

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER W81RUP72121000		PAGE 1 OF 86				
2. CONTRACT NO. W9133L-07-C-0036		3. AWARD/EFFECTIVE DATE 28-Aug-2007		4. ORDER NUMBER		5. SOLICITATION NUMBER W9133L-07-R-0053		6. SOLICITATION ISSUE DATE 03-Aug-2007		
7. FOR SOLICITATION INFORMATION CALL: a. NAME <b>(b) (6)</b>				b. