when it is to repair a specific damaged area of paint. Painting should extend to logical break points such as the floor ceiling corner, doorway etc. to avoid a patched look.

Repainting to correct for normal wear and tear to painted surfaces over time is not required. Restriping of parking areas, driveways, roads, and vehicle inspection areas is required where striping is damaged or worn in a specific location, but not for general wear and tear of a large area over time. Repairs to pavement are required where a specific location is damaged (4 square feet) but not where an extensive area is degraded. Painting in mechanical areas needed for OSHA compliance, consistent asset appearance, or other safety reasons is required. If the Contractor must disturb materials he suspects may contain lead-based paint, the Contractor shall immediately report the condition to the CO or designee.

When painting, the contractor must comply with the ANSI color coding system outlined in the ANSI A13.1, Scheme for the Identification of Piping Systems, and maintain the identity (identification number) of the asset. When work is performed in these areas, the Contractor's personnel shall clean up all debris and leave the area in a presentable condition. The machinery rooms, including floors and the assets located within the machinery rooms, shall be painted as necessary to maintain the appearance of the room and asset. Floors that have not been previously painted shall not be required to be painted as part of this PWS. Unpainted floors shall be swept and scrubbed as necessary to maintain a professional and clean appearance. When painting, the Contractor shall have the colors utilized approved by the CO or his / her designee. The contractor shall also be required to submit to the CO or his / her designee, the type of paint to be utilized for approval prior to purchasing the paint. The contractor shall not paint over name plates in order to maintain the identity (identification information) of the asset.

C.39.5 Interior Signage and Directories

The Contractor shall maintain and update building directories, to include electronic directories and tenant common corridor signage but not electronic directories that belong to our building tenants.

The Contractor shall repair damaged interior or exterior signage in accordance with the repairs provisions in this document. Other changes to interior or exterior signage may be ordered from the Contractor as reimbursable items under the additional services provisions in this document.

C.39.6 Finishes Maintenance

The Contractor shall ensure finishes are maintained to the manufacturer's specifications and levels that preserve a professional appearance and the integrity of the protected surface. The Contractor shall provide touch-up paint on repaired surfaces that seamlessly matches the surface and condition prior to degradation and repair.

C.39.7 Historic Building Preservation

The Contractor shall provide services that protect and preserve the historical integrity of the building. The Contractor shall consider any building 50 years old as historically significant, regardless of National Register status. The Contractor shall ensure any alteration of the building performed by the Contractor or their subcontractor protects the architectural integrity and compatibility with existing building structural accoutrements. The Contractor shall consult with the CO or their designee and obtain a copy, if available, of the building Historic Building Preservation Plan (HBPP) or Historic Structure Report (HSR) prior to any renovation work performed under this Contract on a building 50 years old or older. It may be possible that an

HBPP has not been developed for the buildings at the time of this Contract award. In addition to the HBPP or HSR, the Contractor shall obtain a copy of The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. These documents shall be followed for Government purposes in the preservation of buildings. The Contractor and CO or their designee shall examine the requirements of any applicable documents for maintenance recommendations and specifications. If a conflict exists between applicable documents and Contract requirements, the Contractor shall not proceed until directed to do so by the CO or designee. The Contractor shall protect any work of art (painting, sculpture, carving, etc.) in the project area or close vicinity from possible damage during any renovation to the structure.

C.39.8 Vertical Transportation and Associated Elevator Assets

The Contractor is responsible for maintaining fire protection assets and systems within hoist ways, pits, elevator lobbies, and elevator machine rooms.

The Contractor shall be responsible for maintaining elevator car lighting system, electrical asset not directly part of elevator systems, and HVAC systems associated with elevator machine rooms and systems. **The elevator contractor is responsible for replacing the lighting in the hoist way and elevator pits, however the O&M contractor shall provide the bulbs and ballast.**

Maintenance and repair of wheelchair lifts and hydraulic loading ramps located at the Asheville Courthouse will be the responsibility of the O&M Contractor.

In emergency situations, such as elevator car entrapments, the contractor is not to remove passengers or manipulate elevator asset. The contractor shall notify GSA and emergency response personnel of any elevator entrapments. All entrapped passengers are to be handled by the elevator maintenance contractor and/or emergency personnel (firefighters, police officers, etc.)

C.39.8.1 Elevator Communications and Alarm Test

The Contractor is responsible for testing the elevator phones and alarm tests at least once a week where there are 7 elevator units or less in the building. Test shall be performed bi-weekly where there are 8 elevator units or more and shall be divided equally or as best suited. Where there are 8 units or more, the units may be divided equally with half the units tested during one week and the balance tested during the alternate week. GSA will provide the Elevator Communication and Alarm Test Documentation form to be used by the contractor. Completed Elevator communication and test forms shall be submitted in the monthly progress reports.

C.39.9 Flag Procedures

The Contractor will raise, lower, and place at half-staff the United States Flag, Agency pennants, and other flags (POW flag). This service shall be provided when directed by the CO or his/her designee and shall comply with requirements in the Flag Policy at no additional costs to the government.

Raise/lower U.S. flag and the MIA/POW flag per Public Law 94-344 and GSA Flag Policy in properties and instances where contract security, Federal Protective Services, Department of Homeland Security, U.S. Marshal Service, or Court Security Officer does not perform such duties. The raising and lowering of the flag on special occasions and local or national declared events of honor or mourning is considered part of the contract.

Flag flying includes holidays, weekends and all designated days referenced in Public Law 94-344 and is considered as no additional expense to GSA.

C.40. REPAIRS

C.40.1 General

The Contractor shall perform reimbursable and non-reimbursable repairs as described in this document. Repairs are handled on a shared liability basis (See shared liability math example in C.40.3 Reimbursable Repairs). Relatively small value repairs (non-reimbursable repairs) are the responsibility of the Contractor in their entirety, and larger repairs (reimbursable repairs) shall be approved and funded by the Government for the cost amount above the Contractor threshold (\$1,000). If damage is caused by Contractor negligence, the Contractor shall be liable for the full cost of repair, any other provisions notwithstanding. The intent of this Contract is to ensure that most repairs will be accomplished by in-house Contractor personnel. However, the Government recognizes that occasionally there are certain specialized repairs that require specialized skills outside the skill sets of the in house O&M personnel. **If the Contractor identifies a repair that they believe is of such a specialized nature that a specialized subcontractor is required to properly complete the repair, the Contractor shall provide written justification in advance, to the CO or designee, for approval of the need to use a subcontractor.** The Contractor shall not use subcontractors to perform non-reimbursable repairs unnecessarily or with the intent of driving up the repair cost so the Government shall cover part of it. If approved, the cost of the subcontractor's labor and material will be treated as a repair part and material cost for the purposes of calculating the repair threshold. **The subcontractor's cost shall be fair and reasonable and approved in advance by the CO.** All repairs shall use supplies, materials, and parts of the highest quality available that are appropriate for the repair of the given asset or system. Any replacement parts used during the course of this Contract shall be of comparable or higher quality. Energy-consuming items shall be the most efficient in their class. The Contractor shall stock commonly used items and have a network of suppliers that will deliver ordered items without any delay. Any replacement motors shall be of premium efficiency. Whenever motors are replaced, motor size shall be recalculated and replacement motor selection shall reflect the appropriate size.

The Contractor shall be responsible for accomplishing all architectural and structural or maintenance repairs/replacements where the cost of equipment and materials is expected to be \$1,000 or less. This dollar threshold applies to each individual repair job or replacement that may be required.

Refrigerant is considered a supply and the Contractor shall be responsible for all costs associated with it. This includes but not limited to any new refrigerant and/or reclamation of existing refrigerant associated with any repairs.

In the event of a total loss of refrigerant the contractor will not be responsible for any refrigerant unless it is due to contractor negligence.

C.40.2 Non-Reimbursable Repairs

A non-reimbursable repair is a repair requiring no more than \$1,000 in cost for **repair parts and materials only (no labor cost)** (including any approved subcontracting costs). Non-reimbursable repairs are entirely the Contractor's responsibility with no reimbursement from the Government.

Non-reimbursable repairs shall be completed within 24 hours of identification of the problem unless an extension is approved by the CO or designee. The work order shall be put into a status field in NCMMS to indicate the nature of any delay, with appropriate remarks.

C.40.3 Reimbursable Repairs

Reimbursable repairs will be identified as single incident, not an accumulation of various repairs (bundling). If a repair exceeds the non-reimbursable repair cost threshold established above and has been approved and verified by the CO or designee, it becomes a reimbursable repair. Reimbursable repairs are reimbursable to the Contractor, once approved by the CO or designee, for the portion (shared liability) of the cost exceeding the non-reimbursable threshold of \$1,000 (See repair shared liability example below).

C.40.4 Miscellaneous Work

The Contractor shall provide a total of 240 hours and up to \$500 of parts and supplies annually to include the base year and any option periods (hours and dollar amounts are not cumulative to succeeding option years) when requested by the CO or designee, to accomplish discretionary work in the buildings covered by this Contract. In order for the contractor to properly balance workload effort and staffing requirements, the government shall not request miscellaneous work in excess of 40 hours per month in any particular month of the base or option year.

The Contractor shall furnish the labor, tools and consumable materials as necessary to perform the work. Miscellaneous work may be required for work that makes use of any of the trades normally employed in performing operations and maintenance services under this Contract and does not include tasks associated with the performance of services covered under the scope of this Contract. The Contractor shall create and process NCMMS work orders for all miscellaneous work, and accurately record hours of labor and materials expended.

These hours are not limited to normal working hours and can be utilized for after-hours support however; the total labor burden shall not exceed **240** hours of regular time. (i.e. If the CO requests 10 hours of after-hours miscellaneous work than this burden would be the same as 15 hours of regular time (10 HRS X 1.5 = 15 HRS) leaving a balance of **225** hours for the year).

When additional hours, beyond the allocated hours stipulated above are requested, the contractor shall be entitled to reimbursement at the miscellaneous labor rate specified in the bid schedule. When additional material cost is required the contractor shall be entitled to reimbursement. The Contractor shall furnish the labor and in-house available tools, as necessary, to perform the work.

C.40.5 Repair Shared Liability Example:

In this example, assume the non-reimbursable repair threshold is \$1000.00

A repair is identified and estimated by the Contractor to cost \$3,000.00 **for repair parts and materials only**. The contractor shall not charge labor for his/her employees unless the work must be **unreasonably** performed after hours when the work could be reasonably performed during hours. Work that disturbs tenants such as disruptions of power to large areas or the entire facility, water to the facility or large areas, fire system protection, indoor air quality, creates loud noises, or other work the CO or his/her designee determines, shall be considered **reasonable** to conduct after hours and the contractor shall not be allowed to charge his/her employees labor. If work **must** be performed by a sub-contractor then all cost charged by the sub-contractor may be applied towards the repair threshold.

The CO or his/her designee will verify and approve both the need for the repair and the \$3,000.00 estimated cost of repair parts and materials. In this example, the Contractor will pay the first \$1000.00 of the repair and GSA will pay the remaining \$2000.00

1. Total estimated approved cost for repair parts and materials to complete repair \$3,000.00
2. Contractor's shared liability amount to be subtracted (same amount as the non-reimbursable threshold) - \$1000.00 Note: the contractor must subtract the threshold prior to applying any approved mark-ups and fees
3. Total to be paid by GSA to the Contractor for the repair \$2000.00 plus any approved mark-ups and fees

The required completion date for reimbursable repairs shall be established when the CO or designee approves the work, as mutually agreed upon by the COR and the Contractor. The Contractor shall attempt to complete work as promptly as feasible.

Immediately upon identification of a reimbursable repair, the Contractor shall create a work order in the NCMMS and defer it by putting it in a "hold" status.

C.40.6 Approval of Work

When the Contractor determines that a repair is needed that exceeds the non-reimbursable repair threshold, the Contractor shall immediately notify the CO or designee. The CO or their designee shall issue an order to the Contractor before the Contractor may proceed with the repair. The Contractor may defer performance of the reimbursable repair by placing the corresponding work order into a "waiting for funding" status from the time a valid proposal is given to the CO or their designee until the time an order is given to the Contractor. The time during which the work order is thus deferred will not count against the Contractor in calculating timeliness. The CO or their designee may prohibit the use of subcontractors if the CO or their designee determines the Contractor is unnecessarily driving up the cost of the work and the Contractor's own employees have the skills necessary to perform the work.

C.40.7 Invoicing

The Contractor shall invoice the Government for completed reimbursable repairs authorized. The invoices shall not be submitted until the CO or his/her designee has accepted the work and such acceptance have been approved in writing.

If the Contractor directly purchased parts or components, copies of receipts shall be attached. Reimbursable repairs authorized by task order may be invoiced separately upon completion and acceptance of work.

C.40.8 Ordering Repairs from Outside Source

The Government reserves the right to order repairs from an outside source. If the repair is a reimbursable repair, the Government will inform the Contractor of the outside source's price, and deduct \$1000, or the outside source's price, whichever is less, from the Contractor's payments.

C.40.9 Force Majeure (Uncontrollable Events)

The Contractor shall not be responsible for deficiencies or breakdowns caused by vandalism, misuse by people other than Contractor employees, abuse by people other than Contractor employees, or acts of God including natural disasters unless the Contractor could have reasonably foreseen such events and prepared accordingly to prevent such deficiencies or breakdowns.

The work to repair such deficiencies or breakdowns will fall under the Additional Services provisions described in this document or the Government will have the work performed by other means at no cost to the Contractor.

C.40.10 Warranties

The Contractor shall contact installers or manufacturers, as appropriate, for work that is covered under a warranty and maintain records of warranty service. The Contractor shall avoid actions that would invalidate a warranty, unless authorized by the CO or designee. If an installer or manufacturer fails to comply with the terms of a warranty, the Contractor shall immediately notify the CO or designee.

C.40.11 Quality of Materials and Replacement Parts

Replacement components and materials shall be of similar or better quality than the components replaced, considering energy efficiency, operational characteristics, power quality, control and data acquisition, maintainability, and durability. The CO or their designee may require replacement of components with components from the same manufacturer to maintain consistency throughout the building. Materials and parts that are visible to building occupants shall be to building standard and maintain the same appearance as similar materials and parts in the occupied space. Components of control systems shall be replaced so as to maintain the tie-in to the control system with no degradation of data throughput, memory, point capacity, data acquisition, or programmability. Motors shall be replaced with premium efficiency motors as defined by the NEMA MG-1 standard or in compliance with Local utility guide demand-side management rebate guidelines old transformers shall be replaced with NEMA-rated class one efficiency transformers in accordance with the NEMA TP-1 standard. Replacement of variable frequency drives shall be conducted in accordance with recommendations found in NEMA Application Guide for AC Adjustable Speed Drive Systems. Energy Star-rated asset shall be installed where available and when there is no engineering or operational reason not to select an Energy Star product as determined by GSA.

C.41. SAFETY AND ENVIRONMENTAL MANAGEMENT

C.41.1 General

The Contractor shall use the safest and most environmentally friendly products and processes available. The Contractor shall be cognizant of and comply with all Federal, State, and Local laws and Regulations related to building management (permitting, inspection, testing and personnel safety; control of hazardous substances, certification) to include materials and associated systems used or removed in the performance of this contract. Contractor shall comply with all such requirements including record keeping. The Contractor shall comply with all Federal, State, and Local environmental and safety laws and regulations that relate to the maintenance and operation of asset and systems within the scope of this Contract. The Contractor will be responsible for any fines or penalties levied by any environmental or regulatory authority resulting from their action or inaction, (not actions or inactions from a third party (excluding contractor's subcontractors) or the government) and may be charged the cost as a performance deduction. Where applicable, the Contractor's maintenance, operations, materials and processes shall use sustainable green products where applicable, and processes including, but not limited to products containing recycled content, environmentally sustainable products and services, bio-based products, and products and services that minimize the use of energy, water, and other resources.

C.41.2 Scheduling and Recordkeeping

The Contractor shall maintain copies of all tests, certifications, permits and other required records, and provide copies to the CO and designee. In addition, all required safety and environmental tests; certifications, permits, and other procedures required in this document shall be scheduled in the NCMMS work order system and documented in the NCMMS.

C.41.3 Refrigerants

C.41.3.1 Control and Certification

The Contractor shall control refrigerants and maintain records in accordance with EPA, GSA, and air quality management district standards. The Contractor shall take appropriate immediate action and report leaks to the CO or designee.

The Contractor shall maintain and test refrigerant monitors and alarms and purge ventilation systems as part of the maintenance program. Testing shall use appropriate media to test sensors as well as alarm circuitry.

Refrigerant control logs shall be updated as required, and a copy sent to the CO or designee in the monthly progress report. The Contractor shall also maintain a set of logs onsite and make this set of logs available for Government inspection.

C.41.3.2 Certified Handlers

Contractor employees who come into contact with refrigerants in the course of their duties shall be certified to handle such refrigerants. If asset containing chlorofluorocarbon (CFC) or hydro chlorofluorocarbon (HCFC) refrigerants is removed from operation under this contract, the Contractor shall recover all refrigerant in the asset, seal it in appropriate storage containers, reclaim and reuse it as directed by the CO or designee, or dispose of it within EPA guidelines. In the event fines or penalties are levied by the EPA or an AQMD, the Contractor may be charged the actual cost assessed.

NOTE: The approved qualified HVAC mechanics are required to possess a universal certification under the EPA mandatory technician certification as required by **40 CFR Part 82, Subpart F**. All Training certifications for each HVAC technician required in section H and their current licenses or permits must be uploaded and maintained in the NCMMS for that person in their “People Record”

C.41.4 AIR QUALITY MANAGEMENT DISTRICT (AQMD) Operating Permits

The Contractor shall be familiar with the requirements of the Local Air Quality Management District (AQMD), and shall ensure operating permits for boilers; generators and other emissions-producing assets regulated by the district are up to date and have copies available to the CO or designee. In the event of fines or penalties levied by an AQMD, the Contractor may be charged the cost assessed.

C.41.5 Fuel Storage Tanks

The Contractor shall:

- a. Comply with all Federal, State, and Local requirements for the periodic inspection, monitoring, permitting, certification, registration, maintenance, personnel training and recordkeeping for underground and/or above ground storage tanks.

- b. Comply with any additional responsibilities required by the facility’s Spill Prevention, Control and Countermeasure (SPCC) Plan including, but not limited to inspections, training, and recordkeeping if the facility must comply with SPCC requirements. Contractor shall update the SPCC plan as required.
- c. Validate the asset list of all tank systems and assess tanks for compliance with current environmental design and installation standards at the commencement of the Contract.
- d. Notify the CO or their designee not later than the end of the Startup Transition Phase and record within the Existing Deficiency/Initial Inspection Deficiency list observed instances of non-compliance to include but not limited to required registration documentation and monitoring systems.
- e. Record the fuel levels monthly and report findings in Monthly Progress Report.
- f. Record monthly usage logs and follow all fuel unloading procedures.
- g. Contractor shall ensure that on-site personnel are trained and certified to the appropriate *level of Underground Storage Tank Operator training*.

C.41.5.1 Underground and Above Ground Storage Tanks

The Contractor is responsible for complying with all Federal, State, and local requirements for the periodic inspection, monitoring, permitting, certification and maintenance of underground storage tanks.

NOTE: The contractor shall comply with the GSA Order, PBS 1095.2, dated September 21, 2016 for Fuel Storage Tank Management for both above ground and underground fuel storage tanks.

C.41.5.2 Underground Storage Tanks

According to revisions to 40 CFR part 280 (<http://www.epa.gov/oust/fedlaws/proposedregs.html>) UST operators must be certified by state approved trainers by August 8, 2012. Each state has the authority to design its own training course and requirements may vary.

UST Operator Training is designed to ensure that UST operators operate their tank systems in a manner that is compliant with state and federal requirements, and that will prevent product releases that could endanger human health and/or the environment. State UST operator training requirements must follow EPA guidelines at a minimum. In the absence of state-designated training curricula, UST operators are not responsible for complying with the EPA training requirements.

North Carolina

General Information

Overview	As of March 1, 2012, Class A/ B operators (Primary Operators) are certified by passing a state-administered exam. The Class C operator (Emergency Response Operator) is not required to pass an exam; however he/she must be trained in the appropriate emergency response procedures.
Website	North Carolina UST Operator Training Program
Deadline	August 8, 2012 (same as federal deadline) After this date, all new Primary Operators must be trained within 30 days of assuming their responsibilities. Emergency Response

Operators must be trained before assuming their duties.

Certification Requirements

Class A/B	Primary Operators are trained during regular state UST compliance inspections and are required to take and pass an exam administered by the inspector. The UST inspector for the county where the facility is located will contact the facility owner to schedule the inspection.
Class C	Emergency Response Operators must be trained in appropriate emergency response procedures by a trained Primary Operator.
Renewal	If the Primary Operator does not pass the exam or the facility is not in compliance, then retraining at “Tank School” is required. The state will mail information regarding Tank School locations, dates, and times to the facility. There is no renewal requirement for Emergency Response Operators.

Documentation

Class A/B	The state will maintain Primary Operator training records.
Class C	A state form must be used to document that training was completed by the Emergency Response Operator(s). Click here to download this form. The form should be readily available for review by the UST inspector.
GSA Requirements	For GSA purposes, copies of exam results, course participation, and certificates (as applicable) for all UST operators should be maintained onsite and available electronically to facility and property managers.

Recommended Steps to Compliance

- Formally designate (in writing) Class A, Class B, and Class C operators for each UST system.
- Complete state-authorized training courses. Where state rules have not been established, check with the state agency on a routine basis to determine if training requirements have been finalized.
- Work with the Contracting Officer’s Technical Representative (COTR) to advise contractors of the UST operator training requirements. Property managers/COTRs should obtain written acknowledgement from contractors stating that they are aware of the requirements, concur with the designation of their personnel as operators, and have a plan to ensure that contract personnel will be trained to the appropriate operator level and that refresher training will take place as required.
- Check with the state agency periodically to determine if training requirements have changed. If they have, complete the updated state-authorized training course as applicable.
- Review facility records to ensure that Class A, B, and C operator designations are current for each building.
- Complete refresher training as required by the state.

Consult your Regional Environmental Office for assistance.

Who Needs to be Trained

Each underground storage tank facility must have a Class A, Class B, and Class C operator designated for that facility. Separate individuals may be designated for each class of operator, or

an individual may be designated to more than one of the operator classes. An individual who is designated to more than one operator class must be trained in each operator class for which he or she is designated. Class A or Class B operators will be responsible for making sure their Class C operators are properly trained.

The general description for each class of operator is as follows:

Class A Operator

Person having primary responsibility for on-site operation and maintenance of UST system. Class A operator typically manages resources and personnel, such as establishing work assignments, to achieve and maintain compliance with regulatory requirements.

Class B Operator

Person having daily on-site responsibility for the operation and maintenance of UST system. Class B operator typically implements in the field aspects of operation, maintenance, and associated recordkeeping for an UST system.

Class C Operator

Daily, on-site employees having primary responsibility for addressing emergencies presented by a spill or release from an UST system. Class C operator typically controls or monitors dispensing or sale of regulated substances.

C.41.5.3 Above Ground Storage Tanks

All aboveground storage tanks (ASTs) shall be maintained in accordance with all applicable codes and regulations including 40 CFR 112 Oil Pollution Prevention. The contractor shall conduct and document periodic inspections (i.e. monthly, third party, etc.).

The contractor shall operate, test and maintain all AST's in accordance with Appendix B: PBS Desk Guide for Fuel Storage Tank Management (Companion to GSA Order PBS 1095.2) which is contained as an appendix to the PBS 1095.2.

The contractor shall document all monthly AST inspections and submit findings in the monthly progress reports. The inspection should look for signs of leaks, stress fractures, stressed vegetation, and visible water in the secondary containment area.

C.41.6 Solid Waste Audit (RESERVED)

C.41.7 Polychlorinated Biphenyl (PCB) Control

The Contractor shall inspect all transformers containing polychlorinated biphenyls (PCBs) and maintain records of such inspections in accordance with State, Local, and EPA regulations. The CO or their designee shall be notified immediately if any such asset is found to contain PCBs, or suspected to contain PCBs. asset verified to contain PCBs, except lighting ballasts, shall be labeled as containing PCBs. Any transformer leaks of PCBs shall be reported immediately to the CO or designee. The Contractor shall inspect all leaks in accordance with State, Local, and EPA regulations. The Contractor shall properly dispose of caulk that contains PCBs. The Contractor shall take immediate action to contain all leaks. There may be light ballasts containing PCBs in the buildings covered by this Contract. Replacement and proper disposal of all burned-out ballasts, including PCB ballasts, shall be the responsibility of the Contractor. Fluorescent lamps, batteries, and other items in any quantity subject to the Universal Waste Rules for Hazardous Waste Management and disposal shall be recycled or disposed of properly.

C.41.8 Facility Hazards

The Contractor shall assist in identifying facility health and safety hazards and report all hazards in writing to the CO or their designee on GSA Form 3614, GSA Notice of Unsafe/Unhealthy Workplace Conditions. The Contractor shall take immediate action to control hazards that present an imminent danger. A written plan shall be submitted within 30 days prior to contract services start date.

C.41.8.1 Hazardous Waste

The Contractor shall be cognizant of, and comply with, all Federal, State, and local laws and regulations related to the disposal (landfill, sewer discharge, etc.) of hazardous waste and materials used or removed in the performance of the contract or discharged by the building, and shall comply with all such requirements, including record keeping requirements.

Fluorescent lamps, batteries, and other items in any quantity subject to the Universal Waste rules for hazardous waste management and disposal shall be recycled or disposed of properly.

All fluorescent lamps will be recycled. For purposes of this contract, lamp, also referred to as “universal waste lamp,” is defined as the bulb or tube portion of an electric lighting device. Examples of common universal waste electric lamps include, but are not limited to, fluorescent, including compact fluorescent lights, green tip style lamps/bulbs, high intensity, discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.

C.41.9 Workplace Safety

The Contractor shall develop a site-specific occupational safety and health program specifically addressing applicable components of 29 CFR 1910 and 29 CFR 1926. The safety and health program shall be submitted to the CO or their designee for review and approval 30 calendar days after contract award date. By approving the program, GSA assumes no responsibility for the Contractor’s occupational safety and health program.

C.41.10 Electrical Safety

The Contractor shall comply with National Fire Protection Association (NFPA) 70: National Electrical Code and NFPA 70E: Standard for Electrical Safety in the Workplace, when working on or around electrical asset or systems or switchgear asset. The Contractor shall ensure that any and all areas restricted to qualified personnel are secured and properly labeled. The contract shall report deficiencies within 30 days after contract services start date.

C.41.11 Fall Protection

The Contractor shall develop specific fall protection procedures for work on roofs, equipment, and other areas at elevation. The Contractor shall ensure fall protection equipment is provided to their employees and that employees are adequately trained.

C.41.12 Powered Platforms

The contractor shall inspect, test, and maintain all permanently installed powered platforms in accordance with 29 CFR 1910.66, and provide copies of such certifications to the CO or designee.

C.41.13 Lockout/Tagout

The Contractor shall develop a lockout/tag out program in accordance with 29 CFR 1910.147. Lockout/Tagout log and entries must be recorded in the Lockout/Tagout section of the NCMMS. The program shall include all anticipated energy sources, including but not limited to, electric City, steam, pressurized fluids, and mechanical energy. The Contractor shall communicate the

Lockout/Tagout program to all other affected Contractors. Contractor shall record all identified confined spaces in the NCMMS as hazards.

C.41.14 Confined Spaces

The Contractor shall identify and label all confined spaces in accordance with OSHA requirements.

The Contractor shall develop a confined space entry permit system for all permit-required confined spaces within 30 calendar days of contract service start date.

Contractor shall record all identified confined spaces in the NCMMS as hazards.

C.41.15 Asbestos Management

The Contractor shall be expected to occasionally perform Class III and Class IV asbestos work as defined in 29 CFR 1926.1101. The Contractor shall be prepared to deal with asbestos on a small-scale, short-duration basis to effect emergency repairs and to clean up small spills. The Contractor shall protect building tenants, visitors, and employees from asbestos exposure. The Contractor shall comply with applicable OSHA regulations and all applicable Federal, State, and Local asbestos regulations. The Contractor shall immediately become familiar with, comply with, and recommend any appropriate changes to the Government Asbestos Management Plan for the building. If the Contractor must disturb materials the suspects may contain ACM, the Contractor must immediately report the condition to the CO or designee. Contractor personnel who perform the abovementioned work shall have been appropriately trained in accordance with 40 CFR Part 763.

In the event of ACM fiber release (episode <3 sq ft/3 linear ft), procedures outlined in M-29 of the NIBS manual shall be followed. Fiber release episodes exceeding the above level shall be considered a Major Episode Release and appropriate Emergency Response Procedure shall be followed per NIBS manual and EPA Green Book. ACM abatement >3 sq ft/3 linear ft shall be performed by a licensed ACM abatement contractor and approved by GSA.

ACM warning labels for ACM and non-ACM shall be affixed to all accessible thermal system and other known and unknown ACM per 40 CFR part 763.121 (k) (iii).

Works Practices for O&M Contractor for any and all ACM work shall conform to all applicable Federal EPA, OSHA, and DOT Regulations and Standards and State and Local guidelines and laws (see references pages for applicable Asbestos Regulations) for the level of work being conducted and Best Management Practices expected on a daily basis. All ACM issues and work will be reviewed and approved by GSA prior to the work being conducted and final clearance given for post work closeout.

The contractor shall ensure that all his/her mechanical employees have received initial worker training and refresher O&M workplace asbestos training. The contractor must provide proof of the completed training no later than 90 calendar days after contract services start date.

The following building(s) contain Asbestos Containing Materials (ACM's):

Location	Yes/No
(1) Veach-Baley FB (NC0002AE)	No
(2) Asheville FBCH (NC0005AE)	Yes

(3) Hiram H. Ward FBCH (NC0113ZZ)	Yes
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C.41.16 Hazardous Materials

C.41.16.1 Safety Data Sheets (SDS)

The Contractor shall make material safety data sheets (SDS) available to their employees in accordance with 29 CFR 1910.1200. SDS shall also be made available to the CO or their designee on request. The Contractor shall prepare and submit a hazardous materials inventory. The inventory shall itemize all hazardous materials by specific type as sold with individual SDS and include information pertaining to approximate quantities of each type and exact locations where hazardous materials are to be stored on the premises.

NOTE: No chemicals shall be brought on premise without first submitting the SDS sheets to the COR for approval.

C.41.16.2 Disposition of Hazardous Waste

Hazardous Wastes not subject to the Universal Wastes Rule shall be managed in accordance with 40 CFR 260. Universal Wastes (fluorescent lamps, certain batteries and pesticides) in any quantity subject to the Universal Waste Rules shall be recycled or disposed of as Hazardous Waste. Preference is given to recycling of intact items.

C.41.16.3 Environmental Report

The Contractor shall provide all necessary information required in this Section to comply with environmental and green purchasing reporting requirements, and agency sustainability goals in this specification. The Contractor shall submit to the CO or their designee the following reports. The Contractor shall submit information on green purchasing practices specific to the performance of this contract. Records showing the monthly cost of green cleaning products and materials purchased shall be provided to the USDA and the CO or their designee by the Contractor so that this report can be submitted by the CO or their designee as required by the Resource Conservation and Recovery Act (RCRA), USDA, and EO 13514. The Contractor shall use products that meet the product standards for categories listed in Section C.41.16.4 ‘Key Sustainable Product (KSP) Standards’. For those items that are not listed as KSPs, the Contractor shall select from products from the EPA-designated (e.g. Comprehensive Procurement Guidelines [CPG]) and USDA designated in the BioPreferred Program (visit <http://www.biopreferred.gov/>), and all other factors (such as price, performance, and availability) being equal, the Contractor shall select the CPG item. For other purchases, unless the Contractor receives an exemption from the Contracting Officer or their designee, the Contractor shall select USDA designated in the BioPreferred Program (visit <http://www.biopreferred.gov/>), products over products with other sustainable attributes. Products designated under Federal sustainable product programs – USDA BioPreferred, EPA CPG, EPA Design for the Environment, and Department of Energy's EnergyStar and FEMP - can be found on www.sftool.gov. Sustainable products designated under third-party programs include but are not limited to Green Seal, EcoLogo, and Environmental Choice. Examples of green cleaning products that are available with environmental designations are found in Section J.18. This list is not all inclusive. For those categories of product not recognized by one of the aforementioned standard's, preference shall be given to products meeting the California Code of Regulations maximum allowable Volatile Organic Compounds (VOC) levels for the appropriate cleaning product category(California Air Resource Board/California Code of Regulations (CCR), Title 17 CCR Section 94509 – (Topic cited; Standards for consumer products at www.calregs.com).

C.41.16.4 Key Sustainable Product (KSP) Standards

Use of the KSP standards is mandatory for all contracts and task orders. The KSP’s in this section are also located at (<https://sftool.gov/green-products/0>). The Contractor shall specify the brand name and product that shall be used to meet each applicable KSP standard. The Contractor shall provide the required data submittals to the CO or their designee prior to the start of each contract year. The CO’s designee shall verify that the products submitted are compliant with these KSPs. The Contractor shall use standards listed in the Green Procurement Compilation <https://sftool.gov/greenprocurement> for other products not listed below.

Nylon Carpet	Standard: 10% post-consumer recovered content, NSF 140 Gold level
Interior Paint	Standard: ≤ 50 g/L VOCs, including colorants added at the point of sale (SCAQMD Rule 1113 standard)
Gypsum Board	Standard: Greenguard Gold certification <i>or</i> 0 g/L VOCs, ≥ 80% recycled content
Acoustical Ceiling Tiles	Standard: California Section 01350 standard for low-VOC materials, total recycled content ≥ 20%, recyclable in a closed loop process, USDA Certified BioPreferred; and Environmental Product Declaration (EPD)
Concrete (Ready-Mix and Site-Mix)	Standard: Recycled content in the form of; ≥ 25% fly ash or ≥ 15% ground granulated blast-furnace (GGBF) slag

C.41.16.5 Exemptions

Exemptions are required when construction products that meet the requirements above are (1) not reasonably available within a reasonable period of time; (2) fail to meet the performance standards set forth in the specification or fail to meet the reasonable performance standards of GSA; or (3) are available only at an unreasonable price, only then can the custodial Contractor use other types of products. In these cases the Contractor shall request an exemption from the CO or their designee. In all cases the Contractor shall use, to the extent possible, the safest and most environmentally friendly products.

C.41.16.6 Proof of Compliance

The Contractor must, at all times during the performance of this contract, maintain a cut sheet or other documentation of compliance with product purchasing activities as stated within this specification. For each Key Sustainable Product used in the performance of this contract, the Contractor shall submit proof of compliance to the CO or his designee prior to the start of each

contract year. The Contractor shall provide copies of such documentation to the CO or their designee as required or upon request.

C.41.16.7 Recycled Content Product Purchase Annual Reporting

The Contractor shall provide reports, estimating the percentage of total recovered material used in Contract performance, including, if applicable, the percentage of post-consumer material content, to the CO or their designee in compliance with the Contractor schedule.

C.41.16.8 Bio-Based Products

For categories of items that are EPA-designated (e.g. Comprehensive Procurement Guidelines [CPG]) and USDA designated in the BioPreferred Program (visit <http://www.biopreferred.gov/>), and all other factors (such as price, performance, and availability) being equal, the contractor shall selected the CPG item. For other purchases, unless the contractor receives an exemption from the Contracting Officer, the contractor shall select USDA designated products over products with other sustainable attributes. Bio-based: The Contractor shall provide a list of USDA-designated bio-based products purchased October 1-September 30, during the previous fiscal year. Information will include the types and dollars spent on these products. The Contractor shall submit the report in accordance with Federal Acquisition Regulation (FAR) Clause 52.223-2 no later than October 31 of each year during contract performance and at the end of contract performance. The reports shall be submitted to the <https://www.sam.gov/>.

C.41.17 Boiler/Pressure Vessel Operation and Inspection Standards

C.41.17.1 Boiler Operation and Inspections

Boiler operation and inspections shall be in accordance with applicable codes and regulations including but not limited to:

- a. ASME Boiler and Pressure Vessel Code.
- b. National Board Inspection Code.
- c. Environmental Protection Agency and local AQMD requirements.
- d. ASME CSD-1, Control & Safety Devices for Automatically Fired Boilers.
- e. NFPA 85, Boiler and Combustible Systems Hazards Code.

C.41.17.2 Inspections and Tests

Annual boiler inspections shall include internal and external (operating) inspections and tests described in Chapter 2, Inspection of Boiler and Pressure Vessels, of NBIC. **Boilers shall be inspected at a minimum of annually.** The Contractor shall require the inspector to complete GSA Form 349 (Inspection Report of Boiler) or an equivalent approved form for each boiler inspected. The Contractor shall have unfired pressure vessels with design operating pressure in excess of 60 pounds per square inch (psi) and a capacity in excess of 15 gallons inspected annually. The Contractor shall complete GSA Form 350 (Inspection Report of Unfired Pressure Vessels) or an equivalent approved form for each unfired pressure vessel inspected. A GSA Form 1034 (Certificate of Inspection) or an equivalent approved form shall be completed and posted on or near the asset. Inspections shall be made by inspectors certified by the National Board of Boiler and Pressure Vessel Inspectors, who shall be employed by an independent firm specializing in boiler and unfired pressure vessel inspections.

The contractor shall provide a copy of the inspection report and certificates as part of his/her monthly submittal. In addition the contractor shall post a copy of the certificate in a professional manner on a wall as close as feasibly possible to the device(s).

C.41.17.3 Backflow Prevention Devices

The Contractor shall maintain all existing backflow prevention devices and certify them as prescribed by Federal, State, and Local laws, ordinances, and regulations. If no Local requirement exists, a certified inspector shall inspect all existing backflow prevention devices on an annual basis, record the inspection as a work order in the NCMMS and provide certification of proper operation to the CO or designee. While the Government will generally pass on to the Contractor backflow testing notices received from Local water districts or other Local authorities, the Contractor is responsible for timely completion and submission of such test results regardless of receipt of such notices. In addition to other requirements, backflow prevention devices used on water-based fire suppression systems shall be inspected, tested, and maintained in accordance with NFPA 25.

The contractor shall provide a copy of the inspection report and certificates as part of his/her monthly submittal. In addition the contractor shall post a copy of the certificate in a professional manner on a wall as close as feasibly possible to the device(s).

C.41.17.4 Potable Water Systems

The Contractor shall comply with The Safe Drinking Water Act, PL 99-339, as amended, and the Environmental Protection Agency Safe Drinking Water regulations (40 CFR 141.43, Sections A and D), which address the quantity of lead allowable in new installations or repairs to existing drinking water systems and or plumbing. Potable water systems that are repaired, modified, serviced, or breached in any way shall be disinfected and flushed as needed prior to returning the system to service. Contractor is required to comply with all Federal, State, and Local codes in the operation, treatment, and testing of potable water systems.

C.41.18 Labeling and Signage

The Contractor shall maintain the labeling of existing assets, pipes, storage areas, containers, confined space, and workspaces as well as associated signage, in accordance with OSHA standards to ensure labels are visible and not obliterated. Any assets, pipes, etc., newly installed by the Contractor require labeling and signage per OSHA standards shall be labeled immediately upon completion of the installation and maintained throughout the contract period.

C.41.19 Roof Anchorage Points

The Contractor shall provide for an annual inspection of designated roof anchorage points by qualified personnel. Anchorages shall be inspected in accordance with the anchor manufacturer's requirements and additional requirements contained in the installation certification. Copies of the inspection reports shall be provided to the CO or designee. If an area of suspicion is identified, the anchorage shall be tagged "out of service" and immediately reported to the CO or designee. ANSI/IWCA I-14 may be consulted for further guidance.

C.42. FIRE PROTECTION AND LIFE SAFETY ASSETS AND SYSTEMS

C.42.1 General

Each of the requirements listed below shall apply to all of the paragraphs in Section C.42:

- a. The Contractor is responsible to utilize the latest edition of the applicable NFPA code or standard, in effect at the time of contract award, throughout the term of the contract.
- b. The Contractor shall ensure all fire protection and life safety systems and assets are kept operational at all times, except while being tested or repaired.

- c. The Contractor shall ensure all maintenance and preplanned impairments of the fire protection and life safety systems and assets have been authorized and approved by the CO or their designee prior to the Contractor performing any work.
- d. The Contractor shall utilize technicians that meet the applicable requirements in Section H.15.3.
- e. The Government reserves the rights to have the Contractor remove any employee that poses a threat to the health, safety, or security of the building occupants.
- f. The Government reserves the rights to conduct any test or inspection it deems necessary to ensure all contract performance requirements are being met.
- g. The Contractor shall comply with all appropriate safety code requirements. If the Contractor encounters an asset that is in a condition that may endanger life or property, the Contractor shall immediately notify the CO or their designee of the condition requiring immediate action. Within 24 hours following the notification of the CO, the Contractor shall provide to the CO or their designee a written report of the hazardous condition and recommended corrective action.
- h. The Contractor is responsible for meeting the inspection and testing frequencies, test methods, and documentation requirement for each fire protection and life safety system referenced in the applicable NFPA code or standard.
- i. The Contractor is responsible for providing all tools, supplies, and equipment necessary to properly perform inspections, tests, and maintenance of the fire protection and life safety assets and systems in accordance with applicable NFPA code or standard.
- j. The Contractor shall be responsible to leave areas where they perform work neat, clean, and orderly.
- k. The Contractor shall document all inspections, test results, and maintenance performed on the suggested inspection, testing, and maintenance forms referenced in the applicable NFPA code or standard. These completed forms shall be included with the Contractor's Monthly Progress Report.
- l. Testing and repairs to Fire Life Safety systems requires NICET certifications however, operating any Fire Life Safety System does not require NICET certification (i.e. enabling/disabling points, silencing alarms, resetting panels, isolating sprinkler valves, etc..

Any deficiency identified by the Contractor during a required inspection shall be entered into NCMMS as a work order; evidence of correcting such deficiency, unless funding is not available, shall be provided with the subsequent Contractor's Monthly Progress Report after correction action is completed.

C.42.2 Fire Alarm System Services

The Contractor shall perform all services required to maintain the Fire Alarm System including, but not limited to, the performance, inspection, testing, and preventive maintenance or repair of a variety of fire alarm and notification systems, assets and components such as manual alarm devices, smoke and heat detectors, tamper switches, pressure switches, water flow switches, remote and graphic annunciations, main fire alarm panel and components, voice alarm systems, speakers, horns, and other audible and visual devices, wiring circuits and junctions, supervising station alarm system transmission assets, emergency power supplies and all other ancillary devices that operate related assets (e.g., HVAC shutdown, dampers, elevator recall, door closing devices and door unlocking devices). The Contractor must provide and maintain a UL-listed central station monitoring service to monitor all fire alarm transmitters and related equipment.

All fire alarm system inspections, tests, maintenance, and repairs performed under this contract shall comply with the NFPA 72, National Fire Alarm and Signaling Code.

Fire alarm system testing, maintenance and repair shall be performed during normal business hours when it does not interfere with building operations. When such testing, maintenance or repair will interfere with building operations; it shall be performed after normal business hours without additional costs to the government, unless approved by the CO. The Contractor shall provide a fire watch in areas left unprotected or if the system is out of service for more than 4-hours in a 24 hour timeframe. The fire watch shall remain in place until the fire alarm system is completely restored during the performance of routine service and testing procedures. If the system cannot be restored through no fault of the Contractor's, a fire watch shall be provided until the system is restored, the fire watch may be subject to the Additional Services provisions of this contract as determined by the CO.

The Contractor shall carefully schedule with the property manager and CO or their designee all non-emergency shutdowns of the fire alarm system and that back up protection be provided by the Contractor (e.g., arrangement of additional personnel stationed in the areas affected and at the fire alarm system control panel) any time that the fire alarm system is out of service for more than 4 hours. The affected portion of the system shall be tested to ensure that the protection has been properly restored.

In no case shall the fire alarm system be left in a disabled condition without notifying the CO or their designee and providing a fire watch.

C.42.3 Fire Alarm System Testing

Fire alarm testing, with the exception of Audio Visual devices, HVAC shutdown, and Elevator Recall, shall be permitted to be performed during normal working hours. Elevator recall and HVAC shut down **may** be conducted during hours if coordinated and approved by CO or his/her designee. The contractor shall schedule testing of audio visual devices, HVAC shutdown, and elevator recall for after hours. The contractor shall coordinate with GSA property management and FPS/USMS before performing any test that allows perimeter doors to be released. Once door release functionality has been tested satisfactory the door bypass can be activated for the remainder of the testing period. The contractor shall provide GSA a minimum of 2 week notice when access to tenant space is required both during and after hours to facilitate ample notice and access coordination with building occupants. **Testing of devices in the elevator shafts, pits, and hoist ways shall be coordinated with the elevator contractor. All costs associated with testing involving the elevator contractor shall be the responsibility of the O&M contractor.** Testing of the interconnected building functions, including, but not limited to all handler shutdown, damper control, elevator recall, egress door unlocking, etc., shall be performed during hours the interconnected asset is active. The testing of the fire alarm system shall not be considered complete without the testing and verifying the performance of interconnected assets. Contractor shall provide a fire watch in areas left unprotected or if the system is out of service for more than 4-hours in a 24-hour, until the fire alarm system is completely restored during the performance of routine service and testing procedures. If the system cannot be restored through no fault of the Contractor's, a fire watch still shall be provided until the system is restored, however, the Contractor may seek reimbursement for the fire watch with the CO or their designee.

C.42.4 Fire Alarm System Maintenance

The Contractor shall ensure that the fire alarm system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager all non-emergency shutdowns of the fire alarm system and that back up protection be provided by the Contractor (arrangement of additional personnel stationed in the areas affected and at the fire alarm system control panel) any time that the fire alarm system is out of service. In addition, regardless of the duration of the shutdown, the affected portion of the system shall be tested to ensure that the protection has been restored.

C.42.5 Fire Alarm System Central Station Monitoring

The Contractor shall provide and maintain a UL-listed central station monitoring service to monitor all fire alarm transmitters and related asset in accordance with the latest revisions of NFPA 72. The Contractor shall ensure all fire alarm systems are connected to the monitoring service. During any period when the central station monitoring is not operational, the Contractor shall maintain a fire watch.

C.42.6 Water-Based Fire Suppression Systems

Services consist of, but are not limited to; the performance , inspection, testing, and preventive maintenance or repair services of all mechanical devices, including valves, sprinklers, couplings, piping, hose connections, water motor gongs and alerting devices, tamper switches, pressure switches, water flow switches, standpipes, backflow preventers, private fire service mains, water storage tanks, fire pumps, and test headers.

All water-based fire extinguishing system inspections, tests, maintenance, and repairs performed under this contract shall comply with the NFPA 25, Inspection, Testing, and Maintenance of Water-Based Fire Extinguishing Systems.

Water-based fire suppression system testing, maintenance and repair shall be performed during normal business hours when it does not interfere with building operations. When such testing, maintenance or repair will interfere with building operations; it shall be performed after normal business hours without additional costs to the government, unless approved otherwise by the CO or designee. The Contractor shall provide a fire watch in areas left unprotected or if the system is out of service for more than 4-hours in a 24 hour period. The fire watch shall remain in place until the water-based fire suppression system is completely restored to service during the performance of any routine service and testing procedures.

It is essential that the Contractor carefully schedule with the property manager and CO or their designee all non-emergency shutdowns of the sprinkler system and that back up protection be provided by the Contractor any time the sprinkler system is out of service for more than 4 hours. The affected portion of the system shall be tested to ensure that the protection has been properly restored.

In no case shall any water based fire suppression system be left in a disabled condition without notifying the CO or their designee and providing a fire watch.

C.42.6.1 Corrosion Inspection for Fire Suppression Sprinkler Piping (Wet and Dry)

During the base year of the contract, the contractor shall evaluate a minimum of three floors of Wet sprinkler branch line piping for signs of obstruction, to include but not limited to, MIC (Microbiologically Influenced Corrosion), zebra mussels, inorganic material such as rust and Scale, or other foreign matter (i.e. work gloves, weld coupons, welding rods, etc.). When investigating the branch lines it's not necessary to check all the piping rather a sample of the

Piping such as valves, couplings, tees, flow switches, sprinkler heads, or end caps. The contractor shall utilize a qualified sprinkler company trained and certified in obstruction testing to accomplish this requirement. The contractor shall conduct obstruction test on all dry pipe Systems. Results from these tests shall be forwarded to the CO and Contracting Officer Representative. These reports will be evaluated by the Regional Fire Protection Engineer to determine if any further evaluation is required. Any further evaluation shall be funded by GSA under the additional services provision contained within the contract. All such testing shall be performed after hours.

C.42.7 Fire Doors and Other Opening Protective

The Contractor shall perform all services required to maintain Fire Doors and Other Opening Protective Systems including but not limited to the inspection, testing, and maintenance of all fire-rated door assemblies. All fire-rated door assemblies' inspections, tests, and maintenance performed under this contract shall comply with the NFPA 80, Standard for Fire Doors and Other Opening Protectives. Please note that the inspection of fire-rated door assemblies shall also meet the requirements in NFPA 101, Life Safety Code.

C.42.8 Fire and Combination Fire/Smoke Dampers

The Contractor shall perform, during the Base Period, all services required to maintain Fire and Combination Fire/Smoke Dampers including but not limited to the inspection, testing, and maintenance of all fire dampers, radiation dampers, and combination fire/smoke dampers. All fire damper, radiation damper, and combination fire/smoke damper inspections, tests, and maintenance performed under this contract shall comply with the NFPA 80, Standard for Fire Doors and Other Opening Protectives. Please note that maintenance of combination fire/smoke dampers shall also meet the requirements contained in NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives.

C.42.9 Smoke Doors and Other Opening Protective

The Contractor shall perform all services required to maintain Fire Doors and Other Opening Protective Systems including but not limited to the inspection, testing, and maintenance of all smoke door assemblies. All smoke door assemblies inspections, tests, and maintenance performed under this contract shall comply with the NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives.

C.42.10 Smoke Dampers

The Contractor shall perform all services required to maintain Smoke Dampers including but not limited to, the inspection, testing, and preventive maintenance of all smoke dampers. All smoke damper inspections, tests, maintenance, and repairs performed under this contract shall comply with the NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives.

C.42.11 Portable Fire Extinguishers

The Contractor shall perform all services required to maintain Portable Fire Extinguishers including but not limited to the inspection, testing, and preventive maintenance of all portable fire extinguishers. All portable fire extinguisher inspections, tests, and maintenance performed under this contract shall comply with the NFPA 10, Standard for Portable Fire Extinguishers.

The contractor shall NOT be responsible for performing multiple year PM actions such as 6 YR maintenance or 12 year hydrostatic testing until the actual calendar year the extinguisher is due for the maintenance.

C.42.12 Non-Water-Based Fire Extinguishing Systems

The Contractor shall perform all services required to maintain Non-Water-Based Fire Extinguishing Systems including but not limited to the inspection, testing, and preventive maintenance of the following types of non-water-based fire extinguishing systems:

- a. Carbon dioxide extinguishing systems, NFPA 12, Standard on Carbon Dioxide Extinguishing Systems.
- b. Halogenated extinguishing systems, NFPA 12A, Standard on Halon 1301 Fire Extinguishing Systems.
- c. Dry chemical extinguishing systems, NFPA 17, Standard for Dry Chemical Extinguishing Systems.
- d. Wet chemical extinguishing systems, NFPA 17A, Standard for Wet Chemical Extinguishing Systems.
- e. Fire extinguishing systems, NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- f. Clean agent fire extinguishing systems, NFPA 2001, Standard for Clean Agent Fire Extinguishing Systems.

C.42.13 Smoke Control Systems

The Contractor shall perform all services required to maintain Smoke Control Systems including but not limited to the inspection, testing, and preventive maintenance of smoke control systems. All smoke control system inspections, tests, maintenance, and repairs performed under this contract shall comply with the NFPA 92, Standard for Smoke Control Systems.

C.42.14 Emergency and Standby Power Systems

The Contractor shall perform all services required to maintain Emergency and Standby Power Systems including but not limited to the inspection, testing, preventive maintenance, and exercising of assets per the manufacturer's recommendations for the following types of emergency and standby power systems:

- a. Emergency power supply systems, NFPA 110, Standard for Emergency and Standby Power Systems.
- b. Stored electrical energy emergency and standby power systems, NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems.

It shall be permissible for the contractor to perform monthly Generator and transfer switch testing provided that the contractor has been trained by an authorized Generator OEM technician/company, a written procedure is developed that complies with NFPA, and the training is documented and annual refresher training is conducted.

C.42.15 Emergency Lighting Systems and Exit Signage

The Contractor shall perform all services required to maintain Emergency Lighting Systems and Exit Signage including but not limited to the inspection, testing, and preventive maintenance of emergency lighting systems, emergency lighting asset, and exit signage. All emergency lighting systems, emergency lighting asset, and exit signage inspections, tests, maintenance, and repairs performed under this contract shall comply with the NFPA 101, Life Safety Code.

C.43. MAINTENANCE AND REPAIR OF VERTICAL TRANSPORTATION SYSTEMS (RESERVED)

C.44. SUBMITTALS CHART (CONTRACTOR DELIVERABLES)

DELIVERABLE	REF	DELIVERABLE DUE	DUE DATE	REC'D
Existing Deficiency Inspection/Initial Deficiency List	C.4.1 C.4.2	Inspection within five (5) calendar days after contract services start date and completed within fourteen (14) calendar days Report due not later than 60 days after award of the Contract.		
Startup/Transition Phase including staffing plan, etc.	C.5.1	Within 30 calendar days of transition startup services prior to the contract services start date. Provide weekly report describing work accomplished		
Start-up Phase Schedule	C.5.2	Within the 15 calendar days of the startup phase		
Phase out transition.	C.6	On the last performance day of the Contract, Contractor must turn over keys and identification badges or cards.		
List of key personnel and emergency contact information, which may include subcontractor contacts as applicable.	C.8.1	The Contractor must develop and submit to the CO within 15 calendar days prior to services start date.		
Quality Control Program.	C.8.6	Develop and submit for approval 15 calendar days after contract services start date.		
Building Operating Plan.	C.9.1	Revise and submit for approval, 90 calendar days after contract services start date.		
Asset List update.	C.10	Start date of the first option year and <u>annually thereafter.</u>		
Monthly Progress Reports.	C.11	On a monthly basis, not later		

		than the tenth (10 th) working day of the subsequent month.		
Progress Review Meetings	C.12	Monthly for three months then quarterly thereafter		
Establish Reference Library	C.15	Ongoing		
Review of design and construction documents.	C.16	Review as requested		
Provide Building Management Support Services	C.17	Assist as requested		
Inspect Space Build outs	C.18	As required		
Emergency Shutdown Checklist	C.19	Posted in Mechanical / Electrical rooms		
Labeling Electrical Circuits	C.20	Ensure added or modified circuits are labeled.		
Emergency Operating Plan	C.21.4	Develop and submit for approval, 15 calendar days after contract services start date.		
Energy and Water Efficiency	C.21.6	Operational Performance Targets Monthly Energy and Water Efficiency Use Plan, Annual Energy and Water Efficiency Use Plan		
Contact After Normal Working Hours	C.21.7	Within 15 calendar days <u>prior to contract services start date.</u>		
Emergency service request or callback after hours.	C.23.3	Respond to emergency service requests and after hour callbacks within 1 hour		
Urgent service request	C.23.4	Respond to urgent service requests within 1 hour		
Routine service request - response extension request.	C.23.5	Respond promptly (within 1 hour) to routine work requests and complete the required work within 24 hours of notification		

Preventive maintenance program and schedule.	C.35.1	GSA will provided the current preventive schedule (PM) schedule Provide monthly report which indicates the number of PM actions scheduled and completed		
Minimum maintenance standards	C.35.2	Infrared Survey conducted every three years Eddy Current Testing on chillers performed in the base year only Chillers – Maintenance performed annually		
Initial report and development of water treatment program.	C.36.3	Initial water treatment analysis (laboratory analysis) within 30 calendar days of contract service start date. Water treatment plan within fifteen (15) calendar days after initial water analysis.		
Corrosion Monitoring	C.36.5	Performed quarterly for major systems (e.g., primary building condenser and chilled water loops, as opposed to specialized systems serving limited areas), Annually for other systems.		
Monthly water treatment testing or makeup water chemical tracking.	C.36.6	Tenth (10 th) of the month within the monthly progress report.		
Periodic oil and diesel fuel analysis	C.37.1 C.37.3 C.37.4	Annual - Next monthly progress report.		
Lamps and ballasts containing mercury record	C.38	Report in accordance with Universal Waste Guidelines		
Painting Mechanical	C.39.4	Machinery spaces, shops and storerooms shall cleaned and painted as necessary		
Elevator Communication and	C.39.8.1	The Contractor is responsible for		

Alarm Test		testing the elevator phones and alarm tests at least once a week where there are 7 elevator units or less in the building.		
Repairs using subcontractors.	C.40	Must provide justification for subcontract need in advance.		
Warranties not honored by manufacturer.	C.40.10	Contractor must immediately notify CO if an installer or manufacturer fails to comply with the terms of a warranty.		
Scheduling and record keeping of permits, personnel safety, control of hazardous substances, certifications, and records	C.41.2	All required safety and environmental tests; certifications, permits, and other procedures documented in the NCMMS		
Refrigerant control and certification log.	C.41.3	Refrigerant control logs must be as required.		
AQMD operating permits.	C.41.4	Copies made available immediately upon request.		
Polychlorinated biphenyl (PCB) control transformer leaks.	C.41.7	Immediate notification.		
Facility Hazards (Safety & Health Program Details)	C.41.8	Written plan submitted within 30 days prior to contract services start date.		
Workplace safety plan.	C.41.9	A safety and health plan submitted for review and approval within 30 days after award date.		
Electrical safety	C.41.10	Deficiencies reported within 30 days after contract services start date.		
Confined space entry permit system.	C.41.14	The Contractor must develop a confined space entry permit system for all permit-required confined spaces within 30 calendar days of the Contract services start date.		

Asbestos Management and Awareness Training certification	C.41.15 H.13	The contractor must provide proof of the completed training no later than 90 calendar days after contract services start date.		
Hazardous materials: safety data sheets – hazardous materials inventory.	C.41.16 Throughout	SDSs must be made available on request. The Contractor must prepare and submit hazardous materials inventory. This must be updated and resubmitted annually by September 30 of each year.		
Green Purchase Reports -Bio-based as Required by FAR 52.223-2	C.41.16.7 &8	Annually October 31		
Boiler and Unfired Pressure Vessel Inspection	C.41.17.2	Boilers and unfired pressure vessels must be inspected annually and Forms 349, 350 and 1034 completed as required.		
Backflow prevention devices – annual inspection certificate.	C.41.17.3	Annually.		
Labeling and signage.	C.41.18	Labeling program per OSHA standards within 30 business days after start of Contract.		
Roof Anchorage Points Inspection	C.41.19	Annually.		
Fire Protection and Life Safety Certification	C.42	Refer to NFPA for periodicities		
On line at all times unless approval is given during maintenance periods.	C.42	Advance notification and approval per occurrence. This covers all fire system requirements.		
Fire Pump Inspection and Test	C.42.6	Required Annually		
Corrosion Inspection for Fire Suppression Sprinkler Piping (Wet and Dry)	C.42.6.1	Evaluate a minimum of three floors in the base year		
Fire Damper Inspection	C.42.8	Contractor to perform (4yr Test)		

		and submit report within the Base Period per NFPA 80.		
Security Clearances/Forms	H.1	Submit 15 calendar days Prior to Contract Start		
Qualification of employees (May 1989) paperwork.	H.1.3	As requested.		
Exposure Control Program	H.1.4	Submit 15 calendar days After Contract Start		
Request for Sensitive But Unclassified (SBU) information	H.6	As required by the CO		
The collection and submission of GSA Form 139, record Presence.	H.7	As requested.		
Asbestos Management and awareness training certification.	C.41.15 H.13	Training within 90 calendar days after contract services start. Certify completion within 5 days of training.		
Re-Tuning Training	H.15.1.1	Training within 60 calendar days after start date of the contract. Certify completion within 5 days of training		
HVAC Training	H.15.3.14	Training schedule within 30 calendar days after contract services start date. Certify completion 6 Months after Contract Start Date. 16 hours of continuing education annual thereafter		
Submission of resumes for new employees.	H.15.4	The Contractor must submit resumes for all personnel prior to personnel beginning work.		
State licensing – if required.	H.15.5	Within 90 calendar days of beginning employment.		
Strike contingency plan (SCP) submission.	H.20	SCP must be submitted 5 calendar days prior to contract services start date and updated annually		

Contractor Pandemic Plan	H.22	Within 90 calendar days of the start of the Contract		
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C.45. FEDERAL REQUIREMENTS

<u>PUBLICATION</u>	<u>TITLE</u>		<u>PORTION</u>
EPACT 05	Title I Energy Efficiency Title IX Research and Development http://www1.eere.energy.gov/femp/regulations/epact2005.html		All Applicable Sections of these Titles
EISA 07	Title III Energy Savings Through Improved Standards for Appliances and Lighting. Title IV Energy Saving and Buildings Industry. Title V Energy Savings in Government and Public Institutions. Federal Energy Management Program: Energy Independence & Security Act		All Applicable Sections of these Titles
Executive Order 13423	Strengthening Federal Environmental, Energy, and Transportation Management and all implementing guidance documents. http://edocket.access.gpo.gov/2007/pdf/07-374.pdf		ALL
Executive Order 13514	Federal Leadership in Environmental, Energy, and Economic Performance http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf		ALL
29 CFR Part 1910	OSHA General Industry Standards (http://www.access.gpo.gov/nara/cfr/waisidx_06/29cfr1910a_06.html)		ALL
40 CFR	Protection of the Environment http://ecfr.gpoaccess.gov/cgi/t/text/text-index?sid=cb067c6143d1efa48ac4d1222120a7b6&c=ecfr&tpl=/ecfrbrowse/TITLE40/40tab_02.tpl	All Applicable Sections of Chapter 1	

41 CFR Part 102-74, Subpart C. - FMR	Facility Management http://www.access.gpo.gov/nara/cfr/waisidx_06/41cfr102-74_06.html	ALL	
ANSI/ASEE A-1264.2-2006	www.ANSI.org	ALL	
GSA Green Purchase Plan	https://insite.gsa.gov/portal/content/611534	ALL	
Guiding Principles for Sustainable Existing Buildings	http://www.wbdg.org/references/fhpsb_existing.php	Section 3-5	
Bio Based Products	http://www.biopreferred.gov/BioPreferred/faces/pages/DocumentBrowser.xhtml	ALL	
Comprehensive Procurement Guidelines (CPG)	http://www.epa.gov/cpg/about.htm	ALL	
Green Seal Certification	http://www.greenseal.org/	ALL	
Safer Choice	http://www2.epa.gov/saferchoice	ALL	
Property Managers Child Care Desk Guide	http://gsa.gov/graphics/pbs/property_managers_guide.pdf	ALL	
Green Products Compilation Database	http://sftool.gov/GreenProcurement/.	ALL	
Bio-based Products Certification and Procurement Clauses	Click to download: BiopreferredspecialexamplesfromUSDAcontractsMay2014.pdf http://www.biopreferred.gov/BioPreferred/faces/pages/DocumentBrowser.xhtml#	ALL	
Key Sustainable Products	PBS Order 1096.1, Dec 18, 2014 See the CO or designee for copy of document	ALL	
Presidential Memorandum, June 20, 2014 entitled: “Creating a Federal Strategy to Promote the Health of Honey Bees and Other	http://www.whitehouse.gov/the-press-office/2014/06/20/presidential-memorandum-creating-federal-strategy-promote-health-honey-b	ALL	

Pollinators.”			
GSA IT Policies	http://www.gsa.gov/directives	ALL	

C.46. CRITERIA FOR DEDUCTIONS

Deductions will be made in accordance with FAR 52.2.246-4 Inspection of Services – Fixed Price (Aug 1996).

END OF SECTION C

D. PACKAGING & MARKING

D.1. PAYMENT OF POSTAGE AND FEES

All postage and fees related to submitting information including, forms, reports, etc., to the Contracting Officer or the Contracting Officer's Representative shall be paid by the Contractor.

D.2. MARKING

All information submitted to the Contracting Officer or the Contracting Officer's Representative shall clearly indicate the contract number of the contract for which the information is being submitted.

END OF SECTION D

E. INSPECTION & ACCEPTANCE

E.1. THE ROLE OF GOVERNMENT PERSONNEL AND RESPONSIBILITY FOR CONTRACT ADMINISTRATION

E.1.1 Contractor Responsibility

The Contractor is responsible for the day-to-day examination and monitoring of all work performed to ensure compliance with the contract requirements, according to the Quality Control Plan submitted by the Contractor. The examinations conducted shall be documented. The Contractor shall follow through to assure that all defects or omissions are corrected.

E.1.2 Contracting Officer

The Contracting Officer has the overall responsibility for the administration of this contract. He/She alone, without delegation, is authorized, but not limited to take the following actions on behalf of the Government to: amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules; make final decisions on disputed deductions from contract payments for nonperformance or unsatisfactory performance; terminate the contract for convenience or default; issue final decisions regarding contract questions or matters under dispute. However, he/she may delegate certain other responsibilities to his/her authorized representatives.

E.1.3 Contracting Officer's Representatives (COR)

TBD at award

Prior to contract award, the Contracting Officer will appoint a COR and issue a COR appointment letter stating the authority for the COR. The Contractor will receive a copy of the written designation after award of contract. The COR is responsible for monitoring performance for the client agency and GSA. The COR is responsible for ensuring that adequate work requests, work directives or work orders are in place to reflect necessary management controls for the Government. The COR is not authorized to make commitments for the Government or make changes to the contract terms and conditions

E.1.4 Government Quality Assurance

Quality Assurance Evaluators (QAE) is responsible for periodic inspection and monitoring of the Contractor's work. The responsibilities of the QAE include, but are not limited to, inspecting the work to ensure compliance with the contract requirements; documenting through written inspection reports the results of all inspections conducted; following through to assure that all defects or omissions are corrected; recommending deductions from contract payment for nonperformance or unsatisfactory performance; conferring with representatives of the Contractor regarding any problems encountered in the performance of the work; and generally assisting the CO or designee in carrying out CO or designee responsibilities.

Each phase of the services rendered under this contract is subject to Government inspection, during the Contractor's operations and after completion of the tasks. The Government's Quality Assurance Surveillance Program is not a substitute for Quality Control by the Contractor. All costs associated with rework are the responsibility of the Contractor. The Government reserves the right to choose the inspection methods to be used in implementing its Quality Assurance

Program and to vary the inspection methods utilized during the work, without notice to the Contractor.

E.2.FAILURE TO PERFORM

In the event work is performed unsatisfactorily, the Contractor will be requested in writing to correct the deficiencies within 10 calendar days. If the work remains deficient, the deficiency will be handled in accordance with FAR 52.212-4.

E.3.EXCUSABLE DELAYS

This contract may not be cancelled if 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 its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, and delays of common carriers. The contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of 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.

END OF SECTION E

F. DELIVERIES OR PERFORMANCE

F.1 PLACE OF PERFORMANCE

In the event work is performed the services to be provided under this contract shall be accomplished at the following building(s):

NC0002AE

**Veach-Baley Federal Building
151 Patton Ave
Asheville, NC 28801**

NC0005AE

**Federal Building/Courthouse
100 Otis St
Asheville, NC 28801**

NC0113ZZ

**Hiram W. Ward Federal Building/Courthouse
251 N Main St.
Winston Salem, NC**

F.2. Term of the contract

After award, the successful Contractor will be given a written notice to proceed, and shall provide contractual services for a **twelve-month period and four (4)** additional 12-month option periods. This service requirement is subject to the availability of appropriations, in accordance with Federal Acquisition Regulations (FAR). Availability of Funds, commencing on the date specified in the notice to proceed. Work under this contract is expected to commence **on or about December 1, 2018**. If possible, the notice to proceed will provide for at least 30 working days preparation time before commencement of work.

F.3. OPTION TO EXTEND THE TERM OF THE CONTRACT

The Government shall have the unilateral option of extending the term of this contract for:

A. The Government shall have the unilateral option of extending the term of this contract (see clause FAR 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT - SERVICES, Part II, Section I). The same terms and conditions contained in this contract shall apply to each option exercised. Options shall be exercised upon written notification (mailed or otherwise furnished) to the Contractor at least thirty (30) calendar days prior to the expiration of the contract

The exercise of options is a Government prerogative, not a contractual right on the part of the Contractor. If the Government exercises an option(s) within the prescribed time frames, the Contractor shall be bound to perform the services for the option period(s) or be subject to the default provisions of the contract

B. One (1) six-month extension (see clause FAR 52.217-8, OPTION TO EXTEND SERVICES). The same terms and conditions contained in this contract shall apply to the six-month period. This option shall be used to insure continuous service in the event of a delay in award of a subsequent contract or for other administrative reasons. Such notice of intent to extend service shall be given the Contractor in writing at the earliest possible time, but not less than 15 days prior to the contract expiration date. The option shall be exercised upon written notification (mailed or otherwise delivered) to the Contractor at least 15 calendar days prior to the expiration of the contract.

The Government shall reserve the right to exercise “no cost” termination of the service upon 15 days written notice to the Contractor at any time during the six-month extension period. The exercise of options is a Government prerogative, not a contractual right on the part of the Contractor. If the Government exercises the option(s) within the prescribed time frames, the Contractor shall be bound to perform the services for the option periods or be subject to the default provisions of this contract.

F.4. REPORTING REQUIREMENTS

Refer to Contract Deliverable Reference for submittal requirements.

F.4.1 Plans, Schedules and Report Format Submission Requirements

All reports submitted shall be transmitted electronically as the primary method. The electronic reporting format shall be developed between the Contractor, the CO and the CO or designee. Sample formats include but not limited to PDF, Microsoft Word or Microsoft Excel. If hard copy is required by the CO or designee electronic copy is to be provided as well.

F.4.2 Other Reports

The Contractor shall provide any other reports required by the Government during the term of the contract. (Please refer to deliverables for additional report requirements)

END OF SECTION F

G. CONTRACT ADMINISTRATION DATA

G.1. PAYMENTS

G.1.1 General

Payment will be made on a calendar month basis in arrears upon submission of an invoice. Payment will be due on the 30th calendar day after receipt of a proper invoice, or date of receipt of services, whichever is later. In the event the contract begins or ends during the month, payments will be prorated based on the number of calendar days in that month. **It is the objective of the Government to obtain complete and satisfactory performance in accordance with the terms of the specifications and quality requirements of this contract.** Payment for any service rendered will be due in accordance with the Prompt Payment clause in Section I.

General Services Administration
Greater Southwest Finance Center
Director, PBS Payments Branch (BCFA)
P.O. Box 17181
Ft. Worth, TX 76102-0181
Telephone: (817) 978-2408

Web site address: www.finance.gsa.gov

(For any other information regarding this contract, contact the CO or designee.

Payment for any service rendered will be due in accordance with the Prompt Payment clause in Section I. In the event the contract begins or ends during the month, payments will be prorated based on the number of workdays in the respective month.

G.1.2 Payments for Additional Services

Payment for Additional Services as described in Part I, Section B, shall be made on the basis of an invoice that the Contractor shall submit as follows:

A. For service valued at \$2,500 or less, the invoice shall be sent to the CO or designee and will be paid by use of the Government Visa credit card or direct pay system.

B. For service valued at more than \$2,500, the invoice shall be sent to the address in paragraph G-1 above.

G.1.3 Submission of Invoices for Additional Services

Payment for recurring monthly services will be made on the basis of a monthly invoice, in arrears. Invoices shall be submitted to GSA's Office of Finance, below:

General Services Administration
Greater Southwest Finance Center
Director, PBS Payments Branch (BCFA)
P.O. Box 17181
Ft. Worth, TX 76102-0181
Telephone: (817) 978-2408

Contractors interested in submitting electronic invoices may access the web site indicated in paragraph G.1.1 above. Detailed instructions and customer support is provided at the web site.

G.2. UNEXPECTED BUILDING CLOSURES

Deductions will not be assessed for requirements on those days in which services are not required by the Government because the building(s) is closed due to unanticipated holidays, declared by the President, **PROVIDED**, that payment to employees for such holidays is required in accordance with the wage determination applicable to this contract.

In the event services are not provided or required by the Government because the building(s) is closed due to inclement weather, deductions will not be assessed.

G.3. WITHHOLDING MONIES FOR NON-SUBMISSION OF WORK SCHEDULES

The Contractor is required to submit an acceptable quality control program and other deliverables as required by the contract not later than the dates outlined in the deliverable located in Section J. The CO or the designated representative may grant an extension.

In the event the Contractor fails to submit the acceptable deliverables for operation plans and procedures, operator assignment sheets, work assignment sheets, proposed maintenance guides, and an annual schedule for periodic preventive maintenance by the contract performance date and any extensions granted by the Contracting Officer or his designated representative, all payments **shall be** withheld until the items are received and approved by the Government. The CO will notify the Contractor in writing in the event that payments are withheld.

G.4. WITHHOLDING MONIES FOR NON-SUBMISSION OF REPORTS

If the Contractor fails to prepare and/or submit acceptable reports as called for in the Contract Deliverables within the required time frame, this may be construed to mean that the contract work has not been performed and the Government **may** withhold all payments until the required reports are satisfactorily completed and/or submitted to the Contracting Officer's Representative.

G.5. APPLICATION OF CRITERIA FOR DEDUCTIONS (NON-PERFORMANCE)

A. If the Contractor fails to perform satisfactorily, omits, or fails to reschedule tasks required by the contractor as outlined in the Contractor's accepted plans and schedules, the Contracting Officer or his designated representative shall give the Contractor written notice of the failure or omission. Once notified, if the Contractor does not complete the work within the time allotted by the Contracting Officer or his/her designated representative the work may be performed by other means and the cost thereof shall be deducted from monies due or to become due the Contractor. Failure of the Contractor to perform, or if the omitted or unsatisfactory work cannot be rescheduled, a cost determined by using current industry market value shall be deducted from monies due or to become due the Contractor.

C. Quality Control Inspections. In the event the scheduled inspections as identified in the approved quality control program are not accomplished, a deduction shall be made from any monies due or to become due to the Contractor. The Government will determine the time (man-hours) necessary to make the inspection, including any travel time required and multiply the total by the following hourly rate to arrive at the total deductible dollar amount. The Contractor will be charged a minimum of 2 hours in the event the Government has to perform these inspections.

Quality Control Inspection performed by the government will be at the Hourly Rate equivalent to a GS-12 Step 1 hourly rate for the locality and current year.

G.6. ADDITIONS AND DELETIONS OF BUILDINGS

The Government may add or delete buildings during the term of this contract upon approval of the CO. Facilities may be added provided it is within those counties either covered by the presently incorporated Wage Determination and/or within the cognizance of the territories assigned to the Service Center. The cost/price for any addition will be subject to negotiations after this office is in receipt of a detailed cost proposal based upon the current Wage Determination available at the time of the addition. The deletion of a building will be at the bid/offer price current for that building at the time of deletion.

END OF SECTION G

H. SPECIAL CONTRACT REQUIREMENTS

H.1. SECURITY

H.1.1 Security Requirements and Personal Identity Verification Procedures (Non-Classified Contract)

FAR 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

- a. The Contractor shall comply with Agency personal identity verification procedures identified in the Contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
- b. The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

H.1.2 RESERVED

H.1.3.GSAR 552.237-71 Qualifications of Employees (MAY 1989)

- a. The Contracting officer or a designated representative may require the Contractor to remove any employee(s) from GSA controlled buildings or other real property should it be determined that the individual(s) are either unsuitable for security reasons or otherwise unfit to work on GSA controlled property.
- b. The Contractor shall fill out and cause each of its employees performing work on the Contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons. These forms shall be completed electronically unless that would create a hardship for the individual. Upon request of the Contracting Officer, the Contractor and its employees shall be fingerprinted.
- c. Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien

Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

H.1.4. Suitability Determinations

- a. All Contract employees requiring routine unescorted access to Federally-controlled facilities and/or information systems for more than 6 months (Regular Employees) will be required to undergo a suitability determination before a facility identification card is issued. Prior to the time that an identification card is issued, such Regular Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badging, and escorted entry, as applicable.
- b. Failure of a Regular Employee to receive a favorable suitability determination shall be cause for removal of the employee from the work site and from other work in connection with the Contract.
- c. Contract employees working less than 6 months (Temporary Employees) may, at the

Government's option, be required to undergo a lesser form of suitability determination. Prior to the time that an identification card is issued, if at all, such Temporary Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badge, and escorted entry, as applicable.

- d. Temporary Employees who have not received a favorable suitability determination shall be escorted government at all times while in non-public space, as directed by the CO or designee. The CO or their designee shall provide the Contractor with required forms for obtaining necessary clearances. The Contractor shall be required to cause such forms to be returned to the Government for processing not later than 14 days following being provided by the Government.
- e. The Government, at its sole discretion, may grant temporary suitability determinations to Regular or Temporary Employees. However, the granting of a temporary suitability determination to any such employee shall not be considered as assurance that a favorable suitability determination will follow.
- f. The Contracting Officer or his/her designated representative shall provide the Contractor with required forms for obtaining necessary clearances. The Contractor shall be required to cause such forms to be returned to the Government for processing not later than 14 days following being provided by the Government.
- g. The Contractor shall be responsible for planning and scheduling its work in such a manner as to account for facility access issues. Difficulties encountered by the Contractor in gaining access to facilities by its employees and subcontractors shall not be an excuse to any Contractor performance under the Contract.

H.1.5. Compliance with Security Requirements

- a. The Contractor shall comply with all GSA and tenant Agency security requirements in the building(s) where work is being performed.
- b. Contractor personnel requiring access to GSA's Network shall comply with all Federal Information Technology (IT) regulations regarding Trusted Internet Connection (TIC) in conjunction with PBS and GSA Chief Information Officer (CIO) IT policies, i.e., all PBS IT systems needing network connectivity must reside on the GSA network.

When a controlled personnel identification access system is used by a tenant Agency at a site where work is performed, the tenant Agency will be responsible for providing any required access credentials. Credentials shall be displayed at all times or as otherwise required by the tenant Agency.

H-1.6. Safeguarding Sensitive Data and Information Technology Resources

In accordance with FAR 39.105, this section is included in the contract. This section applies to all users of sensitive data and information technology (IT) resources, including awardees, contractors, subcontractors, lessors, suppliers and manufacturers. The following GSA policies must be followed. These policies can be found at <http://www.gsa.gov/directives> or <https://insite.qsa.qov/directives>.

1. CIO P 2100.1 GSA Information Technology (IT) Security Policy
2. CIO P 2100.2B GSA Wireless Local Area Network (LAN) Security
3. CIO 2100.3B Mandatory Information Technology (IT) Security Training Requirement for Agency and Contractor Employees with Significant Security Responsibilities
4. CIO 2104.1A GSA Information Technology IT General Rules of Behavior
5. CIO 2105.1 B GSA Section 508: Managing Electronic and Information Technology for

6. CIO 2106.1 GSA Social Media Policy
7. CIO 2107.1 Implementation of the Online Resource Reservation Software
8. CIO 2160.4 Provisioning of Information Technology (IT) Devices
9. CIO 2162.1 Digital Signatures
10. CIO P 2165.2 GSA Telecommunications Policy
11. CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information (PII)
12. CIO 2182.2 Mandatory Use of Personal Identity Verification (PIV) Credentials
13. CIO P 1878.2A Conducting Privacy Impact Assessments (PIAs) in GSA
14. CIO IL-13-01 Mobile Devices and Applications
15. CIO IL-14-03 Information Technology (IT) Integration Policy
16. HCO 9297.1 GSA Data Release Policy
17. HCO 9297.2B GSA Information Breach Notification Policy
18. ADM P 9732.1 D Suitability and Personnel Security The contractor and subcontractors must insert the substance of this section in all subcontracts.

H.2. IDENTIFICATION CREDENTIAL

- a. Upon receipt of favorable suitability determination as indicated in this document, each employee of the Contractor will be issued an identification credential. At all times while working on the Contract, a Contract employee, including subcontractor employees, shall have in his or her possession the specific Government identification credential issued to him or her by the Government. The identification credential shall be displayed and be visible at all times while on Government property. The CO or designee, Government law enforcement, or security person shall periodically verify passes of Contractor employees with their personnel identification. Contractor employees shall comply with security verification procedures at all times.
- b. The Contractor shall ensure that every Contract employee has a Government issued identification credential before the employee enters on duty. As required by the Government, the Contractor shall make his employees available for photo identification badges, on a schedule to be worked out with the CO or designee. The Government will make the identification credentials after a favorable security determination has been received for the Contractor's employees. Each identification credential shall have an expiration date and Contractor employees shall sign each badge at the time of photographing.
- c. The Contractor shall be responsible for ensuring that all identification credentials are returned to the CO or their designee whenever his employees leave the Contract (when the Contract has been completed, employees leave the company, or employees are dismissed or terminated). The Contractor shall notify the CO or their designee whenever employee badges are lost.
- d. The Contractor will be responsible for paying the Government for replacement credentials at the current cost per badge.

H.3. ESCORT REQUIREMENTS

It may be necessary to escort temporary Contract employees who do not have favorable preliminary or final suitability determinations and shall work in federally controlled space. In those cases, all uncleared Contract employees shall be escorted in nonpublic space by a Government employee or another responsible cleared Contract employee who is approved by the CO or designee. Other Government agencies may have specific Agency security requirements

for their own space that may only allow escort by Government employees or those designated by their Agency. Government employees or approved cleared Contract employees who provide escorts for uncleared Contract employees shall always be in close proximity and within eyesight of the uncleared Contract employee. The Contract escort shall watch uncleared employees and remain with uncleared Contract employees for the entire time they are in the building and or federally controlled space. Uncleared employees cannot be left alone or out of eyesight at anytime they are in nonpublic space. A cleared and approved escort may not allow several uncleared Contract employees to be in Federally controlled space, that is not within close proximity and within eyesight at all times. A cleared and approved escort may not allow multiple uncleared employees in non-public space on different parts of one floor or different floors at the same time. Any security violation of escort requirements by a cleared and approved Contract employee will result in the immediate removal from the Contract of all Contract employees involved, i.e., escorts and uncleared escorted Contract employees. Also, violations of escort requirements by Contract employees in accordance with security requirements may be grounds for termination of the Contract.

H.4. STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking disciplinary action with respect to his employees as necessary. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized. Each employee is expected to adhere to standards of behavior that reflect favorably on his or her employer and the Federal Government. No smoking is allowed in the building. No smoking or tobacco products are allowed to be utilized in the building to include electronic cigarettes.

H.5. REMOVAL FROM CONTRACT WORK

- a. As provided in the clause entitled "Qualifications of Employees," the Contracting officer or a designated representative may require the Contractor to remove any employee(s) from GSA controlled buildings or other real property should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work on GSA controlled property. This shall include, but not be limited to, instances where an employee is determined, in the Government's sole discretion, to be incompetent, careless, insubordinate, unsuitable, or otherwise objectionable.
- b. When the Government deems the employee's continued employment to be contrary to the public interest, inconsistent with the best interests of security, or when the employee is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the facility and its population.
- c. The CO or their designee may also request the Contractor to immediately remove any employee from the work site if it is determined that individuals are being assigned to duty who have been disqualified for either suitability or security reasons or who are found to be unfit for performing duties during their tour of duty.
- d. Contractor employees who are removed from Contract work shall be required to leave the work site immediately.
- e. The Contractor shall comply with any removal request. For clarification, a determination to remove an employee will be made for, but is not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below:

1. Failure to receive a suitability determination, temporary clearance, or clearance from GSA or a tenant Agency.
 2. Violation of Federal, State, or Local law.
 3. Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3. This includes the carrying or possession of explosives or items intended to be used to fabricate an explosive or incendiary device.
 4. Neglect of duty, including sleeping while on duty, unreasonable delays, or failure to carry out assigned tasks, conducting personal affairs during official time or refusing to render assistance, or to cooperate in upholding the integrity of the security program at the work site.
 5. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
 6. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, fighting, or participation in disruptive activities that interfere with the normal efficient operations of the Government.
 7. Theft, vandalism, immoral conduct, or any other criminal actions.
 8. Selling, consuming, or being under the influence of intoxicants, drugs, or substances that produce similar effects while in or on federally controlled property.
 9. Improper use of Government identification.
 10. Unauthorized use of communication equipment on Government property.
 11. Violation of security procedures or regulations.
 12. Violation of Title 18, U.S.C., Section 930, which prohibits the knowing possession or the causing to be present of firearms or other dangerous weapons in Federal facilities and Court facilities.
- f. The CO or their designee will make all determinations regarding the removal of any employee from work site, except under certain conditions. When a CO or their designee, either during the day or after hours, or in situations where a delay would not be in the best interest of the Government or is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the facility and its population, the CO will have the authority to immediately remove the Contract employee from the work site.
- g. Law enforcement officers of the Department of Homeland Security/Immigration and Customs Enforcement/Federal Protective Service (DHS/ICE/FPS) will have the authority to immediately remove any Contract employee from the work site who is found to be in violation of any of the items mentioned above and where a delay in removal would not be in the best interest of the Government or security or is identified as a potential threat to the health, safety, security, general well being, or operational mission of the facility and its population. The CO or their designee will be notified by Law Enforcement Officers as soon after the incident as practical or at the beginning of the next business day if an action happened after hours. The CO or their designee will make all official notifications to the Contractor. In the event of a dispute, the CO or their designee

will make a final determination. Specific reasons for removal of an employee will be provided to the Contractor in writing by the CO or designee.

- h. The Contractor is responsible for providing replacement employees in cases where Contract employees are removed from working at the work site or on the Contract.

H.6. SENSITIVE BUT UNCLASSIFIED (SBU) BUILDING INFORMATION

- a. GSA Contractors that do not have HSPD-12 compliant clearances cannot obtain Sensitive but Unclassified (SBU) information (Privacy Act data, building information, and financial information) through GSA's IT systems.
- b. Contractors and prospective bidders with a need to know that do not have HSPD-12 clearances and access rights to GSA IT systems can be provided SBU building information, drawings, etc., in accordance with GSA Order 3490.1A, which provides for the dissemination of paper and electronic SBU building information for all Federally controlled space (owned, leased, and delegated).
- c. SBU information includes, but is not limited to:
 - 1) Paper and or electronic documentation of the physical facility information.
 - 2) Building designs (such as floor plans).
 - 3) Construction and renovation or alteration plans and specifications.
 - 4) Asset plans and locations.
 - 5) Building operating plans.
 - 6) Information used for building service Contracts and or Contract guard services.
- d. For all GSA controlled facilities, any other information considered a security risk shall be considered covered under this category.
- e. All SBU building information, either in electronic or paper format, shall have specific imprinting on each page to designate it as Government property and indicate the prohibition of copying, dissemination, and distribution.
- f. Contractors authorized to receive SBU information shall provide the following identification:
 - 1) A copy of a valid business license.
 - 2) Verification of a valid DUNS Number.
 - 3) A valid IRS Tax ID Number.
 - 4) A valid State driver's license with photograph.
- g. Contractors shall sign a Document Security Notice when they receive SBU information.
- h. Contractors shall be responsible for safeguarding SBU information. At the completion of work, secondary and other Disseminators shall be required to turn over their Document Security Notice dissemination records to GSA to be kept with the permanent files.
- i. Authorized Contract users shall destroy all SBU information and documents when no longer needed. Destruction shall be done by burning or shredding hardcopy, and or physically destroying CDs, deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using a permanent erase utility or similar software.

- j. All authorized Contract users of SBU building information shall notify the GSA Disseminator in writing that they have properly disposed of the SBU building information and documents.
- k. The GSA Disseminator shall maintain all records of SBU building information disposal (along with the signed Document Security Notices) in accordance with the GSA system of keeping long-term records and plans. All Document Security Notices and Records of Disposal shall be kept with the permanent files.

For more information on SBU visit the following website:

<https://insite/gsa.gov.portal/content/553542>

H.7. RECORDING PRESENCE

Each Contract employee shall sign in when reporting for duty and sign out when leaving at the end of the workday and follow card access requirements as directed by the CO or designee. The Contractor shall accumulate GSA Form 139 (Record of Time of Arrival and Departure from Building) or other designated form for use in recording presence each calendar week, certify in writing on each form that the information shown is true and correct and, and within 30 calendar days of week's end, turn them over to the CO or designee.

H.8. GOVERNMENT FORMS

The various Government forms mentioned in this document such as personal history forms, sign-out forms, inspection forms, etc., may be obtained from the CO or designee.

H.9. OTHER CONTRACTORS

The Government may undertake or award other Contracts for additional work, and the Contractor shall fully cooperate with such other Contractors. The Contractor shall carefully schedule his own work, in conjunction with the additional work, as may be directed by the CO or designee. In addition, the Contractor shall not commit or permit any act that will interfere with the performance of work by another Contractor or by Government employees.

H.10. ORDINANCES, TAXES, PERMITS, AND LICENSES

Without additional expense to the Government, the Contractor shall fully comply with all local, city, State, and Federal laws, regulations, and ordinances. The Contractor will also be liable for all applicable Federal, State, and local taxes and shall obtain and pay for all permits and licenses governing performance under the contract.

H.11. DISCREPANCY IN THE SPECIFICATIONS

In any case of discrepancy in the specifications, the matter shall be immediately submitted to the Contracting Officer. The decision of the Contracting Officer as to the proper interpretation of the specifications shall be final, in accordance with the Disputes Clause of this contract.

H.12. AFFIRMATIVE PROCUREMENT PROGRAM (APP)

H.12.1 Standards

The Contractor shall use safe and environmentally friendly products as referenced throughout this specification. Green products and processes include, but are not limited to bio-based products, products containing recycled content, environmentally preferable products and services, and otherwise environmentally friendly products and services that minimize the use of energy, water, and other resources. Chemical concentrates that require dilutions are preferable compared to ready-to-use products and should be used whenever possible. Dilution control equipment should be employed to ensure correct dilutions of concentrates and to protect workers

from exposure to concentrated chemicals. Products designated under federal sustainable product programs – USDA BioPreferred, EPA CPG, EPA Design for the Environment, Ecologo and Department of Energy's EnergyStar and FEMP - can be found on www.sftool.gov. Sustainable products designated under third-party programs include but are not limited to Green Seal™ and Environmental Choice. For those categories of product not recognized by one of the aforementioned standard's, preference shall be given to products meeting the California Code of Regulations maximum allowable Volatile Organic Compounds (VOC) levels for the appropriate cleaning product category(California Air Resource Board/California Code of Regulations (CCR), Tile 17 CCR Section 94509 – (Topic cited; Standards for consumer products at www.calregs.com).

Products including, but not limited to, cleaners, adhesives, sealants, solvents, and replacement fixtures and equipment - if applicable, must meet the sustainability standards for products listed in the Green Products Compilation (sftool.gov) see Exhibit 4. With the exceptions listed below.

The Green Products Compilation lists all of the products that Federal agencies are required by statute to purchase green:

- a. Green Seal standard GS-34 shall apply to degreasers
- b. Green Products Compilation (sftool.gov) shall apply to industrial and institutional cleaning products [this covers concentrate issue]. The California Code of Regulations maximum allowable VOC levels for the appropriate product category (California Air Resource Board/California Code of Regulations (CCR), Tile 17 CCR Section 94509 – (Topic cited; Standards for consumer products at www.calregs.com).

H.12.2 Reporting

Contractor shall track the following green purchasing elements and report on purchases as specified in the environmental reporting section and Exhibit 2 of this specification.

H.12.3 Recycle Content Certification

In accordance with the FAR 52.223-9, Certification and Estimate of Percentage of Recovered Material Content for EPA-Designated Items purchased for the performance of work with this Contract, the Contractor shall provide to the CO or their designee the required certification and estimate at Contract completion.

H.13. ASBESTOS AWARENESS TRAINING

The Contractor shall ensure that all employees, including replacement workers, receive asbestos training and refresher training in accordance with CFR 40-763 and 29 CFR 1910. The Contractor shall follow all instructions for each asbestos class job as outlined in 29 CFR 1910. The training shall be conducted, at no additional expense to the Government, at least 90 calendar days after the start date of the Contract. The Contractor shall submit written certification to the CO or their designee within 5 days of the completion of training.

H.14. UNIFORMS

All Contractor employees, including supervisors, shall present a neat appearance and wear appropriate uniforms. All other contract employees shall wear such clothing as coveralls, smocks, uniform shirt and trousers, or uniform blouse and skirt or slacks. Denim jeans and T-shirt, sleeveless shirt, or shirts without collars are not acceptable. Clothing shall have the Contractor's name affixed in a permanent or semi-permanent manner, such as a badge or monogram, which is easily read. Any color or color combination is acceptable, except green.

H.15. PERSONNEL QUALIFICATIONS FOR MECHANICAL PERSONNEL

H.15.1 Personnel Training

The Contractor shall establish training program to assure employees working in a Federal building have the knowledge, skills and abilities to perform the work required by this Contract. The Contractor shall provide training and/or document training that conforms to the core competencies of the Federal Buildings Personnel Training Act of 2010 and provide documentation to the CO or designee.

H.15.1.1 Re-Tuning Training

The Contractor must ensure that all Mechanical Engineers, Mechanical Supervisors, Operating Engineers, HVAC Mechanics, and Control Technician employees, including replacement workers, receive Building Re-Tuning Training, (<http://retuningtraining.labworks.org/training/lms/>), a 5-6 hour on line course and refresher training every two years in accordance with the Federal Buildings Personnel Training Act of 2010. The training must be conducted, at no additional expense to the Government, at least 60 calendar days after the start date of the Contract. The Contractor must submit written certification to the CO or their designee within 5 days of the completion of training for each employee identified above.

H.15.2 Qualifications of Project Manager and Onsite Supervisory Personnel

Note: Project Manager and Onsite Supervisor may be the same person.

H.15.2.1 Qualifications of Project Manager

The Project Manager shall possess at a minimum at least 5 years of recent (within the past 7 years) experience in the management and supervision of building mechanical maintenance operations for buildings of the approximate size and characteristics of the buildings to be covered by this Contract. A detailed resume containing the information specified in this document shall be submitted to the CO or their designee for approval prior to the assignment of the project manager to the Contract. Both new and replacement project manager's shall meet these qualification standards. Minimally, the resume shall contain:

- a. The full name of the proposed project manager.
- b. A detailed description of the previous 7 years' employment history of the proposed project manager.
- c. The names and addresses of the companies for whom the proposed project manager worked for the past 7 years, along with the names and telephone numbers of the immediate supervisors.

H.15.2.2 Qualifications of Onsite Supervisor

The Onsite Supervisor shall also possess at least 5 years of recent (within the past 7 years) experience in directing operation and maintenance of asset in a supervisory capacity for assets of the approximate size, complexity, and other characteristics of the asset to be operated and maintained under this Contract. A detailed resume containing the information specified in this document shall be submitted to the CO or their designee for approval prior to the assignment of any supervisor to the Contract. Both new and replacement onsite supervisors shall meet these qualification standards. Minimally the resume shall contain:

- a. The full name of the proposed supervisor.
- b. A detailed description of the previous 7 years' employment history of the proposed supervisor.

- c. The names and addresses of the companies for whom the proposed supervisor worked for the past 7 years, along with the names and telephone numbers of the immediate supervisors.

H.15.3 Qualifications of Technicians

General Requirements

Technicians engaged in the work to be accomplished under this contract, except for general maintenance workers and laborers, must possess at least 5 years of recent (within the past 7 years) experience in the operation and maintenance of assets and systems comparable in complexity to systems covered by this contract. All personnel or sub-contractor personnel must possess all required registrations, certifications and licenses required by State and local jurisdictions, and any specific requirements noted below. The Contractor shall provide to the CO or their designee documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The Contractor shall ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of any required certifications (e.g., including certification number and expiration date) and qualifications for each employee.

H.15.3.1 Qualifications of Fire Alarm System Technicians

- a. Technicians performing contract work involving the inspection, testing, and preventive maintenance or repair of fire alarm systems shall be certified by the National Institute for Certification in Engineering Technologies (NICET) and possess at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Fire Alarm Systems. The Contractor shall submit to the CO or their designee the NICET level certification number and expiration date for each field technician and inspector responsible for performing fire alarm system preventative maintenance and repair services required under the terms of this contract.
- b. Technicians modifying the programming software of the fire alarm system shall also be factory trained and certified by the system manufacturer for the specific type and brand of fire alarm system being serviced. The Contractor shall submit to the CO or their designee the factory trained certification number and expiration date for each specific manufacturer's asset for each technician responsible for performing programming of the fire alarm system.

H.15.3.2 Qualifications of Water-Based Fire Suppression System Technicians

Technicians performing contract work involving the inspection, testing, and preventive maintenance or repair of water-based fire suppression systems shall be certified by the National Institute for Certification in Engineering Technologies (NICET) and possess at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Inspection, and Testing of Water-Based Systems. The Contractor shall submit to the CO or their designee the NICET level certification number and expiration date for each field technician and inspector responsible for performing water-based fire suppression system preventative maintenance and repair services required under the terms of this contract.

H.15.3.3 Qualifications of Dry Chemical and Wet Chemical Extinguishing System Technicians

Technicians performing contract work involving the inspection, testing, and preventive maintenance of dry chemical and wet chemical extinguishing systems shall be trained in the manufacturer requirements and have passed a test confirming the individual's knowledge and

competence on these systems. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the manufacture or testing organization confirming the technician has been trained and passed a test, for each field technician and inspector responsible for performing dry chemical and wet chemical extinguishing system preventative maintenance and repair services required under the terms of this contract.

H.15.3.4 Qualifications of Clean Agent Fire Extinguisher System Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of clean agent fire extinguisher systems shall be trained in all aspects of safety related to the systems and possess a current training certificate for inspecting, testing, and maintaining these components from a manufacturer or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of clean agent fire extinguisher systems required under the terms of this contract.

H.15.3.5 Qualifications of Halogenated Extinguishing System Technicians

Technicians performing contract work involving the inspection, testing, maintenance, decommissioning and removal of halogenated extinguishing systems shall be trained in all aspects of safety related to halon systems and possess a current training certificate for inspecting, testing, and maintaining these components from a manufacturer or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, maintenance, decommissioning and removal of halogenated extinguishing systems required under the terms of this contract.

H.15.3.6 Qualifications of Carbon Dioxide Extinguishing System Technicians

Technicians performing contract work involving the inspection, testing, maintenance of carbon dioxide extinguishing systems shall be trained all aspects of safety related to carbon dioxide extinguishing systems, the operation and functions performed, and possess a current training certificate for inspecting, testing, and maintaining these components from an asset manufacturer, installation company, or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the asset manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of carbon dioxide extinguishing systems required under the terms of this contract.

H.15.3.7 Qualifications of Ventilation System Fire Extinguishing System Technicians

Technicians performing contract work involving the inspection, testing, maintenance of fire extinguishing systems shall be trained and possess a current training certificate for inspecting, testing, and maintaining ventilation systems from an asset manufacturer. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the asset manufacture confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of fire extinguishing systems required under the terms of this contract.

H.15.3.8 Qualifications of Smoke Control Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of smoke control systems shall be trained and possess a current training certificate for

inspecting, testing, and maintaining these components from a manufacturer or a certificate by

an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of smoke control systems required under the terms of this contract.

H.15.3.9 Qualification of Fire Damper, Smoke Damper, and Combination Fire/Smoke Damper Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of fire dampers, smoke dampers, radiation dampers, and combination fire/smoke dampers shall be trained and possess a current training certificate for inspecting, testing, and maintaining these components from an asset manufacturer or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the asset manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of fire dampers, smoke dampers, radiation dampers, and combination fire/smoke dampers required under the terms of this contract.

H.15.3.10 Qualifications of Fire-rated and Smoke Door Assemblies Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of fire-rated door assemblies and smoke door assemblies shall be trained and possess a current training certificate for inspecting, testing, and maintaining these components from an asset manufacturer or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee he certification document and expiration date, issued by the asset manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of fire-rated door assemblies and smoke door assemblies required under the terms of this contract.

H.15.3.11 Qualifications of Portable Fire Extinguisher Technicians

Technicians performing contract work involving the preventive maintenance and recharging of portable fire extinguishers shall be trained and possess a current training certificate for the specific type and brand of portable fire extinguisher being services or possess a current training test certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the manufacture or testing organization confirming the technician has been trained and passed a test, for each field technician and inspector responsible for performing dry chemical and wet chemical extinguishing system preventative maintenance and repair services required under the terms of this contract. Please note that these requirements do not apply to persons performing 30-day (i.e., monthly) inspections to determine if the unit is in place, charged, and ready for use.

H.15.3.12 Qualification of Emergency and Standby Power System Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of emergency and standby power systems shall be trained and possess a current training certificate for inspecting, testing, and maintaining these components from an asset manufacturer or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the asset manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of

emergency and standby power systems required under the terms of this contract.

H.15.3.13 Qualifications of Emergency Lighting Asset and Exit Signage Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of emergency lighting asset and exit signage shall be trained and possess a current training certificate for inspecting, testing, and maintaining these components from an asset manufacturer or a certificate by an organization acceptable to the CO. The Contractor shall submit to the CO or their designee the certification document and expiration date, issued by the asset manufacture or testing organization confirming the technician has been trained, for each field technician and inspector responsible for performing the inspection, testing, and maintenance of emergency lighting asset and exit signage required under the terms of this contract.

H.15.3.14 Qualifications of HVAC Technicians

All HVAC personnel designated to work on, operate, maintain, and (or) repair HVAC asset or systems shall maintain a minimum of 16 hours annually of continuing education from either a NATE, HVAC Excellence, or UA Star recognized provider program. The Contractor is responsible for all costs associated with obtaining this training. All training must be tracked and reported to the COR annually.

All HVAC personnel designated to work on, operate, maintain, and (or) repair HVAC asset or systems shall possess one or more of the following certifications:

- 1) North American Technician Excellence (N.A.T.E.) Core Service plus Air Distribution Services Specialist or any service Knowledge Areas of Technician Expertise (K.A.T.E.) Specialty listed under the service category.**
- 2) HVAC Excellence Professional - the following three certifications: Light Commercial Air Conditioning, Gas Heat, and Green Awareness Certification**
- 3) UA Star HVACR Mastery Certification**

NOTE: (Incumbent and new hired Employees) All Incumbent personnel previously designated HVAC and new hire employees who operate, work on, maintain and repair HVAC asset (including boilers and heating systems) will be required to become certified. The contractor shall develop a training plan for each employee and submit to the COR within the 30 calendar days after contract services start date and must be certified or completed within the first 6-months of the contract start date or employment date. Progress to complete this requirement shall be reported to the COR in the monthly progress reports.

Progress to maintain certification and report of continuing education received shall be reported to the COR annually.

H.15.3.15 Qualifications of AMS, BAS Technicians

All personnel involved in the operation, adjustment and maintenance of all AMS, BAS, and EMS systems must be trained and qualified. The Contractor must provide to the CO or their designee documentation of the level of experience, including any certificates of training, for all employees who will be involved in this function. Technicians modifying AMS, BAS, and EMS systems must be factory trained and currently certified for the operating system, including software version, of the particular BAS and AMS systems and must provide documentation of this certification to the CO or designee.

H.15.3.15.1 Qualifications of AMS, BAS, Smart Buildings Technicians

All Contract personnel involved in the operation, adjustment, and maintenance of all BAS

systems including energy management systems, modern converged technologies (Smart and

Sustainable Building Technologies) must be trained and qualified. The Contractor shall provide to the CO or their designee documentation of the level of experience, including any certificates of training, for all employees who will be involved in this function. This includes, but is not limited to, skill sets involving Internet Protocol (IP) based Building Automation Systems (BAS), Information Technology (IT) Ethernet networks, and Building Management expertise to effectively understand and recommend troubleshooting procedures in the new converged technologies environment.

Contractors shall hire well-rounded resources capable of understanding converged technologies to better facilitate troubleshooting and building systems problem resolution.

The Contractor shall be proficient in applicable controls systems (e.g. JCI, Honeywell, Siemens, Delta, Automated Logic, Alerton, and Tridium). The Contractor shall be aware of building systems running on GSA IP Enterprise Network and capable of initiating trouble shooting if network communications is suspect. This means being familiar with procedure for logging GSA IT Help Desk ticket and following up to ensure ticket is being worked by assigned party. Some familiarization with the use of Integrated Control systems, GSA IP Addresses, function of network routers, function of network switches, networks communications, and BAS software will be necessary.

H.15.3.15.1.1 Smart and Sustainable Building (SSB) Training (RESERVED)

H.15.3.16 Qualifications of Electrical Technicians

Technicians performing Sub-Contract work involving inspections, testing, and maintenance of the electrical switch gear must meet the qualification requirements of the American National Standards Institute/International Electrical Testing Association ETT-2015, Standard for Certification of Electrical Testing Technicians and hold at least a Level 3 or 4 (See Exhibit 13). The Contractor shall provide documentation to the CO or their designee on qualifications identified in this standard. Certification can be obtained through; the ANSI/NETA Certification program (<http://www.netaworld.org/press-release/251>) or Electrical Testing Technician Certification Institute (<http://www.ettci.org/>).

H.15.4 Submission of Resumes for New Employees

The Contractor shall submit to the CO or their designee the resumes of all personnel before they begin work during the performance periods of the Contract. The CO or their designee may deny permission to employ personnel if qualifications indicate a material degradation from the skill levels indicated in the Contractor's proposal for the Contract, or if skills or reliability concerns are such that the CO or their designee believes the protection of building assets may be jeopardized.

H.15.5 State Licensing

All personnel shall be licensed and certified, or become licensed and certified within 90 calendar days of beginning employment, to perform work within their normal duties, where such licensing is required by the State for non-Federal locations. Contractor personnel shall also conform to all other licensing and certification requirements as described elsewhere in this document or in the Public Buildings Service Operations and Maintenance Standards.

H.15.6 Compliance with Federal, State, and Local Codes

The Contractor shall comply with all applicable Federal, State and Local laws, regulations and codes. The Contractor is responsible for determining which requirements are applicable, and complying appropriately; the Contractor may ask advice of the CO or their designee in this

regard. GSA also has a policy of voluntary conformity to certain State and Local code

requirements even when permission or approvals from Local regulators are not required; the Contractor shall ask the advice of the CO or their designee when such issues arise.

H.16. GOVERNMENT-FURNISHED MATERIALS

The following items are furnished by the Government:

- a. Electrical power at existing outlets for the Contractor to operate equipment that is necessary in the conduct of its work.
- b. Hot and cold water as necessary, limited to the normal supply provided in the building. No special heating or cooling of the water will be provided.
- c. Space in the building, including locker rooms, if available. Any existing equipment within GSA space, such as lockers, tables, benches, chairs, etc., placed within the building by the Government may be used by the Contractor during the term of the Contract, provided authorization is received from the CO or designee. This space and equipment shall be kept neat and clean and returned to the Government at the expiration of the Contract in reasonably the same condition as at the time of entering into the Contract.
- d. Space in the building for the storage of an inventory of supplies and equipment that will be used in the performance of work under the Contract. The Contractor shall maintain this space in a clean, neat, and orderly condition. Under no circumstances may the Contractor store flammable or explosive liquids (naphtha, gasoline, etc.) in the building. The Government will not be responsible in any way for damage or loss to the Contractor's stored supplies, materials, replacement parts, or equipment.
- e. Space in the building, when available, and furniture and furnishings (to include telephones for restricted use) for a supervisor's office to be used for official business only in the performance of this Contract. If the Government supplies telephones, they shall only be used for communication related to the Contract. The Contractor or the Contractor's employees shall not use Government property in any manner for any personal advantage, business gain, or other personal endeavor.
- f. The following is a list of GSA furnished equipment:
 - a. Fork lift (Veach Baley)

H.16.1 Requirements for Network Connection

Contractor personnel requiring access to GSA's Network shall comply with all Federal Information Technology (IT) regulations regarding Trusted Internet Connection (TIC) in conjunction with PBS and GSA Chief Information Officer (CIO) IT policies, i.e., all PBS IT systems needing network connectivity must reside on the GSA network.

Contractors that requirement Network Connection for PBS IT systems shall use only Government-furnished network equipment and computer hardware.

- Network equipment includes all equipment that has IP routing and switching functionality.
- Computer hardware includes, but is not limited to servers, PCs, laptops and their peripherals (monitors, mice and keyboards).
- Proprietary system hardware/software can be vendor provided, but is subject to network and system testing, review and approval for connection to GSA's network and acceptance of the PBS CIO.

If the Contractor requires access to GSA's Network they shall submit their request in writing to the CO or their designee for approval. Approved requests shall be forwarded to the PBS CIO for

approval. The PBS CIO shall provide the Contractor with at least one desktop and/or one laptop to access the newly integrated Building Automation Systems (to the GSA network) sites for the purposes of giving the Contractor access to the building monitoring and control systems. Please note that the availability of computer hardware is dependent on budgeted funds dedicated for this purpose, which may or may not be renewed on an annual basis. Refreshes required for existing GSA workstation shall be coordinated through regional local OCIO's office. No hardware (workstations, servers, switches) shall be provided unless an approved network diagram is submitted.

Contractor's that require access to building monitoring and control systems (BMC) shall refer to the Technology Policy for PBS-Owned Buildings Monitoring and Control Systems and Building Technologies Technical Reference Guide for guidance related to the technical integration of BMC to the GSA network and within its GSA's information technology (IT) environment.

If a Contractor comes into contact with information or data where there is not a 'need to know' or they do not have authorization to have, they shall turn in the information and/or data immediately to the CO or their designee.

Government Furnished Equipment -PBS CIO will make every effort to provide one desktop and/or one laptop to newly integrated Building Automation Systems (to the GSA network) sites for the purposes of giving new GSA users access to the building monitoring and control systems. Please note: availability of hardware is depending on the availability of budgeted funds dedicated for this purpose, which may or may not be renewed on an annual basis. Existing GSA workstation refreshes will still be coordinated through regional local OCIO's office. No hardware (workstations, servers, switches) will be provided unless an approved network diagram is submitted.

Use of Government Information Technology

Contractor personnel requiring access to GSA's Network shall comply with all Federal Information Technology (IT) regulations regarding Trusted Internet Connection (TIC) in conjunction with PBS and GSA Chief Information Officer (CIO) IT policies, i.e., all PBS IT systems needing network connectivity must reside on the GSA network.

Reference documentation related to building monitoring and control systems (BMC) - Please reference the Technology Policy for PBS-Owned Buildings Monitoring and Control Systems and Building Technologies Technical Reference Guide for guidance related to the technical integration of building monitoring and control systems (BMC) to the GSA network and within its GSA's information technology (IT) environment.

H.17. CONTRACTOR-FURNISHED MATERIALS

- a. The Contractor shall provide all labor, services, supplies, material, and equipment necessary to efficiently and effectively perform the requirements of this Contract, except as explicitly stated within this document.
- b. The Contractor shall provide at his or her expense an onsite computer with broadband Internet service and electronic Mail shall be established and monitored on a 24 hour basis in order to receive or communicate with the CO or his/her designee customer agency and tenant needs. In addition this computer shall be capable of operating with the format of NCMMS and accessing Citrix for remote access to the BAS/EMS systems.

- c. Text messaging device. The Contractor is responsible for all costs associated with the text messaging device. Examples are two-way pager, cell phone with text messaging, smart phones, etc. **Devices shall be capable of receiving and sending e-mail documents with attachments.**
- d. Fax. Receiving and sending faxes is acceptable as a secondary communication method for locations that have problems with wireless device signal strength. However, delaying faxes because of combined usage of voice and fax on the same line is not acceptable.
- e. National Computerized Maintenance Management System (NCMMS)

H.18. ADDITIONAL SERVICES [INDEFINITE QUANTITY PROVISIONS]

H.18.1 General

The CO or their designee may order additional services at his or her discretion. Additional services may include any services related to O&M and repairs, systems upgrades, system operation, or tenant services within covered facilities but not covered within basic services (i.e., not already a requirement of the Contract). *An example of this is when modification to the contract is in order when new assets will either raise or lower the level of effort required by the contractor.*

H.18.2 Price Proposal for Additional Services Work

At the request of the CO or designee, the Contractor shall provide a price proposal to accomplish an additional services job within 48 hours of the request. The price proposal shall follow the pricing guidelines described in this document. Price proposals for additional services become firm fixed price on acceptance and order by the Government. Although price negotiation and determination of price reasonableness is made on the basis of labor, materials, and subcontract costs following the pricing guidelines described in this document, the price accepted is not adjusted after completion of work to actual man-hours or actual materials cost.

H.18.3 Pricing

The Contractor's price proposal for an Additional Services job shall follow the guidelines described below.

H.18.4 Parts and Materials

If parts or materials are required for a project, the Government may provide the parts or materials, or the Contractor may be asked to provide the parts and materials. Parts and materials shall be priced at estimated actual cost marked up by the standard coefficient in the price schedule if stated. The CO or their designee may accept a different markup rate for parts and materials if the Contractor can demonstrate unusual costs or difficulties in obtaining the parts or materials.

H.18.5. Labor

Price proposals shall use the labor rates established in the price schedule, unless work is subcontracted. The labor categories in the price schedule correlate with the categories in the Service Contract Act Directory of Occupations. The rate will be determined by the nature of the work, not the usual job classification of the individuals performing the work.

H.18.6 Subcontracts

If work is to be subcontracted, the subcontracted part of the work is to be priced at actual cost to the Contractor, marked up by the standard coefficient in the price schedule.

H.18.6.1 Mark-up Agreement for Architectural/Structure and Maintenance Repair

Mark-Up Agreement for Architectural/Structural, Mechanical Maintenance repair, and Diagnostic Services when the cost of repair is above the threshold as listed in the contract. In all cases the prime must deduct their threshold prior to applying any mark-ups and fees.

(1) **WORK BY PRIME CONTRACTOR ONLY:** Estimated Cost of Repair over ***\$1,000.00*** the Prime Contractor is entitled to Overhead and Profit on purchases parts and materials only. The contractor shall not be allowed to charge his/her labor unless the work is required to be performed unreasonably after hours when the work could be performed during hours.

(2) **WORK BY PRIME AND SUB-CONTRACTORS:** Prime Contractor is entitled to Overhead and Profit on parts and materials purchased by the prime and a fee for managing the work performed by the subcontractor. The Subcontractor is entitled to Overhead and Profit on his/her work only and parts and materials purchased.

(3) **WORK BY SUB-CONTRACT:** Estimated Cost of Repair over ***\$1,000.00*** the Prime Contractor is entitled only a fee for overseeing the work and Subcontractor is entitled to overhead and profit on all work and parts and material.

The above Mark-Ups are agreeable and will be applied to all Architectural/Structural Mechanical Maintenance repair when the cost of repair is above the threshold as listed in the contract. In addition, the listed overhead shall also be used for subcontracted diagnostic services.

This agreement becomes effective upon award of the Contract and shall remain in effect for Base Period and for any exercised Option Period and/or extension period.

H.18.7 Cost Documentation

If the Contractor provides the parts and materials, or if work is subcontracted, the Contractor shall furnish on request copies of invoices, vendor quotes, or receipts, either with the Contractor's proposal or as substantiating documentation with the Contractor's invoice after completion of work.

H.18.8 Competitive Bids

If a single part or component, or a single type (line item) of parts, components, or materials for a project is anticipated to equal or exceed ***\$2,500***, the CO or their designee may require that the Contractor obtain three bids from suppliers and include documentation of these bids with his proposal. If subcontract work is anticipated to cost more than ***\$2,500***, the CO or their designee may require that the Contractor obtain three bids from potential subcontractors and include documentation of these bids with his proposal.

H.18.9 Method of Ordering

The CO or their designee may order work priced at less than ***\$2,500*** orally. The CO or a COR shall issue a Task Order (GSA Form 300) for work costing ***\$2,500*** or more.

H.19.AWARD FEE (RESERVED)

H.20. STRIKE CONTINGENCY PLAN (SCP)

The Contractor shall prepare a Strike Contingency Plan (SCP) to be used in the event of a strike by his employees. The SCP shall be submitted to the CO or their designee 5 calendar days prior to contract services start date and updated annually. At a minimum, the SCP shall include the following information:

- a. Support Personnel: The SCP shall describe in detail how the Contractor shall staff the building to provide the services defined in this document in the event of strikes by his employees. This includes HSPD-12.
- b. License and Certifications: The SCP shall describe in detail how the Contractor will provide personnel that meet experience requirements, assuring the Government that all temporary or replacement employees (including subcontractor employees) shall meet the experience and license requirements defined in this document.

H.21. OCCUPANCY EMERGENCY PLAN (OEP)

The Government's Occupant Emergency Plan (OEP) is used by the CO or their designee during building emergencies. Designated Contractor personnel, including, the onsite supervisors, shall be thoroughly familiar with the Government's OEP and shall be trained by the Contractor to fully understand their responsibilities relative to each emergency plan. The Contractor shall participate in fire and other emergency drills. The Contractor shall be required to perform the services required by the Contract and as identified by the CO or their designee to the extent allowed during all emergency situations, including, but not limited to fires, accident and rescue operations, Contractor personnel strikes, civil disturbances, natural disasters, and utility service outages.

H.22. CONTRACTOR PANDEMIC PLAN

The Government is required by the National Strategy for Pandemic Influenza Preparedness and to have a plan that safeguards its employees and provides for continued operations in the event of an influenza pandemic. The Contractor shall also prepare a plan that outlines the steps that they must take to prevent and reduce the spread and mitigate the potential effect of an influenza pandemic on facilities operations. Given the unpredictable length and severity of a pandemic, the Contractor's plan shall link their planned actions to the periods and phases established the World Health Organization for a pandemic cycle. For information on the phases of a pandemic cycle see http://www.who.int/csr/disease/avian_influenza/phase/en/. The plan shall be submitted to the CO or his/her designee within thirty (30) calendar days of the start of the Contract. See components of Pandemic Planning at:

<http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/planning-guide/basic.pdf>

H.23. SUBCONTRACTING

The Government reserves the right to approve or disapprove the subcontractors selected. Therefore, the Contractor shall obtain the Contracting Officer's approval of all subcontractors and provide copies of subcontracts for any work required by this contract. The contractor shall execute with his own organization work equivalent to at least 50 percent of the total amount of the contract price.

H.24. CONSERVATION

Conservation is a planned and organized approach designed to conserve non-renewable sources. The Contractor shall ensure that work under this contract is performed in a manner that conserves energy, water, and other Government resources. Contractor shall take the necessary steps through training, communication, and implementing appropriate procedures in their use of natural resource consuming equipment and processes. This will preserve resources and support GSA's sustainability goals.

The Contractor shall ensure that their employees support the Government's efforts to comply with Section 102 of the Energy Policy Act of 2005 (EPAct), the Energy Independence and Security Act of 2007, Executive Order (EO) 13154, and EO 13423 which requires the Government to reduce Agency energy use.

The Contractor shall employ practices that reduce dependency on non-renewable sources of energy. The Contractor's personnel shall turn off lights in unoccupied areas where possible, once the area is cleaned. The Contractor shall close window blinds when practical, especially in the summer time, over long weekends, and during extended closures of the building.

The Contractor shall use their equipment in an efficient manner by turning it off during times it is not in use. When replacing existing assets, the Contractor shall strive to acquire replacement asset in the top 25% of efficiency as per the Energy Star guidelines. The Contractor shall never turn off or unplug Government equipment in the space they are cleaning without prior written approval by the CO or their designee.

The Contractor shall employ products, equipment and practices that eliminate wasteful use of water.

H.25. LEED-EB (RESERVED)

END OF SECTION H

I. CONTRACT CLAUSES

52.252-1 -- Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): <http://farsite.hill.af.mil/vffar1.htm>.

(End of Provision)

552.217-5 -- 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)

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 the 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 60 days.

(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 60 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 5 years.

(End of Clause)

52.204-4 -- Printed or Copied Double-Sided on Postconsumer Fiber Content Paper (May 2011)

(a) Definitions. As used in this clause—

Postconsumer fiber means—

(1) Paper, paperboard, and fibrous materials from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; or

(2) All paper, paperboard, and fibrous materials that enter and are collected from municipal solid waste; but not

(3) Fiber derived from printers' over-runs, converters' scrap, and over-issue publications.

(b) The Contractor is required to submit paper documents, such as offers, letters, or reports that are printed or copied double-sided on paper containing at least 30 percent postconsumer fiber, whenever practicable, when not using electronic commerce methods to submit information or data to the Government.

(End of Clause)

52.212-5 -- Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (Jul 2018)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.204-23, Prohibition on Contracting for Hardware,

Software, and Services Developed or Provided by Kaspersky Lab and

Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

(3) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)

(4) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(5) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).

(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:

 X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

 (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

 (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009).

 X (4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

 (5) [Reserved]

 X (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

 X (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

 X (8) 52.209-6, Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015) (31 U.S.C. 6101 note).

 X (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

 (10) [Reserved]

 (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

 (ii) Alternate I (Nov 2011) of 52.219-3.

 (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).

 (ii) Alternate I (Jan 2011) of 52.219-4.

 (13) [Reserved]

(14) (i) 52.219-6, Notice of Total Small Business Aside (Nov 2011) (15 U.S.C. 644).

(ii) Alternate I (Nov 2011).

(iii) Alternate II (Nov 2011).

(15) (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.

(iii) Alternate II (Mar 2004) of 52.219-7.

(16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)).

(17) (i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637 (d)(4)).

(ii) Alternate I (Nov 2016) of 52.219-9.

(iii) Alternate II (Nov 2016) of 52.219-9.

(iv) Alternate III (Nov 2016) of 52.219-9.

(v) Alternate IV (Nov 2016) of 52.219-9.

(18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).

(19) 52.219-14, Limitations on Subcontracting (Jan 2017) (15 U.S.C. 637(a)(14)).

(20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

(21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).

(22) 52.219-28, Post Award Small Business Program Representation (Jul 2013) (15 U.S.C. 632(a)(2)).

(23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).

(24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).

(25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

(26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2018) (E.O. 13126).

(27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(28) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).

(29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

(32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

(33) (i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

(ii) Alternate I (Mar 2015) of 52.222-50, (22 U.S.C. chapter 78 and E.O. 13627).

(34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

(35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

(ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

(36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O.13693).

(37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).

(38) (i) 52.223-13, Acquisition of EPEAT® -Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514)

(ii) Alternate I (Oct 2015) of 52.223-13.

(39) (i) 52.223-14, Acquisition of EPEAT® -Registered Television (Jun 2014) (E.O.s 13423 and 13514).

(ii) Alternate I (Jun 2014) of 52.223-14.

X (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

___ (41) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).

___ (ii) Alternate I (Jun 2014) of 52.223-16.

X (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011) (E.O. 13513).

X (43) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).

X (44) 52.223-21, Foams (Jun 2016) (E.O. 13696).

X (45) (i) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

X (ii) Alternate I (Jan 2017) of 52.224-3.

X (46) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).

___ (47) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

___ (ii) Alternate I (May 2014) of 52.225-3.

___ (iii) Alternate II (May 2014) of 52.225-3.

___ (iv) Alternate III (May 2014) of 52.225-3.

___ (48) 52.225-5, Trade Agreements (Oct 2016) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

X (49) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (50) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

___ (51) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (52) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

___ (53) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505), 10 U.S.C. 2307(f)).

___ (54) 52.232-30, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (55) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (56) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332).

X (57) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

X (58) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (59) 52.242-5, Payments to Small Business Subcontractors (Jan 2017) (15 U.S.C. 637(d)(12)).

___ (60) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) 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:

X (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495)

X (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

X (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

X (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C.206 and 41 U.S.C. chapter 67).

X (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67).

___ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).

(8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).

(9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).

(11) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).

(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 this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.204-23, Prohibition on Contracting for Hardware,

Software, and Services Developed or Provided by Kaspersky Lab and

Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

(iv) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (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 \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(v) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(vi) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(vii) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).

(viii) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(ix) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(x) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

(xi) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(xii) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(xiii) (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 E.O. 13627).

(xiv) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)

(xv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)

(xvi) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).

(xvii) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).

(xviii) 52.222-62, Paid sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(xix) (A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

(B) Alternate I (Jan 2017) of 52.224-3.

(xx) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxi) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) 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)

2.223-1 Bio-based Product Certification.

52.223-2 Affirmative Procurement of Bio-based Products Under Service and Construction Contracts.

52.223-3 Hazardous Material Identification and Material Safety Data

52.223-5 Pollution Prevention and Right-to-Know Information.

52.223-7 Notice of Radioactive Materials.

52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Items.

52.223-10 Waste Reduction Program.

52.223-11 Ozone-Depleting Substances.

52.223-15 Energy Efficiency in Energy-Consuming Products.

52.223-17 Affirmative Procurement of EPA-designated Items in Service and Construction Contracts.

The following clauses must be included in all contracts where contractors may require access to sensitive data, or use GSA information technology (IT) resources.

52.204-2, Security Requirements

52.204-9, Personal Identity Verification of Contractor Personnel

52.224-1, Privacy Act Notification

52.224-2, Privacy Act

52.239-1, Privacy or Security Safeguards

552.204-9, Personal Identity Verification Requirements

552.236-75, Use of Premises

552.239-70, Information Technology Security Plan and Security Authorization

552.239-71, Security Requirements for Unclassified Information Technology Resources

52.204-7 -- System for Award Management (Oct 2016)

(a) Definitions. As used in this provision—

“Electronic Funds Transfer (EFT) indicator” means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see subpart 32.11) for the same entity.

“Registered in the System for Award Management (SAM) database” means that—

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14), into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certification, and Points of contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The Offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process.

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b)

(1) By submission of an Offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror’s name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM database.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company physical street address, city, state and Zip Code.
- (4) Company mailing address, city, state and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

(End of Provision)

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)

552.216-74 GSA Task-Order and Delivery-Order Ombudsman (Jan 2017)

- (a) GSA has designated a Task-Order and Delivery-Order Ombudsman who will review complaints from contractors and ensure that they are afforded a fair opportunity for consideration in the award of task or delivery orders under Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, consistent with the procedures in the contract. Written complaints shall be submitted to the Ombudsman, with a copy to the Contracting Officer.
- (b) In the case that the contractor is not satisfied with the resolution of the complaint by the GSA Task-Order and Delivery-Order Ombudsman, the contractor may follow the procedures outlined in subpart 33.1.
- (c) The GSA Task-Order and Delivery-Order Ombudsman is located at the General Services Administration (GSA), Office of Government-wide Policy (OGP), Office of Acquisition Policy (MV). Contact information for the GSA Task-Order and Delivery-Order Ombudsman can be found at: <http://www.gsa.gov/ombudsman>.

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)

END OF SECTION I

J. LIST OF ATTACHMENTS (LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS)

J.1 Quality Assurance Surveillance Plan (QASP)

J.1.1. Contract Deliverables Reference

J.2 Green Purchasing Report

J.3. Solid Waste Audit Report (RESERVED)

J.4 Building Information Sheets

J.5 Monthly Report Template

J.6 Building Operating Plan Template (RESERVED)

J.7 Smart Buildings (RESERVED)

J.8 Water Treatment Standards

J.9 Energy & Water Operational Performance Targets

J.10 Energy and Water Efficiency Use Plan

J.11 Energy and Water Efficiency Monthly Report (RESERVED)

J.12 Annual Energy Water Efficiency Report

J.13 Qualifications of Electrical Testing Technicians (ETT)

J.14 Miscellaneous Best Practices (RESERVED)

J.15 Asset List/NCMMS

J.15.1. Occupant Program Agency Equipment

J.15.2. Contractor Communication Equipment

J.16 Preventive Maintenance (PM) Guide

J.17 Solid Waste and Recycling Report (RESERVED)

J.18. Key Sustainable Products (KSP)

J.19. Underground Storage Tank (UST)

J.20. On –boarding and Off-boarding Contract Employees Requiring Access to GSA IT Systems Procedures – Contractor Information Worksheet (CIW)

J.21. Technology Policy for PBS-Owned Building Monitoring System

J.22. Refrigeration Logs

J.23. Elevator Tour Log (RESERVED)

J.24. Wage Determinations

J.25. Minimum Performance Standard Worksheet

J.1. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

SOLICITATION No. 47PE0618R0030

INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) is designed to provide the General Services Administration (GSA) with an effective surveillance method of monitoring and evaluating the Contractor's performance under a Performance-Based Statement of Work (PBSOW) for operation and maintenance services.

In accordance with Federal Acquisition Regulation (FAR) Part 37.601, performance-based contracting methods are intended to ensure that the required performance quality levels are achieved and that the total payment is related to the degree that services performed or outcomes achieved meet contract standards. GSA's role in quality assurance is to ensure that the Contractors are achieving the quality levels established in the operation and maintenance services contracts and focuses on the Contractors' QCP. GSA periodically validates the execution of the Contractors' quality control programs by reviewing such areas as the Contractors' inspection forms, service request logs, tenant reports, tenant satisfaction surveys, and the timeliness of corrective actions.

A. PURPOSE OF THE QASP

The QASP is intended to accomplish the following:

- Define the roles and responsibilities of participating Government officials.
- Identify the performance objectives based upon the PBSOW in accordance with FAR Part 46.401(a) (1).
- Identify the performance quality level standards in accordance with FAR Part 37.601(a)(2).
- Describe the methods of surveillance for GSA to identify quality levels in accordance with FAR Part 46.401(a) (2).
- Establish a method to provide feedback to the Contractor regarding quality and timeliness of the service performance, i.e., copies of inspection forms, copies of tenant reports, data on tenant satisfaction scores; and any other drivers or measures of performance that are required by the CO or designee.
- Establish timeframes for communication and performance improvement if needed.
- Establish specified procedures for changes to the contract price when services are not performed or do not meet contract requirements in accordance to FAR Part 37.601(a)(3).
- Ensure the Contractor has developed and implemented a QCP establishing procedures and responsibilities for controlling the quality of work performed.

B. ROLES AND RESPONSIBILITIES OF GOVERNMENT OFFICIALS

The following Government officials will participate in assessing the quality of the Contractor's performance. Their roles and responsibilities are described as follows:

1. The person designated by the CO will serve as the COR. The COR is responsible for monitoring, assessing, recording, and reporting on the performance of the Contractor. The COR shall have the primary responsibility for completing forms that will be used to evaluate the Contractor's performance. In addition, the CO or their designee shall use the Contractor Performance System (CPS) to document the Contractor's performance

2. The person designated as the COR will have overall responsibility for overseeing the Contractor's performance. The CO shall be responsible for monitoring the Contractor's performance in the areas of contract compliance and contract administration. The CO will review the COR's written inspections and assessments of the Contractor's performance and resolve any discrepancies that may arise between the Contractor and COR. In addition, the CO shall use the Contractor Performance System (CPS) to document the Contractor's performance.

C. TYPES OF WORK TO BE PERFORMED

1. The Contractor's performance in providing the following operation and maintenance services shall be evaluated by the Government:

- a. Existing deficiency list
- b. Building operating plan
- c. Asset List
- d. Monthly progress reports
- e. Reference library
- f. Building management support services
- g. Operational requirements
- h. Service requests
- i. Tours
- j. Maintenance program
- k. Water treatment
- l. Oil analysis
- m. Lamp and ballast replacements
- n. Repairs
- o. Safety and environmental
- p. Fire Protection and Life Safety assets and systems
- q. Other services as described in section C and J

D. METHODS OF SURVEILLANCE

The method of surveillance is based on the performance criteria of the contract terms and specifications. Each requirement will describe the tasks to be performed and the standard for successful performance. GSA intends to monitor and evaluate the Contractor's performance based on any or all of the following surveillance methods:

1. **Periodic Surveillance Inspections:** This method consists of selected surveillance tasks by the Government that do not require 100 percent inspection, or are performed on a random basis. The CO or their designee will evaluate the Contractor's reports, surveys, etc. on a weekly, biweekly, monthly, or quarterly basis.

2. **Tenant Interviews:** All tenant concerns received through the CO or their designee will be documented and evaluated on a planned schedule developed by the CO or their designee. This method may help the CO or their designee focus on areas that may require further action from the CO.

3. **Service Request Documentation:** This method of surveillance will provide information to the CO or their designee, such as identification of the types of service requests received, the frequencies of service requests, corrective action taken, timeliness of completion, and any other pertinent data. At a minimum, this method shall be performed on a monthly basis.

4. **Tenant Satisfaction Surveys:** The Gallup Organization conducts surveys for our GSA's tenants in Government-owned and leased buildings. These surveys gather important data in many areas, including specific categories pertaining to the operation and maintenance of GSA's buildings. The surveys provide the CO or their designee with satisfaction scores that can be further evaluated to

determine if there are any weaknesses within the various programs. There are various measures that can be taken, such as reviewing the survey’s comments, obtaining further feedback from the tenants, or sharing the scores with the Contractor to establish a plan of action.

QUALITY ASSURANCE FORMS AND REPORTS

Inspection Form: The GSA-3423 or equivalent forms will be used to document and evaluate the Contractor’s performance. The COR will evaluate each event in accordance with the performance standards and performance requirements stated in the PBSOW. All tasks that are considered to have unacceptable performance shall be substantiated and documented on the GSA-3423 form or equivalent. The form will be completed and submitted to the Contractor within 24 hours. The Contractor shall return the GSA-3423 form or equivalent identifying the corrective action taken within time allotted by the COR.

Inspection of Services Clause: The CO shall fill in applicable commercial or non-commercial clause as appropriate, i.e., FAR Part 52.246.4 paragraphs (e) and (f).

F. ANALYSIS OF SURVEILLANCE RESULTS

Monthly CO Report: At the end of each month the COR will summarize the overall results of the Contractor’s performance for the previous month and send to the CO. If appropriate, the CO may investigate the event(s) further to determine if all the facts and circumstances surrounding the event(s) are accurate. The CO may discuss with the Contractor an event or trend that indicates unacceptable performance.

G. QUALITY ASSURANCE STANDARDS PLAN (OASP)

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
<u>SECTION C</u> Existing Deficiency Inspection/List and Asset List.	A thorough and systematic initial inspection and asset list of all assets and systems and the performance of an annual asset list to verify and update the asset list.	A complete and accurate Deficiency list and asset list must be completed and submitted within the initial timeframe and an annual inventory must be scheduled and conducted to verify and update asset list.	The Government will Evaluate performance based on tenant satisfaction, surveys, tenant interviews, periodic inspections, and service request documentation. (Applies to all performance-based task)
Startup Phase.	The Contractor must provide all start up services necessary to provide seamless operation of all building systems. Adjustment to controls, BAS	Submission and review of all required building documentation without failures in providing service to our customers.	
Staffing and ability to communicate with CO.	Contractor must staff and provide communication methods to ensure services are adequately	Quality and quantity of staffing and methods of communication ensure adequate response to all Contract requirements.	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
	provided to the tenant.		
Onsite records.	All records required by the Contract must be accurate and available for inspection.	Records must be organized, up to date, and reflect actual conditions.	
NCMMS (if applicable).	Service request record keeping using the computerized maintenance management system (NCMMS).	Maintenance records are accurate and current and are properly populated within the NCMMS to document historical maintenance efforts during the life cycle of the facility.	
Building Operating Plan (BOP).	BOP must detail all aspects of the Contractor's performance of the Contract and building asset and system information. Energy consumption must be monitored by the Contractor for indicators of inefficient operation.	BOP must be submitted and address all items.	
Monthly Progress Reports.	Reports of Contractor progress and activities must be provided monthly.	All reports must be thorough, accurate and submitted on time as required by the Contract.	
Reference library.	Information in the form of a reference library must be provided by the Contractor.	All required documents are to be included in the reference library and must be complete and up to date.	
Service Requests.	Service requests must be received, tracked, and responded to in accordance with Contract requirements.	All routine, emergency, and urgent service requests are responded to as required by the Contract and repairs are completed within specified timeframes.	
Energy and Water Efficiency Plan	Reports must contain monthly energy usage compared to last year and recommendations on improvement	Control systems must be operated to provide maximum efficiency as measured by energy consumption per gross sq. ft. while providing tenant comfort	
Tours.	Tours must be conducted and documented in	All tours must be conducted and documented as required and will reflect actual	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
	accordance with Contract requirements.	conditions. Adjustments will be made as needed. Logs and check sheets must be adequate to track operating hours and asset performance history.	
Leak testing.	Refrigerants and natural gas leaks must be avoided and detected as early as possible.	Leak testing for refrigerants and natural gas must be performed and documented in accordance with the BOP.	
Condensate pans	Condensate pans must be clear and algae free at all times.	On at least a monthly basis, tours must include inspection and treatment of condensate pans with appropriate biocide to ensure proper drainage.	
Disruptive or hazardous tool use, disruption to utilities, lighting and space conditioning.	Tenants must not be unnecessarily disrupted during repairs or procedures.	All disruptive tool use during normal working hours must be approved by the CO or their designee and welding and burning must be approved via GSA Form 1755. The CO must approve in advance any work that will disrupt lighting, utilities, and space conditioning.	
Plumbing and restroom maintenance.	Plumbing and drain systems must be maintained and in good working order.	All drain systems must be clear and kept functional at all times.	
Maintenance program.	Assets must be maintained to the minimum standard established in the Contract and developed by the Contractor.	Minimally, the Contractor must perform preventive maintenance in accordance with the manufacturer's recommended standards for all asset requiring a preventive maintenance procedure. The Contractor must be required to use the specified NFPA Codes and Standards in this document to perform inspections, testing, and preventive maintenance of fire protection and life safety systems and assets. In	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		addition, the Contractor shall be required to follow the specific testing and inspection frequencies and methods specified in such NFPA Codes and Standards. The Contractor must record such inspection, testing, and services on the appropriate NFPA inspection form.	
Water treatment.	The Contractor must provide for an effective water treatment program including asset, monitoring, reporting, etc.	The Contractor must perform water treatment, monitoring, and testing in accordance with the Contract requirements.	
Oil analysis and oil changes.	Oil analysis and oil changes must be documented.	The Contractor must perform initial and periodic oil analysis and oil changes in accordance with the Contract provisions.	
Lamp and ballast replacements.	Quality, energy-efficient replacement lamps and ballasts must be used by the Contractor.	The Contractor must perform lamp and ballast replacements in accordance with the Contract provisions	
Architectural and structural systems maintenance.	Interior and exterior building architectural and structural systems must be maintained in good repair.	The Contractor must conduct inspections, repairs, replacements, and touch up painting and patching to match existing finishes as required by Contract provisions.	
Interior signage and directories.	Signage must be up to date and in good repair.	Signage must be updated and repaired as required.	
Finishes maintenance.	All finishes must appear neat and have an esthetically appealing appearance.	The Contractor must maintain and touch up building finishes in a professional manner.	
Repairs.	All repairs must be performed in a timely professional manner, using quality parts and materials.	The Contractor must perform repairs in accordance with the provisions of the Contract including timeliness of response, invoicing, thresholds, replacement part quality standards, and	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		warranty provisions.	
Safety and environmental management.	Scheduling and record keeping.	All required safety and environmental tests, certifications, permits and other procedures required in this document must be scheduled in the NCMMS work order system, and documented in the NCMMS. In addition, the Contractor must maintain copies of all such tests, certifications, permits and other required records.	
Refrigerant Control	Refrigerant control and certification.	The Contractor must control refrigerants and maintain records in accordance with EPA, GSA, and appropriate Air Quality Management District standards. The Contractor must take immediate action to contain refrigerant leaks and must report any leaks to the CO or designee.	
AQMD	AQMD operating permits.	The Contractor must be familiar with the requirements of the Local Air Quality Management District (AQMD), and shall be responsible for obtaining operating permits for boilers, generators, and other emissions-producing assets regulated by the district.	
Underground Storage Tanks.	Underground storage tanks.	The Contractor is responsible for complying with all Federal, State, and Local requirements for the periodic inspection, monitoring, permitting, certification and maintenance of underground storage tanks.	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
Polychlorinated Biphenyls (PCBs)	Polychlorinated biphenyls (PCBs) control.	The Contractor must inspect all transformers containing (PCBs) and maintain records of such inspections in accordance with State, Local, and Environmental Protection Agency (EPA) regulations.	
Hazardous Waste.	Hazardous waste.	The Contractor must be cognizant of, and comply with, all Federal, State, and Local laws and regulations related to the disposal (landfill, sewer discharge, etc.) of hazardous waste and materials used or removed in the performance of the Contract or discharged by the building, and must comply with all such requirements, to include record keeping requirements.	
Electrical Safety.	Electrical safety.	The Contractor must comply with NFPA 70E when working on or around electrical assets or systems. The Contractor must ensure that areas restricted to qualified personnel are secured and properly labeled.	
Lock out/tag out.	Lock out/tag out.	The Contractor must develop a lockout/tag out program in accordance with 29 CFR 1910. The program must include all anticipated energy sources, including but not limited to electricity, steam, pressurized fluids, and mechanical energy.	
Confined Space Permits	Confined spaces.	The Contractor must identify and label all confined spaces in accordance with OSHA requirements. The	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		Contractor must develop a confined space entry permit system for all permit-required confined spaces within 60 calendar days of commencement of the Contract.	
Asbestos Management Program	Asbestos management.	The Contractor shall be expected to occasionally perform Class III and Class IV asbestos work as defined in 29 CFR 1910.26.1101. The Contractor must be prepared to deal with asbestos on a small scale, short duration basis to effect emergency repairs and to clean up small spills. The Contractor must protect building tenants, visitors, and employees from asbestos exposure. The Contractor must comply with applicable National Institute of Building Sciences (NIBS) and OSHA standards.	
Safety Data Sheets	Hazardous materials.	The Contractor must make safety data sheets (SDSs) available to their employees in accordance with 29 CFR 1910.1200.	
Boiler and Pressure Vessel	Boiler/pressure vessel operation and inspection standards.	All tests must be done in accordance with ASME Boiler and Pressure vessel Code, National Board Inspection Code (NBIC), EPA Local AQMD requirements, ASME CSD-1, and NFPA 85.	
Backflow Prevention Devices.	Backflow prevention devices.	Backflow prevention devices used on water-based fire suppression systems must be inspected, tested and maintained according to NFPA 25.	
Potable Water Systems.	Potable water systems.	The Contractor must comply with the Safe	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>Drinking Water Act, PL 99-339, as amended, and the EPA Safe Drinking Water regulations (40 CFR 141.43, Sections A and D), that address the quantity of lead allowable in new installations or repairs to existing drinking water systems and/or plumbing. Potable water systems which are repaired, modified, serviced, or breeched in any way must be disinfected and flushed prior to returning the system to service.</p>	
Labeling.	Labeling.	<p>The Contractor must label equipment, storage areas and workspaces in accordance with OSHA standards immediately after commencement of the Contract if such labels are not already in place.</p>	
	Water-based fire suppression system	<p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 25.</p> <p>Water-based fire suppression system testing, maintenance and repair shall be performed during normal business hours when it does not interfere with building operations. When such testing, maintenance or repair will interfere with building operations; it shall be performed after normal business hours without additional costs to the government, unless approved otherwise by the CO or designee.</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>The Contractor must provide a fire watch in areas left unprotected until the water-based fire suppression system is completely restored to service. In no case must any water based fire suppression system be left in a disabled condition without notifying the CO or designee.</p> <p>The Contractor must ensure that the sprinkler system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager and CO or their designee all non-emergency shutdowns of the sprinkler system and that back up protection be provided by the Contractor any time the sprinkler system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored.</p>	
	<p>Fire Rated doors and assemblies.</p>	<p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p> <p>The Contractor must perform inspections, tests and maintenance or repairs in accordance with the</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>current edition of NFPA 80 and NFPA 101.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80 NFPA 101.</p>	
	<p>Fire Damper and combination fire/smoke dampers.</p>	<p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p> <p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 80. Maintenance of combination fire/smoke dampers must also meet the requirements contained in NFPA 105.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.</p> <p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
	Smoke doors and assemblies.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 105.</p> <p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.</p>	
	Smoke dampers. Portable fire extinguishers.	<p>The Contractor must perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 105.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.</p> <p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 10.</p> <p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.</p>	
	<p>Non-water based fire extinguishing systems.</p>	<p>The Contractor must perform inspections, tests and maintenance in accordance with the current edition of the applicable NFPA standards (e.g., NFPA 12, 12A, 17, 17A, 96, 2001, etc.).</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards (e.g., NFPA 12, 12A, 17, 17A, 96, 2001, etc.).</p> <p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		any task associated with this contract.	
	Emergency lighting systems and exit signage.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 101.</p> <p>The Contractor must utilize qualified personnel meeting the applicable requirements in Section H15.3, Qualification of Technicians. in performing any task associated with this contract</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101.</p>	
Vertical transportation system maintenance.	<i>N/A</i>	<i>N/A</i>	
Miscellaneous work.	The Contractor must provide labor hours and parts and supplies as requested by the CO or designee.	The Contractor must provide labor hours as requested by the CO to perform tasks in a timely manner.	
Section H	Green Purchasing Tracking	Shall track and report and amounts of green cleaning products and materials purchased. Furnish records upon request.	
	Recycle Content Product Purchase Annual Reporting	Annual report on recycle products if applicable.	

J.1.1. Contract Deliverables Reference

DELIVERABLE	REF	DELIVERABLE DUE	POINT OF CONTACT
Existing deficiency inspection/initial deficiency list	C.4.2	Report due not later than 60 calendar days after start date of the contract.	CO or designee.
Contract Startup/Transition phase including staffing plan	C.5.1	30 calendar days of startup transition services.	CO or designee.
Phase-out transition.	C.6	One month of phase-out transition services. On the last performance day of the contract, Contractor shall turn over keys and identification badges or cards.	CO or designee.
List of key personnel and emergency contact information, which may include subcontractor contacts as applicable.	C.8.1	The Contractor shall develop and submit to the COR within 15 calendar days prior to services start date.	CO or designee.
NCMMS	C.8.5	The Contractor shall use the Government-furnished NCMMS, to include validating and updating the Asset List database, including all data fields specified by the CO or designee.	CO or designee
Quality control program.	C.8.6	Develop and submit for approval 15 calendar days after contract services start date.	CO or designee
Building operating plan.	C.9.1 & 2	Develop and submit for approval, 90 calendar days after contract services start date.	CO or designee.
Asset List update	C.10	The Contractor shall update and verify the Asset List annually an after contract start date.	CO or designee.
Monthly progress reports.	C.11	On a monthly basis, not later than the fifth working day of the subsequent month.	CO or designee.
Performance review meetings	C.12	Monthly for three months then quarterly thereafter	CO or designee
Asset condition assessment.	C.13	On an ongoing basis during the performance of the contract as requested.	CO or designee.
Establish Reference Library	C.15	Ongoing	CO or designee.
Review of design documents.	C.16	Review as requested.	CO or designee.
Building management support services.	C.17	Assist as requested.	CO or designee.
Inspection assistance for space build outs	C.18	Assist as requested.	CO or designee
Emergency Shutdown Checklist	C.19	Posted in Mechanical / Electrical rooms	CO or designee
Labeling Electrical Circuits	C.20	Ensure added or modified circuits	

DELIVERABLE	REF	DELIVERABLE DUE	POINT OF CONTACT
		are labeled.	
Emergency Operating Plan	C.21.4	Develop and submit for approval, 15 calendar days after contract services start date.	CO or designee.
Utility Meter Readings	C.21.6	Electric, gas, diesel fuel levels, water, cooling tower water make up and lawn sprinkler meters and submit in the monthly progress report	CO or designee.
Contact After Normal Hours	C.21.7	Within 15 calendar days <u>prior to</u> contract services start date	CO or designee
Emergency service request and callback repair plan report.	C.23.3	Written accounting of any emergency callback the morning of the next working day.	CO or designee.
Urgent Service Request	C.23.4	Respond to urgent service request within 1 hour.	CO or designee
Routine service request - response extension request.	C.23.5	Contractor shall immediately notify with a written extension request.	CO or designee.
Preventative maintenance system.	C.35.1	Within 30 calendar days after contract services start date.	CO or designee.
Initial report and development of water treatment program.	C.36.3	Within the first 30 calendar days after contract award date.	CO or designee
Corrosion Monitoring of water treatment program coupon.	C.36.5	Within the 30 calendar days after submission of the water treatment plan.	CO or designee
Monthly water treatment testing or makeup water chemical tracking.	C.36.6	Monthly within the monthly progress report.	CO or designee.
Periodic oil analysis.	C.37.1 C.37.6	At least annually, with results submitted within the next monthly progress report.	CO or designee.
Periodic diesel fuel analysis.	C.37.4	At least annually, with results submitted within the next monthly progress report.	CO or designee.
Lamps and ballasts containing mercury record.	C.38	Document monthly all purchases of mercury-containing lamps within the monthly progress report.	CO or designee.
Fire alarm system: If the Contractor shall disturb materials he/she suspects may contain lead-based paint.	C.39.4	The Contractor shall immediately report the condition to the CO or designee.	CO or designee.
Water-based fire suppression systems: If the Contractor shall disturb materials he suspects may contain lead-based paint.	C.39.4	The Contractor shall immediately report the condition to the CO or designee.	CO or designee.
Elevator communications and alarm test	C.39.8.1	Document weekly elevator phone and alarm test and submit in monthly progress report	CO or designee

DELIVERABLE	REF	DELIVERABLE DUE	POINT OF CONTACT
Repairs using subcontractors.	C.40	Shall provide justification for subcontract need in advance.	CO or designee.
Reimbursable repairs completion date.	C.40.3	Mutually agreed upon by the COR and the Contractor.	CO or designee.
Miscellaneous work log	C.40.4	Submit in the monthly progress reports.	CO or designee.
Warranties not honored by manufacturer.	C.40.10	Contractor shall immediately notify COR if an installer or manufacturer fails to comply with the terms of a warranty.	CO or designee.
Scheduling and recordkeeping of permits, personnel safety, control of hazardous substances, certifications, and records	C.41.2	Furnish copies in monthly progress reports.	CO or designee.
Refrigerant control and certification log.	C.41.3	Furnish copies in monthly progress reports.	CO or designee.
AQMD operating permits.	C.41.4	Copies made available immediately upon request.	CO or designee.
Polychlorinated biphenyl (PCB) control transformer leaks.	C.41.7	Immediate notification.	CO or designee.
Workplace safety plan.	C.41.9	A safety and health plan shall be submitted for review and approval within 30 days after contract award date.	CO or designee.
Electrical safety.	C.41.10	Deficiencies shall be reported within 12 months after contract award date. Infrared Survey to be submitted electronically annually thereafter.	CO or designee.
Confined space entry permit system.	C.41.14	The contractor shall develop a confined space entry permit system for all permit-required confined spaces within 30 calendar days of the contract start.	CO or designee.
Fire alarm system: If the contractor shall disturb materials they suspects may contain ACM.	C.41.15	The Contractor shall immediately report the condition to the COR.	CO or designee.
Hazardous materials: safety data sheets – hazardous materials inventory.	C.41.16	SDSs shall be developed during the contract within 30 days after award and made available for review. The Contractor shall prepare and submit hazardous materials inventory as an appendix to the building operating plan. This shall be updated and resubmitted annually by September 30 of each year. <i>No chemicals shall be brought on premise without first</i>	CO or designee.

DELIVERABLE	REF	DELIVERABLE DUE	POINT OF CONTACT
		<i>submitting the SDS sheets to the COR for approval.</i>	
Boiler and unfired pressure vessel certification	C.41.17.2	Annually.	CO or designee.
Backflow prevention devices – annual inspection certificate.	C.41.17.3	Annually.	CO or designee.
Labeling and signage.	C.41.18	Labeling per OSHA standards during the performance of after contract.	CO or designee.
Fire protection systems on line at all times unless approval is given during maintenance periods.	C.42.1	Advance notification and approval per occurrence.	CO or designee.
Fire alarm system: If the contractor encounters an asset that is in a condition that may endanger life or property.	C.42.2	The Contractor shall immediately notify the COR of the condition requiring immediate action. Within 24 hours the Contractor shall provide a written report to the COR of the hazardous condition and recommended corrective action.	CO or designee.
Fire alarm system: The contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 72.	C.42.2	Throughout the year. Annual Certification. Documentation of the subject inspection, maintenance and testing results shall be recorded on the applicable Inspection and Testing Form from NFPA 72.	CO or designee.
Water-based fire suppression systems: If the Contractor encounters an asset that is in a condition that may endanger life or property.	C.42.6	The Contractor shall immediately notify the COR of the condition requiring immediate action. Within 24 hours that Contractor shall provide a written report to the COR of the hazardous condition and recommended corrective action.	CO or designee.
Water-based fire suppression systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, and testing methods outlined in NFPA 25.	C.42.6	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded on the applicable “suggested form,” as found in the current edition of NFPA 25.	CO or designee.
Water-based fire suppression systems: If the contractor shall disturb materials he suspects may contain ACM.	C.42.6	The Contractor shall immediately report the condition to the COR.	CO or designee.
Fire doors and other opening protectives: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation	C.42.7	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 80.	CO or designee.

DELIVERABLE	REF	DELIVERABLE DUE	POINT OF CONTACT
requirements outlined in NFPA 80.			
Fire and combination fire/smoke dampers: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.	C.42.8	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 80.	CO or designee.
Smoke doors and other opening protectives: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.	C. 42.9	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 105.	CO or COR.
Smoke dampers: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.	C.42.10	Throughout the year. Documentation of the subject inspection, maintenance and testing results shall be recorded in accordance with the requirements of NFPA 105.	CO or designee.
Portable fire extinguishers: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.	C.42.11	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 10.	CO or designee.
Non-water-based extinguishing systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standard.	C.42.12	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of the applicable NFPA standard.	CO or designee.
Smoke control systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods,	C.42.13	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 92A.	CO or designee.

DELIVERABLE	REF	DELIVERABLE DUE	POINT OF CONTACT
and documentation requirements outlined in NFPA 92A.			
Smoke management systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 92B.	C.42.13	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 92B.	CO or designee.
Emergency and standby power systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 110 and NFPA 111.	C.42.14	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 110 and NFPA 111.	CO or designee.
Emergency lighting and exit signage: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101.	C.42.15	Throughout the year. Documentation of the subject inspection, maintenance, and testing results shall be recorded in accordance with the requirements of NFPA 101.	CO or designee.
Security Clearances	H.1.1	Shall be submitted prior to contract start date	CO or designee.
Qualification of employees (May 1989) paperwork	H.1.3	As requested	CO or designee.
The collection and submission of GSA Form 139, Recording Presence.	H.7	Available when requested	CO or designee.
Asbestos awareness training certification.	H.13	Training within 60 calendar days after contract services start date. Certify completion within 5 days of training.	CO or designee.
Submission of resumes for new employees.	H.15.4	The Contractor shall submit resumes for all personnel prior to personnel beginning work.	CO or designee.
State licensing – if required.	H.15.5	Within 90 calendar days of beginning employment.	CO or designee.
Price proposal for additional services work.	H.18.2	Within 48 hours of the request.	CO or COR.
Strike contingency plan (SCP) submission.	H.20	SCP must be submitted 5 calendar days prior to contract services start date and updated annually.	CO or designee.

J.2. GREEN PURCHASE REPORT

Annual Contractor Reporting of Designated Biobased Purchases

Section 9002 of the Farm Security and Rural Investment Act of 2002, as amended by the Food, Conservation, and Energy Act of 2008, Pub. L. 110-246 (the Farm Bill) requires Federal agencies to give a procurement preference to USDA-designated biobased products and to require agency contractors to report such purchases under service and construction contracts. The FAR Council subsequently published a Biobased final rule at 77 FR 23365, implementing reporting requirement in the FAR at FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts with an effective date of May 18, 2012. To facilitate collection of report data, the USDA, in consultation with the Chief Acquisition Officers Council, was tasked to develop a reporting template.

To comply with the reporting provisions of the Act, Contractor must file an annual report on purchases of designated biobased products used under the performance of this contract.

Where to Submit:

CY 2013 No later than October 31st in accordance with final rule 78 FR 46794 ‘Update to Biobased Reporting Requirement’ the Contractor is responsible for submitting their annual biobased report using the following web site <https://www.sam.gov/>.

All Reports–Contractor shall provide a copy of each report to the CO and Environmental Manager at PBSbiobasedreporting@gsa.gov.

Note: US Department of Agriculture (USDA) Bio- based products
<http://www.biopreferred.gov/ProductCategories.aspx>

J.3. SOLID WASTE AUDITS (RESERVED)

J.4. BUILDING INFORMATION SHEETS

J.4.1 Building Information Sheet (for Veach-Baley FB)

The following are building statistics for informational purposes only. The CO will complete a Building Information Sheet for every building. The figures below are estimates only. When necessary, the CO or their designee will provide access to assignment drawings and blueprints.

1. **BUILDING DATA:**

Property Manager Contact information:	<u>Michael Keller</u> <u>151 Patton Ave, Asheville NC</u> <u>828-271-4691/Michael.keller@gsa.gov</u>
Contract Specialist Contact Information:	<u>Danah Gibson</u> <u>77 Forsyth Street SW Room T-8. Atlanta Ga 30303</u> <u>404-797-0956/danah.gibson@gsa.gov</u>
O&M Contractor contact information:	<u>EML (Electronic Metrology Laboratory)</u> <u>318 Seaboard Lane</u> <u>Suite 106</u> <u>Franklin, TN 37607</u>
Name and building quantity:	<u>Veach-Baley FB, NC0002AE</u>
Location:	<u>Asheville, NC</u>
Quantity of floors:	<u>5, plus penthouse and basement</u>
Quantity of elevators	
Judges:	<u>none</u>
Passenger's:	<u>4</u>
Freight:	<u>2</u>
Age of Building:	<u>24, built in 1994</u>
Normal Building Operating Hours:	<u>7:00am-5:00pm</u>
Building Operating Plan (BOP) (yes or no):	<u>yes</u>

NOTE: If no BOP exists it is the responsibility of the government to develop and provide for the contractor's use and revise as needed.

Quantity of Agencies: 17

List Agencies (Of special note are law enforcement and agencies with 24 hour operations)
NCEI (NOAA) has 24hr computer data operation, but no longer manned after-hours
14th weather Squadron (U.S. Air Force), CICS, ERC Broadband, Army Corps of Engineers
FBI, Alcohol Tobacco and Firearms, Courtside Café, Arcade Credit Union, Senator Burr, DHS,
SSA ODAR, SCORE, GSA, IRS, DEA, Asheville Police Department.

2. **CHILD CARE CENTERS**

Interior: special equipment (identify): No
 Playground: No

3. **ENVIRONMENTAL (quantity)**

Fuel Tanks (GSA Owned)	<u>Only the emergency</u> <u>Generator fuel tank</u>
Underground/Above ground	<u>above ground</u>
Generators: (GSA Owned)	_____
Firing Range	<u>no</u>
Asbestos: Yes or No	<u>no</u>
Lead Based Paint: Yes or No	<u>no</u>

PCB's: Yes or No no

Copy of all environmental permits (Air, UST, etc.) _____

NOTE TO CONTRACTOR: Asbestos, Lead, or any other hazardous material may be in the building (particularly older ones) and has not been discovered yet so all suspicious material found should be treated assuming it is.

5. MAJOR ALTERATION PROJECTS

- Build-outs/Prospectus/Agencies moving In/Out (possible impact)
- Relocating main public entrance to original intended place on 1st floor

6. BUILDING AUTOMATION SYSTEMS and OTHER CRITICAL EQUIPMENT

(Include manufacturer names, model #s, serial #s, tonnage KW, etc

EMS/BAS/SMART Technologies: Yes
 Type of System and Frontend EMS is INET 7
BAS is Niagara
 For BAS not on GSA network, when was the last software update? N/A, on GSA network
 What is the current version?
 CHILLERS: (2) 320 ton Trane
Comfort cool, (3) McQuay magnetic bearingless 110 ton units for computer rooms
 UPS SYSTEMS: none
 GENERATORS: Onan 750KVA
 BOILERS: (2) Burnham 100hp for

comfort heating and (1) Burnham 100hp for humidification system

WATER TREATMENT

Open Loop (coupon racks) 2
 Closed Loop (coupon racks) 2
 Glycol Loops (type ethylene or propylene) 0
 Chemical Free Systems (Type/which loops) 0

Roof Anchorage Points and Systems - How many? 13
 Is Electrical Labeling up to date? yes

7. HISTORICAL REPAIR AND SERVICE REQUEST INFORMATION

Quantity of Service Request Monthly: 74
 Quantity and amount of Repairs over threshold for the past 2 years: 22

8. ANNIVERSARY DATES OF THE LAST TESTING OF MAJOR MAINTENANCE ITEMS:

Eddy Current: Sept 2015
 Evaporator: Sept 2015
 Condenser: Sept 2015
 Infrared testing: Jan 2018
 Switchgear: Dec 2017
 Boiler: Oct 2017

9. HISTORICAL AND AESTHETIC ATTRIBUTES

Care should be taken to protect historical elements and artwork when performing work and maintenance around those items. Yes or No

Artwork: yes- sculpture (The Passage)
 Statues: N/A

Artifacts: yes- NOAA historical items

10. CAFETERIAS/CONCESSIONS

Yes , cafeteria and vending machines

11. FIRE ALARM SYSTEM

Is Central Station monitoring phone lines currently being handled by GSA or the O&M Contractor?

Currently being replaced

Historically has the Fire Alarm, Sprinkler testing been performed during normal or after hours?

Normal hours

Device count for each building for the fire alarm system:

Smoke Detector:

under construction

Heat Detector:

under construction

Duct Detector:

under construction

Pull Stations:

under construction

Water Flows:

under construction

Tampers:

under construction

Dry Pipe Systems (low air):

(1) in shell space

Quantity of Strobes:

under construction

Quantity of Speakers:

under construction

Quantity of Combination Speaker/Strobe:

under construction

Quantity of Batteries:

under construction

Fire Extinguishers (by type):

under construction

How many require 12-year Hydrostatic test per calendar year?

FY-2017

FY-2018

FY-2019

FY-2020

FY-2021

How may require 6-year test are due per calendar year?

FY-2017

FY-2018

FY-2019

FY-2020

FY-2021

When was the last generator load bank test done?

unknown

What is the building load on the generator(s)?

life safety only

Natural Gas or Diesel?

diesel

How much battery operated emergency lights (exit, stairwell, or other)

8 battery

12. FILTERS (Size/MERV Rating/Type)

MERV 8

13. SECURITY SYSTEMS

Quantity of card readers for perimeter access and types (readers or key pads):

1

Pop-up bollards/Wedges/Plates:

0

Sally Port garage doors:

0

Judges garage doors/gates:

0

14. PLUMBING

Quantity of automatic soap dispensers (quantity and type of batteries per dispenser)	<u>0</u>
Quantity of automatic towel dispenser (quantity and type of batteries per dispenser)	<u>0</u>
Quantity of automatic flush valves (quantity and type of batteries per valve)	<u>0</u>
Quantity of automatic faucets (quantity and type of batteries per unit)	<u>44</u>
Quantity of waterless urinals requiring cartridge replacement (i.e. Sloan, Falcon, etc.):	<u>0</u>
Quantity Back Flow Prevention Devices	<u>2</u>

15. MISCELLANEOUS

Is any equipment currently under warranty? If so, when do they expire?	<u>(3) McQuay chillers, Sept 2021</u>
What are the ages of the building roofs?	<u>Replaced 2012, 5yrs</u>

J.4.2 Building Information Sheet (for Asheville FBCH)

The following are building statistics for informational purposes only. The CO will complete a Building Information Sheet for every building. The figures below are estimates only. When necessary, the CO or their designee will provide access to assignment drawings and blueprints.

1. BUILDING DATA:

Property Manager Contact information:

Michael Keller
151 Patton Ave, Asheville NC
828-271-4691/michael.keller@gsa.gov

Contract Specialist Contact Information:

Danah Gibson
77 Forsyth Street SW Room T-8. Atlanta Ga 30303
404-797-0956/danah.gibson@gsa.gov

O&M Contractor contact information:

EML (Electronic Metrology Laboratory)
318 Seaboard Lane
Suite 106

Name and building quantity:

Asheville FBCH, NC0005AE

Location:

Asheville, NC

Quantity of floors:

5 plus attic

Quantity of elevators

Judges:

0, but (1) prisoner

Passenger's:

2

Freight:

0

Age of Building:

89, built in 1929

Normal Building Operating Hours:

7:00am-5:00pm

Building Operating Plan (BOP) (yes or no):

yes

NOTE: If no BOP exists it is the responsibility of the government to develop and provide for the contractor's use and revise as needed.

Quantity of Agencies: 3

List Agencies (Of special note are law enforcement and agencies with 24 hour operations)

U.S. District Court (includes clerk of courts and Court Security Officers)

U.S. Bankruptcy

U.S. Attorney

2. CHILD CARE CENTERS

Interior: special equipment (identify) :

No

Playground:

No

3. ENVIRONMENTAL (quantity)

Fuel Tanks (GSA Owned)

none

Underground/Above ground

N/A

Generators: (GSA Owned)

none

Firing Range

no

Asbestos: Yes or No

yes

Lead Based Paint: Yes or No

yes

PCB's: Yes or No

yes, in unused spaces

Copy of all environmental permits (Air, UST, etc.)

NOTE TO CONTRACTOR: Asbestos, Lead, or any other hazardous material may be in the building (particularly older ones) and has not been discovered yet so all suspicious material found should be treated assuming it is.

4. MAJOR ALTERATION PROJECTS

Build-outs/Prospectus/Agencies moving In/Out (possible impact)

- Roof drain replacement project

5. BUILDING AUTOMATION SYSTEMS and OTHER CRITICAL EQUIPMENT

(Include manufacturer names, model #s, serial #s, tonnage KW, etc

EMS/BAS/SMART Technologies:

BAS is INET7, no EMS

Type of System and Frontend

For BAS not on GSA network, when was the last software update?

CSI system, unknown

What is the current version?

CHILLERS:

York screw type, not in use

UPS SYSTEMS:

none

GENERATORS:

none

BOILERS:

(2) low pressure steam

Superior 100HP

steam boilers have

treatment

WATER TREATMENT

Open Loop (coupon racks)

N/A

Closed Loop (coupon racks)

N/A

Glycol Loops (type ethylene or propylene)

N/A

Chemical Free Systems (Type/which loops)

N/A

Roof Anchorage Points and Systems - How many?

0

Is Electrical Labeling up to date?

yes

6. HISTORICAL REPAIR AND SERVICE REQUEST INFORMATION

Quantity of Service Request Monthly:

23

Quantity and amount of Repairs over threshold for the past 2 years:

average 6

7. ANNIVERSARY DATES OF THE LAST TESTING OF MAJOR MAINTENANCE ITEMS:

Eddy Current:

Boiler 1 – 5yrs ago

Boiler 2 – Apr 2016

Evaporator:

N/A

Condenser:

N/A

Infrared testing:

Jan 2018

Switchgear:

N/A

Boiler:

Oct 2017

8. HISTORICAL AND AESTHETIC ATTRIBUTES

Care should be taken to protect historical elements and artwork when performing work and maintenance around those items.

Yes or No

Artwork:

yes- courthouse pictures in hallway

Statues:

no

Artifacts:

no

9. CAFETERIAS/CONCESSIONS

- No, only small vending room on 1st floor with a few vending machines

10. FIRE ALARM SYSTEM

Is Central Station monitoring phone lines currently being handled by GSA or the O&M Contractor?

O&M contractor

Historically has the Fire Alarm, Sprinkler testing been performed during normal or after hours?

F/A after hours,
 sprinkler during hours

Device count for each building for the fire alarm system:

Smoke Detector:

40

Heat Detector:

0

Duct Detector:

22

Pull Stations:

17

Water Flows:

9

Tampers:

9

Dry Pipe Systems (low air):

0

Quantity of Strobes:

about 23

Quantity of Speakers:

Quantity of Combination Speaker/Strobe:

Quantity of Batteries:

Fire Extinguishers (by type):

45 ABC

How many require 12-year Hydrostatic test per calendar year?

FY-2017

FY-2018

FY-2019

FY-2020

FY-2021

How may require 6-year test are due per calendar year?

FY-2017

Sept 2017

FY-2018

FY-2019

FY-2020

FY-2021

When was the last generator load bank test done?

n/a

What is the building load on the generator(s)?

n/a

Natural Gas or Diesel?

n/a

How much battery operated emergency lights (exit, stairwell, or other)

12

11. FILTERS (Size/MERV Rating/Type)

MERV 8

12. SECURITY SYSTEMS

Quantity of card readers for perimeter access and types (readers or key pads):

integral w/ Veach Baley, just 1 parking

Pop-up bollards/Wedges/Plates:

none

Sally Port garage doors:

yes

Judges garage doors/gates:

none

13. PLUMBING

Quantity of automatic soap dispensers (quantity and type of batteries per dispenser)	<u>0</u>
Quantity of automatic towel dispenser (quantity and type of batteries per dispenser)	<u>0</u>
Quantity of automatic flush valves (quantity and type of batteries per valve)	<u>0</u>
Quantity of automatic faucets (quantity and type of batteries per unit)	<u>0</u>
Quantity of waterless urinals requiring cartridge replacement (i.e. Sloan, Falcon, etc.):	<u>0</u>
Quantity Back Flow Prevention Devices	_____

14. MISCELLANEOUS

Is any equipment currently under warranty? If so, when do they expire?	<u>Roof, 2037</u>
What are the ages of the building roofs?	<u>New, 5/24/2017</u>

J.4.3 Building Information Sheet (for Hiram Ward FBCH)

The following are building statistics for informational purposes only. The CO will complete a Building Information Sheet for every building. The figures below are estimates only. When necessary, the CO or their designee will provide access to assignment drawings and blueprints.

1. **BUILDING DATA:**

Property Manager Contact information:

Michael Keller
151 Patton Ave, Asheville NC
828-271-4691/michael.keller@gsa.gov

Contract Specialist Contact Information:

Danah Gibson
77 Forsyth Street SW Room T-8, Atlanta Ga 30303
404-797-0956/danah.gibson@gsa.gov

O&M Contractor contact information:

EML (Electronic Metrology Laboratory)
318 Seaboard Lane
Suite 106

Name and building quantity:

Hiram Ward FBCH, NC0113ZZ

Location:

Winston Salem, NC

Quantity of floors:

11

Quantity of elevators

Judges:

1

Passenger's:

4

Freight:

1

Age of Building:

42, built in 1976

Normal Building Operating Hours:

7:00am-5:00pm

Building Operating Plan (BOP) (yes or no):

Yes

NOTE: If no BOP exists it is the responsibility of the government to develop and provide for the contractor's use and revise as needed.

Quantity of Agencies: 11

List Agencies (Of special note are law enforcement and agencies with 24 hour operations)

District Courts, U.S. Marshal Service*, DHS/ICE*, U.S. Attorneys,
Federal Public Defender, VA Regional Council, Probation, Tax Court,
Department of Labor, Veterans Benefits Administration (Largest Tenant),
GSA

2. **CHILD CARE CENTERS**

Interior, special equipment: No

Playground: No

3. **ENVIRONMENTAL (quantity)**

Fuel Tanks (GSA Owned)

4

Underground/Above ground

(1)Underground and 3 above ground holding tank

Generators: (GSA Owned)

1

Firing Range:

No

Asbestos: Yes or No

Yes

Lead Based Paint: Yes or No

No

PCB's: Yes or No

No

Copy of all environmental permits (Air, UST, etc.) Yes
 NOTE TO CONTRACTOR: Asbestos, Lead, or any other hazardous material may be in the building (particularly older ones) and has not been discovered yet so all suspicious material found should be treated assuming it is.

4. MAJOR ALTERATION PROJECTS

Build-outs/Prospectus/Agencies moving In/Out (possible impact) Yes

1. Plaza Renovation – Complete tear out and redesign of front plaza
2. DHS / ICE – Moving out of the building to a lease location
3. Court Renovation 4th Floor – The District Courts will be building out a new courtroom and chambers on the fourth floor
4. VA Renovation – The VA will be renovating all of the agencies occupied space that it currently inhabits
5. UESC – There will possibly be a project coming to update all of our mechanical equipment, controls, lighting, and plumbing fixtures in the building.

5. BUILDING AUTOMATION SYSTEMS and OTHER CRITICAL EQUIPMENT

(Include manufacturer names, model #s, serial #s, tonnage KW, etc

EMS/BAS/SMART Technologies: Yes
 Type of System and Frontend. T.A.C.
 For BAS not on GSA network, when was the last software update? On Network
 What is the current version? _____

CHILLERS: (2) Trane Centrifugal

Chiller 1	Chiller 1A
Model# - CVHF 485	Model# - CVHF 485
Serial# - L11E02136	Serial# - L11E02164

UPS SYSTEMS: 2

GENERATORS: 1

ONAN, Model# - 250.0 DFM-17R/16460J
 Serial# - C760108423
 250 KW / 313 KVA

BOILERS: 1

Peerless, Model# - 0-711FD-W
 Serial# - 7FD-2671
 BTU/Water- 10765

WATER TREATMENT Yes

Open Loop (coupon racks) Yes

Closed Loop (coupon racks) Yes, Boiler and Chilled Water

Glycol Loops (type ethylene or propylene) No

Chemical Free Systems (Type/which loops) No

Roof Anchorage Points and Systems - How many? None

Is Electrical Labeling up to date? No

6. HISTORICAL REPAIR AND SERVICE REQUEST INFORMATION

Quantity of Service Request Monthly: _____

Quantity and amount of Repairs over threshold for the past 2 years: _____

7. ANNIVERSARY DATES OF THE LAST TESTING OF MAJOR MAINTENANCE ITEMS:

Eddy Current:	<u>2013</u>
Evaporator:	
Condenser:	
Infrared testing:	
Switchgear:	<u>7-16-2016</u>
Boiler:	<u>6-19-2017</u>

8. HISTORICAL AND AESTHETIC ATTRIBUTES

Care should be taken to protect historical elements and artwork when performing work and maintenance around those items.

	Yes or No
Artwork:	<u>No</u>
Statues:	<u>No</u>
Artifacts:	<u>No</u>

9. CAFETERIAS/CONCESSIONS

YES

10. FIRE ALARM SYSTEM

Is Central Station monitoring phone lines currently being handled by GSA or the O&M Contractor?

O&M

Historically has the Fire Alarm, Sprinkler testing been performed during normal or after hours?

After

Device count for each building for the fire alarm system:

Smoke Detector: 169

Heat Detector: 10

Duct Detector: 12

Pull Stations: 27

Water Flows: _____

Tampers: _____

Dry Pipe Systems (low air): 1 System

Quantity of Strobes: _____

Quantity of Speakers: _____

Quantity of Combination Speaker/Strobe: _____

Quantity of Batteries: _____

Fire Extinguishers (by type): _____

How many require 12-year Hydrostatic test per calendar year?

FY-2017 _____

FY-2018 _____

FY-2019 _____

FY-2020 _____

FY-2021 _____

How may require 6-year test are due per calendar year?

FY-2017 _____

FY-2018 _____

FY-2019 _____

FY-2020 _____

FY-2021 _____

When was the last generator load bank test done? 10-24-2017
What is the building load on the generator(s)? Lighting & (1) elevator
Natural Gas or Diesel? Diesel
How much battery operated emergency lights (exit, stairwell, or other) _____

11. FILTERS (Size/MERV Rating/Type) _____

12. SECURITY SYSTEMS
Quantity of card readers for perimeter access and types
(readers or key pads): (8) reader keypad combination
Pop-up bollards/Wedges/Plates: No
Sally Port garage doors: 2 Garage Doors and 1 Sallyport
Judges garage doors/gates: N/A

13. PLUMBING
Quantity of automatic soap dispensers (quantity and type of batteries
per dispenser) No
Quantity of automatic towel dispenser (quantity and type of batteries
per dispenser) No
Quantity of automatic flush valves (quantity and type of batteries per valve) _____
Quantity of automatic faucets (quantity and type of batteries per unit) 0
Quantity of waterless urinals requiring cartridge replacement (i.e. Sloan,
Falcon, etc.): 0
Quantity Back Flow Prevention Devices 0

14. MISCELLANEOUS
Is any equipment currently under warranty? If so, when do they expire? No
What are the ages of the building roofs?

J.5. MONTHLY REPORT TEMPLATE



MONTHLY REPORT FOR :	
TASK ORDER/CONTRACTOR #:	
DATE OF REPORT:	
FOR PERIOD:	

PREPARED BY

NAME:	
TITLE:	
CONTRACTOR:	
PHONE NUMBER:	

1. STATUS OF ALL WORKORDERS – Attach copy of NCMMS printout if available

2. ASSETS WORKING OFFLINE

3. OPERATING SCHEDULE CHANGES

4. DESCRIPTION OF LOST TIME FOR ACCIDENTS OR OTHER SAFETY PROBLEMS

5. QUALITY CONTROL INSPECTIONS

6. BUILDING SERVICES, UTILITY MISCELLANEOUS HOURS

7. COPIES OF ARRIVAL AND DEPARTURE REPORTS

8. MONTHLY WATER TREATMENT AND OTHER TEST RESULTS

9. RECALIBRATION DOCUMENTATION OF ADVANCED METERS (2 X/yr)

10. REFRIGERATION CONTROL LOGS

12. FUEL LEVELS

J.6. BUILDING OPERATING PLAN TEMPLATE (RESERVED)

Template may be provided upon request after award.

J.7. SMART BUILDING (RESERVED)
GSA Smart and Sustainable Buildings

J.8. WATER TREATMENT STANDARDS

Water Treatment Standards

INSTRUCTIONS, CONDITIONS, AND NOTICES TO

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1.0 Introduction

This appendix establishes mandatory standards for water in HVAC and domestic water systems in GSA facilities, along with information related to the intent of the standards and guidelines that in most circumstances can be used to construct a water treatment program that will be approved by GSA. Treatment standards are mandatory; procedural instructions in these guidelines are advisory unless required by law or regulation. Subject to GSA approval, maintenance contractors generally may propose alternative programs where accompanied with sufficient technical data and implementation detail for GSA to determine the likelihood of success of such an alternative program. Any program approved by GSA may be subsequently disapproved if results are unsatisfactory.

Regardless of the complexity or size of a loop, a qualified water treatment contractor or personnel should be consulted or employed to help the building maintenance personnel develop a water treatment program specific to the needs of each system. The treatment chemicals themselves should be purchased through a licensed supplier that specializes in commercial and/or industrial water systems. Many water treatment chemicals require licenses for specific uses and are regulated by federal, state and local governments. Maintenance contractors are responsible for selecting and submitting for approval an appropriate program, and for compliance with laws regarding chemical discharge and usage.

Maintenance contractors are responsible for providing all instrumentation and test equipment necessary to monitor compliance with these standards (e.g., installation of coupon racks or other corrosion monitoring assets where not already installed).

2.0 Types of Recirculating Water Loops

There are five basic open and closed loop water systems used for the daily operation of commercial buildings. Each system is vital to the everyday operation of the buildings mechanical systems. The following open and closed loop water systems are described as follows;

2.1 Open Loop Cooling Water System

An open loop cooling water system generally uses cooling towers to cool condenser water that serves chilled water central plants, water source heat pumps and computer room air conditioning units. There are cases where a waterside economizer “free cooling” system is used in place of a chiller to cool condenser water during periods of low ambient conditions. During “free cooling” mode the chilled condenser water is passed through a heat exchanger to cool the closed loop cooling or chilled water loop.

An open loop is exposed to outside contaminants and requires frequent maintenance, chemical tests, and chemical treatment that should be determined by a water treatment contractor. In general, large systems require chemical tests be performed weekly and a water treatment contractor to inspect the chemical systems monthly. The four main goals of maintaining an open loop cooling system are; inhibition of mineral scale, corrosion, minimizing bacteria contamination, and general fouling inhibition. See Section 3.0 for a detailed description of cause and effect when using chemical inhibitors.

2.2 Closed Loop Cooling Water Systems

A closed loop cooling water system can either be used for chilled water or condenser water. In a closed loop chilled or condenser water system the cooling water is circulated through the chiller or heat exchanger where it is cooled then pumped through air handlers’ cooling coils, fan coil units, computer rooms units, water source heat pumps...etc.

In view of the fact that a closed loop cooling water system will not be exposed to as much outside containments and no evaporation as in an open loop system, the dissolved mineral concentration in the system will remain relatively constant and there will be virtually no need for blowdown. Once the system

is filled, every effort should be made to limit the amount of water leakage from seals, water sampling, valve testing and other routine system maintenance. When water leaks out of the system, it will be replaced with untreated makeup water. This water introduces additional minerals and dissolved oxygen into the system. Consistent chemical treatment is sustained with the use of chemical tablet “slug” feed water treatment products.

The treatment program for closed loop cooling water systems requires less frequent testing. The goal of the closed loop program is to inhibit corrosion, inhibit mineral scale formation, and inhibit bacteria growth. See Section 3.0 for a detailed description of cause and effect when using chemical inhibitors.

2.3 Steam and Condensate Recirculation Systems

Steam systems are closed loop systems that produce either saturated low pressure or superheated high-pressure steam via a steam boiler. The condensate water, with the addition of make up water, is recirculated through the steam boiler. A steam system should have an automated water makeup, a mechanical deaerator, condensate pumps, feed water pumps, steam traps, low feed water flame cut off controls and chemical pot feeders for condensate and makeup water treatment. The steam system will be a collection of steam regulators, steam turbines, heat exchanges for heating purposes, or through an absorption chiller to indirectly produce chilled water for space cooling.

The evaporation of water and elevated temperatures cause most of the minerals present in tap water to bond with each other, causing an increase in system mineral concentration. The four main goals to maintaining a steam system is prevention of mineral scale formation, oxygen corrosion, general corrosion, and condensate corrosion. Biocides are not needed in a steam system because bacteria do not grow in high temperature environments. Alternatively, if steam is supplied by a local utility, then the steam has already been chemically treated and further chemical treatment may not be necessary. See Section 3.0 for a detailed description of cause and effect when using chemical inhibitors.

2.4 Closed Loop Hot Water Systems

A closed loop hot water heating system is not exposed to a great deal of outside containments. Therefore the dissolved mineral concentration in the system will remain relatively constant and there will be virtually no need for blowdown. Once the system is filled, every effort should be made to limit the amount of water leakage from seals, water sampling, valve testing and other routine system maintenance. When water leaks out of the system, it will be replaced with untreated makeup water. This water introduces additional minerals and dissolved oxygen into the system. Consistent chemical treatment is sustained with the use of slug feed water treatment products.

The treatment program for this system is very similar to the closed loop cooling system. The key difference is that hot water systems require more corrosion inhibitor as a result of higher water temperatures. In fact most hot water systems require two to three times the corrosion inhibitor of closed loop cooling water systems. The goal of a closed loop hot water treatment program is to inhibit corrosion, mineral scale formation, and bacteria growth. See Section 3.0 for a detailed description of cause and effect on using chemical inhibitors.

2.5 DOMESTIC HOT AND COLD WATER SYSTEM

A domestic hot and cold water system provides potable water for washing and general domestic use. The water within these systems will contact food, people or will be consumed, so there is no chemical treatment used for this system to prevent mineral scale or corrosion due to water supplied by the local utility. The only water treatments used for these systems is the addition of water softeners and filtration systems. The reduction of the corrosive and scaling tendencies of oxygenated hard or softened water is

done by repairing leaky fittings and fixtures, limiting the velocity of the circulating water, and/or limiting the operating temperature of the hot water system.

3.0 WATER CHEMICALS TREATMENT ADDITIVES

Environmental regulations, handling guidelines and the chemical additives for water systems should be provided by a certified local water treatment consultant. It is the building operator's responsibility to ensure compliance with municipal by-laws, and environmental regulations when disposing of chemicals and handling accidental spills. Disposing of chemically treated water into the sewer system shall be monitored in blowdown logs and not allowed to exceed levels specified by municipal sewage utility by-laws.

The chemical additives suggested herein are organized by class to encompass a variety of chemical additives that are used in open and closed water loops and steam boiler systems.

3.1 Mineral Scale Inhibitor

Mineral scale is the precipitation of dissolved minerals such as calcium carbonate onto the surfaces of the cooling tower, boiler, heat exchangers tubes, and piping. This mineral scale forms an insulating layer on the surfaces that inhibits heat transfer and restricts flow through the system. Mineral scale also promotes corrosion and fouling in open loop and steam systems. All recirculating water and steam boiler systems should have a mineral scale inhibitor as part of their water treatment program.

Mineral scale inhibitors are separated into two main categories, sludge conditioners and dispersants. Sludge conditioners are typically used when there is a relatively high concentration of calcium and magnesium in the makeup water. Sludge conditioners are crystal modifiers that allow the minerals to precipitate but interfere with the structure of the crystal to help form a soft sludge that can be easily removed from the steam boiler or cooling tower through blowdown. Dispersants are usually polymer-based molecules that help to keep the trace minerals in solution so that they do not precipitate into scale deposits. The mineral scale inhibitors are especially needed when there is little or no pretreatment of the makeup water or when a filtration asset is not reliable. Even with excellent control of the scale inhibitor chemicals scale formation still occurs.

Water treatment consultants use computer models to determine the type of scale inhibitor needed as well as the limits for system pH and total dissolved solids (TDS). These computer models take into account the specific operating parameters of the system and help the water treatment consultant to choose a specific water treatment program that will work.

Open Loop Cooling Water System:

An open recirculating cooling water treatment program commonly uses a chemical additive that is a combination of a mineral scale inhibitor and a corrosion inhibitor. The type and dosage of mineral scale inhibitor needed is dependant upon the concentration and composition of the minerals in the makeup water, the pH of the cooling water, and the temperature of the cooling water.

The overall scale inhibitor program for a cooling water system may consist of a mineral scale inhibitor additive (such as a polymer dispersant), acid for pH control, and limits for the total dissolved solids and/or conductivity of the cooling water. Acid feed and pH control will not be needed in every system.

Steam Systems with Recirculating Water:

In steam boilers the build up of an insulating layer can lead to tube failure and efficiency losses. Calcium and magnesium are the most abundant forms of mineral scale found in a steam boiler system because the

solubility of these two minerals decreases as the temperature increases. To minimize the potential for mineral scale formation, most steam boilers have some type of makeup water pretreatment to remove certain minerals from the water before it enters the boiler. The goal of most pretreatment equipment is to minimize the concentration of these two minerals in the makeup water so that there is a less significant chance that they will precipitate and form a crystal scale deposits. Even with good pretreatment, mineral scale inhibitors are needed in all steam boiler systems.

Dispersant mineral scale inhibitor programs are used in steam boilers that have good pretreatment and very low levels of calcium and magnesium in the makeup water. Dispersants are usually only used when the total hardness in the makeup water is greater than 5 ppm consistently. The dispersants are usually a polymer based molecule that helps keep the trace minerals in solution so that they do not precipitate into scale deposits.

Closed Loop Cooling Water and Hot Water (Heating) Systems

In a closed loop system the mineral concentration is relatively stable because very little makeup water is needed. This helps to minimize the need for mineral scale inhibitors. In systems that have poor quality makeup water, with a total hardness above 300 ppm, it is best to pre-treat the water with softeners to remove calcium and magnesium from the makeup water. In most cases pretreatment of the makeup water is not necessary. Closed loop cooling and hot water systems should be treated with a polymer dispersant mineral scale inhibitor. This scale inhibitor is usually combined with a corrosion inhibitor in a one-drum formulation.

3.2 Corrosion Inhibitor

Open Loop Cooling Water Systems:

The corrosion inhibitor chemical treatment protects the metal piping from degradation over time. The type of corrosion inhibitor that is used depends upon the specific metallurgy present in the system as well as the chemistry of the makeup water and pH level in the water. Corrosion inhibitor additives are intended to provide a protective layer on the interior walls of piping which stops the occurrence of corrosion in the system. A certified chemical water treatment consultant should be contacted to determine the specific type and amount of corrosion inhibitor necessary for each building's distinct system.

In most cases, there is more than one type of metallurgy in a system, such as galvanized steel, copper, stainless steel ...etc. Different metals require distinct chemicals to prevent corrosion, so it is important that the corrosion inhibitor portion of the program have additives that are specific to each type of metal. In most cases, blends of different corrosion inhibitors are used to ensure that all of the metal is protected.

Closed Loop Cooling and Hot Water Systems

Corrosion is the principal concern in a closed loop cooling and hot water systems. There are many different types of corrosion inhibitors available on the market, but the most common products are nitrite based. As with any corrosion inhibitor program, the type of program used is determined by the type of metals used throughout the system. Mild steel systems should be treated with nitrite, molybdate, or phosphonate type inhibitors. Systems containing copper should have some type of azole product.

If bacteria contamination is a problem, Nitrite programs should be avoided. The nitrite corrosion inhibitor can act as a food source for bacteria. The bacteria will convert the Nitrite into Nitrate and Ammonia. This will destroy the corrosion inhibitor function of the product. A certified chemical water treatment consultant will be able to find the best product for this type of system.

There is one difference between a closed loop cooling and heating systems which is the dosage of the corrosion inhibitor. The corrosion inhibitor of closed loop hot water system will have dosage 2 – 3 times greater than the dosage for a closed loop cooling water system.

3.3 Bacteria Contamination Control

The control of the bacteria growth is the most important part of an open loop cooling and closed loop cooling and hot water treatment program because bacteria contamination can lead to fouling, mineral scale, and corrosion. Bacteria contamination is controlled through the use of biocides. Below is a description on bacteria contamination control that is used for open loop cooling, closed loop cooling and closed loop hot water systems.

Open Loop Cooling Water Systems

Open loop cooling water systems are inherently prone to bacteria contamination without a proper water treatment. High bacteria levels in a cooling water system can lead to bio-deposits (algae for example) and increased fouling that can reduce heat transfer in the heat exchangers and cooling tower. The bio-deposits and increased fouling can reduce water flow through the system if there is improper water treatment.

In view of the fact that open cooling water systems are highly susceptible to bacteria growth, the water treatment program should have some type of biocide chemical additive. Biocides kill living organisms and/or bacteria and can be categorized as either oxidizing or non-oxidizing. An oxidizing biocide, when applied at the correct dosage, will kill all types of bacteria. A non-oxidizing biocide targets certain bacteria and will not kill some types of bacteria.

A non-oxidizing biocide can be compared to an Anti-biotic that is used to treat bacterial infections in people. Over dosing a system or improper usage of a non-oxidizing biocide can create strains of bacteria in the cooling water system that are resistant to the biocide. Limit the program to the use of non-oxidizing biocides alone is never recommended. It is good practice to utilize both an oxidizing biocide and a non-oxidizing biocide to strictly control bacteria contamination. This method is more costly so some building managers chose to only utilize only oxidizing biocides.

The types of oxidizing biocide needed are dependant upon the physical limitations of the facility, safety concerns, costs, and maintained pH of the recirculation water. For example, bromine based oxidizing biocides should be used any time the pH of the water in the system is above 7.5. A water treatment supplier or consultant can provide specific information regarding the different types of oxidizing and non-oxidizing biocides that will suit the needs of your system.

It is important to note that there are both federal and state laws that regulate the usage and application of biocides for commercial and industrial usage. When choosing a water treatment supplier or consultant, make sure that they are properly licensed and registered in your area to provide guidance on the usage of biocides or pesticides. Also, it is important that you only use biocide products that are specifically approved for use in an open loop cooling water system.

Closed Loop Cooling and Hot Water Systems

It is not uncommon for closed loop systems to experience bacteria contamination, especially if these systems are treated with nitrite. In general, the more makeup water a system needs, the more likely that system is predisposed to bacteria problems.

If a closed loop system has a bacteria problem or will not maintain a nitrite residual, there are basically two options to correct the problem. The first solution is to switch the corrosion Inhibitor program to a program that does not contain a food source for bacteria. The second best solution is to utilize non-

oxidizing biocides to treat the bacteria problem. A non-oxidizing biocide should be used in a closed loop system because they do not react with the corrosion inhibitors and they do not promote corrosion themselves. An oxidizing biocide will degrade most corrosion inhibitors and they can increase corrosion rates in a closed loop system. It is always best to contact a licensed water treatment consultant that can help you to determine the dosages of biocide needed and which biocide will work for your system.

3.4 General Fouling Inhibitor

A fouling inhibitor is added to an open loop cooling water system when the makeup water contains high levels of suspended particles or turbidity. This includes high levels of dirt, silt, Iron, or other colloidal particles present in the makeup water, which occurs in rare applications. If this is the case, it may be necessary to add a fouling inhibitor additive to the system. These inhibitors are similar to mineral dispersants but are designed to target suspended particles instead of dissolved minerals. Generally, the mineral dispersant treatment program will be sufficient to provide general system fouling inhibition. If the mineral dispersants are not sufficient, contact a licensed water treatment consultant to see if a fouling inhibitor is needed for the system.

3.5 Oxygen Corrosion Control Steam Systems with Condensate Recirculation

Due to the high temperatures produced by a steam boiler plant, the corrosive reaction between oxygen and carbon steel is greatly increased. The oxygen corrosion in a steam system usually causes internal pipe pitting and can lead to pipe failures and leaks very rapidly. In order to protect the steam system metal from oxygen pitting, it is very important to remove the oxygen from the makeup water using both mechanical deaeration and chemical processes.

At room temperature, water normally contains about 9 ppm of dissolved oxygen. As the temperature of the water is increased the solubility of oxygen in the water decreases. A mechanical deaerator is designed to raise the temperature of the feed water to just below boiling so that the oxygen concentration in the water drops from 9 ppm to less than 0.05 ppm. After the makeup water is mechanically depleted of its oxygen content, it is still necessary to reduce it further. The further reduction in oxygen content is done with an oxygen scavenger chemical, which will reduce the concentration of oxygen to levels below 0.005 ppm.

There are many different types of chemicals used as Oxygen Scavengers. The most common Oxygen Scavenger is Sodium Bi-Sulfite. Contact a licensed water treatment consultant that will decide what product meets all the needs of a given steam system.

3.6 General Corrosion Control Steam Systems with Condensate Recirculation

A steam system should include an Oxygen corrosion control treatment program along with a general system corrosion control treatment program. A general corrosion control chemical treatment program includes the addition of buffering agents to the boiler feed water to minimize the potential for corrosion throughout the system. This buffering agent is frequently in the form of alkali solution. The alkali species neutralize acids in the water and raise the pH to create a slightly Basic environment that is less corrosive to the metal piping.

Some makeup water has enough natural alkalinity and is able to provide the feed water system with sufficient buffering, to keep the pH of the steam boiler feed water at or above 10.2. When there is not enough natural Alkalinity in the steam boiler feed water, a Caustic chemical should be added to raise the pH above 10.2. A water

treatment consultant will be able to test the feed water in the steam system to determine if Caustic feed is needed and what dosage is necessary to raise the pH above 10.2.

3.7 Condensate Corrosion Control **Steam Systems with Condensate Recirculation**

The feed water is heated to produce high or low-pressure steam by the boiler, when this occurs some of the alkali solution species will breakdown into Carbon Dioxide (CO₂) gas. The CO₂ vapor produced will leave the steam boiler, along with the steam and is dissolved into the condensed condensate water after the energy from the steam is utilized. As the CO₂ dissolves into the condensate water it produces a carbonic acid and will dramatically increase the corrosiveness of the condensate return water. In order to protect the condensate return piping from corrosion, the condensate shall be feed with corrosion control chemicals.

The two most common types of condensate water treatment are neutralizing and filming chemical additives. A neutralizing chemical additive will neutralize the Carbonic Acid in the condensate water and raise the pH above acidic levels. A filming chemical additive will provide a protective layer on the interior of the piping to keep the condensate return water from actually touching the metal. In most cases a neutralizing chemical additive will tend to be slightly more expensive, but these chemicals are usually more effective.

There are limitations to the type of condensate treatment implemented for steam systems. For example there are certain treatment programs are restricted if the steam is used for food preparation or direct contact humidification, a treatment product that is approved for use with food preparation or direct contact humidification should be used. Contact a licensed water treatment consultant or supplier for more information regarding which products can be used and for which systems these chemicals are allowed.

4.0 Setting Up a Water Treatment Program

The most important step to setting up a water treatment program is to know what systems are present in the building and what are the requirements for water properties such as pH, conductivity, total dissolved solid (TDS), etc. The water property ranges, definitions and testing schedules are in section 5. Many of these water chemistry properties can be monitored using stand-alone controllers or global building automation system (BAS) controls. A licensed water treatment consultant should be employed to model the building's water systems and develop an appropriate treatment plan for each system. There are many treatment plans available; below is a summary of typical plans used for each system, which are used by water treatment consultants in the United States.

4.1 Open Loop Cooling Water Systems

Monitoring conductivity as a measurement of the concentration of Total Dissolve Solids (TDS) is a crucial part of controlling an open loop water system. Conductivity limits should be set by a water treatment consultant and routinely monitored to ensure that mineral scale does not form. Cycles of concentration of the system should not exceed limits set by water treatment consultant. Automated blown down controls with a conductivity meter is recommended for open loop systems. The pH of the water should be routinely monitored especially if an acidic additive is used to control the pH. Corrosion inhibitor residual tests should also be run to verify that the system is receiving the correct dosage. Routine tests should be conducted daily, weekly or monthly to monitor oxidizing biocide residuals and bacteria concentrations to ensure Micro-Bio levels are under control. In general, bacteria concentrations in the open loop cooling water system should be less than 100,000 cfu/ml (colony forming units per milliliter) at all times.

Corrosion Monitoring should be performed using a real time on-line monitoring device or corrosion coupons with a 90-day rotation schedule. Coupon test results should show mild steel corrosion rates less than 5.0 mils per year (MPY) and Copper Corrosion Rates less than 2.0 MPY at all times.

Recommended Corrosion and Scale Control Programs

Program 1:

Description: Multifunctional Molybdate Based Corrosion Inhibitor and
Dispersant

Function: Corrosion Inhibition, Mineral Scale Inhibition

Components: Molybdate for Mild Steel Corrosion Control
Azole for Copper Corrosion Control
Dispersant for Mineral Scale Inhibition

Form: Liquid

Feed Location: Tower Basin or Header

Control Tests: Molybdate Residual or Test for Tracing Agent if present,
Corrosion Monitoring

Program 2:

Description: All Organic Based Multifunctional Corrosion Inhibitor and
Dispersant

Function: Corrosion Inhibition, Mineral Scale Inhibition

Components: Phosphonate for Mild Steel Corrosion Control
Azole for Copper Corrosion Control
Dispersant for Mineral Scale Inhibition

Form: Liquid

Feed Location: Tower Basin or Header

Control Tests: Organic Phosphate Test or Test for Tracing Agent if
present, Corrosion Monitoring

Program 3:

Description: Zinc Phosphate Multifunctional Corrosion Inhibitor and
Dispersant

Function: Corrosion Inhibition, Mineral Scale Inhibition

Components: Zinc and Phosphate for Mild Steel Corrosion Control
Azole for Copper Corrosion Control
Dispersant for Mineral Scale Inhibition

Form: Liquid

Feed Location: Tower Basin or Header

Control Tests: Ortho-Phosphate or Test for Tracing Agent if present

Program 4:

Description: Stabilized Phosphate Corrosion Inhibitor and Dispersant

Function: Corrosion Inhibition, Mineral Scale Inhibition

Components: Phosphate for Mild Steel Corrosion Control

Azole for Copper Corrosion Control

Dispersant for Mineral Scale Inhibition

Form: Liquid

Feed Location: Tower Basin or Header

Control Tests: Ortho-Phosphate or Test for Tracing Agent if present,

Corrosion Monitoring

Bacteria Control Programs

Program 1:

Description: Chlorine Bleach Oxidizing Biocide

Function: Oxidizing Biocide

Components: Sodium Hypochlorite

Form: Liquid

Feed Location: Tower Basin

Control Tests: Free Chlorine Residual, Bacteria Monitoring

Program 2:

Description: Stabilized Chlorine Oxidizing Biocide

Function: Oxidizing Biocide

Components: Stabilized Sodium Hypochlorite

Form: Liquid

Feed Location: Tower Basin

Control Tests: Free Chlorine Residual, Bacteria Monitoring

Program 3:

Description: Activated Bromine Oxidizing Biocide

Function: Oxidizing Biocide

Components: Separate Feed of Sodium Hypochlorite

Separate Feed of Sodium Bromide

Form: Both Liquid

Feed Location: Mix together in feed line to activate Bromine then feed to
Tower Basin

Control Tests: Free Chlorine Residual, Bacteria Monitoring

Program 4:

Description: Stabilized Bromine Based Oxidizing Biocide

Function: Oxidizing Biocide

Components: Stabilized Bromine

Form: Liquid

Feed Location: Tower Basin

Control Tests: Free Chlorine Residual, Bacteria Monitoring

Program 5:

Description: Solid Chlorine Bromine Tablets

Function: Oxidizing Biocide

Components: Chlorine and Bromine

Form: Solid Tablet

Feed Location: Fed from pot feeder to Tower basin

Control Tests: Free Chlorine Residual, Bacteria Monitoring

Program 6:

Description: Solid Chlorine Bromine Tablets

Function: Oxidizing Biocide

Components: Chlorine and Bromine

Form: Solid Tablet

Feed Location: Fed from pot feeder to Tower basin

Control Tests: Free Chlorine Residual, Bacteria Monitoring

Program 7:

Description: Isothiazoline

Function: Non-Oxidizing Biocide

Components: Isothiazoline

Form: Liquid

Feed Location: Slug fed to tower basin

Control Tests: Bacteria Monitoring

Program 8:

Description: Glutaraldehyde
Function: Non-Oxidizing Biocide
Components: Glutaraldehyde
Form: Liquid
Feed Location: Slug fed to tower basin
Control Tests: Bacteria Monitoring

Program 9:

Description: DBNPA
Function: Non-Oxidizing Biocide
Components: Dibromonitropropionamide
Form: Liquid
Feed Location: Slug fed to tower basin
Control Tests: Bacteria Monitoring

Program 10:

Description: Quaternary Amine
Function: Non-Oxidizing Biocide
Components: Quaternary Amine
Form: Liquid
Feed Location: Slug fed to tower basin
Control Tests: Bacteria Monitoring

Program 11:

Description: MBT
Function: Non-Oxidizing Biocide
Components: Methylene-bis-thiocyanate
Form: Liquid
Feed Location: Slug fed to tower basin
Control Tests: Bacteria Monitoring

4.2 Closed Loop Cooling and Hot Water Systems

General guidelines for the control of a closed loop cooling or hot water system include the monitoring of the conductivity, pH, corrosion, and micro bio levels. Water chemistry limits should be set by a water treatment consultant and routinely monitored by maintenance personnel to ensure that mineral scale and corrosion does not occur. Automated make up water controls along with a makeup water meter should be added to the system to maintain a consistent amount of water. The pH of the water should be routinely monitored especially if an acidic additive is used to control the pH. Corrosion inhibitor residual tests should also be run to verify that the system is

receiving the correct dosage. Monthly monitoring of bacteria concentrations to ensure biological organism levels are under control. If biological organism levels are above recommended levels, there could be a point where oxygen is entering the system, i.e. a leak in the system. Corrosion monitoring should be done with iron or copper corrosion coupons with a six month rotation schedule. Coupon test results should show mild steel corrosion rates less than 0.5 mils per year (MPY) and Copper corrosion rates less than 0.2 MPY at all times.

Recommended Corrosion and Scale Inhibition Programs

Program 1:

Description: Multifunctional Molybdate Based Corrosion Inhibitor and Dispersant

Function: Corrosion Inhibition, Mineral Scale Inhibition

Components: Molybdate for Mild Steel Corrosion Control
Azole for Copper Corrosion Control
Dispersant for Mineral Scale Inhibition

Form: Liquid

Feed Location: Slug feed with Pot Feeder

Control Tests: Molybdate Residual or Test for Tracing Agent if present,
Corrosion Monitoring

Program 2:

Description: Multifunctional Nitrite Based Corrosion Inhibitor and Dispersant

Function: Corrosion Inhibition, Mineral Scale Inhibition

Components: Nitrite for Mild Steel Corrosion Control
Azole for Copper Corrosion Control
Dispersant for Mineral Scale Inhibition

Form: Liquid

Feed Location: Slug feed with Pot Feeder

Control Tests: Nitrite Residual or Test for Tracing Agent if present,
Corrosion Monitoring

4.3 Steam and Condensate Recirculation Systems

The water treatment program for a steam and condensate recirculation system should include monitoring for conductivity. Proper Conductivity limits will vary slightly depending upon the type, age, and size of the steam boiler system. The absolute maximum conductivity level for any steam system is 5,500 µmhos.

The alkalinity concentration in the steam boiler should routinely be monitored by maintenance personnel. There are two main types of alkalinity measured in a steam system total (M)-Alkalinity and hydroxide (OH)-alkalinity. The P-alkalinity test is used to measure the portion of M-alkalinity contributed to by Hydroxide (OH)-alkalinity. Barium

chloride is added to water samples containing OH-alkalinity then sulphuric acid is added to neutralize the OH, alkalinity is then measured to show the change in alkalinity due to the elimination of OH molecules. P-Alkalinity is used to monitor the condensate return system, to avoid corrosion within the steam boiler OH-alkalinity is measured. Proper chemical dosage for the steam boiler is ensured by running routine chemical residual tests for the oxygen scavenger and internal scale inhibitor.

In addition it is very important to monitor the chemistry of the steam boiler's feed water. Maintenance personnel should test the conductivity of the feed water on a regular basis. If make up water pretreatment is exists, Maintenance personnel should also test the total hardness level of the teed water.

The remaining tests to be conducted on condensate return for filming Amine residual, or Iron concentration and the condensate pH should be tested to ensure that the system has received the proper chemical dosage. Further test can be conducted by a water treatment consultant to determine if dosages should be altered to maintain proper steam, makeup and feed water chemistry.

Recommended Oxygen Scavengers

Program 1:

Description: Sulfitite
Function: Chemical Oxygen Scavenger
Components: Catalyzed Sodium Sulfitite
Form: Liquid or Powder
Feed Location: Deaerator Drop Leg or Storage Section
Control Tests: Residual Sulfitite

Program 2:

Description: Volatile Oxygen Scavenger
Function: Chemical Oxygen Scavenger
Components: Various Types Available
Form: Liquid
Feed Location: Deaerator Drop Leg or Storage Section
Control Tests: DEHA Residual

Recommended Scale Control Programs

Program 1:

Description: Precipitating Phosphate
Function: Sludge Conditioner
Components: Phosphate
Form: Liquid
Feed Location: Boiler Steam Drum or Feedwater line
Control Tests: Conductivity, P Alkalinity, M Alkalinity, OH Alkalinity,

Silica, Ortho-Phosphate,

Visual Color Test

Program 2:

Description: Polymer Dispersant
Function: Mineral Dispersant
Components: Polymer
Form: Liquid
Feed Location: Boiler Steam Drum or Feedwater line
Control Tests: Feedwater Hardness, Polymer Residual, Silica,
OH-Alkalinity, Tracing Agent if available

Program 3:

Description: Chelant
Function: Sludge Conditioner
Components: EDTA Chelant
Form: Liquid
Feed Location: Boiler Steam Drum or Feedwater line
Control Tests: Feedwater Hardness, Chelate Residual, Silica,
O-Alkalinity, Tracing Agent if available

Recommended Condensate Corrosion Control

Program 1:

Description: Neutralizing Amine
Function: Raise pH of Condensate
Components: Various Types
Form: Liquid
Feed Location: Steam Header or Boiler Steam Drum
Control Tests: Condensate pH, Condensate Iron

Program 2:

Description: Filming Amine
Function: Provide Protective Barrier for Condensate Piping
Components: Various Types
Form: Liquid
Feed Location: Steam Header or Boiler Steam Drum

Control Tests: Filming Amine Residual, Condensate Iron

Recommended General Corrosion Control (Steam Drum)

Program 1:

Description: Caustic
Function: Increase Alkalinity
Components: Sodium or Potassium Hydroxide
Form: Liquid or Powder
Feed Location: Deaerator storage or Boiler Steam Drum
Control Tests: O-Alkalinity

5.0 Water System Testing

Routine water chemistry tests play an important role in maintaining building water systems; they can be used to anticipate and prevent water's capacity to accelerate fouling, scaling and corrosion within a mechanical system. Chemical test kits for each building water system are available through most water treatment chemical suppliers or consultants. Section 5.2 lists the most common water tests used and a water treatment consultant can determine if a system requires more rigorous tests.

5.1 Water Sampling

When water samples are taken they should be isolated from large amounts of mineral buildup, incoming feed water or makeup water and chemical feed points. Samples should be collected during normal operation before system blowdown and chemical dosing. When collecting water allow the samples container to overfill and to avoid sample contamination use sampled water to rinse cap or container. Label the container appropriately and test sample as soon as possible. A licensed water treatment consultant will be able to give advice on chemical testing. However, building maintenance staff should be familiar with specific test procedures that should be provided by the chemical test equipment supplier(s).

5.2 Common Water Chemistry Tests

Conductivity:

This test is used to estimate the Total Dissolved Solids (TDS) concentration in a water sample. Conductivity is the measures of electrical conductance in the water. In general 1.0 umhos of conductance is equal to 0.67 ppm of total dissolved solids or minerals. High levels of conductivity increase the scaling potential of the system which depends on water temperature, composition of dissolved solids and interaction with other chemical additives, and the system's metallurgy.

Cycles of concentration for a water system is measured as the ratio of mineral content (TDS) of system water divided by the mineral content (TDS) of make-up water. High cycles of concentration are an indicator of increased scaling potential. Maintaining high cycles can be done with proper chemical water treatment. Cycles of concentration are mainly monitored in open loop cooling systems and general range from 2 to 14 times the mineral content of the makeup water. The cycles of concentration of a system are completely dependent upon the TDS of the makeup water and the optimum point where corrosion and scale build-up are minimized. A water treatment consultant should specify the optimal cycles for the water system.

pH:

In general, low pH water is corrosive and has a high acidity, a meter reading lower than 7.0. High pH water is prone to scaling and is considered to be alkaline and is specified by a meter reading greater than 7.0 and less than 14. Tests for pH, acidity or alkalinity, are used to monitor chemical treatment product dosages and are used for general troubleshooting of a water system.

Corrosion Coupons:

Corrosion coupons are small slender circular or rectangular pieces of metal (Iron or copper) used to monitor the actual corrosion level in a water system. Typically corrosion coupons are monitored on a 90-day rotation schedule. The original dimensions, thickness, of the coupon are known. When the coupon is removed from the water loop the change in dimensions are noted as the corrosion rate. If the corrosion inhibitor program is effective the coupon's corrosion rate are below the recommended levels, as specified in section 5.3.

Bacteria Dip Slide:

This test measures the concentration of bacteria in an open or closed loop cooling water system water sample. A media called "Agar" is wetted with the cooling water then is placed into a tube were Bacteria, yeasts and fungi are grown. This test is used to confirm that biocide program in an open or closed cooling water system is effective.

Dissolved Iron:

Iron testing is used to monitor corrosion products in a water system. Iron testing is used to either verify that the treatment program is working or to troubleshoot a problem. Dissolved Iron levels should be less than 30 ppm. Increased corrosion problems, leaks, poor heat transfer efficiency, as well as bacteria problems can occur when the dissolved Iron level is high.

Molybdate:

A Molybdate test measures the concentration of Sodium Molybdate in both closed and open loop cooling water systems. A water treatment consultant will state the minimum levels of Molybdate that is needed to maintain the systems' corrosion inhibitor program.

Organic Phosphate:

This test measures the concentration of organic Phosphate in an open loop cooling water system. This test is needed only if an organic phosphate is used as a corrosion inhibitor. A water treatment consultant will set the minimum levels of organic phosphate that need to be maintained to prevent corrosion.

Ortho-Phosphate:

This test measures the concentration of inorganic Phosphate in a water sample. Ortho-Phosphate is a commonly used in closed loop cooling water and hot water systems as an Iron (ferrous) and non-ferrous alloy corrosion inhibitor. If phosphate is used a minimum concentration of 200 – 300 mg/L (ppm)

Free Chlorine:

A free chlorine test measures the concentration of active oxidizing biocide in a open loop cooling water system. Free Chlorine tests are used to monitor both Chlorine and Bromine and are more accurately described as free halogen tests. These tests are commonly used to monitor the dosage of oxidizing biocide in an open recirculating cooling water system. Since excessive chlorine concentrations are corrosive a free chlorine residual of 0.2 to 0.8 ppm is maintained.

Nitrite:

The concentration of Nitrite in a closed loop cooling or hot water system’s water sample is measured to monitor the corrosion inhibitor program. Nitrite is used to passivate metal surface and remove dissolved oxygen resulting in a non-corrosive water system. A water treatment consultant will set the minimum levels of nitrate that need to be maintained.

Sulfite:

This test is a residual oxygen scavenger test used to determine the concentration of sulfite available in a closed loop hot water system. If used as the oxygen scavenger, Sulphite shall be maintained at levels between 30-50 mg/L (ppm). When Sulphite levels are not maintained corrosion will occur. Over charging a system with Sulphite will increase the conductivity of the water, corrosivity and may cause the growth of sulphate reducing bacteria.

Silica:

Silica testing measures the concentration of Dissolved Silica in a water sample, typically for steam boiler systems. If silica levels are too high and pH is low scaling will occur. Silica can form extremely hard and dense scale on heat transfer surfaces increasing the risk of mechanical failure. Common water test sample points for silica include the boiler drum and the saturated steam.

5.3 Maintenance Parameters

The following charts list the minimum monitoring requirements for each open loop or closed loop water system. The frequency of the water testing can be increased to better maintain the performance in open loop cooling water, steam boiler, or closed loop system. The chemical test ranges and frequencies given are general and should be clearly defined by a certified water treatment consultant. A water treatment program can be controlled to an optimum level if the system is checked on a daily basis and automated monitoring equipment such as conductivity and pH meters are installed.

The operating ranges are mandatory performance standards. The maintenance contractor shall maintain water within these tolerances, unless GSA gives a written waiver for specific reasons. GSA may require more rigorous standards where circumstances dictate. The testing frequencies establish minimum mandatory frequencies. Contractors may test more frequently. Sporadic short-term deviations from operating ranges may not, depending on the terms and conditions of specific contracts, result in a determination of unsatisfactory contract performance where the contractor takes prompt action to correct the condition.

Open Loop Cooling Water Systems

Chemistry Tests	Frequency of Test	Operating Ranges
Tower Water Conductivity	Auto Blowdown: Weekly, Monthly Manual Blowdown: Daily	160-2400 mmHOS (110-1600 ppm)
Makeup Water Conductivity (Hardness)	Auto Blowdown: Weekly, Monthly	40-600 mmHOS (30-400 ppm)
pH Test	Daily, Weekly	7.5 to 9.5
Corrosion Monitoring (Coupon Test)	Quarterly (3 months)	Iron: 2 to 5 mils/ year Copper: 0.2 to 0.5 mils/ yr
Bacteria Testing	Monthly	Max: 10 ³ cfu/ml (colony forming units/ ml)

Chlorides	Weekly, Monthly	Max: 250 ppm as Cl Max: 410 ppm as NaCl
Sulfites	Weekly, Monthly	50-100 ppm SO ₃ 80-160 ppm Na ₂ SO ₃
Corrosion Inhibitor Residual	Auto Chem. Feed: Weekly, Monthly	Defined by Consultant
Oxidizing Biocide Residual	Auto Chem. Feed: Weekly, Monthly	Defined by Consultant

Closed Loop Cooling Water Systems

Chemistry Tests	Frequency of Test	Optimum Operating Ranges
pH	Monthly	7.5-9.5
Total Dissolved Solids (TDS) or Conductivity	Quarterly (3 months)	Maximum: 2000 ppm or (2500µS/cm)
PolyPhosphates (PO ₄)	Monthly	10- 20 ppm
Sulfites	Monthly	50-100 ppm SO ₃ 80-160 ppm Na ₂ SO ₃
Bacteria Testing	Monthly	Max: 10 ³ cfu/ml (colony forming units/ ml)
Corrosion Monitoring (Coupon Test)	Bi-Annually (6 months)	Iron: max. 0.5 mils/ year Copper: max. 0.2 mils/ yr
Corrosion Inhibitor Residual	Monthly	Defined By Consultant

Steam Systems with Recirculating Water

Chemistry Tests	Frequency of Test	Optimum Operating Ranges
Total Hardness Concentration	Daily or 3 times/week	Less Than 2 ppm CaCO ₃
Feed water pH	Daily or 3 times/week	10.5-11.5
Feed Water Conductivity or TDS	Daily or 3 times/week	1500 - 3000 ppm (2000 – 4000 µS/cm)
Condensate Return pH	Daily or 3 times/week	8.5-9.5 pH
Condensate Return Conductivity or TDS	Daily or 3 times/week	40 ppm (50 µS/cm)

Makeup Water Conductivity	Weekly	40-600 mmHOS (30-400 ppm)
Hydroxide Alkalinity	Daily or 3 times/week	150-300 ppm CaCO ₃
Total Alkalinity	Auto Chem Feed: Daily, Weekly	<700 ppm CaCO ₃
Sulphite	Daily or 3 times/week	30-60 ppm SO ₃ 50 ppm Na ₂ SO ₃
Steam Drum Scale Inhibitor Residual	Auto Chem Feed: Daily, Weekly	Defined By Consultant
Steam Drum Oxygen Scavenger Residual	Auto Chem Feed: Daily, Weekly	Defined By Consultant

Closed Loop Hot Water Systems

Chemistry Tests	Frequency of Test	Optimum Operating Ranges
pH	Monthly	7.5-9.5
Total Dissolved Solids (TDS) or Conductivity	Monthly	Maximum: 2000 ppm or (2500µS/cm)
Sulfites	Monthly	50-100 ppm SO ₃ 80-160 ppm Na ₂ SO ₃
Corrosion Monitoring (Coupon Test)	Bi-Annually (6 months)	Iron: max. 0.5 mils/ year Copper: max. 0.2 mils/ yr
Corrosion Inhibitor Residual	Monthly	Defined By Consultant

6.0 Alternatives to Chemical Water Treatment

There are many alternative non-chemical methods to treating closed and open loop cooling and hot water systems. Not all alternatives on the market have been proven to be effective so carefully consider products that promise too much. The products listed below have been used in many systems and have been an effective means of non-chemical water treatment. There are numerous practical studies that can be referenced, when making a decision for or against either of these non-chemical water treatments.

6.1 Pulsed Electromagnetic Fields

This chemical free water treatment system uses a pulsed electromagnetic field to treat water. The common application of this technology is on open loop water processes subject to scale, corrosion, bio-fouling or bacterial contamination. Typical applications include open process water loops, cooling towers and fountains. The technology originated in the food and beverage industry as an FDA approved means for water sterilization.

The principal of operation is to generate a pulsating magnetic field around a section of pipe in the water process system. Each generated electromagnetic wave varies in amplitude and frequency and as the wave decays harmonics are created that can be measured in the megahertz range. It is this harmonic wave that is used to treat the water.

The harmonic wave alters the minerals; i.e. Calcium Carbonates, electrical charge causing the minerals to clump together into finally divide particles; colloidal nucleation. The minerals concentrate due to evaporation and attract each other thus clumping together into fine particles. The minerals then precipitate out of solution as a non-adhesive powder in the cooling tower basin rather than on the inside of the piping and heat transfer surfaces as scale. The powder is then carried off in the water discharged from the cooling tower during blow-down.

This pulsed electro magnetic field technology also has an effect on biological organisms, such as bacteria. The effect is described by two processes known as electroporation and encapsulation. Electroporation is the electromagnetic pulse causes damage to the cell membrane of biological organisms by repeatedly exposing it to an electromagnetic field. This inhibits the reproductive ability of the bacteria thus exhausting their ability to multiply. Encapsulation is the process of calcium carbonate precipitates surrounding and encapsulating the biological organisms in the condenser water. This prevents bio-fouling and bacteria from accumulating in open water loops. Eliminating the need for oxidizing biocides; which are corrosive substances such as bleach, chlorine and bromine, directly reduces the predominance for corrosion within cooling towers.

The cycles of concentration of the process loop are increased the environment become more alkaline which reduces the rate of corrosion. Increased cycles of concentration equal a reduction in system blow downs which saves water and water costs. Monitoring of pH and conductivity should still be conducted on a daily or weekly basis. The installation of this system requires the installation of a conductivity sensor to monitor water basin conductivity and automatic blowdown controls. Cooling tower systems using this non-chemical water treatment system typically average less than 2 mils per year, which is an industry standard. Below 2 is considered very good with 2 to 5 being acceptable. Corrosion coupon test should be conducted on a quarterly basis.

6.2 Ozone Generators

Ozone generators have been used for portable drinking water sterilization for over two decades, to kill bacteria and other bio growth in water. This method of water sterilization is used to replace the use chlorination as a water purification method. The applications of Ozone generation for water treatment have expanded to open loop cooling water systems. They are usually installed at the cooling tower of the open loop water. Cooling tower manufactures and water treatment companies offer Ozone generators as a replacement for chemical treatment. Monitoring of pH, conductivity and bacteria testing should still be conducted on a daily or weekly basis and monthly. The installation of this system requires the installation of a conductivity sensor to monitor water basin conductivity and automatic blowdown controls.

The untreated water enters the Ozone generation system and treated water is introduced back into the open loop system at the cooling tower. Ozone generator units produce Ozone by one of three possible methods; sending dried oxygen enriched air through an electrode, ultraviolet irradiator or cold plasma. The most common method used for cooling water applications is the electrode method. The size of the generation unit is based on the size of the cooling water system and will be specified by the manufacturer. In addition, Ozone generation units require a system to clean and remove the humidity from the air. The air dryer and de-humidifier system require routine maintenance and should be conducted by the manufacturer or qualified maintenance personnel, while the unit is off.

Ozone is a strong oxidizer since it is an unstable three atom (tri-atomic) oxygen molecule. Oxygen molecules are naturally diatomic (two atom) molecules at atmospheric pressure and are necessary for life. Ozone will naturally discard its additional oxygen molecule to form a stable diatomic oxygen molecule. Leaving a highly reactive oxygen atom, this atom will destroy bacteria, biological organisms and it eliminates phenols (odor causing organic compound) through oxidation. An Ozone generator should not be installed in any occupied space because it is considered a toxic gas, according to the U.S. Environmental Protection Agency (EPA) and Food & Drug Administration (FDA). It is regulated because the same chemical properties that allow ozone to react with organic

compounds outside the body give it the same ability to react similarly with organic compounds that makeup the body.

J.9 ENERGY & WATER OPERATIONAL PERFORMANCE TARGETS

The Energy Independence and Security Act of 2007 (Public Law 110-140) requires Federal agencies to improve energy efficiency by 30% by end of FY 2015 as compared to the 2003 baseline (while targeting an annual reduction in energy use of roughly 3%). Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance mandates Federal agencies reduce potable water use intensity relative to their 2007 baseline by 26% total reduction by FY2020 (while targeting an annual reduction in water use of roughly 2% annually).

To comply with these mandates GSA has initiated internal Regional Targets on an annual basis so that the overall agency effort is successful. Each year a new internal Regional Target is established by the Energy Center of Expertise and each region is responsible for meeting that target. Within each region, it is up to the Regional Energy Coordinator, in collaboration with the Property Manager [\[and the O&M Contractor\]](#), to establish performance targets for each facility to ensure that the Regional Targets are met. To meet the regional objective, separate but reasonable and achievable reduction targets will be set for each building taking into account many parameters and circumstances such as historical energy and water usage, climate, age, performance, capital projects, and other mutually agreeable factors. Further, the energy and water performance targets established are to be revisited and revised as appropriate for each contract extension period, or as other major events may warrant.

These energy and water performance targets are to be accomplished simultaneously to GSA's overall quality workplace/tenant satisfaction goals.

Energy Performance Targets

The energy performance target for this building, which is the sum of all building energy uses (electricity, natural gas, purchased steam/high temperature hot water, purchased chilled water, fuel oil, and any other purchased or site-generated energy) used in the 12-month contract period, has been established to support regional objectives in meeting Federal mandates. The energy usage index (EUI) measured in Btu/GSF (British thermal units/gross square foot) is the standard unit of measurement for tracking energy consumption. The GSA Regional Energy Coordinator has been consulted to determine the most practical and achievable energy performance target for this building.

The annual energy performance target and historical data for the buildings covered in the contract shall be provided by the Government. Historical data is intended to provide a relative measure of the building's current energy usage and overall annual usage trends.

Contractor energy efficiency performance will be monitored through the monthly progress reports (see section C.11, Monthly Progress Reports), monthly tracking against the Contractor-developed Building Energy and Water Efficiency Use Plan (see section C.21.6, Energy and Water Efficiency), and evaluated over the full 12-month contract term to determine success in meeting the building energy performance target. GSA recognizes that there are factors/events that will impact the overall measured building energy performance, that many of these factors/events are outside the Contractor's control, and that there may be resulting impacts, both negative and positive. These factors/events will be considered by GSA in evaluating the Contractor's energy efficiency performance. It is the Contractor's responsibility to provide timely data analysis, and summaries of findings and recommendations to GSA for issues that impact the building's energy performance.

Water Performance Targets

The annual water performance target for this building has been established to support regional objectives in meeting Federal mandates for potable water use. The water usage index measured in gal/GSF (gallons/gross square foot) is the standard unit of measurement for tracking water consumption. (Note that the gross square footage used for both the energy and water usage indexes are the same.) The GSA Regional Energy Coordinator has evaluated the water usage data to determine the most practical and

achievable target to meet the annual regional targets.

The annual water performance target and historical data for the buildings covered in the contract shall be provided by the Government. Historical data is intended to provide a relative measure of the building's current energy usage and overall annual usage trends.

Contractor water efficiency performance will be monitored through the monthly progress reports (see section C.11, Monthly Progress Reports), monthly tracking against the Contractor-developed Building Energy and Water Efficiency Plan (see section C.21.6, Energy and Water Efficiency), and evaluated over the full 12-month contract term to determine success in meeting the building water performance target. GSA recognizes that there are factors/events that will impact the overall measured building water performance, that many of these factors/events are outside the Contractor's control, and that there may be resulting impacts, both negative and positive. These factors/events will be considered by GSA in evaluating the Contractor's energy efficiency performance. It is the Contractor's responsibility to provide timely water usage data, data analysis, and summaries of findings and recommendations to GSA for issues that impact the building's water performance.

J.10. ENERGY & WATER EFFICIENCY USE PLAN

BACKGROUND: The Energy Independence and Security Act of 2007 (Public Law 110-140) requires Federal agencies to improve energy efficiency by 30% by end of FY 2015 as compared to the 2003 baseline (while targeting an annual reduction in energy use of roughly 3%). Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance mandates Federal agencies reduce potable water use intensity relative to their 2007 baseline by 26% total reduction by FY2020 (while targeting an annual reduction in water use of roughly 2% annually).

The report on energy and water efficiency use plan will be completed per the requirements of Section C.21.6, Energy & Water Efficiency, of the O&M services Contract. The Contractor will complete and submit to the Property Manager the reporting template at the beginning of the contract using information from the Annual Energy and Water Efficiency Report as available. (see Exhibit 13). The Property Manager will review the Contractor's annual report and meet with the Contractor to review proposed actions for the upcoming year and prioritize actions for the next Contract year that will further advance energy and water efficiency in the building. GSA recognizes that there are factors/events that will impact the overall measured building energy performance, that many of these factors/events are outside the Contractor's control, and that there may be resulting impacts, both negative and positive. These factors/events will be considered by GSA in evaluating the Contractor's energy efficiency performance plan.

DATA SOURCES: Contractor shall make use of the previous contract years' energy and water efficiency annual reports and the Energy & Water Operational Performance Targets for the development of the use plan.

PURPOSE: The purpose of this document is to clearly identify yearly building-specific energy and water reduction measures recommended by the contractor. These recommendations will establish a plan of action for the contract year and be sanctioned by GSA in consultation with the Regional Energy Coordinator. This plan will identify how the energy and water reduction measure will be pursued each month which will be monitored through the monthly progress reporting requirements of sections, C.21.6 and C.11.

MINIMUM REPORTING ELEMENTS: Minimum reporting elements are provided below:

1. Summary of annual use by resource –target 12 month use and comparison against previous 12 month period.
 - a. Significant energy and water efficiency actions/measures completed in the last year that should be considered for the new contract year.
2. Additional recommendations for improvement in the next Contract year – with consideration to the following
 - a. Changes to operations practices such as
 - i. Asset and/or building scheduling
 - ii. Set points
 - iii. Trend report assessments
 - b. Plant or asset changes for
 - i. Low-cost/site funded measures

- ii. Project funding
 - c. Contractor/Property Manager coordination and communication
- 3. Identify support actions needed from GSA to assist in the energy and water efficiency efforts.

Attachment 1 – Energy and Water Efficiency Use Plan Template

CONTRACT INFORMATION – to be completed by Contractor in fields provided

Contract number:

Building number, name and address:

Building annual energy performance target: Btu/GSF

Building annual water performance target: Gal/GSF

Dates covered in this report:

Report submitted by (name of Contractor, name of individual responsible for follow-up actions):

Date submitted:

CONTRACTOR REPORTING ELEMENTS – to be completed by Contractor in fields provided

1. Use by resource – For each purchased utility resource, provide the use for the most recent EUAS reporting period for each utility, and the corresponding reporting period from the previous year in the table below.

Resource (please note units)	Billing Period (enter dates for the most recent EUAS billing for the corresponding utility)	Yearly Use Previous Contract Year	Target Use Current Contract Year
Electricity (kWh)			
Water (kgal)			
Steam (mmBtu)			
Natural gas (CCF)			
Total Energy (KBtu)			

4. Significant energy and water efficiency actions/measures completed in the last year that should be considered for the current year.

- b. Identify previous overtime utility requests and verify current year request:

5. Additional recommendations for improvement in the next Contract year – with consideration to the following:

- a. Changes to operations practices such as;
 - i. Assets and/or buildings scheduling;
 - ii. Set points;
 - iii. Trend report assessments
- b. Plant or asset changes for
 - i. Low-cost/site funded measures
 - ii. Project funding
- c. Contractor/Property Manager coordination and communication

6. Identify support actions needed from GSA to assist in the energy and water efficiency efforts.

GSA REVIEW AND RESPONSE ELEMENTS – to be completed by property manager in the fields provided

GSA1. GSA reviewing official:

GSA2. Date reviewed by GSA:

GSA3. Comments to Contractor:

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***J.11. ENERGY AND WATER EFFICIENCY MONTHLY REPORT
(RESERVED)***

J.12. ANNUAL ENERGY AND WATER EFFICIENCY REPORT

BACKGROUND: The annual report on energy and water efficiency will be completed and submitted per the requirements of section C.21.6, Energy & Water Efficiency, of the O&M services contract. The Contractor will meet with the GSA Property Manager prior to the last week of the contract expiration when the contract is not being extended, or by the 5th working day of the subsequent year startup when the contract is being extended, to review and discuss the submitted report. This discussion will address past building performance and initiate the planning of energy and water efficiency efforts for the next contract year. This information will assist the property manager and regional energy coordinator in establishing energy targets in the Operational Performance Targets for energy and water for the next fiscal year.

GSA is adopting this annual reporting procedure as a way to promote a collaborative relationship between GSA and the Contractor. This collaborative relationship will work to better identify and address issues and opportunities for improved energy and water efficiency, as well as overall building operations. This annual report will

- summarize actions completed during the last contract year aimed at
- energy and water efficiency, and assess relative degree of success and lessons learned;
- set operational goals for the next contract year; and
- identify and prioritize projects for the next contract year.

This document includes the following attachments:

- Attachment 1 – Annual Report on Energy and Water Efficiency Template. The Contractor shall use the template to complete the report template sections for “Contract Information” and “Contractor Reporting Elements.” The GSA Property Manager shall complete the section “GSA Review and Response Elements.”
- Attachment 2 – Clarification for Completing the Annual Report on Energy and Water Efficiency. This attachment provides additional detail on the types of information to be included in the individual reporting elements found in the template.

DATA SOURCES: Contractor shall make use of the energy and water data provided by the Government.

INSTRUCTIONS: The incumbent Contractor shall complete the required fields in this report (see Attachment 1, Annual Report on Energy and Water Efficiency Reporting Template) and forward the completed report to the Property Manager prior to the last week of the contract expiration. (Note that in cases where a new Contractor is starting-up, they are not required to complete this report as part of their start-up.) The Property Manager shall review the submitted report; meet with the Contractor to discuss the summary of actions and outcomes reported; develop building performance targets for the new contract period; and prioritize projects, actions, and activities that will lead to energy and water efficiency improvements for the new contract period. Attachment 2, Clarification for Completing the Annual Report on Energy and Water Efficiency, provides additional detail and clarifications to assist in completing the report template.

A new Contractor starting-up work is not required to complete and submit this annual report until the last week of the contract period. However, the new Contractor shall review the last annual report submitted by the previous Contractor and complete the reporting element and consider results/recommendations for development of the Energy and Water Use Plan for the next contract year and submit to the CO or their designee within the first 2 weeks of the new contract. The Contractor will then meet with the Property Manager to agree upon the first year energy and water efficiency use plan.

Attachment 1 – Annual Report on Energy and Water Efficiency Template

CONTRACT INFORMATION – to be completed by Contractor in fields provided

Contract number:

Building number, name and address:

Building 12-month energy performance target: Btu/GSF

Building 12-month water performance target: Gal/GSF

Dates covered in this report:

Report submitted by (name of contractor, and name, email, and phone number of individual responsible for follow-up actions):

Date submitted:

ANNUAL REPORTING ELEMENTS – to be completed by the Contractor in fields provided. Additional guidance on completing these reporting elements is provided in Attachment 2 (Clarification for Completing the Annual Report on Energy and Water Efficiency)

1. Provide a summary of changes/actions completed over the contract period affecting energy and water efficiency. Include, where possible, an estimate of the resulting impact in terms of energy and/or water savings. Estimates may be engineering or measured (meter or BAS supported) estimates.
 - a. Operational changes – to address building/assets schedule changes, set point changes, asset/system tune-ups, and similar energy and water intensive system controls and operations settings completed during the contract period.

Summary:
 - b. Building/ asset changes – to address assets, systems, or building materials installed and/or replaced during the contract period that would impact energy use such as window replacements, new rooftop units, and building renovation start-up or completion.

Summary:
 - c. Occupant behavior changes – to address outcomes from occupant changes such as reductions in frequent or routine overtime utility requests and energy awareness programs. Contractor actions supporting these behavior changes should be highlighted.

Summary:
2. Recommendations for the next contract period – provide a list of recommended actions that will improve energy and water efficiency that should be considered for the next contract year. Include estimates of outcomes for each recommendation, making use of supporting data and calculations when practical. Recommendations should address each operational efficiency, retrofit projects, and occupant behavior initiatives

Summary:

GSA REVIEW AND RESPONSE ELEMENTS – to be completed by the Property Manager in the fields provided

GSA1. GSA Reviewing Official:

GSA2. Date review completed by GSA:

GSA3. Confirmation of meeting between Property Manager and Contractor – date, participants, and summary of outcomes. Topics and desired outcomes – agreement on planned actions and energy and water performance targets for the next contract year – are summarized in Attachment 2 (Clarification for Completing the Annual Report on Energy and Water Efficiency).

Summary:

Attachment 2 – Clarification for Completing the Annual Report on Energy and Water Efficiency

This attachment provides clarification on the types of information requested in the Annual Report on Energy and Water Efficiency. Entries in this clarification correspond to the numbered elements in the report template.

CONTRACTOR REPORTING ELEMENTS

- 1 Provide a summary of changes/actions completed over the contract period affecting energy and water efficiency, and provide estimates of their impacts. Changes/actions should be presented for each of the following categories: Operational changes, building/asset changes, and occupant behavior changes.

Operational changes: Numerous research efforts have reported that building-wide energy savings on the order of 5 to 15% are usually available through better building operations practices. Better yet, many of these changes can also result in improved occupant comfort, increased asset reliability, and safer operating conditions. For these reasons, GSA encourages its contractors to identify and implement (after approval) these types of measures (e.g. set points).

Measures may address overall operations and maintenance management approaches such as:

- Metered data analysis – periodic, even daily, reviews of whole building and individual major asset (where available) energy and water use and performance including building load profiles and performance trending.
- Developing approaches for staff to identify and recommend for action, energy and water efficiency measures.
- Providing staff training in building re-tuning, energy auditing and management, water auditing and management, existing building commissioning, BAS operations, and boiler efficiency and operations.

Building/asset operations typically offer many opportunities to improve savings usually attributed to large energy and water using systems, such as HVAC and lighting. Building/equipment operations strategies and approaches for energy and water efficiency include, but are not limited to, actions focused on scheduling, procedures, and work/systems control and optimization. Examples include ongoing commissioning/building tune-up activities and operations and maintenance best practices procedures identifying and addressing opportunities such as those listed below:

- Revising equipment control sequences
- Reducing asset runtime
- Improving economizer operations
- Optimizing chilled water supply temperature and differential pressure reset
- Delamping overlit areas such as corridors and offices

Asset maintenance – how well the Contractor will perform preventive, predictive, scheduled and unscheduled actions to prevent asset failures or decline in performance with the goal of increasing efficiency, reliability, and safety. Examples might include

- Use of predictive maintenance technologies such as infrared
- thermography to (help) inspect electrical systems, mechanical systems, roofs, and insulation

- Use of actual asset runtimes as recorded by the BAS to perform maintenance as needed instead of as scheduled
- Calibration of sensors and actuators

Numerous resources that address the topics above are available at no cost:

- Building re-tuning approach focuses on improving the operations and maintenance of (large) building controls systems. The re-tuning methodology is highly structured to identify and implement no-cost/low-cost energy savings. For more information visit <http://www.pnnl.gov/buildingretuning/training.stm>
- [*Impact of E4 Training and Field Auditing of GSA Heartland Facilities*](#) provides a summary of the measures taken and results realized from a building tune-up effort at multiple GSA buildings.
- GSA offers the Shave Energy program. Ask the Property Manager to contact the Regional Energy Manager to obtain more information through the password-protected Shave Energy website at <https://sites.google.com/a/gsa.gov/national-shave-energy-program/>
- [*Operations and Maintenance Best Practices – A Guide to Achieving Operational Efficiency \(Release 3.0\)*](#) outlines best practices that will help building owners and operators implement effective O&M for systems and assets found at their facilities.

Building/asset changes may present unique opportunities to realize energy and/or water efficiency improvements. These changes may be driven by the need to replace failed or end-of-life asset/systems, or simply by the economics where the energy and/or water savings will “pay for” the investment of purchasing and installing the new asset. In cases where replacement is needed because of failure, unreliable operations, or end of useful life, a replacement approach should take into consideration the efficiency opportunities available because these opportunities will not be available again until the next replacement cycle. It is for this reason that, per Federal regulation, a [life-cycle cost analysis](#) is to be completed as part of the replacement project design. Sites are strongly discouraged from using a like-in-kind replacement approach for replacement and retrofit projects because this approach relies on old and usually inefficient technologies to reduce design costs, and the perception of reduced risk when operating. GSA encourages its contractors to identify and propose replacement and retrofit projects that will improve building operations and result in increased energy and/or water efficiency. Resources available to help identify energy and water efficient products are available through Energy Star® and [FEMP covered products](#).

Occupant behavior changes can also result in significant resource savings. One area that GSA would like to highlight is working with the building tenants to minimize the impact of overtime utility requests. The monthly energy and water efficiency report includes a section to summarize the overtime utility requests for each monthly period. This report section should capture the actions taken by the Contractor to identify and implement related opportunities that were proposed to GSA and/or initiated, such as identification of satellite equipment/systems that provide services only locally and at the tenant’s expense; tenant submetering of utilities for awareness and/or tenant billing (cost allocation); coordination with the tenants on criteria for overtime utility requests; and building-wide energy awareness activities. The outcome for each of these respective actions should be characterized.

- 2 Recommendations for the next contract period – provide a list of recommended actions that will improve energy and water efficiency that should be considered for the next contract year. Include estimates of outcomes for each recommendation, making use of supporting data and calculations when practical. Recommendations should address operational efficiency, retrofit projects (see

reporting item 5 below for additional presentation of information for retrofit projects, and occupant behavior initiatives). Examples might include new start-up and shut-down strategies, adjustment of set-points, building tune-up training and implementation, Shave Energy participation, metered data analysis, overtime utility reduction programs, etc.

GSA REVIEW AND RESPONSE ELEMENTS

GSA1. GSA Reviewing Official:

GSA2. Date review completed by GSA:

GSA3. Confirmation of meeting between Property Manager and Contractor – date, participants, and summary of outcomes. This annual reporting process was developed to obtain these key outcomes:

- Review the Contractor's overall performance in supporting and achieving GSA's goals for energy and water efficiency. This review is accomplished by reviewing the overall energy and water use against the established targets, reviewing the actions completed during the contract year, and subjectively assessing the Contractor's overall performance. This is not intended to be a pass/fail exercise, but rather an opportunity for the Contractor and GSA to review and discuss expectations and their associated outcomes.
- Identify and prioritize energy and water efficiency actions to be completed during the next contract year. These measures will be primarily identified by the Contractor in their report recommendations, and through discussions with the Property Manager, which will take into account building plans and needs, tenant concerns, and GSA's estimate of what are reasonable and achievable targets. Outcomes should be an agreement between the Contractor and GSA on the following:
 - A prioritized list of actions to be addressed during the next contract year
 - Revised energy and water performance targets for the next contract year.

J.13. QUALIFICATIONS OF ELECTRICAL TESTING TECHNICIANS (ETT)

(ANSI/NETA ETT-2010 Standard for Certification of Electrical Testing Technicians)

TITLE:	Trainee Technician	Assistant Technician	Certified Technician	Certified Senior Technician
LEVEL:	Level I	Level II	Level III	Level IV
EDUCATION AND TRAINING:	High School / GED	Safety 40 hours Electrical 160 hours	Safety 24 hours add'l Electrical 240 hours add'l	Safety 40 hours add'l Electrical 200 hours add'l
RELATED EXPERIENCE:	None	Two Years*	Five Years*	Ten Years*
TYPICAL DUTIES:	None	Generally requires direct supervision. Responsible for safety of self. Understands hazardous electrical energy control procedures.	Capable of supervising Levels I and II. Routine and moderately complex projects. Record keeping. Safety of others. Switching. Evaluations.	Supervises large projects, multiple crews. Works independently. More complex investigations, tests, and evaluations.
TYPICAL ACTIVITIES:	Simple assistance. Simple measurements. Test assets set up and removal. Cleaning.	Assists. Inspects. Tests. Data collection. Test for de-energized locked out/tagged out asset.	Lockout/Tagout, safety grounding. Test for de-energized medium-voltage assets. Performs moderately complex tasks. Interacts with other skills and operations.	Corrects system failures. Performs very complex tests. Interacts with engineers and managers. Writes reports.
EXAMINATION:	By employer	By certifying organization 70% minimum score	By certifying organization 70% minimum score	By certifying organization 70 % minimum score

**NOTE: Candidates for Levels II, III, and IV must have met the qualifications for all previous levels.
 *Completion of two or more years of technical education in an electrical field shall be equivalent to a maximum of one year of experience.**

J.14 MISCELLANEOUS BEST PRACTICES “RESERVED”

J.15 ASSET INVENTORY TEMPLATE/NCMMS

Note: At the time an offer is being developed for the contract, the contractor is responsible for assessing the facility asset list, condition of the assets and systems, and all effort required to operate and maintain all of the assets and systems. The contractor is solely responsible for assessing the cost and effort required to meet contract requirements. Asset list and any other maintenance records provided for review for the offerors are provided in good faith for informational purposes only, but may contain some errors. During the base year while verifying asset inventory if the contractor discovers any omissions of assets on existing asset list then the contractor shall submit for an equitable adjustment prior to performing any preventive maintenance actions. If any omissions of assets are found subsequent to the base year, by either the contractor or government, then the contractor shall be responsible for ALL maintenance activities associated with the equipment with no consideration for equitable adjustments.

J15 Asset and Active PM List By Building

Service Address	Equipment ID	Asset Description	Gsa quantity	PM	Job Plan	Estimate d Next Due Date	Frequ ency	Frequenc y Units	Gsa modelno	Manufacture r	Serial #
NC0002AE	NC0002AE-AHU-03-012	Air Handling Units	1.00	150313	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-FAN-02-F25	Fan, Tubular Centrifugal	1.00	150574	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS	REX27B	PENN	
NC0002AE	NC0002AE-FAN-02-F27	Fan, In Line Centrifugal	1.00	150583	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-02-F28	Fan, In Line Centrifugal	1.00	150593	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-AHU-03-001	Air Handling Units	1.00	150643	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-AHU-03-007	Air Handling Units	1.00	150700	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA025CBE OAOB	TRANE	K93H51359
NC0002AE	NC0002AE-CMP-AC4	Air Compressor	1.00	150716	HVAC-AIR-02-06M-2012	6/1/18	6	MONTHS	model F	EMGLO	3070693062
NC0002AE	NC0002AE-FLF-001	Fuel Oil Filter/Strainer	1.00	150741	FLSF-EPR-05-06M-2012	6/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-02-F29	Fan, In Line Centrifugal	1.00	150743	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-AHU-03-011	Air Handling Units	1.00	150749	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-FNG-001	Gate	1.00	150756	ARCS-LND-02-06M-2012	5/1/18	6	MONTHS			
NC0002AE	NC0002AE-FEX-001	Fire Extinguishers	1.00	150762	FLSF-FEX-01-01M-2012	3/1/18	1	MONTHS			
NC0002AE	NC0002AE-AHU-03-015	Air Handling Units	1.00	150770	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-PMP-P8	Pump	1.00	150773	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	2E10.125BFE S	BELL & GOSSETT	1809515

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NC0002AE	NC0002AE-AHU-03-014	Air Handling Units	1.00	150780	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-ACU-001	A/C Unit Ceiling or Wall Mounted	1.00	150782	HVAC-AHU-04-01Y-2012	4/1/18	1	YEARS	PTHB1501GF	TRANE	SERIAL AP3F00725
NC0002AE	NC0002AE-DKL-002	Loading Ramp, Adjustable	1.00	150783	MHDL-LFT-03-03M-2012	5/1/18	3	MONTHS			
NC0002AE	NC0002AE-AHU-03-016	Air Handling Units	1.00	150791	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-AHU-03-008	Air Handling Units	1.00	150793	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA030CBE OAOB	TRANE	K93H51461
NC0002AE	NC0002AE-AHU-03-009	Air Handling Units	1.00	150806	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA030MA D0000	TRANE	K93H51507
NC0002AE	NC0002AE-PMP-P4	Pump	1.00	150808	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	Model 4AC6 BFES	BELL & GOSSETT	1809224
NC0002AE	NC0002AE-ACU-002	A/C Unit Ceiling or Wall Mounted	1.00	150809	HVAC-AHU-04-01Y-2012	3/1/18	1	YEARS	PTHB1501GF	TRANE	SERIAL AP3F00725
NC0002AE	NC0002AE-FAN-02-F14	Fan, Tubular Centrifugal	1.00	150817	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS	REX70B	PENN	
NC0002AE	NC0002AE-PMP-P5	Pump	1.00	150819	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	VSC10.25BFL HR	BELL & GOSSETT	1730248
NC0002AE	NC0002AE-FAN-02-F-17	Fan, Tubular Centrifugal	1.00	150827	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS	REX70B	PENN	
NC0002AE	NC0002AE-PMP-P5C	Pump	1.00	150832	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS		TACO	
NC0002AE	NC0002AE-ACU-003	A/C Split System	1.00	150833	HVAC-AHU-04-01Y-2012	3/1/18	1	YEARS	TWE090A300 BA	TRANE	
NC0002AE	NC0002AE-PMP-P6	Pump	1.00	150841	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	VSC10.25BFL HR	BELL & GOSSETT	
NC0002AE	NC0002AE-FAN-02-F-19	Fan, Tubular Centrifugal	1.00	150842	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS	REX270	PENN	
NC0002AE	NC0002AE-AHU-03-010	Air Handling Units	1.00	150844	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA030CBE OAOB	TRANE	K93G50289
NC0002AE	NC0002AE-PMP-P7	Pump	1.00	150846	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	2E10.125BFE S	BELL & GOSSETT	1809514
NC0002AE	NC0002AE-FAN-02-F24	Fan, Tubular Centrifugal	1.00	150847	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-AHU-03-003	Air Handling Units	1.00	150848	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-AHU-03-002	Air Handling Units	1.00	150857	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA021A3C 000C	TRANE	K93E35705
NC0002AE	NC0002AE-ATS-001	Automatic Transfer Switch	1.00	150863	ELEC-ATS-01-01M-2012	3/1/18	1	MONTHS			
NC0002AE	NC0002AE-AHU-03-004	Air Handling Units	1.00	150870	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA030CDB OAOB	TRANE	K9EF56357
NC0002AE	NC0002AE-ATS-002	Automatic Transfer Switch	1.00	150874	ELEC-ATS-01-01M-2012	3/1/18	1	MONTHS			
NC0002AE	NC0002AE-BFP-001	Back Flow Preventer	1.00	150893	PLMB-VLV-05-01Y-2012	1/1/19	1	YEARS		UNIDENTIFIED	D

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NC0002AE	NC0002AE-AHU-03-005	Air Handling Units	1.00	150901	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-BFP-002	Back Flow Preventer	1.00	150905	PLMB-VLV-05-01Y-2012	1/1/19	1	YEARS		WATTS	
NC0002AE	NC0002AE-AHU-03-006	Air Handling Units	1.00	150926	HVAC-AHU-01-01Y-2012	3/1/18	1	YEARS	MCCA040CDE OA0B	TRANE	K93E33900
NC0002AE	NC0002AE-EFP-001	Flag Pole	1.00	150954	ARCS-LND-04-03M-2012	4/1/18	6	MONTHS			
NC0002AE	NC0002AE-EMG-01-001	Emergency Generators Electric/Diesel Engines	1.00	150965	FLSF-EPR-02-01Y-2012	12/1/18	1	YEARS	750 DF JA, I	CUMMINS	K930525133
NC0002AE	NC0002AE-EMG-01-001	Emergency Generators Electric/Diesel Engines	1.00	150976	ELEC-EMG-01-01M-2012	3/1/18	1	MONTHS	750 DF JA, I	CUMMINS	K930525133
NC0002AE	NC0002AE-BNG-001	Burner, Gas	1.00	150982	HVAC-BLR-03-01Y-2012	9/1/18	1	YEARS	model CS-G-20B	POWER FLAME	
NC0002AE	NC0002AE-EPB-001	Molded Case Circuit Breakers	1.00	150991	ELEC-SRG-02-01Y-2012	1/1/19	1	YEARS		GENERAL ELECTRIC	
NC0002AE	NC0002AE-BNG-002	Burner, Gas	1.00	150992	HVAC-BLR-03-01Y-2012	9/1/18	1	YEARS	model CS-G-20B	POWER FLAME	
NC0002AE	NC0002AE-FAN-02-017	Fan, In Line Centrifugal	1.00	150999	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-EPB-002	Circuit Breaker Low Voltage	1.00	151004	ELEC-SRG-02-01Y-2012	1/1/19	1	YEARS		GENERAL ELECTRIC	
NC0002AE	NC0002AE-BNG-003	Burner, Gas	1.00	151008	HVAC-BLR-03-01Y-2012	9/1/18	1	YEARS	model CS-G-20B	POWER FLAME	
NC0002AE	NC0002AE-FNG-002	Gate	1.00	151010	ARCS-LND-02-06M-2012	6/1/18	6	MONTHS			
NC0002AE	NC0002AE-MTR-002	Water flow meter	1.00	151017	ELEC-MTR-01-01Y-2012	1/1/19	1	YEARS			
NC0002AE	NC0002AE-CHL-CW1-RM1	Refrigeration Machine, Centrifugal	1.00	151019	HVAC-CLR-01-03M-2012	4/1/18	3	MONTHS	CVHE320	TRANE	L93H08122
NC0002AE	NC0002AE-FPM-01-001	Fire Pump, Centrifugal	1.00	151024	FLSF-PMP-02-01W-2012	3/7/18	1	WEEKS	5AEFE8N	PEERLESS	479695
NC0002AE	NC0002AE-PMP-020	Pump	1.00	151029	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS		BELL & GOSSETT	
NC0002AE	NC0002AE-HUM-023	Humidification System	1.00	151040	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-PMP-021	Pump	1.00	151041	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS		BELL & GOSSETT	
NC0002AE	NC0002AE-PMP-03-P19	Condensate or Vacuum Pump	1.00	151052	HVAC-STM-01-01Y-2012	3/1/18	1	YEARS	Model 152CC	BELL & GOSSETT	QDB886156851
NC0002AE	NC0002AE-HUM-024	Humidification System	1.00	151059	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-PMP-03-P9	Condensate or Vacuum Pump	1.00	151065	HVAC-STM-01-01Y-2012	3/1/18	1	YEARS	153CC	BELL & GOSSETT	QDB885
NC0002AE	NC0002AE-BFP-003	Back Flow Preventer	1.00	151070	PLMB-VLV-05-01Y-2012	1/1/19	1	YEARS			

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NC0002AE	NC0002AE-PMP-P10	Pump	1.00	151077	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	A3ABB.625BFES	BELL & GOSSETT	
NC0002AE	NC0002AE-BLR-HW1-001	Boiler - Burnahm	1.00	151082	HVAC-BLR-01-01Y-2012	9/1/18	1	YEARS	3PW-100-50-G-PF	BURNHAM	22136
NC0002AE	NC0002AE-PMP-P11	Pump	1.00	151089	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	A3ABB.625BFES	BELL & GOSSETT	
NC0002AE	NC0002AE-BLR-HW1-002	Boiler - Burnahm	1.00	151095	HVAC-BLR-01-01Y-2012	9/1/18	1	YEARS	3PW-100-50-G-PF	BURNHAM	22133
NC0002AE	NC0002AE-CHL-CW1-RM2	Refrigeration Machine, Centrifugal	1.00	151098	HVAC-CLR-01-03M-2012	4/1/18	3	MONTHS	CVHE320	TRANE	L93H08121
NC0002AE	NC0002AE-PMP-P12	Pump	1.00	151100	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	3AB6.625BFES	BELL & GOSSETT	
NC0002AE	NC0002AE-CMP-CAC1	Air Compressor	1.00	151104	HVAC-AIR-02-06M-2012	6/1/18	6	MONTHS	QC07524DX3	QUINCY	5034626
NC0002AE	NC0002AE-BLR-HW1-003	Boiler - Burnahm	1.00	151108	HVAC-BLR-01-01Y-2012	9/1/18	1	YEARS	4FL-345-50-G-PF	BURNHAM	22133
NC0002AE	NC0002AE-PMP-P16	Pump	1.00	151110	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	2BC9.375BFES	BELL & GOSSETT	
NC0002AE	NC0002AE-MTR-001	Water flow meter	1.00	151114	ELEC-MTR-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-CTR-001	Cooling Towers	1.00	151116	HVAC-TWR-01-03M-2012	3/1/18	3	MONTHS	VTIN220MMCS	BALTIMORE AIRCOIL	93100441
NC0002AE	NC0002AE-PMP-P19	Pump	1.00	151121	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	5E9.3/4BFES	BELL & GOSSETT	1809092
NC0002AE	NC0002AE-CTR-002	Cooling Towers	1.00	151128	HVAC-TWR-01-03M-2012	3/1/18	3	MONTHS	VTIN220MMCS	BALTIMORE AIRCOIL	93100442
NC0002AE	NC0002AE-PMP-P-19	Pump	1.00	151134	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	152CC	BELL & GOSSETT	QDB886156851
NC0002AE	NC0002AE-PMP-P1C	Pump	1.00	151145	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	FE4008E2H1F2LOA	TACO	
NC0002AE	NC0002AE-DKL-001	Loading Ramp, Adjustable	1.00	151154	MHDL-LFT-03-03M-2012	5/1/18	3	MONTHS			
NC0002AE	NC0002AE-PMP-P2	Pump	1.00	151161	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	5E9.3/4BFES	BELL & GOSSETT	1809093
NC0002AE	NC0002AE-FAN-02-006	Fan, Tubular Centrifugal	1.00	151166	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-PMP-P3	Pump	1.00	151173	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	4AC6BFES	BELL & GOSSETT	1809225
NC0002AE	NC0002AE-FAN-02-007	Fan, Centrifgal	1.00	151178	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-PMP-P3C	Pump	1.00	151186	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	FE4008E2H1F2LOA	TACO	
NC0002AE	NC0002AE-FAN-02-008	Fan, Centrifgal	1.00	151190	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-PMP-P14	Pump	1.00	151202	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS		BELL & GOSSETT	
NC0002AE	NC0002AE-EPB-003	Bus Duct	1.00	151204	ELEC-SRG-02-01Y-2012	1/1/19	1	YEARS			

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NC0002AE	NC0002AE-PMP-P15	Pump	1.00	151213	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS	2BC9.375BFE S	BELL & GOSSETT	
NC0002AE	NC0002AE-EYE-001	Emergency Shower	1.00	151221	PLMB-DWV-04-01W-2012	3/7/18	1	WEEKS			
NC0002AE	NC0002AE-EYE-004	Wash, Emergency	1.00	151225	PLMB-DWV-04-01W-2012	3/7/18	1	WEEKS			
NC0002AE	NC0002AE-EYE-002	Emergency Shower	1.00	151232	PLMB-DWV-04-01W-2012	3/7/18	1	WEEKS			
NC0002AE	NC0002AE-FAN-01-001	Fan, Propeller	1.00	151234	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-016	Fan, Adjustable Pitch Vane Axial	1.00	151235	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-EYE-003	Wash, Emergency	1.00	151242	PLMB-DWV-04-01W-2012	3/7/18	1	WEEKS			
NC0002AE	NC0002AE-FAN-02-014	Fan, Sidewall Centrifugal	1.00	151244	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-006	Fan, Control Pitch Vane Axial	1.00	151245	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-017	Fan, Propeller	1.00	151250	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-008	Fan, Control Pitch Vane Axial	1.00	151256	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-TCC-001	Trash Compactor	1.00	151263	CLNG-TCP-01-01Y-2012	3/1/18	1	YEARS		RAM	
NC0002AE	NC0002AE-FAN-01-F1	Fan, Control Pitch Vane Axial	1.00	151264	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS		WOODS	
NC0002AE	NC0002AE-FAN-02-015	Fan, Sidewall Centrifugal	1.00	151265	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-009	Fan, Control Pitch Vane Axial	1.00	151266	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-TNK-01-001	Fuel Oil Tank	1.00	151273	TANK-AGS-01-01Y-2012	12/1/18	1	YEARS			
NC0002AE	NC0002AE-FAN-01-010	Fan, Control Pitch Vane Axial	1.00	151275	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-02-016	Fan, In Line Centrifugal	1.00	151277	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-F11	Fan, Adjustable Pitch Vane Axial	1.00	151280	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS	19KG24P/A	WOODS	931450A
NC0002AE	NC0002AE-HPU-002	High Efficiency Purge Units	1.00	151283	HVAC-CLR-07-01Y-2012	4/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-FAN-01-011	Fan, Control Pitch Vane Axial	1.00	151286	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			

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NC0002AE	NC0002AE-FAN-01-F-2	Fan, Control Pitch Vane Axial	1.00	151289	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS		WOODS	
NC0002AE	NC0002AE-FSP-01-001	Sprinkler Heads	1.00	151293	FLSF-FEX-05-01M-2012	9/1/18	1	YEARS			
NC0002AE	NC0002AE-HSE-001	Fire Dept. Hose Connections	1.00	151296	FLSF-HSE-01-01Y-2012	5/1/18	3	MONTHS			
NC0002AE	NC0002AE-FAN-01-013	Fan, Adjustable Pitch Vane Axial	1.00	151297	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-FAN-01-F-3	Fan, Control Pitch Vane Axial	1.00	151303	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS	71KG71A-2-9	WOODS	931442K
NC0002AE	NC0002AE-FAN-01-014	Fan, Propeller	1.00	151305	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-HPU-001	High Efficiency Purge Units	1.00	151311	HVAC-CLR-07-01Y-2012	4/1/18	1	YEARS		TRANE	
NC0002AE	NC0002AE-HSE-002	Fire Dept. Pumper Connections	1.00	151312	FLSF-HSE-01-01M-2012	5/1/18	3	MONTHS			
NC0002AE	NC0002AE-FAN-01-F-4	Fan, Control Pitch Vane Axial	1.00	151313	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS	71KG40A-2-9	WOODS	931443K
NC0002AE	NC0002AE-RFM-001	Refrigerant Monitor	1.00	151320	HVAC-CLR-06-01M-2012	3/1/18	1	MONTHS	RMWERP111 D0001AB	TRANE	L09A05901
NC0002AE	NC0002AE-FAN-01-015	Fan, Adjustable Pitch Vane Axial	1.00	151321	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-HSE-003	Fire Dept. Pumper Connections	1.00	151323	FLSF-HSE-01-01M-2012	5/1/18	3	MONTHS			
NC0002AE	NC0002AE-HUM-004	Humidification System	1.00	151326	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-SDS-001	Smoke Detectors	1.00	151329	FLSF-ALM-03-01Y-2012	6/1/18	1	YEARS			
NC0002AE	NC0002AE-FAN-01-F-6	Fan, Control Pitch Vane Axial	1.00	151332	HVAC-FAN-02-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-HUM-001	Humidification System	1.00	151336	HVAC-EVP-03-03M-2012	4/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-005	Humidification System	1.00	151339	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-FAN-02-009	Fan, Tubular Centrifugal	1.00	151343	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS			
NC0002AE	NC0002AE-SMP-001	Sump Pump	1.00	151344	PLMB-DWV-03-01Y-2012	1/1/19	1	YEARS	WBRE5-11C	MYERS	
NC0002AE	NC0002AE-HUM-002	Humidification System	1.00	151348	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-006	Humidification System	1.00	151351	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	

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NC0002AE	NC0002AE-STN-001	Strainer, Bolted Flange Type	1.00	151354	PLMB-PLB-03-01Y-2012	2/1/19	1	YEARS		
NC0002AE	NC0002AE-FAN-02-012	Fan, Tubular Centrifugal	1.00	151355	HVAC-FAN-01-01Y-2012	7/1/18	6	MONTHS		
NC0002AE	NC0002AE-HUM-003	Humidification System	1.00	151359	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-007	Humidification System	1.00	151362	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-STR-001	Traps (Low Pressure Steam)	1.00	151364	PLMB-PLB-06-01Y-2012	3/1/18	1	YEARS		
NC0002AE	NC0002AE-HUM-015	Humidification System	1.00	151377	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-016	Humidification System	1.00	151388	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-008	Humidification System	1.00	151397	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-017	Humidification System	1.00	151399	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-009	Humidification System	1.00	151407	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-018	Humidification System	1.00	151409	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-010	Humidification System	1.00	151417	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-019	Humidification System	1.00	151422	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-011	Humidification System	1.00	151429	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-020	Humidification System	1.00	151433	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-VFD-AHU9	Frequency Drive	1.00	151435	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H40	DANFOSS G14544
NC0002AE	NC0002AE-HUM-012	Humidification System	1.00	151440	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-021	Humidification System	1.00	151442	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-013	Humidification System	1.00	151448	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-022	Humidification System	1.00	151449	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-HUM-014	Humidification System	1.00	151456	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-VFD-AHU7	Frequency Drive	1.00	151458	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H34	DANFOSS G14544
NC0002AE	NC0002AE-HUM-033	Humidification System	1.00	151467	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER
NC0002AE	NC0002AE-VFD-AHU8	Frequency Drive	1.00	151469	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H40	DANFOSS G14544
NC0002AE	NC0002AE-HUM-034	Humidification System	1.00	151477	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER

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NC0002AE	NC0002AE-HUM-025	Humidification System	1.00	151483	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-026	Humidification System	1.00	151493	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-PMP-P13	Pump	1.00	151497	HVAC-PMP-01-01Y-2012	3/1/18	1	YEARS		BELL & GOSSETT	
NC0002AE	NC0002AE-HUM-036	Humidification System	1.00	151498	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-027	Humidification System	1.00	151503	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-037	Humidification System	1.00	151508	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-028	Humidification System	1.00	151513	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-038	Humidification System	1.00	151519	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-029	Humidification System	1.00	151523	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-039	Humidification System	1.00	151526	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-030	Humidification System	1.00	151533	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-040	Humidification System	1.00	151537	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-031	Humidification System	1.00	151543	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-HUM-041	Humidification System	1.00	151547	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-UHT-02-001	Unit Heaters (Steam & Hot Water)	1.00	151549	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-HUM-032	Humidification System	1.00	151552	HVAC-EVP-03-03M-2012	7/1/18	6	MONTHS	Model 50-10	PURE HUMIDIFIER	
NC0002AE	NC0002AE-KCS-001	Key Card System	1.00	151555	ARCS-SCT-01-03M-2012	4/1/18	3	MONTHS	Model 8	HIRSCH	
NC0002AE	NC0002AE-UHT-02-002	Unit Heaters (Steam & Hot Water)	1.00	151561	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU5	Frequency Drive	1.00	151566	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H40	DANFOSS	G14544
NC0002AE	NC0002AE-UHT-02-003	Unit Heaters (Steam & Hot Water)	1.00	151571	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-UHT-02-004	Unit Heaters (Steam & Hot Water)	1.00	151581	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-028	Frequency Drive	1.00	151592	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-UHT-02-005	Unit Heaters (Steam & Hot Water)	1.00	151593	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU1	Frequency Drive	1.00	151601	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H27	DANFOSS	G14544

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NC0002AE	NC0002AE-UHT-02-006	Unit Heaters (Steam & Hot Water)	1.00	151603	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU6	Frequency Drive	1.00	151609	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H40	DANFOSS	G14544
NC0002AE	NC0002AE-UHT-02-007	Unit Heaters (Steam & Hot Water)	1.00	151611	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU10	Frequency Drive	1.00	151612	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H34	DANFOSS	G14544
NC0002AE	NC0002AE-UHT-02-008	Unit Heaters (Steam & Hot Water)	1.00	151619	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU13	Frequency Drive	1.00	151620	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H21	DANFOSS	G14544
NC0002AE	NC0002AE-VFD-FAN1	Frequency Drive	1.00	151625	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-UHT-02-009	Unit Heaters (Steam & Hot Water)	1.00	151629	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU15	Frequency Drive	1.00	151630	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H14	DANFOSS	G14544
NC0002AE	NC0002AE-VFD-FAN10	Frequency Drive	1.00	151635	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-UHT-02-010	Unit Heaters (Steam & Hot Water)	1.00	151636	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-AHU2	Frequency Drive	1.00	151639	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H27	DANFOSS	G14544
NC0002AE	NC0002AE-VFD-FAN4	Frequency Drive	1.00	151642	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-VFD-FAN12	Frequency Drive	1.00	151645	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-UHT-02-011	Unit Heaters (Steam & Hot Water)	1.00	151646	HVAC-UHT-01-01Y-2012	9/1/18	1	YEARS	UHSA03858D AAC	TRANE	A93G010783
NC0002AE	NC0002AE-VFD-FAN5	Frequency Drive	1.00	151651	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-VFD-AHU3	Frequency Drive	1.00	151653	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H40	DANFOSS	G14544
NC0002AE	NC0002AE-VFD-FAN2	Frequency Drive	1.00	151656	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-VFD-FAN6	Frequency Drive	1.00	151657	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-PLMB-VLV-005	Check Valve, Critical	1.00	151662	PLMB-VLV-02-01Y-2012	9/1/18	1	YEARS			
NC0002AE	NC0002AE-VFD-AHU4	Frequency Drive	1.00	151665	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	6000H40	DANFOSS	G14544
NC0002AE	NC0002AE-VFD-FAN3	Frequency Drive	1.00	151666	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-VFD-FAN7	Frequency Drive	1.00	151667	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,

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NC0002AE	NC0002AE-VFD-FAN9	Frequency Drive	1.00	151678	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE ATV212,
NC0002AE	NC0002AE-VLV-016	Fire Control Valves	1.00	151687	PLMB-VLV-02-01Y-2012	3/1/18	1	YEARS			
NC0002AE	NC0002AE-VFD-PMP5	Frequency Drive	1.00	151688	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE SFD21MG4Y,
NC0002AE	NC0002AE-VFD-PMP6	Frequency Drive	1.00	151698	ELEC-VFD-01-01Y-2012	7/1/18	1	YEARS	Model B06	SQUARE D	TYPE SFD21MG4Y,
NC0002AE	NC0002AE-WHT-02-001	Hot Water Heater, Gas	1.00	151706	PLMB-DWS-01-01Y-2012	10/1/18	1	YEARS	CNA251-100 DF9	LOCHINVAR	
NC0002AE	NC0002AE-VLV-001	Valve, Safety Relief	1.00	151708	PLMB-VLV-02-01Y-2012	12/1/18	1	YEARS			
NC0002AE	NC0002AE-WHT-02-002	Hot Water Heater, Gas	1.00	151716	PLMB-DWS-01-01Y-2012	10/1/18	1	YEARS	CNA401-080-DF9	LOCHINVAR	
NC0002AE	NC0002AE-VLV-002	Valves, Regulating	1.00	151717	PLMB-VLV-02-01Y-2012	12/1/18	1	YEARS			
NC0002AE	NC0002AE-WTM-001	Chemical Feeder	1.00	151726	HVAC-WTM-04-01Y-2012	5/1/18	3	MONTHS	series E	PULSATRON	940114090
NC0002AE	NC0002AE-VLV-003	Valve, Manually Operated	1.00	151727	PLMB-VLV-02-01Y-2012	8/1/18	1	YEARS			
NC0002AE	NC0002AE-WTM-003	Water Treatment for Cooling Towers	1.00	151737	HVAC-WTM-01-01M-2012	3/1/18	1	MONTHS	series E	PULSATRON	SERIAL 940114089
NC0002AE	NC0002AE-WTM-004	Water Treatment for Heating System	1.00	151749	HVAC-WTM-01-01M-2012	3/1/18	1	MONTHS	series E	PULSATRON	0206101301

Service Address	Equipment ID	Asset Description	Gsa quantity	PM	Job Plan	Estimate d Next Due Date	Frequ ency	Frequenc y Units	Gsa modelNo	Manufactur er	Serial #
NC0005AE	NC0005AE-AHU-01-AHU3	Air Handler Unit	1.00	151295	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP150FSAFV1116 B Series	YORK	96-187702E
NC0005AE	NC0005AE-AHU-01-AHU4	Air Handler Unit	1.00	151319	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP215FSAFVII20 B-series	YORK	CKEM-015523
NC0005AE	NC0005AE-AHU-01-AHU5	Air Handler Unit	1.00	151342	HVAC-AHU-01-01Y-2012	5/1/18	1	YEARS	AP215FSAFVII20 B-series	YORK	CKEM-015524
NC0005AE	NC0005AE-AHU-01-AHU9	Air Handler Unit	1.00	151489	HVAC-AHU-01-01Y-2012	5/1/18	1	YEARS	AP150FSAFV1116 B Series	YORK	CKEM-015528
NC0005AE	NC0005AE-BLR-ST1-001	Boiler, Superior	1.00	151500	HVAC-BLR-01-01Y-2012	2/1/19	1	YEARS	MS6-5-400	SUPERIOR	12228
NC0005AE	NC0005AE-AHU-01-AHU6	Air Handler Unit	1.00	151515	HVAC-AHU-01-01Y-2012	5/1/18	1	YEARS	AP80FSFCII10X10 B-Series	YORK	CKEM-015525
NC0005AE	NC0005AE-AHU-01-AHU7	Air Handler Unit	1.00	151527	HVAC-AHU-01-01Y-2012	5/1/18	1	YEARS	AP215FSAFVII20 B-series	YORK	CKEM-015526
NC0005AE	NC0005AE-RFS-001	Drains, Roof or Gutter	1.00	151544	ARCS-RFS-01-06M-2012	8/1/18	6	MONTHS			
NC0005AE	NC0005AE-SDS-001	Auto. Fire Detection,	1.00	151553	FLSF-ALM-03-01Y-2012	1/1/19	1	YEARS			

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NC0005AE	NC0005AE-AHU-01-AHU8	Air Handler Unit	1.00	151556	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP215FSAFVII20 B-series	YORK	CKEM-015499
NC0005AE	NC0005AE-PMP-03-001	Condensate or Vacuum Pump	1.00	151557	HVAC-STM-01-01Y-2012	7/1/18	1	YEARS	CES	SHIPCO	10866
NC0005AE	NC0005AE-SMP-001	Sump Pump	1.00	151563	PLMB-DWV-03-01Y-2012	1/1/19	1	YEARS		ZOELLER	
NC0005AE	NC0005AE-STR-001	Traps Low Pressure Steam/Same as Radiator	1.00	151573	PLMB-PLB-06-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-BNG-002	Burner, Gas B-2	1.00	151577	HVAC-BLR-03-01Y-2012	4/1/18	3	MONTHS		GORDON PIATT	
NC0005AE	NC0005AE-STR-002	Hot Water Heater Steam Converter	1.00	151585	PLMB-PLB-06-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-CMP-001	Air Compressor	1.00	151590	HVAC-AIR-02-06M-2012	6/1/18	6	MONTHS	2-242E3TC	INGERSOLL-RAND	30T676134
NC0005AE	NC0005AE-TNK-04-001	Tank Water (All Types)	1.00	151594	TANK-WTR-01-03Y-2012	1/1/21	3	YEARS			
NC0005AE	NC0005AE-UHT-02-001	Heater Unit Electric	1.00	151604	HVAC-UHT-01-01Y-2012	1/1/19	1	YEARS		MARLEY	
NC0005AE	NC0005AE-UHT-02-002	Heater Unit Electric	1.00	151614	HVAC-UHT-01-01Y-2012	1/1/19	1	YEARS		MARLEY	
NC0005AE	NC0005AE-BLR-ST1-002	Boiler, Superior	1.00	151654	HVAC-BLR-01-01Y-2012	7/1/18	1	YEARS	MS6-5-400	SUPERIOR	12227
NC0005AE	NC0005AE-BNG-001	Burner, Gas B-1	1.00	151658	HVAC-BLR-03-01Y-2012	4/1/18	3	MONTHS		GORDON PIATT	
NC0005AE	NC0005AE-AHU-01-AHU11	Air Handler Unit	1.00	151675	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP105FSAFII113 B-Series	YORK	CKEM-015519
NC0005AE	NC0005AE-AHU-01-AHU12	Air Handler Unit	1.00	151694	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP170FSAFVII18 B-Series	YORK	CKEM-015520
NC0005AE	NC0005AE-AHU-01-AHU2	Air Handler Unit	1.00	151715	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP150FSAFV1116 B Series	YORK	CKEM-015521
NC0005AE	NC0005AE-ADR-001	Air Dryer	1.00	151718	HVAC-AIR-01-06M-2012	7/1/18	1	YEARS	DS5042493536115/1/60	INGERSOLL-RAND	3123230002
NC0005AE	NC0005AE-VFD-003	fan and pump drive	1.00	151735	ELEC-VFD-01-01Y-2012	1/1/19	1	YEARS	SFK21JG2Y MODEL BO6	SQUARE D	
NC0005AE	NC0005AE-MTR-001	Water flow meter	1.00	151738	ELEC-MTR-01-01Y-2012	1/1/24	6	YEARS			
NC0005AE	NC0005AE-VFD-004	fan and pump drive	1.00	151746	ELEC-VFD-01-01Y-2012	1/1/19	1	YEARS	SFK21JG2Y MODEL BO6	SQUARE D	
NC0005AE	NC0005AE-VCP-001	Pump, Vacuum	1.00	151748	HVAC-PMP-02-01Y-2012	1/1/19	1	YEARS	CES	SHIPCO	10866
NC0005AE	NC0005AE-WHT-02-002	Hot Water Heater, Steam Coil	1.00	151751	PLMB-DWS-01-01Y-2012	10/1/18	1	YEARS			
NC0005AE	NC0005AE-VFD-005	fan and pump drive	1.00	151756	ELEC-VFD-01-01Y-2012	1/1/19	1	YEARS	SFK21JG2Y MODEL BO6	SQUARE D	

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NC0005AE	NC0005AE-VFD-001	fan and pump drive	1.00	151757	ELEC-VFD-01-01Y-2012	1/1/19	1	YEARS	SFK21JG2Y MODEL BO6	SQUARE D	
NC0005AE	NC0005AE-AHU-01-AHU10	Air Handler Unit	1.00	151759	HVAC-AHU-01-01Y-2012	8/1/18	1	YEARS	AP105FSAFII13 B-Series	YORK	CKEM-015518
NC0005AE	NC0005AE-WTM-002	Chemical Feeder	1.00	151760	HVAC-WTM-01-01M-2012	2/1/19	1	YEARS	LB03SA-VTC1-XXX	PULSATRON	980110342
NC0005AE	NC0005AE-VLV-001	Valves Safety	1.00	151766	PLMB-VLV-02-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-VFD-002	fan and pump drive	1.00	151767	ELEC-VFD-01-01Y-2012	1/1/19	1	YEARS	SFK21JG2Y MODEL BO6	SQUARE D	
NC0005AE	NC0005AE-EFP-002	Flagpole Not Electric	1.00	151768	ARCS-LND-04-03M-2012	4/1/18	6	MONTHS			
NC0005AE	NC0005AE-VLV-002	Valves Reg. Gas/Water/Steam	1.00	151776	PLMB-VLV-02-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-EPB-001	Molded Case Circuit Breaker	1.00	151778	ELEC-SRG-02-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-VLV-003	Valve Main Opea. Over 2in	1.00	151786	PLMB-VLV-02-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-VLV-004	Valve Hydraulic/Pne	1.00	151794	PLMB-VLV-02-01Y-2012	7/1/18	6	MONTHS			
NC0005AE	NC0005AE-VLV-005	Alarm Check Valves & Accessories	1.00	151804	PLMB-VLV-02-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-VLV-006	Fire Control Valves 4 In	1.00	151814	PLMB-VLV-02-01Y-2012	1/1/19	1	YEARS			
NC0005AE	NC0005AE-WHT-02-001	Hot Water Heater Gas	1.00	151825	PLMB-DWS-01-01Y-2012	7/1/18	6	MONTHS		A.O. SMITH	
NC0005AE	NC0005AE-HSE-002	Fire Department Pumper Conn.	1.00	151836	FLSF-HSE-01-01M-2012	5/1/18	3	MONTHS			
NC0005AE	NC0005AE-EYE-002	Emergency Shower	1.00	151837	PLMB-DWW-04-01W-2012	3/5/18	1	WEEKS			
NC0005AE	NC0005AE-FAN-02-F2-C	Fan Centrifugal to 5000 CFM	1.00	151848	HVAC-FAN-01-01Y-2012	6/1/18	1	YEARS	S1B-15P		X259371001
NC0005AE	NC0005AE-EFP-001	Lighting Outside (Flag Pole)	1.00	151849	ARCS-LND-04-03M-2012	3/1/18	6	MONTHS			
NC0005AE	NC0005AE-FEX-001	Fire Extinguishers with Gauge	1.00	151859	FLSF-FEX-01-01M-2012	3/1/18	1	MONTHS			
NC0005AE	NC0005AE-KCS-001	Code Entry System	1.00	151868	ARCS-SCT-01-03M-2012	3/1/18	3	MONTHS		HIRSCH	
NC0005AE	NC0005AE-KCS-002	Code Entry System	1.00	151876	ARCS-SCT-01-03M-2012	3/1/18	3	MONTHS		HIRSCH	
NC0005AE	NC0005AE-HSE-001	Fire Department Hose Conn.	1.00	151884	FLSF-HSE-01-01Y-2012	5/1/18	3	MONTHS			
NC0005AE	NC0005AE-KCS-003	Code Entry System	1.00	151886	ARCS-SCT-01-03M-2012	3/1/18	3	MONTHS		HIRSCH	

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Service Address	Equipment ID	Asset Description	Gsa quantity	PM	Job Plan	Estimated Next Due Date	Frequency	Frequency Units	Gsa modelNo	Manufacturer	Serial #
NC0113ZZ	NC0113ZZ-FAN-02-SF2	Pressurization Fan	1.00	158691	HVAC-FAN-01-01Y-2012	7/1/18	1	YEARS	27	TRANE	L5K716106
NC0113ZZ	NC0113ZZ-FAN-02-SF3	Pressurization Fan	1.00	158698	HVAC-FAN-01-01Y-2012	7/1/18	1	YEARS	27	TRANE	L5K716106/02
NC0113ZZ	NC0113ZZ-FEX-001	Fire Extinguishers	1.00	158764	FLSF-FEX-01-01M-2012	3/1/18	1	MONTHS			
NC0113ZZ	NC0113ZZ-FEX-002	Fire Extinguishers Hydrostatic Testing	1.00	158776	FLSF-FEX-01-01M-2012	10/1/22	1	MONTHS			
NC0113ZZ	NC0113ZZ-FNG-002	Gates and Fences	1.00	158797	ARCS-LND-02-06M-2012	6/1/18	6	MONTHS			
NC0113ZZ	NC0113ZZ-FPM-01-001	Fire Pump	1.00	158807	FLSF-PMP-02-01W-2012	3/7/18	1	WEEKS	TV2726	LINCOLN	1509381
NC0113ZZ	NC0113ZZ-FPM-01-002	Jockey Pump	1.00	158818	FLSF-PMP-02-01W-2012	5/1/18	3	MONTHS	310CS5M	BURKS PUMPS	940642
NC0113ZZ	NC0113ZZ-HSE-002	Fire Dept. Pumper Connections	1.00	158829	FLSF-HSE-01-01M-2012	5/1/18	3	MONTHS			
NC0113ZZ	NC0113ZZ-LSP-001	Lawn Sprinklers	1.00	158849	ARCS-LND-03-01Y-2012	4/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-BLR-HW1-001	Boiler, Oil	1.00	158900	HVAC-BLR-01-01Y-2012	3/1/18	1	YEARS	0-711FD-WH	PEERLESS	7FD-2671
NC0113ZZ	NC0113ZZ-AHU-01-AHU5	Air Handler	1.00	158913	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	25	TRANE	K5E283088
NC0113ZZ	NC0113ZZ-BNG-001	Oil Burner	1.00	158915	HVAC-BLR-03-01Y-2012	3/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-BTC-001	Battery Charger Onan Mod. 305C346	1.00	158926	ELEC-DCS-04-01M-2012	3/1/18	1	MONTHS	305C346	ONAN	
NC0113ZZ	NC0113ZZ-AHU-01-AHU6	Air Handler	1.00	158934	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	M-10	TRANE	K5C287364
NC0113ZZ	NC0113ZZ-CMP-001	Air Compressor AC#1 Johnson Controls Mod. AD1005C2 Serial No. BA0005	1.00	158936	HVAC-AIR-02-06M-2012	6/1/18	6	MONTHS	AD1005C2	JOHNSON CONTROLS	BA0005
NC0113ZZ	NC0113ZZ-CMP-AC2	Air Compressor	1.00	158947	HVAC-AIR-02-06M-2012	5/1/18	3	MONTHS	UP6-15CTAS-25PSG	INGERSOLL-RAND	CBV129245
NC0113ZZ	NC0113ZZ-AHU-01-RET	Air Handler	1.00	158956	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	SCE	TRANE	6-373693-02
NC0113ZZ	NC0113ZZ-CMP-AC3	Air Compressor	1.00	158958	HVAC-AIR-02-06M-2012	6/1/18	6	MONTHS	4TW29C	SPEEDAIRE	L3/22/2011-04062

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NC0113ZZ	NC0113ZZ-CMP-AC4	Air Compressor	1.00	158969	HVAC-AIR-02-06M-2012	6/1/18	6	MONTHS	5Z645C	SPEEDAIRE	L 1/11/96/07792
NC0113ZZ	NC0113ZZ-AHU-01-AHU2A	Air Handler	1.00	158974	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	M-12	TRANE	K5C-287363
NC0113ZZ	NC0113ZZ-AHU-01-SUP	Air Handler	1.00	158978	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	6-373704-02	TRANE	BP1273981
NC0113ZZ	NC0113ZZ-CON-001	Boiler Control	1.00	158980	CTRL-DDC-06-01Y-2012	3/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-ATS-001	Auto Transfer Switch Asco Mod. 930340096XC Serial No. 70671-Y	1.00	158988	ELEC-ATS-01-01M-2012	3/1/18	1	MONTHS	930340096XC	ASCO	70671-Y
NC0113ZZ	NC0113ZZ-AHU-01-AHU3	Air Handler	1.00	158996	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	31	TRANE	K5E283087
NC0113ZZ	NC0113ZZ-FAN-02-EF8	Exhaust Fan	1.00	159006	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	P27J	ACME	KY24817
NC0113ZZ	NC0113ZZ-FAN-02-017	Exhaust Fan EF12 Mod Unknown Serial No. Unknown	1.00	159012	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ-FAN-02-EF7	Exhaust Fan	1.00	159014	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	30A	TRANE	L5D708198
NC0113ZZ	NC0113ZZ-FAN-02-EF9	Exhaust Fan	1.00	159016	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	P44L	ACME	KY94818
NC0113ZZ	NC0113ZZ-FAN-02-018	Supply Fan	1.00	159022	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	29AW7	AEROVENT	1-59467
NC0113ZZ	NC0113ZZ-PMP-01-020	Pump, Centrifugal SP Model No.	1.00	159024	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS		UNIDENTIFIED	
NC0113ZZ	NC0113ZZ-FAN-02-019	Supply Fan SF1A No Information On This Unit	1.00	159032	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-01-CWP2	Pump, Centrifugal	1.00	159034	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	3KW43A	PACO	
NC0113ZZ	NC0113ZZ-FAN-02-EF1	Exhaust Fan	1.00	159042	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	Size 8365 FL	BARRY BLOWER	75-2828
NC0113ZZ	NC0113ZZ-PMP-01-HWCP1	Pump, Centrifugal	1.00	159046	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	11-004B	TACO	
NC0113ZZ	NC0113ZZ-AHU-01-006	Air Handler AHU#4 Trane Type H-35 Serial No. K5E287364	1.00	159047	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	H-35	TRANE	K5E287364
NC0113ZZ	NC0113ZZ-FAN-02-EF-1	Fan (Centrifugal)	1.00	159049	HVAC-FAN-01-01Y-2012	3/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-	Pump,	1.00	159051	HVAC-PMP-	2/1/19	1	YEARS	16-25707-	PACO	GHAOO42693

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	PMP-01-P-3	Centrifugal			01-01Y-2012				130101		
NC0113ZZ	NC0113ZZ-FAN-02-EF1A	Exhaust Fan	1.00	159057	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	Size 8365 FL	BARRY BLOWER	75-2827
NC0113ZZ	NC0113ZZ-AHU-01-AHU2	Air Handler	1.00	159060	HVAC-AHU-01-01Y-2012	12/1/18	1	YEARS	M-12	TRANE	K5C28362
NC0113ZZ	NC0113ZZ-FAN-02-EF2	Exhaust Fan	1.00	159068	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	P27K	ACME	KY94811
NC0113ZZ	NC0113ZZ-FAN-02-EF3	Exhaust Fan	1.00	159080	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	P-14E	ACME	
NC0113ZZ	NC0113ZZ-FAN-02-005	Fan (Centrifugal)	1.00	159081	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ-CTR-001	Cooling Tower	1.00	159086	HVAC-TWR-01-03M-2012	4/1/18	3	MONTHS	1-33373-2	BAC	USA 00131001
NC0113ZZ	NC0113ZZ-FAN-02-EF4	Exhaust Fan	1.00	159092	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	P-22F	ACME	KY949814
NC0113ZZ	NC0113ZZ-FAN-02-006	Exhaust Fan	1.00	159093	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	CWB-100-LMDG-QD	GREENHECK	00G19726
NC0113ZZ	NC0113ZZ-CTR-1A	Cooling Tower	1.00	159100	HVAC-TWR-01-03M-2012	4/1/18	3	MONTHS	1-33373-2	BAC	USA 000131001
NC0113ZZ	NC0113ZZ-ACW-001	A/C Window Unit Comfort Air Mod. No. RE123GO BTU 11,800	1.00	159102	HVAC-ACR-04-01Y-2012	5/1/18	1	YEARS	RE123GO BTU 11,800	COMFORT AIRE	
NC0113ZZ	NC0113ZZ-FAN-02-EF5	Exhaust Fan	1.00	159103	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	P-16E	ACME	KY94815
NC0113ZZ	NC0113ZZ-FAN-02-016	Exhaust Fan	1.00	159104	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	21B	TRANE	L5D708199
NC0113ZZ	NC0113ZZ-EMG-01-001	Emergency Generator Diesel	1.00	159118	ELEC-EMG-01-01M-2012	3/1/18	1	MONTHS	250.0 DFN17R/16 460J	ONAN	C760108423
NC0113ZZ	NC0113ZZ-ACW-002	A/C Window Unit Comfort Air Mod. No. AJB08AFV1 BTU 6,200	1.00	159119	HVAC-ACR-04-01Y-2012	5/1/18	1	YEARS	AJB08AFV1 BTU 6,200	COMFORT AIRE	
NC0113ZZ	NC0113ZZ-FAN-02-001	Fan, Centrifugal	1.00	159120	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ-DKL-001	Loading Ramp, Adjustable	1.00	159122	MHDL-LFT-03-03M-2012	4/1/18	3	MONTHS			
NC0113ZZ	NC0113ZZ-ADR-AC1	Air Dryer	1.00	159128	HVAC-AIR-01-06M-2012	6/1/18	6	MONTHS	FX3 A2	ATLAS	CAI359281
NC0113ZZ	NC0113ZZ-FAN-02-003	Fan (Centrifugal)	1.00	159130	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS	2-3	TRANE	K5L300250
NC0113ZZ	NC0113ZZ-EMG-01-001	Emergency Generator Diesel	1.00	159131	FLSF-EPR-02-01Y-2012	4/1/18	1	YEARS	250.0 DFN17R/16 460J	ONAN	C760108423
NC0113ZZ	NC0113ZZ-EPB-001	Molded Case Circuit Breakers, Low Voltage	1.00	159143	ELEC-SRG-02-01Y-2012	6/1/18	1	YEARS			

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NC0113ZZ	NC0113ZZ-VFD-AHU3	Frequency Drive	1.00	159144	ELEC-VFD-01-01Y-2012	6/1/18	6	MONTHS	Q9433OIER3	TOSHIBA	90903459
NC0113ZZ	NC0113ZZ-PMP-01-013	Pump, Centrifugal	1.00	159155	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS		PACO	
NC0113ZZ	NC0113ZZ-VFD-CHL1	Frequency Drive	1.00	159156	ELEC-VFD-01-01Y-2012	6/1/18	6	MONTHS	6000H27	DANFOSS	G13943
NC0113ZZ	NC0113ZZ-VLV-002	Valve, Manually Operated	1.00	159160	PLMB-VLV-02-01Y-2012	11/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-01-014	Pump, Centrifugal	1.00	159167	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	WS7534D4	GOULD PUMP	9409-8203
NC0113ZZ	NC0113ZZ-VFD-CHL1A	Frequency Drive	1.00	159169	ELEC-VFD-01-01Y-2012	12/1/18	1	YEARS	6000H27	DANFOSS	G13943
NC0113ZZ	NC0113ZZ-VLV-003	Pneumatic Valve	1.00	159173	PLMB-VLV-02-01Y-2012	11/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-01-015	Pump, Centrifugal	1.00	159183	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	WS7534D4	GOULD PUMP	9409-8204
NC0113ZZ	NC0113ZZ-VLV-004	Sprinkler Alarm Check Valves	1.00	159187	PLMB-VLV-02-01Y-2012	5/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-FAN-02-004	Fan (Centrifugal)	1.00	159193	HVAC-FAN-01-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-01-018	Pump, Centrifugal	1.00	159196	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	61K10G	OBERDORFER	N/A
NC0113ZZ	NC0113ZZ-VLV-005	Fire Control Valves	1.00	159198	PLMB-VLV-02-01Y-2012	5/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-01-PUMP1	Pump, Centrifugal	1.00	159205	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	1015705130001	PACO	GHAOO19293
NC0113ZZ	NC0113ZZ-VFD-008	Frequency Drive AHU4 Toshiba Mod. No. Q9433OIER3 Serial No. 090903455	1.00	159208	ELEC-VFD-01-01Y-2012	6/1/18	6	MONTHS	Q9433OIER3	TOSHIBA	090903455
NC0113ZZ	NC0113ZZ-WTM-001	Chemical Feeder	1.00	159210	HVAC-WTM-01-01M-2012	5/1/18	3	MONTHS	LB64SA-VTC1-XXX	PULSATRON	9911100305
NC0113ZZ	NC0113ZZ-EPB-002	Low Voltage Power Air Circuit Breaker (Over 100 Amps)	1.00	159215	ELEC-SRG-02-01Y-2012	6/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-01-PUMP2	Pump, Centrifugal	1.00	159216	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	1015705130001	PACO	GHAOO19393
NC0113ZZ	NC0113ZZ-VFD-RF3-1	Frequency Drive	1.00	159219	ELEC-VFD-01-01Y-2012	6/1/18	6	MONTHS	Q94110IER3	TOSHIBA	090901075
NC0113ZZ	NC0113ZZ-VFD-AHU1R	Frequency Drive	1.00	159222	ELEC-VFD-01-01Y-2012	12/1/18	1	YEARS	ALTIVAR	SQUARE D	
NC0113ZZ	NC0113ZZ-WTM-002	Chemical Feeder	1.00	159224	HVAC-WTM-01-01M-2012	5/1/18	3	MONTHS	LB02SA-VTC1-XXX	PULSATRON	9908105567
NC0113ZZ	NC0113ZZ-EYE-001	Emergency Wash	1.00	159228	PLMB-DWV-04-01W-2012	3/7/18	1	WEEKS			

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NC0113ZZ	NC0113ZZ-PMP-01-SP1	Pump, Centrifugal	1.00	159230	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	45-15700-14070-1382	PACO	97R6022301
NC0113ZZ	NC0113ZZ-VLV-001	Valve, Safety Relief	1.00	159231	PLMB-VLV-02-01Y-2012	11/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-VFD-AHU1S	Frequency Drive	1.00	159236	ELEC-VFD-01-01Y-2012	6/1/18	6	MONTHS	ALTIVAR	SQUARE D	
NC0113ZZ	NC0113ZZ-PMP-02-CWP1A	Pump, Centrifugal	1.00	159238	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	150BF10.125	BELL & GOSSETT	PRD-06130-2180
NC0113ZZ	NC0113ZZ-WTM-003	Chemical Feeder	1.00	159239	HVAC-WTM-01-01M-2012	5/1/18	3	MONTHS	LB64SA-VTC1-XXX	PULSATRON	9911100308
NC0113ZZ	NC0113ZZ-PMP-01-SP2	Pump, Centrifugal	1.00	159240	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	45-15700-14070-1382	PACO	98R6008801
NC0113ZZ	NC0113ZZ-SMP-004	Sump Pump	1.00	159241	PLMB-DWV-03-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ-PMP-C1	Purge Pump	1.00	159248	HVAC-PMP-01-01Y-2012	4/1/18	1	YEARS	PRGDA201A E000L	TRANE	
NC0113ZZ	NC0113ZZ-PMP-02-CWP1	Pump, Centrifugal	1.00	159250	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	150BF10.125	BELL & GOSSETT	PRD-06130-21101
NC0113ZZ	NC0113ZZ-PMP-C1A	Purge Pump	1.00	159261	HVAC-PMP-01-01Y-2012	4/1/18	1	YEARS	PRGDA201A E000L	TRANE	L93DO4146
NC0113ZZ	NC0113ZZ-PMP-02-CWP-1	Pump, Centrifugal	1.00	159262	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	3N661 A	PACO	
NC0113ZZ	NC0113ZZ-TNK-01-002	Tank, Size=100, Contents: Diesel	1.00	159263	TANK-AGS-01-01Y-2012	5/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ-TNK-04-001	Water Tanks HWC1 Taco Nat. Bd. Ser. No. 13332 Serial No. 29573	1.00	159278	TANK-WTR-01-03Y-2012	11/1/20	3	YEARS		TACO	13332 SERIAL NO. 29573
NC0113ZZ	NC0113ZZ-UHT-02-001	Unit Heater, Electric UH1 Trane Mod. UHHAW3A20G H Type 236-125	1.00	159288	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	UHHAW3A2 OGH	TRANE	236-125
NC0113ZZ	NC0113ZZ-UHT-02-009	Unit Heater, Electric FCH2 Trane Cabinet Fan Mod. T3 Serial No. K5L-300232	1.00	159292	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	K5L-300232
NC0113ZZ	NC0113ZZ-RFS-001	Roof Drains and Gutters	1.00	159296	ARCS-RFS-01-06M-2012	3/1/18	6	MONTHS			
NC0113ZZ	NC0113ZZ-UHT-02-002	Unit Heater, Electric UH2 Trane Mod.	1.00	159300	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	UHHAW3A2 OGH	TRANE	236-125

**Southeast Sunbelt Region
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		UHHAW3A20G H Type 236- 125									
NC0113ZZ	NC0113ZZ- UHT-02-010	Unit Heater, Electric FCH3 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159304	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- SDS-001	Smoke Detectors (Annually)	1.00	159308	FLSF-ALM-03- 01Y-2012	7/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ- UHT-02-003	Unit Heater, Electric UH3 Trane Mod. UHHAW3A20G H Type 236- 125	1.00	159311	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	UHHAW3A2 OGH	TRANE	236-125
NC0113ZZ	NC0113ZZ- UHT-02-011	Unit Heater, Electric FCH4 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159314	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- SMP-001	Sump Pump	1.00	159316	PLMB-DWV- 03-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ- UHT-02-004	Unit Heater, Electric FCH1 Trane Cabinet Fan Mod.T3 Serial No. K5L300294	1.00	159322	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	K5L300294
NC0113ZZ	NC0113ZZ- UHT-02-012	Unit Heater, Electric FCH1 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159327	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- SMP-002	Sump Pump	1.00	159328	PLMB-DWV- 03-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ- UHT-02-013	Unit Heater, Electric FCH2 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159337	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- UHT-02-005	Unit Heater, Electric FCH2 Trane Cabinet Fan Mod. T3 Serial No. K5L300230	1.00	159338	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	K5L300230
NC0113ZZ	NC0113ZZ- SMP-003	Sump Pump	1.00	159342	PLMB-DWV- 03-01Y-2012	2/1/19	1	YEARS			
NC0113ZZ	NC0113ZZ- UHT-02-014	Unit Heater, Electric FCH3 Trane Cabinet Fan Mod. T3	1.00	159350	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	

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		Serial No.									
NC0113ZZ	NC0113ZZ-UHT-02-019	Unit Heater, Electric FCH4 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159352	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ-UHT-02-015	Unit Heater, Electric FCH4 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159361	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ-UHT-02-020	Unit Heater, Electric FCH1 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159363	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ-UHT-02-006	Unit Heater, Electric FCH3 Trane Cabinet Fan Mod. T3 Serial No. K5L300238	1.00	159369	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	K5L300238
NC0113ZZ	NC0113ZZ-PMP-01-010	Pump, Centrifugal P32 Paco Cat No. 16-30705-130101-1502	1.00	159371	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	16-30705-130101-1502	PACO	
NC0113ZZ	NC0113ZZ-UHT-02-016	Unit Heater, Electric FCH1 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159375	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ-UHT-02-021	Unit Heater, Electric FCH2 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159376	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ-VFD-007	Frequency Drive	1.00	159379	ELEC-VFD-01-01Y-2012	6/1/18	6	MONTHS	Q9411OIER3	TOSHIBA	090901076
NC0113ZZ	NC0113ZZ-PMP-01-011	Pump, Centrifugal P34 Paco Cat No. 16-40705-130101-1502	1.00	159383	HVAC-PMP-01-01Y-2012	2/1/19	1	YEARS	16-40705-130101-1502	PACO	
NC0113ZZ	NC0113ZZ-UHT-02-022	Unit Heater, Electric FCH3 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159386	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ-UHT-02-007	Unit Heater, Electric FCH4 Trane Cabinet Fan Mod. T3	1.00	159387	HVAC-UHT-01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	K5L300250

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NC0113ZZ	NC0113ZZ- UHT-02-017	Serial No. K5L300250 Unit Heater, Electric FCH2 Trane Cabinet Fan Mod. T3	1.00	159388	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- PMP-01-012	Pump, Centrifugal	1.00	159395	HVAC-PMP- 01-01Y-2012	2/1/19	1	YEARS	16-30708- 130101	PACO	
NC0113ZZ	NC0113ZZ- UHT-02-008	Unit Heater, Electric FCH1 Trane Cabinet Fan Mod. T3 Serial No. K5L- 300240	1.00	159398	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	K5L-300240
NC0113ZZ	NC0113ZZ- UHT-02-023	Unit Heater, Electric FCH4 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159399	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- UHT-02-018	Unit Heater, Electric FCH3 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159403	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- PAG-001	Parking Gate PG1 Mod. GH5043M Serial No. 263260100000 000001	1.00	159405	ARCS-SCT- 02-01Y-2012	5/1/18	1	YEARS	GH5043M		263260100000000001
NC0113ZZ	NC0113ZZ- UHT-02-024	Unit Heater, Electric FCH1 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159410	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- PAG-002	Parking Gate PG2 Stanley Vemco Mod. JFT125 Serial No. 350128	1.00	159418	ARCS-SCT- 02-01Y-2012	5/1/18	1	YEARS	JFT125		350128
NC0113ZZ	NC0113ZZ- UHT-02-025	Unit Heater, Electric FCH2 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159421	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- PMP-01-002	Pump, Centrifugal CCP P6 Paco Mod. 1150123- 1A6L01	1.00	159430	HVAC-PMP- 01-01Y-2012	2/1/19	1	YEARS	1150123- 1A6L01	PACO	
NC0113ZZ	NC0113ZZ- UHT-02-026	Unit Heater, Electric FCH3 Trane Cabinet	1.00	159435	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	

**Southeast Sunbelt Region
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		Fan Mod. T3 Serial No.									
NC0113ZZ	NC0113ZZ- PMP-01-003	Pump, Centrifugal CCP P6A Paco Mod. 1150121- 1462011892	1.00	159443	HVAC-PMP- 01-01Y-2012	2/1/19	1	YEARS	1150121- 146201189 2	PACO	
NC0113ZZ	NC0113ZZ- UHT-02-027	Unit Heater, Electric FCH4 Trane Cabinet Fan Mod. T3 Serial No.	1.00	159445	HVAC-UHT- 01-01Y-2012	10/1/18	1	YEARS	Cabinet Fan Mod.T3	TRANE	
NC0113ZZ	NC0113ZZ- PMP-01-007	Pump, Centrifugal	1.00	159452	HVAC-PMP- 01-01Y-2012	2/1/19	1	YEARS	112012113 3201	PACO	0006190
NC0113ZZ	NC0113ZZ- UST-002	Tank, Size=1000, Contents: Diesel	1.00	159457	TANK-UST- 01-01M-2012	5/1/18	1	YEARS			
NC0113ZZ	NC0113ZZ- PMP-01-008	Pump, Centrifugal	1.00	159467	HVAC-PMP- 01-01Y-2012	2/1/19	1	YEARS	16-15705- 100161- 1382	PACO	
NC0113ZZ	NC0113ZZ- PMP-01-009	Pump, Centrifugal	1.00	159478	HVAC-PMP- 01-01Y-2012	2/1/19	1	YEARS	16-15705- 100161- 1382	PACO	

J.15.1 Occupant Agency Asset List

J.15.1 Occupant Agency Equipment

Veach Bailey Federal Building Asheville NC NC0002AE

Floor	Agency	Equipment	Model	Serial	Tons
1"	DEA	Split System	CARRIER 38YX024330	4904E36336	3 TON
2nd	FBI	Package Unit	MMP18A-PHEOA	0229N66372	1.5 TON
2nd	ATF	Package Unit			1.5 TON
3rd	NCDC	Leibert	CH376C-AAM	192093-010	5 HP
3rd	NCDC	Leibert	FH376C-AAM	192093-002	5 HP
3rd	NCDC	Leibert	FH376C-AAM	192093-003	5 HP
3rd	NCDC	Leibert	FH376C-AAM	192093-005	5 HP
3rd	NCDC	Leibert	FH376C-AAM	192093-004	5 HP
3rd	ERC	Leibert	FH600C-AAEI	430755-004	10 HP
3rd	ERC	Leibert	FH600C-AAEI	430755-003	10 HP
3rd	ERC	Leibert	FH600C-AAEI	430755-001	10 HP
3rd	ERC	Leibert	FH600C-AAEI	430755-002	10 HP
3rd	Air Force	Leibert	CW026DCSA24264A	CO9M140035	3 HP
3'd	Air Force	Leibert	MDELBF1O2C-AAEO	621180-001	1.5 HP
3rd	Air Force	Leibert	FH376C-AAM	192093-009	5 HP
3rd	Air Force	Leibert	FH376C-AAM	192093-006	5 HP

Federal Building/Court House, Asheville NC NC0005AE

Floor	Agency	Equipment	Model	Serial	Tons
2"	Fed. Court	Slit System	PKA-A18HA	PUY-A18NAA3	1.5 TON
2ND	Fed. Court	Package unit	MMD18-APHEHO	0538N114412	1 TON
2"	US Attorney	LIEBERT Split System	CB518-26-3P	HS18-211-10P	3 TON

J.15.2 Contractor Communication Equipment

As of March 1, 2017 the following devices have been approved. Please check back periodically, as other devices are tested and approved, this page will be updated.

- [Apple iPhone 7 and iPhone 7 Plus](#)
- [Apple iPhone 6, 6S and iPhone 6 Plus](#)
- [Apple iPhone 5S](#)
- [Apple iPhone SE](#)
- [Apple iPad2 and iPad 3 tablets are NOW EOL](#)
- [Apple iPad Mini](#)
- [Apple iPad Air](#)
- [Apple iPad Air 2](#)
- [Apple iPad Pro](#)
- [Samsung Note 4](#)
- [Samsung Note 5](#)
- [Samsung S5/S5 Active](#)
- [Samsung S6](#)
- [Samsung S6 Active](#)
- [Samsung S6 Edge](#)
- [Samsung S7](#)
- [Samsung S7 Edge](#)
- [Samsung Galaxy Tab 2](#)
- [Samsung Galaxy Tab A](#)
- [Samsung Galaxy Tab S2](#)
- [Nexus 7 Tablet](#)
- [Google Pixel C Tablet](#)
- [Turbo 2](#)

J.16 PREVENTIVE MAINTENANCE PM GUIDE



GSA PM Guide Final
Rev 3

See Section C.35.2 Maintenance Standard refer to Public Buildings Service Operations and Maintenance Standards 2012 (PM Guide).

J.17 SOLID WASTE AND RECYCLING REPORT (RESERVED)

J.18. KEY SUSTAINABLE PRODUCTS (KSP) AND RECOMMENDED SUBMITTALS

Product	Sustainability Standard	Recommended Submittal
Nylon Carpet	10% post-consumer recovered content, NSF 140 Gold level	Product literature showing certification of recovered content by reputable 3rd party
Interior Paint	Standard: ≤ 50 g/L VOCs, including colorants added at the point of sale (SCAQMD Rule 1113 standard)	Product literature showing certification of recovered content by reputable 3 rd party or Green Seal logo
Gypsum Board	Greenguard Gold certification <i>or</i> 0 g/L VOCs, ≥ 80% recycled content	Product literature showing certification of recovered content by reputable 3 rd party or Green Seal logo
Acoustical Ceiling Tiles	California Section 01350 standard for low-VOC materials, total recycled content ≥ 20%, recyclable in a closed loop process, USDA Certified BioPreferred; and Environmental Product Declaration (EPD)	Product sheet showing logos of applicable standards
Concrete (Ready-Mix and Site-Mix)	Recycled content in the form of; ≥ 25% fly ash or ≥ 15% ground granulated blast-furnace (GGBF) slag	Product sheet showing logo of applicable standard

J.19. UNDERGROUND STORAGE TANK (UST)

GSA Region 4 - UST Operator Training Requirements

North Carolina General Information

Overview	<p>As of March 1, 2012, Class A/ B operators (Primary Operators) are certified by passing a state-administered exam.</p> <p>The Class C operator (Emergency Response Operator) is not required to pass an exam; however he/she must be trained in the appropriate emergency response procedures.</p>
Website	<p>North Carolina UST Operator Training Program</p>
Deadline	<p>August 8, 2012 (same as federal deadline)</p> <p>After this date, all new Primary Operators must be trained within 30 days of assuming their responsibilities. Emergency Response Operators must be trained before assuming their duties.</p>

Certification Requirements

Class A/B	<p>Primary Operators are trained during regular state UST compliance inspections and are required to take and pass an exam administered by the inspector. The UST inspector for the county where the facility is located will contact the facility owner to schedule the inspection.</p>
Class C	<p>Emergency Response Operators must be trained in appropriate emergency response procedures by a trained Primary Operator.</p>
Renewal	<p>If the Primary Operator does not pass the exam or the facility is not in compliance, then retraining at “Tank School” is required. The state will mail information regarding Tank School locations, dates, and times to the facility. There is no renewal requirement for Emergency Response Operators.</p>

Documentation

Class A/B	<p>The state will maintain Primary Operator training records.</p>
Class C	<p>A state form must be used to document that training was completed by the Emergency Response Operator(s). Click here to download this form. The form should be readily available for review by the UST inspector.</p>
GSA Requirements	<p>For GSA purposes, copies of exam results, course participation, and certificates (as applicable) for all UST operators should be maintained onsite and available electronically to facility and property managers.</p>

Recommended Steps to Compliance

- Formally designate (in writing) Class A, Class B, and Class C operators for each UST system.
- Complete state-authorized training courses. Where state rules have not been established, check with the state agency on a routine basis to determine if training requirements have been finalized.

- Work with the Contracting Officer's Technical Representative (COTR) to advise contractors of the UST operator training requirements. Property managers/COTRs should obtain written acknowledgement from contractors stating that they are aware of the requirements, concur with the designation of their personnel as operators, and have a plan to ensure that contract personnel will be trained to the appropriate operator level and that refresher training will take place as required.
- Check with the state agency periodically to determine if training requirements have changed. If they have, complete the updated state-authorized training course as applicable.
- Review facility records to ensure that Class A, B, and C operator designations are current for each building.
- Complete refresher training as required by the state.

Consult your Regional Environmental Office for assistance.

Who Needs to be Trained

Each underground storage tank facility must have a Class A, Class B, and Class C operator designated for that facility. Separate individuals may be designated for each class of operator, or an individual may be designated to more than one of the operator classes. An individual who is designated to more than one operator class must be trained in each operator class for which he or she is designated. Class A or Class B operators will be responsible for making sure their Class C operators are properly trained.

The general description for each class of operator is as follows:

Class A Operator

Person having primary responsibility for on-site operation and maintenance of UST system. Class A operator typically manages resources and personnel, such as establishing work assignments, to achieve and maintain compliance with regulatory requirements.

Class B Operator

Person having daily on-site responsibility for the operation and maintenance of UST system. Class B operator typically implements in the field aspects of operation, maintenance, and associated recordkeeping for an UST system.

Class C Operator

Daily, on-site employees having primary responsibility for addressing emergencies presented by a spill or release from an UST system. Class C operator typically controls or monitors dispensing or sale of regulated substances.

J.20. ON-BOARDING AND OFF-BOARDING CONTRACT EMPLOYEES REQUIRING ACCESS TO GSA IT SYSTEMS PROCEDURES – CONTRACTOR INFORMATION WORKSHEET (CIW)

Contracting Officers (COs) and Contracting Officer Representatives (CORs) are responsible for overseeing the on-boarding and off-boarding contract employees who require access to GSA IT systems.

During the on-boarding process, the CO or designee shall:

- Have the contract employee complete a [Contractor Information Worksheet \(CIW\)](#)
- Contracting Officers (COs) and Contracting Officer Representatives (CORs) are responsible for overseeing the on-boarding and off-boarding contract employees who require access to GSA IT systems.

During the on-boarding process, the CO or designee shall:

- Have the contract employee complete a [Contractor Information Worksheet \(CIW\)](#)
- Sponsor the contract employee in GSA's Credential and Identity Management System (GCIMS) or provide the CIW to the contract employee's [Regional Credentialing Officer \(RCO\)](#) or [Access Card Point of Contact \(POC\)](#) to sponsor the contract employee in GCIMS.
- [Submit a Service Catalog Request](#) noting the contract employee's start date, contract name, IT system access and hardware requirements.

During the off-boarding process of the CO or designee shall:

- Collect the contract employee's GSA Access Card and return it to the [Regional Credentialing Officer \(RCO\)](#) or [Access Card POC](#) or have the RCO or Access Card POC collect the GSA Access Card directly from the contract employee.
- Ask the RCO or Access Card POC to mark the contract employee's record as inactive in GCIMS.
- [Submit a Service Catalog Request](#) for the termination of all user accounts associated with the contract employee and include an effective date of departure.
- All government-furnished equipment will be picked up by [Local Support](#).

If you still have questions, please check out the GSA Enterprise Service Desk section of the IT Insider to learn more about submitting Service Catalog Requests. GSA is reviewing its contract employee on-boarding and off-boarding policies and procedures and will issue updated guidance in the future. Sponsor the contract employee in GSA's Credential and Identity Management System (GCIMS) or provide the CIW to the contract employee's [Regional Credentialing Officer \(RCO\)](#) or [Access Card Point of Contact \(POC\)](#) to sponsor the contract employee in GCIMS.

- [Submit a Service Catalog Request](#) noting the contract employee's start date, contract name, IT system access and hardware requirements.

During the off-boarding process of the CO or designee shall:

- Collect the contract employee's GSA Access Card and return it to the [Regional Credentialing Officer \(RCO\)](#) or [Access Card POC](#) or have the RCO or Access Card POC collect the GSA Access Card directly from the contract employee.
- Ask the RCO or Access Card POC to mark the contract employee's record as inactive in GCIMS
- [Submit a Service Catalog Request](#) for the termination of all user accounts associated with the contract employee and include an effective date of departure
- All government-furnished equipment will be picked up by [Local Support](#).

If you still have questions, please check out the GSA Enterprise Service Desk section of the IT Insider to learn more about submitting Service Catalog Requests. GSA is reviewing its contract employee on-boarding and off-boarding policies and procedures and will issue updated guidance in the future.

J.21. TECHNOLOGY POLICY FOR PBS-OWNED BUILDING MONITORING SYSTEMS

[J-21 Technology Policy for PBS-Owned Building Monitoring Systems.pdf](#)

J.22. REFRIGERANT LOGS

[J.22-Refrigerant Logs.pdf](#)

J.23. ELEVATOR TOUR LOG (RESERVED)

J.24 Wage Determination

WD 15-4369 (Rev.-7) was first posted on www.wdol.gov on 07/24/2018

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
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By direction of the Secretary of Labor |
|
| Wage Determination No.: 2015-4369 Daniel W. Simms Division of |
Revision No.: 7 Director Wage Determinations |
Date Of Revision: 07/18/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts

State: North Carolina

Area: North Carolina Counties of Buncombe, Haywood, Henderson, Madison

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.34
01012 - Accounting Clerk II		16.10
01013 - Accounting Clerk III		18.01
01020 - Administrative Assistant		22.46
01035 - Court Reporter		16.55
01041 - Customer Service Representative I		10.88
01042 - Customer Service Representative II		12.24
01043 - Customer Service Representative III		13.35
01051 - Data Entry Operator I		13.74
01052 - Data Entry Operator II		14.95
01060 - Dispatcher, Motor Vehicle		16.53
01070 - Document Preparation Clerk		13.61
01090 - Duplicating Machine Operator		13.61
01111 - General Clerk I		12.40
01112 - General Clerk II		13.53
01113 - General Clerk III		15.19
01120 - Housing Referral Assistant		18.44
01141 - Messenger Courier		14.46
01191 - Order Clerk I		13.98
01192 - Order Clerk II		15.26
01261 - Personnel Assistant (Employment) I		15.76
01262 - Personnel Assistant (Employment) II		17.63
01263 - Personnel Assistant (Employment) III		19.66
01270 - Production Control Clerk		21.79
01290 - Rental Clerk		12.19
01300 - Scheduler, Maintenance		14.79
01311 - Secretary I		14.79
01312 - Secretary II		16.55
01313 - Secretary III		18.44

01320 - Service Order Dispatcher	14.78
01410 - Supply Technician	22.46
01420 - Survey Worker	15.02
01460 - Switchboard Operator/Receptionist	13.60
01531 - Travel Clerk I	13.55
01532 - Travel Clerk II	14.42
01533 - Travel Clerk III	15.33
01611 - Word Processor I	13.17
01612 - Word Processor II	14.79
01613 - Word Processor III	16.55
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.60
05010 - Automotive Electrician	18.09
05040 - Automotive Glass Installer	17.18
05070 - Automotive Worker	17.18
05110 - Mobile Equipment Servicer	15.33
05130 - Motor Equipment Metal Mechanic	19.05
05160 - Motor Equipment Metal Worker	17.18
05190 - Motor Vehicle Mechanic	18.17
05220 - Motor Vehicle Mechanic Helper	14.43
05250 - Motor Vehicle Upholstery Worker	16.26
05280 - Motor Vehicle Wrecker	17.18
05310 - Painter, Automotive	18.09
05340 - Radiator Repair Specialist	17.18
05370 - Tire Repairer	13.79
05400 - Transmission Repair Specialist	19.05
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.78
07041 - Cook I	12.42
07042 - Cook II	13.95
07070 - Dishwasher	9.79
07130 - Food Service Worker	10.29
07210 - Meat Cutter	14.66
07260 - Waiter/Waitress	9.68
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.62
09040 - Furniture Handler	11.90
09080 - Furniture Refinisher	16.93
09090 - Furniture Refinisher Helper	13.48
09110 - Furniture Repairer, Minor	15.22
09130 - Upholsterer	16.93
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.71
11060 - Elevator Operator	10.71
11090 - Gardener	17.05
11122 - Housekeeping Aide	10.99
11150 - Janitor	10.99
11210 - Laborer, Grounds Maintenance	13.55
11240 - Maid or Houseman	10.10
11260 - Pruner	12.44
11270 - Tractor Operator	15.92
11330 - Trail Maintenance Worker	13.55
11360 - Window Cleaner	11.97
12000 - Health Occupations	
12010 - Ambulance Driver	17.40
12011 - Breath Alcohol Technician	18.51
12012 - Certified Occupational Therapist Assistant	29.60
12015 - Certified Physical Therapist Assistant	26.94
12020 - Dental Assistant	18.81
12025 - Dental Hygienist	29.61
12030 - EKG Technician	29.34

12035 - Electroneurodiagnostic Technologist	29.34
12040 - Emergency Medical Technician	17.40
12071 - Licensed Practical Nurse I	16.55
12072 - Licensed Practical Nurse II	18.51
12073 - Licensed Practical Nurse III	20.63
12100 - Medical Assistant	14.81
12130 - Medical Laboratory Technician	19.48
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.74
12195 - Medical Transcriptionist	18.68
12210 - Nuclear Medicine Technologist	34.53
12221 - Nursing Assistant I	11.29
12222 - Nursing Assistant II	12.70
12223 - Nursing Assistant III	13.85
12224 - Nursing Assistant IV	15.55
12235 - Optical Dispenser	19.67
12236 - Optical Technician	16.87
12250 - Pharmacy Technician	15.33
12280 - Phlebotomist	14.75
12305 - Radiologic Technologist	24.29
12311 - Registered Nurse I	23.87
12312 - Registered Nurse II	29.19
12313 - Registered Nurse II, Specialist	29.19
12314 - Registered Nurse III	35.32
12315 - Registered Nurse III, Anesthetist	35.32
12316 - Registered Nurse IV	42.34
12317 - Scheduler (Drug and Alcohol Testing)	22.92
12320 - Substance Abuse Treatment Counselor	23.08
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.92
13012 - Exhibits Specialist II	20.95
13013 - Exhibits Specialist III	25.64
13041 - Illustrator I	16.92
13042 - Illustrator II	20.95
13043 - Illustrator III	25.64
13047 - Librarian	23.21
13050 - Library Aide/Clerk	13.09
13054 - Library Information Technology Systems	20.95
Administrator	
13058 - Library Technician	16.89
13061 - Media Specialist I	15.13
13062 - Media Specialist II	16.92
13063 - Media Specialist III	18.86
13071 - Photographer I	14.38
13072 - Photographer II	16.09
13073 - Photographer III	19.94
13074 - Photographer IV	24.40
13075 - Photographer V	29.51
13090 - Technical Order Library Clerk	15.35
13110 - Video Teleconference Technician	17.35
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.56
14042 - Computer Operator II	17.41
14043 - Computer Operator III	19.42
14044 - Computer Operator IV	21.57
14045 - Computer Operator V	23.88
14071 - Computer Programmer I	(see 1) 17.43
14072 - Computer Programmer II	(see 1) 23.68
14073 - Computer Programmer III	(see 1) 26.40
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 27.12

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.56
14160 - Personal Computer Support Technician		27.43
14170 - System Support Specialist		20.58
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		28.06
15020 - Aircrew Training Devices Instructor (Rated)		33.95
15030 - Air Crew Training Devices Instructor (Pilot)		40.70
15050 - Computer Based Training Specialist / Instructor		27.12
15060 - Educational Technologist		24.48
15070 - Flight Instructor (Pilot)		40.70
15080 - Graphic Artist		20.82
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		40.70
15086 - Maintenance Test Pilot, Rotary Wing		40.70
15088 - Non-Maintenance Test/Co-Pilot		40.70
15090 - Technical Instructor		20.70
15095 - Technical Instructor/Course Developer		25.32
15110 - Test Proctor		16.71
15120 - Tutor		16.71
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.45
16030 - Counter Attendant		9.45
16040 - Dry Cleaner		11.65
16070 - Finisher, Flatwork, Machine		9.45
16090 - Presser, Hand		9.45
16110 - Presser, Machine, Drycleaning		9.45
16130 - Presser, Machine, Shirts		9.45
16160 - Presser, Machine, Wearing Apparel, Laundry		9.45
16190 - Sewing Machine Operator		12.29
16220 - Tailor		13.09
16250 - Washer, Machine		10.20
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.39
19040 - Tool And Die Maker		25.49
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		16.51
21030 - Material Coordinator		21.79
21040 - Material Expediter		21.79
21050 - Material Handling Laborer		12.86
21071 - Order Filler		12.17
21080 - Production Line Worker (Food Processing)		16.51
21110 - Shipping Packer		14.48
21130 - Shipping/Receiving Clerk		14.48
21140 - Store Worker I		11.78
21150 - Stock Clerk		15.33
21210 - Tools And Parts Attendant		16.51
21410 - Warehouse Specialist		16.51
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		22.58
23019 - Aircraft Logs and Records Technician		18.12
23021 - Aircraft Mechanic I		21.43
23022 - Aircraft Mechanic II		22.58
23023 - Aircraft Mechanic III		23.72
23040 - Aircraft Mechanic Helper		15.93
23050 - Aircraft, Painter		20.23
23060 - Aircraft Servicer		18.12
23070 - Aircraft Survival Flight Equipment Technician		20.23
23080 - Aircraft Worker		19.15
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		19.15

23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	21.43
23110 - Appliance Mechanic	20.23
23120 - Bicycle Repairer	14.76
23125 - Cable Splicer	27.02
23130 - Carpenter, Maintenance	18.61
23140 - Carpet Layer	19.15
23160 - Electrician, Maintenance	19.95
23181 - Electronics Technician Maintenance I	22.65
23182 - Electronics Technician Maintenance II	23.93
23183 - Electronics Technician Maintenance III	25.34
23260 - Fabric Worker	18.12
23290 - Fire Alarm System Mechanic	19.49
23310 - Fire Extinguisher Repairer	17.05
23311 - Fuel Distribution System Mechanic	21.32
23312 - Fuel Distribution System Operator	16.97
23370 - General Maintenance Worker	17.75
23380 - Ground Support Equipment Mechanic	21.43
23381 - Ground Support Equipment Servicer	18.12
23382 - Ground Support Equipment Worker	19.15
23391 - Gunsmith I	17.05
23392 - Gunsmith II	19.15
23393 - Gunsmith III	21.43
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.65
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	19.65
23430 - Heavy Equipment Mechanic	21.28
23440 - Heavy Equipment Operator	17.63
23460 - Instrument Mechanic	21.43
23465 - Laboratory/Shelter Mechanic	20.23
23470 - Laborer	12.86
23510 - Locksmith	20.23
23530 - Machinery Maintenance Mechanic	25.24
23550 - Machinist, Maintenance	18.82
23580 - Maintenance Trades Helper	12.57
23591 - Metrology Technician I	21.43
23592 - Metrology Technician II	22.58
23593 - Metrology Technician III	23.72
23640 - Millwright	21.68
23710 - Office Appliance Repairer	16.52
23760 - Painter, Maintenance	15.12
23790 - Pipefitter, Maintenance	20.36
23810 - Plumber, Maintenance	19.34
23820 - Pneudraulic Systems Mechanic	21.43
23850 - Rigger	21.43
23870 - Scale Mechanic	19.15
23890 - Sheet-Metal Worker, Maintenance	20.38
23910 - Small Engine Mechanic	15.14
23931 - Telecommunications Mechanic I	22.18
23932 - Telecommunications Mechanic II	23.37
23950 - Telephone Lineman	21.02
23960 - Welder, Combination, Maintenance	20.47
23965 - Well Driller	21.43
23970 - Woodcraft Worker	21.43
23980 - Woodworker	17.05
24000 - Personal Needs Occupations	
24550 - Case Manager	14.77

WD 15-4399 (Rev.-6) was first posted on www.wdol.gov on 07/17/2018

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

By direction of the Secretary of Labor |
|

| Wage Determination No.: 2015-4399 Daniel W. Simms Division of |
Revision No.: 6 Director Wage Determinations |
Date Of Revision: 07/11/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts

State: North Carolina

Area: North Carolina Counties of Davidson, Davie, Forsyth, Stokes, Yadkin

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.08
01012 - Accounting Clerk II		15.81
01013 - Accounting Clerk III		18.44
01020 - Administrative Assistant		23.74
01035 - Court Reporter		19.34
01041 - Customer Service Representative I		12.73
01042 - Customer Service Representative II		14.31
01043 - Customer Service Representative III		15.62
01051 - Data Entry Operator I		13.38
01052 - Data Entry Operator II		14.60
01060 - Dispatcher, Motor Vehicle		21.66
01070 - Document Preparation Clerk		12.85
01090 - Duplicating Machine Operator		12.85
01111 - General Clerk I		12.70
01112 - General Clerk II		13.85
01113 - General Clerk III		15.55
01120 - Housing Referral Assistant		21.82
01141 - Messenger Courier		13.83
01191 - Order Clerk I		12.63
01192 - Order Clerk II		14.40
01261 - Personnel Assistant (Employment) I		15.63
01262 - Personnel Assistant (Employment) II		19.34
01263 - Personnel Assistant (Employment) III		21.72
01270 - Production Control Clerk		20.77
01290 - Rental Clerk		15.12
01300 - Scheduler, Maintenance		15.62
01311 - Secretary I		15.62
01312 - Secretary II		17.55
01313 - Secretary III		21.82

01320 - Service Order Dispatcher	19.36
01410 - Supply Technician	23.74
01420 - Survey Worker	17.55
01460 - Switchboard Operator/Receptionist	12.82
01531 - Travel Clerk I	12.55
01532 - Travel Clerk II	13.32
01533 - Travel Clerk III	14.05
01611 - Word Processor I	13.67
01612 - Word Processor II	15.62
01613 - Word Processor III	20.28
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.56
05010 - Automotive Electrician	20.10
05040 - Automotive Glass Installer	19.11
05070 - Automotive Worker	20.11
05110 - Mobile Equipment Servicer	16.93
05130 - Motor Equipment Metal Mechanic	22.36
05160 - Motor Equipment Metal Worker	20.11
05190 - Motor Vehicle Mechanic	20.56
05220 - Motor Vehicle Mechanic Helper	15.86
05250 - Motor Vehicle Upholstery Worker	18.96
05280 - Motor Vehicle Wrecker	20.11
05310 - Painter, Automotive	20.57
05340 - Radiator Repair Specialist	20.11
05370 - Tire Repairer	12.73
05400 - Transmission Repair Specialist	22.36
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.98
07041 - Cook I	11.23
07042 - Cook II	12.80
07070 - Dishwasher	8.81
07130 - Food Service Worker	9.91
07210 - Meat Cutter	14.82
07260 - Waiter/Waitress	8.86
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.73
09040 - Furniture Handler	11.13
09080 - Furniture Refinisher	16.70
09090 - Furniture Refinisher Helper	12.94
09110 - Furniture Repairer, Minor	14.71
09130 - Upholsterer	17.43
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.85
11060 - Elevator Operator	10.85
11090 - Gardener	16.11
11122 - Housekeeping Aide	10.05
11150 - Janitor	10.05
11210 - Laborer, Grounds Maintenance	12.68
11240 - Maid or Houseman	9.25
11260 - Pruner	11.67
11270 - Tractor Operator	14.97
11330 - Trail Maintenance Worker	12.68
11360 - Window Cleaner	10.80
12000 - Health Occupations	
12010 - Ambulance Driver	15.67
12011 - Breath Alcohol Technician	18.95
12012 - Certified Occupational Therapist Assistant	26.68
12015 - Certified Physical Therapist Assistant	29.60
12020 - Dental Assistant	19.87
12025 - Dental Hygienist	35.91
12030 - EKG Technician	30.63

12035 - Electroneurodiagnostic Technologist	30.63
12040 - Emergency Medical Technician	15.67
12071 - Licensed Practical Nurse I	16.97
12072 - Licensed Practical Nurse II	18.99
12073 - Licensed Practical Nurse III	21.17
12100 - Medical Assistant	16.19
12130 - Medical Laboratory Technician	22.83
12160 - Medical Record Clerk	16.28
12190 - Medical Record Technician	18.39
12195 - Medical Transcriptionist	17.20
12210 - Nuclear Medicine Technologist	35.01
12221 - Nursing Assistant I	11.47
12222 - Nursing Assistant II	12.90
12223 - Nursing Assistant III	14.08
12224 - Nursing Assistant IV	15.81
12235 - Optical Dispenser	18.04
12236 - Optical Technician	16.97
12250 - Pharmacy Technician	15.30
12280 - Phlebotomist	15.19
12305 - Radiologic Technologist	27.97
12311 - Registered Nurse I	23.92
12312 - Registered Nurse II	29.25
12313 - Registered Nurse II, Specialist	29.25
12314 - Registered Nurse III	35.39
12315 - Registered Nurse III, Anesthetist	35.39
12316 - Registered Nurse IV	42.43
12317 - Scheduler (Drug and Alcohol Testing)	23.52
12320 - Substance Abuse Treatment Counselor	19.65
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.70
13012 - Exhibits Specialist II	23.17
13013 - Exhibits Specialist III	28.34
13041 - Illustrator I	18.70
13042 - Illustrator II	23.17
13043 - Illustrator III	28.34
13047 - Librarian	25.66
13050 - Library Aide/Clerk	11.03
13054 - Library Information Technology Systems	23.17
Administrator	
13058 - Library Technician	15.45
13061 - Media Specialist I	16.72
13062 - Media Specialist II	18.70
13063 - Media Specialist III	20.86
13071 - Photographer I	15.93
13072 - Photographer II	18.06
13073 - Photographer III	21.43
13074 - Photographer IV	28.09
13075 - Photographer V	33.10
13090 - Technical Order Library Clerk	15.74
13110 - Video Teleconference Technician	17.58
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.48
14042 - Computer Operator II	16.98
14043 - Computer Operator III	18.94
14044 - Computer Operator IV	21.10
14045 - Computer Operator V	23.31
14071 - Computer Programmer I	(see 1) 24.60
14072 - Computer Programmer II	(see 1) 26.87
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.48
14160 - Personal Computer Support Technician		21.10
14170 - System Support Specialist		32.77
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		29.87
15020 - Aircrew Training Devices Instructor (Rated)		36.13
15030 - Air Crew Training Devices Instructor (Pilot)		43.31
15050 - Computer Based Training Specialist / Instructor		29.87
15060 - Educational Technologist		24.76
15070 - Flight Instructor (Pilot)		43.31
15080 - Graphic Artist		25.64
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		43.31
15086 - Maintenance Test Pilot, Rotary Wing		43.31
15088 - Non-Maintenance Test/Co-Pilot		43.31
15090 - Technical Instructor		23.81
15095 - Technical Instructor/Course Developer		29.14
15110 - Test Proctor		19.23
15120 - Tutor		19.23
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.51
16030 - Counter Attendant		9.51
16040 - Dry Cleaner		11.20
16070 - Finisher, Flatwork, Machine		9.51
16090 - Presser, Hand		9.51
16110 - Presser, Machine, Drycleaning		9.51
16130 - Presser, Machine, Shirts		9.51
16160 - Presser, Machine, Wearing Apparel, Laundry		9.51
16190 - Sewing Machine Operator		11.71
16220 - Tailor		12.26
16250 - Washer, Machine		10.08
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		19.54
19040 - Tool And Die Maker		22.10
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		15.33
21030 - Material Coordinator		20.77
21040 - Material Expediter		20.77
21050 - Material Handling Laborer		12.39
21071 - Order Filler		12.55
21080 - Production Line Worker (Food Processing)		15.33
21110 - Shipping Packer		15.08
21130 - Shipping/Receiving Clerk		15.08
21140 - Store Worker I		11.76
21150 - Stock Clerk		15.58
21210 - Tools And Parts Attendant		15.33
21410 - Warehouse Specialist		15.33
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		22.32
23019 - Aircraft Logs and Records Technician		17.82
23021 - Aircraft Mechanic I		21.23
23022 - Aircraft Mechanic II		22.32
23023 - Aircraft Mechanic III		23.36
23040 - Aircraft Mechanic Helper		15.47
23050 - Aircraft, Painter		20.19
23060 - Aircraft Servicer		17.82
23070 - Aircraft Survival Flight Equipment Technician		20.19
23080 - Aircraft Worker		18.98
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		18.98

23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	21.23
23110 - Appliance Mechanic	19.30
23120 - Bicycle Repairer	15.62
23125 - Cable Splicer	24.16
23130 - Carpenter, Maintenance	16.55
23140 - Carpet Layer	18.28
23160 - Electrician, Maintenance	22.48
23181 - Electronics Technician Maintenance I	22.38
23182 - Electronics Technician Maintenance II	23.63
23183 - Electronics Technician Maintenance III	25.04
23260 - Fabric Worker	17.17
23290 - Fire Alarm System Mechanic	23.77
23310 - Fire Extinguisher Repairer	16.04
23311 - Fuel Distribution System Mechanic	19.92
23312 - Fuel Distribution System Operator	15.62
23370 - General Maintenance Worker	18.87
23380 - Ground Support Equipment Mechanic	21.23
23381 - Ground Support Equipment Servicer	17.82
23382 - Ground Support Equipment Worker	18.98
23391 - Gunsmith I	16.04
23392 - Gunsmith II	18.28
23393 - Gunsmith III	20.45
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.97
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	19.95
23430 - Heavy Equipment Mechanic	22.10
23440 - Heavy Equipment Operator	19.07
23460 - Instrument Mechanic	21.44
23465 - Laboratory/Shelter Mechanic	19.30
23470 - Laborer	12.39
23510 - Locksmith	19.30
23530 - Machinery Maintenance Mechanic	23.14
23550 - Machinist, Maintenance	20.35
23580 - Maintenance Trades Helper	13.10
23591 - Metrology Technician I	21.44
23592 - Metrology Technician II	22.54
23593 - Metrology Technician III	23.59
23640 - Millwright	20.45
23710 - Office Appliance Repairer	22.09
23760 - Painter, Maintenance	16.01
23790 - Pipefitter, Maintenance	19.61
23810 - Plumber, Maintenance	18.51
23820 - Pneudraulic Systems Mechanic	20.45
23850 - Rigger	20.45
23870 - Scale Mechanic	18.28
23890 - Sheet-Metal Worker, Maintenance	18.15
23910 - Small Engine Mechanic	17.08
23931 - Telecommunications Mechanic I	24.91
23932 - Telecommunications Mechanic II	26.27
23950 - Telephone Lineman	22.34
23960 - Welder, Combination, Maintenance	19.58
23965 - Well Driller	23.51
23970 - Woodcraft Worker	20.42
23980 - Woodworker	16.04
24000 - Personal Needs Occupations	
24550 - Case Manager	14.40
24570 - Child Care Attendant	9.83
24580 - Child Care Center Clerk	13.20
24610 - Chore Aide	10.14

24620 - Family Readiness And Support Services Coordinator	14.40
24630 - Homemaker	14.40
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.28
25040 - Sewage Plant Operator	18.19
25070 - Stationary Engineer	21.28
25190 - Ventilation Equipment Tender	14.90
25210 - Water Treatment Plant Operator	18.19
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.37
27007 - Baggage Inspector	12.65
27008 - Corrections Officer	18.07
27010 - Court Security Officer	16.77
27030 - Detection Dog Handler	14.15
27040 - Detention Officer	18.07
27070 - Firefighter	15.62
27101 - Guard I	12.65
27102 - Guard II	14.15
27131 - Police Officer I	19.29
27132 - Police Officer II	21.43
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.65
28042 - Carnival Equipment Repairer	12.55
28043 - Carnival Worker	9.09
28210 - Gate Attendant/Gate Tender	16.09
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	18.00
28510 - Recreation Aide/Health Facility Attendant	13.14
28515 - Recreation Specialist	19.44
28630 - Sports Official	14.33
28690 - Swimming Pool Operator	16.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.35
29020 - Hatch Tender	22.35
29030 - Line Handler	22.35
29041 - Stevedore I	20.99
29042 - Stevedore II	23.60
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.15
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.30
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.97
30021 - Archeological Technician I	16.41
30022 - Archeological Technician II	18.36
30023 - Archeological Technician III	22.73
30030 - Cartographic Technician	22.73
30040 - Civil Engineering Technician	22.51
30051 - Cryogenic Technician I	25.18
30052 - Cryogenic Technician II	27.82
30061 - Drafter/CAD Operator I	16.41
30062 - Drafter/CAD Operator II	18.36
30063 - Drafter/CAD Operator III	20.31
30064 - Drafter/CAD Operator IV	24.98
30081 - Engineering Technician I	15.89
30082 - Engineering Technician II	17.83
30083 - Engineering Technician III	19.95
30084 - Engineering Technician IV	27.17
30085 - Engineering Technician V	31.79
30086 - Engineering Technician VI	38.47
30090 - Environmental Technician	21.29
30095 - Evidence Control Specialist	22.73

30210	- Laboratory Technician	19.63
30221	- Latent Fingerprint Technician I	25.18
30222	- Latent Fingerprint Technician II	27.82
30240	- Mathematical Technician	22.73
30361	- Paralegal/Legal Assistant I	19.37
30362	- Paralegal/Legal Assistant II	24.00
30363	- Paralegal/Legal Assistant III	29.36
30364	- Paralegal/Legal Assistant IV	35.52
30375	- Petroleum Supply Specialist	27.82
30390	- Photo-Optics Technician	22.73
30395	- Radiation Control Technician	27.82
30461	- Technical Writer I	22.87
30462	- Technical Writer II	27.98
30463	- Technical Writer III	33.85
30491	- Unexploded Ordnance (UXO) Technician I	24.24
30492	- Unexploded Ordnance (UXO) Technician II	29.33
30493	- Unexploded Ordnance (UXO) Technician III	35.16
30494	- Unexploded (UXO) Safety Escort	24.24
30495	- Unexploded (UXO) Sweep Personnel	24.24
30501	- Weather Forecaster I	25.18
30502	- Weather Forecaster II	30.63
30620	- Weather Observer, Combined Upper Air Or	(see 2) 20.31
Surface Programs		
30621	- Weather Observer, Senior	(see 2) 22.73
31000	- Transportation/Mobile Equipment Operation Occupations	
31010	- Airplane Pilot	29.33
31020	- Bus Aide	11.28
31030	- Bus Driver	16.98
31043	- Driver Courier	13.87
31260	- Parking and Lot Attendant	11.81
31290	- Shuttle Bus Driver	14.94
31310	- Taxi Driver	11.46
31361	- Truckdriver, Light	14.94
31362	- Truckdriver, Medium	17.32
31363	- Truckdriver, Heavy	19.65
31364	- Truckdriver, Tractor-Trailer	19.65
99000	- Miscellaneous Occupations	
99020	- Cabin Safety Specialist	14.30
99030	- Cashier	10.07
99050	- Desk Clerk	9.30
99095	- Embalmer	29.07
99130	- Flight Follower	24.24
99251	- Laboratory Animal Caretaker I	13.46
99252	- Laboratory Animal Caretaker II	14.50
99260	- Marketing Analyst	32.91
99310	- Mortician	29.07
99410	- Pest Controller	14.22
99510	- Photofinishing Worker	13.78
99710	- Recycling Laborer	15.57
99711	- Recycling Specialist	18.37
99730	- Refuse Collector	14.33
99810	- Sales Clerk	11.91
99820	- School Crossing Guard	12.63
99830	- Survey Party Chief	19.90
99831	- Surveying Aide	14.73
99832	- Surveying Technician	18.08
99840	- Vending Machine Attendant	16.82
99841	- Vending Machine Repairer	20.33
99842	- Vending Machine Repairer Helper	16.82

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.48 per hour or \$179.20 per week or \$776.53 per month

HEALTH & WELFARE EO 13706: \$4.18 per hour, or \$167.20 per week, or \$724.53 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 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. (See 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, 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 NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

- 1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage

determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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 ordnance, 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 re-grading 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.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** 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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S.

Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).

- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination.

Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

J.25 Minimum Performance Standard Worksheet

FACTOR 1 - O & M MINIMUM PERFORMANCE STANDARDS WORKSHEET

Review each O&M minimum performance standard listed below, and respond appropriately to the questions located across the top of the form. Fill in appropriate reference information by name, number, and company. If the contractor marks 'Yes' but does not provide the supporting information as requested above, the quote will be considered as technically unacceptable. If the contractor cannot validate meeting the minimum standard select 'No'. The contractor will be technically unacceptable if they cannot meet the below minimum standards, and the quote will not be evaluated and will not be considered for award.

Minimum Performance Standard	Meet Minimum Standard	Does not Meet Minimum Standards	Provide Reference contact by name & phone number and/or email for each standard.	For Government Use Only
Identifying, implementing, controlling, tracking and scheduling preventive maintenance, service request, and equipment inventory in an automated database.				
Performing Quality Control inspections utilizing qualified parties not actually performing the work being inspected.				
Performing operations and maintenance on facilities that have a Central Chiller Plant with a minimum of 500 Tons?				
Performing operations and maintenance on facilities that have Boilers (Hot Water or Steam)?				
Performing operations and maintenance on facilities that have Building Automation Systems or Energy Management Systems.				
Performing operations and maintenance on facilities that have Emergency Generators and Emergency Switchgear to include Automatic Transfer Switches?				
Performing operations and maintenance on facilities that have Fire Pumps and Jockey Pumps?				
Performing operations and maintenance on facilities that have Water Cooling Towers with a minimum capacity of 525 tons?				
Performing operations and maintenance on facilities that utilize variable air volumes (VAVs) or power induction units (PIUs) for air distribution and tenant comfort?				

Performing operations and maintenance on facilities' general plumbing and domestic water systems that utilize domestic water pumps?

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END OF SECTION J

K. REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS/OFFERERS

52.212-3 -- Offeror Representations and Certifications -- Commercial Items (Nov2017)

The offeror shall complete only paragraphs (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) Web site located at <http://www.sam.gov/portal>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (u) of this provision.

(a) *Definitions.* As used in this provision--

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service—

(6) 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

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

“Highest-level owner” means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: Ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

“Inverted domestic corporation,” means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in product and service codes (PSCs) 1000-9999, except—

(1) PSC 5510, Lumber and Related Basic Wood Materials;

- (2) Product or Service Group (PSG) 87, Agricultural Supplies;
- (3) PSG 88, Live Animals;
- (4) PSG 89, Subsistence;
- (5) PSC 9410, Crude Grades of Plant Materials;
- (6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) PSC 9610, Ores;
- (9) PSC 9620, Minerals, Natural and Synthetic; and
- (10) PSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Predecessor” means an entity that is replaced by a successor and includes any predecessors of the predecessor.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

Sensitive technology—

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

“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 service-disabled 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.

“Small disadvantaged business concern, consistent with 13 CFR 124.1002,” means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

“Subsidiary” means an entity in which more than 50 percent of the entity is owned—

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

“Successor” means an entity that has replaced a predecessor by acquiring the assets and carrying out the affairs of the predecessor under a new name (often through acquisition or merger). The term “successor” does not include new offices/divisions of the same company or a company that only changes its name. The extent of the responsibility of the successor for the liabilities of the predecessor may vary, depending on State law and specific circumstances.

“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 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 its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“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 the stock of which is owned by one or more women; and

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

“Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)

(1) *Annual Representations and Certifications.* Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAM website.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications— Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____. [*Offeror to identify the*

applicable paragraphs at (c) through (u) of this provision that the offeror has completed for the purposes of this solicitation only, if any. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]

(c) Offerors must complete the following representations when the resulting contract is to 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 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)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) *WOSB concern eligible under the WOSB Program.* [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that—

(i) It is, is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: _____.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that—

(i) It is, is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: _____.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(8) 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.

(9) *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:

(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 changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and

(ii) It is, is not a HUBZone 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 each HUBZone small business concern participating in the HUBZone joint venture. [*The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: _____.*] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) of this provision.)

[*The offeror shall check the category in which its ownership falls*]:

_____ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

___ Individual/concern, other than one of the preceding.

(d) 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 to the Equal Opportunity clause of this solicitation; 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 parts 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 \$150,000.) 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. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) *Buy American Certificate*. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American – 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 for other than COTS items, 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, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—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 -- Free Trade Agreements -- Israeli Trade Act Certificate.* (Applies only if the clause at FAR 52.225-3, Buy American -- 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 for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American--Free Trade Agreements--Israeli Trade Act.”

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN
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[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) or this provision) as defined in the clause of this solicitation entitled “Buy American—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, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

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—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I.* 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—Free Trade Agreements—Israeli Trade Act”:

Canadian End Products:

Line Item No.:

[List as necessary]

(3) *Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II.* 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--Free Trade Agreements--Israeli Trade Act”:

Canadian or Israeli End Products:

Line Item No.:	Country of Origin:

[List as necessary]

(4) *Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate III.* If Alternate III to the clause at 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 Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No.:	Country of Origin:

[List as necessary]

(5) *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)(5)(ii) of this provision, is a U.S.-made or designated 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 or designated 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 covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated 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 Responsibility Matters (Executive Order 12689)*. (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

(1) Are, are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(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, violating Federal criminal tax laws, or receiving stolen property; and

(3) Are, are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) Have, have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals Contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(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 (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

(i) The offeror will not supply any end product listed in paragraph (i)(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 (i)(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.

(j) *Place of manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the

place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

(1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror does does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) Certain services as described in FAR 22.1003-4(d)(1). The offeror does does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(1) *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 the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (1)(3) through (1)(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 _____

(m) *Restricted business operations in Sudan.* By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations—

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) *Representation.* The offeror represents that—

(i) It is, is not an inverted domestic corporation; and

(ii) It is, is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certification. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror—

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,500 with Iran’s Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50(U.S.C. 1701 et seq.) (see OFAC’s Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) *Ownership or Control of Offeror.* (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a unique entity identifier in the solicitation.

(1) The Offeror represents that it has or does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates “has” in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: _____

Immediate owner legal name: _____

(Do not use a “doing business as” name)

Is the immediate owner owned or controlled by another entity:

Yes or No.

(3) If the Offeror indicates “yes” in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest level owner CAGE code: _____

Highest level owner legal name: _____

(Do not use a “doing business as” name)

(q) *Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.*

(1) As required by section 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that—

(i) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless and agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(ii) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(2) The Offeror represents that--

(i) It is is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(ii) It is is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(r) *Predecessor of Offeror.* (Applies in all solicitations that include the provision at 52.204-16, Commercial and Government Entity Code Reporting.)

(1) The Offeror represents that it is or is not a successor to a predecessor that held a Federal contract or grant within the last three years.

(2) If the Offeror has indicated “is” in paragraph (r)(1) of this provision, enter the following information for all predecessors that held a Federal contract or grant within the last three years (if more than one predecessor, list in reverse chronological order):

Predecessor CAGE code _____(or mark “Unknown”).

Predecessor legal name: _____.
(Do not use a “doing business as” name).

(s) Reserved.

(t) Public Disclosure of Greenhouse Gas Emissions and Reduction Goals. Applies in all solicitations that require offerors to register in SAM (52.212-1(k)).

(1) This representation shall be completed if the Offeror received \$7.5 million or more in contract awards in the prior Federal fiscal year. The representation is optional if the Offeror received less than \$7.5 million in Federal contract awards in the prior Federal fiscal year.

(2) Representation. [*Offeror to check applicable block(s) in paragraph (t)(2)(i) and (ii)*].

(i) The Offeror (itself or through its immediate owner or highest-level owner) [] does, [] does not publicly disclose greenhouse gas emissions, i.e., makes available on a publicly accessible Web site the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard.

(ii) The Offeror (itself or through its immediate owner or highest-level owner) [] does, [] does not publicly disclose a quantitative greenhouse gas emissions reduction goal, i.e., make available on a publicly accessible Web site a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage.

(iii) A publicly accessible Web site includes the Offeror's own Web site or a recognized, third-party greenhouse gas emissions reporting program.

(3) If the Offeror checked ``does" in paragraphs (t)(2)(i) or (t)(2)(ii) of this provision, respectively, the Offeror shall provide the publicly accessible Web site(s) where greenhouse gas emissions and/or reduction goals are reported:_____.

(u)

(1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with an entity that requires employees or subcontractors of such entity seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(2) The prohibition in paragraph (u)(1) of this provision does not contravene requirements applicable to Standard Form 312 (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(3) Representation. By submission of its offer, the Offeror represents that it will not require its employees or subcontractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting waste, fraud, or abuse related to the performance of a Government contract to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (e.g., agency Office of the Inspector General).

(End of Provision)

L. INSTRUCTIONS FOR SUBMITTING PROPOSAL

L.1. 52.237-1 -- SITE VISIT (APR 1984)

Offeror's 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 Provision)

L.2. 52.212-1 – INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (OCT 2015)

(a) *North American Industry Classification System (NAICS) code and small business size standard.* The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). 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.

(b) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF 1449, include a statement specifying the

extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) *Period for acceptance of offers.* The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) *Product samples.* When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during pre-award testing.

(e) *Multiple offers.* Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) *Late submissions, modifications, revisions, and withdrawals of offers.*

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 2:00 PM, Eastern Standard Time, for the designated Government office on the date that offers or revisions are due.

(2) Offers Received:

(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 2:00 PM EST. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of

Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) *Multiple awards*. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1)

(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to—

GSA Federal Supply Service Specifications Section Suite 8100
470 L'Enfant Plaza, SW Washington, DC 20407
Telephone (202) 619-8925
Facsimile (202) 619-8978

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued

for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites--

- (i) ASSIST (<https://assist.dla.mil/online/start/>).
- (ii) Quick Search (<http://quicksearch.dla.mil/>).
- (iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by—

- (i) Using the ASSIST Shopping Wizard (<https://assist.dla.mil/wizard/index.cfm>);
- (ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or
- (iii) Ordering from DoDSSP, Building 4 Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697/2197, Facsimile (215) 697- 1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) *Data Universal Numbering System (DUNS) Number.* (Applies to offers exceeding \$3,500, and offers of \$3,500 or less if the solicitation requires the Contractor to be registered in the System for Award Management (SAM) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS+4” followed by the DUNS or DUNS+4 number that identifies the offeror’s name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) *System for Award Management.* Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>.

(l) *Debriefing.* If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency’s evaluation of the significant weak or deficient factors in the debriefed offeror’s offer.
- (2) The overall evaluated cost or price and technical rating of the successful and

debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of Provision)

L.3. ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS COMMERCIAL ITEMS

1. Replace paragraph (b) entitled "Submission of offers" with the following instructions:

(b) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Only offers submitted on the Standard Form (SF) 1449 will be accepted. At a minimum, offer must show --

i. **Quote Instructions.** Failure to provide all required documents or information may exclude the responder from further consideration.

ii. This is an electronic solicitation release. No hard copies will be mailed. Amendments to the solicitation will be posted to FedBizOpps.GOV under the applicable Solicitation Number. It is the responsibility of each Offeror to review the webpage for notice of amendments, updates, or changes to current information. **All questions pertaining to this solicitation is due by September 14, 2018 at 2:00 PM EST.**

iii. Offers shall provide pricing for transition effort. Transition pricing shall not include any pricing for operations and maintenance service efforts. See section L.5 "Quote Preparation Instructions" for further details.

Quotes shall be submitted as stated on the SF1449 **no later than 2:00 PM EST, September 26, 2018.**

L.4. GENERAL INSTRUCTIONS:

These instructions are designed to provide general guidance for preparing quotes as well as providing specific instructions on quote organization, format, and content. Offerors should include all documents and information requested and should be submitted in accordance with the instructions. The Offeror is cautioned to follow the instructions carefully, as the Government reserves the right to make an award based on initial quotes received without discussion. However, the government reserves the right to conduct clarifications if the Contracting Officer later determines them to be necessary.

(a) If an offeror believes that the requirements in these instructions contain an error, an ambiguity, omission, or are otherwise unsound, the offeror shall immediately notify the Contracting Officer (CO) in writing with supporting rationale.

(b) The quote must be presented in a manner that clearly addresses the requirements, as set forth in the PWS. Quotes that are overly verbose or include marketing material may distract

from the evaluators' ability to ascertain compliance with the solicitation.

Team/Team Member(s)/Teaming Partner(s). The Government will consider the offeror and all subcontractors a “team” when evidence of a signed Teaming Arrangement or Letter of Intent is provided. This RFQ will refer to the offeror and all identified teaming subcontractors as a “team.” This RFQ will refer to all identified teaming subcontractors as “team members” or “teaming partners.” The offeror shall identify any Team/Team Members in their Executive Summary and briefly describe how the Teaming Arrangement will support this requirement. If an offeror submits a quote under a joint venture, the joint venture's legal name shall be registered in the System for Award Management (SAM) database; the Online Representations and Certifications Application database, and possess a Data Universal Numbering System (DUNS) number by the closing time/date of the RFQ. If the Joint Venture's legal name is not registered in SAM by the closing time/date of the RFQ, the offeror will not be considered for award. In addition, the joint venture's legal name shall be clearly printed in Block 17a of the SF1449 when submitting the quote package. **The quote must clearly state who the prime contractor will be for the joint venture.** In addition, a copy of the executed joint venture agreement shall be submitted with the offeror's quote. If the joint venture is submitted under the 8A Small Business Program, it shall be subject to approval by the U.S. Small Business Administration prior to award.

L.5. QUOTE PREPARATION INSTRUCTIONS:

The overall quote shall consist of three (3) separate volumes: Volumes I – RFQ Documents, Volume II – Minimum Performance Standards and Past Performance, and Volume III – Price.

Quote Format. All pages of each Offer must be appropriately numbered and identified with Solicitation Number: 47PE0618R0030 in the header and/or footer of each page. **The Government will only accept quotes that are submitted electronically.**

Offerors must submit documents in accordance to the chart below. If RFQ page limits are exceeded, the pages in excess of the limit will be removed and not evaluated. No pricing information is to be presented in any part of the quote outside of Volume III.

VOLUME	TITLE	FORMAT	NUMBER OF COPIES	MAXIMUM PAGE
Volume I	RFQ Documents <ul style="list-style-type: none"> • Executive Summary • Signed SF 1449 and Amendments • Contact Information • Representation, Certifications, and Other Statements of Offerors 	MS Word Font: Times New Roman-12	1	None

Volume II	Factor 1 – Minimum Performance Standards Factor 2 –Past Performance	PART 1 - MS Word Format, Font: Times New Roman-12 PART 2 - MS Word Format, Font: Times New Roman-12	1 1	1 10
Volume III	Price Quote	PART 2 - MS Office Excel (not read only or password protected)	1	No Limit

Quote Content.

(a) **Volume I, RFP Documents:** Offerors are required to submit a completed SF 1449 (including acknowledgment of Amendments) and Representation, Certifications, and Other Statements. Failure to follow the preparation instructions below may cause your proposal to be deemed unacceptable by the Government. Volume I will be organized as follows and contain the identified information.

i. Executive Summary - Provide an executive summary that describes the significant attributes of the company and introduces the contractor’s team.

ii. SF 1449 and Amendments - The SF 1449 will be submitted fully completed. The offeror is cautioned that the SF 1449 must contain an original signature in block 30 of the form. The contractor will acknowledge all amendments to the RFP in accordance with the instructions on the SF 1449 and with FAR 52.212-1, Instruction to Offerors.

iii. Contact Information - The offeror shall include a contact list (with phone numbers, fax numbers, mailing addresses, e-mail addresses, etc.) of all key personnel to include personnel authorized to negotiate on behalf of their company.

iv. Representation, and Certifications—Commercial Items - The offeror will ensure that FAR 52-212-3, Representation, Certifications, and Other Statements are submitted thoroughly completed with all blocks in each certification/representation completed truthfully and completely. Contractors shall ensure that they are eligible to participate as a Small Business and registered in SAM as a Small Business prior to contract award.

Volume II, Minimum Performance Standards and Past Performance:

Factor 1: Minimum Performance Standards (Experience). Complete and submit the "Minimum Performance Standards" worksheet provided as an additional attachment. The references shall be for projects performed for a minimum of 12 consecutive months within the past five (5) years from the closing date of this solicitation for projects at least 40,000 square feet or greater. The offeror shall provide in their Past Performance references (Factor 2) a narrative that describes the type of equipment and services that meet the requirements of the O&M Minimum Performance Standard. Note: It is not necessary to meet all the individual

requirements of the minimum performance standards for every project however all the minimum performance standards must be met and documented on the minimum performance standard attachment as to which project(s) the standard was met(i.e one project may not have water cooled cooling towers but another project does).

Additionally, it is the contractor's responsibility to provide valid references and phone numbers. If the references provided cannot be verified, the Minimum Performance Standard factor will be considered Technically Unacceptable.

If the contractor marks "Yes" on the Minimum Performance Standards worksheet but does not provide valid references and supporting information via the descriptive summary as requested, the quote will be considered technically unacceptable.

Factor 2: Past Performance. Past performance is relevant information regarding an Offeror's performance under previously awarded contracts (task orders are considered contracts). The Offeror shall submit a detailed descriptive listing of at least three (3) contracts where the Contractor performed for a minimum 12 consecutive months within the past five (5) years from the closing date of this solicitation in facilities with a minimum size of at least 50,000 square feet or greater. If submitting information for current/ongoing contracts, the Contractor must have a minimum of 12 months performing the services at those location(s) by closing date of this solicitation in order for those contracts to be deemed relevant. If the Offeror is an SBA certified joint venture, past performance will be accepted from either party or a combination of both parties.

The detailed description submitted for each contract should include, as a minimum, the following information:

- (1) Type of facilities and associated buildings, nature of tenant mission and population, and square footage.
- (2) Estimated annual dollar value of contract.
- (3) Type of contract (e.g. cost reimbursable, incentive fee, award fee, time and materials, fixed price, etc.).
- (4) Date of contract performance start and completion, including options.
- (5) Name, title, address, phone number, and email of customer contact. It is incumbent on the Offeror to ensure information on former customers is current and accurate.
- (6) Name, title, address, phone number, and email of the building's owner or a representative of the owner who can attest to the quality of the services provided. It is incumbent on the Offeror to ensure this information is current and accurate.

Past performance will be evaluated by analysis of information provided by the Offeror (through the Past Performance Questionnaires as separately attached) and information obtained in the Past Performance Information Retrieval System (PPIRS) or other customers. For the purpose of this solicitation, survey responses and information obtained in PPIRS and/or through customer interviews will be considered equally important. The past performance survey meets the minimum requirements if the contractor's performance was rated overall as "Satisfactory", "Very Good", or "Exceptional".

Completed Past Performance Questionnaires (submitted by Offeror's selected references) shall be submitted via email [to danah.gibson@gsa.gov](mailto:to_danah.gibson@gsa.gov) by the closing date of the RFP.

The subject line of the email shall read: **RFP Number: 47PE0618R0030 Asheville O&M Services**, All pages of the Past Performance Questionnaire must be appropriately numbered and identified with RFP Number: 47PE0618R0030.

In addition to those references provided directly by the Offeror, the Contracting Officer may identify and analyze the past performance of the Offeror on any other contract on which they have performed within the past five (5) years of which the Contracting Officer has knowledge or obtains knowledge.

- (b) **Volume III, Price Quote.** Offeror's quotes shall include pricing on all Contract Line Item Numbers (CLINs) identified in the solicitation. The proposed prices will be utilized throughout the life of the contract to include all option periods.

Pricing Schedule - The pricing schedule, Section B, shall be submitted fully completed and error free. It shall contain the offeror's prices for the established CLINS 0001 through 0008 and all subsequent option year CLINS. Subtotal prices for each year and the total contract price shall also be provided at the end of the final CLIN for each year with the total contract price being documented subsequent of the final CLIN of the last year. **Offeror's shall ensure all CLIN pricing is equally divisible by a factor of 12.**

The price quotes are required to determine, from the accuracy and completeness of the proposed price, the ability of the offeror, professionally and managerially, to judge the magnitude and scope of the requirements defined in the performance statement of work. The proposed prices will be evaluated for realism and overall proposed value including reasonableness of price.

Specific Instructions For Price Quote - Basic Services

The following instructions are provided to assist offerors in developing the price quote. Direct Costs:

(i) **Labor:** Submit manning tables showing the basis for the labor cost proposed for the base year and all option periods.

(ii) **Labor Burden:** Submit a schedule showing the basis of the amount of payroll burden proposed by occupation codes, titles and labor rate(s). The labor burden should include such items as FICA, FUTA, SUTA, Workmen's Compensation, etc., and the cost of providing fringe benefits such as, pension, H&W, holiday, vacation, overtime and sick pay for the base year and all option periods.

(iii) **Other Direct Costs:** Offeror shall provide pricing for Other Direct Costs (ODC) **not** associated with labor and sub-contracted effort, for the base year and all option periods and the transition effort.

(vi) **Transition Effort** - The price shall ONLY include the management effort (and travel) to transition the contract. Transition Effort pricing is associated to the base period CLINs only. The contractor shall include in this cost necessary pricing to conduct an on-site one day (8-9 hours) detailed kick-off meeting in Asheville, NC by a member(s) of the corporate office. This meeting will be held during the transition meeting and the exact date will be coordinated after the award.

(v) **Indirect Costs:** Enter a dollar amount allocable to this contract from your company General and Administrative (G&A) and/or Overhead costs. Indirect costs are costs incurred for common or joint objectives and not readily subject to treatment as direct costs. Identify the company's policy and procedures for allocated G&A expenses. Include a schedule that shows the computation of the proposed G&A rate. This rate will also apply to maintenance repairs for the base year and all option periods.

(vii) **Subcontracts:** Prepare a subcontract schedule which identifies all functions to be subcontracted and amount of each subcontract for the base year and all option periods.

M. EVALUATION FACTORS FOR AWARD

M.1. 52.212-2 -- EVALUATION -- COMMERCIAL ITEMS (OCT 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose quote will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Minimum Performance Standards (Experience)
2. Past Performance
3. Price

(b) *Options*. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(End of Provision)

M.2. 52.232-15 -- PROGRESS PAYMENTS NOT INCLUDED (APR 1984)

A progress payments clause is not included in this solicitation, and will not be added to the resulting contract at the time of award. Bids conditioned upon inclusion of a progress payment clause in the resulting contract will be rejected as nonresponsive.

(End of Provision)

M.3. 52.215-1 -- INSTRUCTIONS TO OFFERORS -- COMPETITIVE ACQUISITION (JAN 2004)

The Government may determine that a quote is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A quote may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(End of Clause)

M.4. FACTORS FOR AWARD

A. Basis of Award

This acquisition will utilize Lowest Price Technically Acceptable (LPTA) source selection procedures in accordance with FAR 15.101-2. Accordingly, award will be made on the basis of the lowest evaluated price of the proposals meeting or exceeding the acceptability standards for non-cost/price factors. No tradeoffs are permitted. Additionally, proposals will be evaluated for acceptability but not ranked using the non-cost/price factors.

To be considered technically acceptable, no evaluation factor in the proposal may be determined to be unacceptable. The failure of a proposal to meet all of the requirements under any factor will result in a technically unacceptable rating and preclude award.

The Government may reject any and all quotes if such actions is in the Government's interest. The Government may waive informalities and minor irregularities in quotes received. The Government intends to evaluate quotes and award on initial quote submission.

Therefore, the offeror's initial quote shall contain the offeror's most favorable terms from a technical and price standpoint.

Any costs incurred by offeror's in preparing or submitting offers are the offeror's sole responsibility; the Government will not reimburse any offeror for any quote preparation costs.

B. Lowest Price Technically Acceptable Evaluation Process

The technical factors will be evaluated on an "Acceptable" or "Unacceptable" basis. The "Acceptable" and "Unacceptable" criteria will define a standard of comparison for the solicitation requirements. Proposals shall completely and adequately address non-cost/price factor(s) to demonstrate that the Offeror can successfully perform the solicitation technical requirements to be considered as "Acceptable" and therefore technically acceptable.

The Government will first evaluate quotes in order to identify the lowest-priced quote. Only the lowest priced quote will be evaluated for technical acceptability. **NOTE: LPTA evaluation of lowest price will include Transition effort costs; however, this cost will have separate Contract Line Item Number (CLIN) for pricing.** If found to be technically acceptable; then that quote price will be evaluated for accuracy, completeness, and balance. The remaining technical quotes, if any, shall not be evaluated as to technical acceptability unless the lowest price offeror is found to be technically unacceptable. If the lowest priced quote is found to be technically unacceptable, then the second lowest priced quote (and so on) will be evaluated for technical acceptability.

Due to the volume of responses anticipated and the desire on the part of the Government for an equitable and accurate assessment of each quote, offerors shall submit quotes conforming to the structure described in Section L. Proposals which do not conform to all requirements described in Section L may be rejected without further evaluation.

Award may be made without negotiation or discussion. Therefore, offerors are requested to initially submit quotes to the Government on the most favorable terms from a technical and price standpoint.

C. Technical Factors

For the purpose of award, the government shall evaluate offers based on the non-cost/price technical evaluation factors identified in Section M.5, below (Minimum Performance Standards and Past Performance):

M.5. FACTOR 1— O&M MINIMUM PERFORMANCE STANDARDS (ATTACHMENT)

To be considered technically acceptable, the Offeror has met the minimum performance standards as required and identified on the attached Minimum Performance Standards Worksheet. The Minimum Performance Standards evaluation factor is separate and distinct from Past Performance (Factor 2). The Minimum Performance Standards evaluation factor seeks to determine *whether* the contractor has adequate experience to successfully perform the requirements of the Performance Work Statement rather than evaluating the quality of performance on previous contracts, which is captured in the past performance evaluation factor.

If the contractor marks 'Yes' but does not provide the supporting information as requested, the quote will be considered technically unacceptable. If the references provided cannot be validated, the Minimum Performance Standard factor will be considered technically unacceptable.

The contractor will be technically unacceptable if they cannot meet the minimum standards and will not be considered for award.

O&M Minimum Performance Standards Acceptability Criteria	
Rating	Description
Acceptable	The Offeror meets the O&M Minimum Performance Standards which indicate that the Offeror has the capability to successfully perform this requirement. Project has been performed for a minimum of 12 consecutive months within the past five years of the closing date of this solicitation. Services provided are for projects at least 50,000 square feet or greater.
Unacceptable	The Offeror does not meet the O&M Minimum Performance Standards which does not provide the Government with any degree of comfort that the Offeror has the capability to successfully perform this requirement. Project has not been performed for a minimum of 12 consecutive months within the past five years of the closing date of this solicitation. Services provided are not for projects at least 50,000 square feet or greater.

M.5. FACTOR 2 — PAST PERFORMANCE

To be considered technically acceptable, the offeror shall provide a minimum of three (3) past performance contracts that meet the requirements of Section L and shall have a minimum of satisfactory performance on survey results and/or any other contracts documented in the Past Performance Information Retrieval System (PPIRS) or any information otherwise available to the Contracting Officer; or the offeror’s past performance record is unknown. If the offeror fails to meet all the requirements outlined in the Past Performance evaluation criteria, the offer is considered technically unacceptable and will not be considered for award.

Past Performance Acceptability Criteria	
Rating	Description
Acceptable	Based on the offeror's performance record, the offeror demonstrated having performed satisfactorily according to at least three (3) past performance survey results received by the Government with a satisfactory rating or higher and/or any other contracts documented in the Past Performance Information Retrieval Systems (PPIRS), or any information otherwise available to the Contracting Officer; or the offeror's past performance record is unknown. Project was performed for a minimum of 12 consecutive months within the past five years of the closing date of this solicitation. Services provided were for projects at least 50,000 square feet or greater.
Unacceptable	Based on the offeror's performance record, the offeror has NOT demonstrated its having performed satisfactorily according to at least three (3) past performance survey results received by the Government with a satisfactory rating or higher and/or any other contracts documented in the Past Performance Information Retrieval Systems (PPIRS), or any information otherwise available to the Contracting Officer. Project was not performed for a minimum of 12 consecutive months within the past five years of the closing date of this solicitation. Services provided were not for projects at least 50,000 square feet or greater.

M.6. PRICE EVALUATION FACTORS

A price analysis will be conducted to determine if the proposed price is considered fair and reasonable.

The Government may determine that a quote is unacceptable if the prices quoted are materially unbalanced between line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A quote may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

Price reasonableness may be considered by the contracting officer in evaluating the performance or schedule risk. If unusual circumstances exist where the contracting officer requires additional data to determine price reasonableness, the contracting officer shall obtain additional data from sources other than the offeror.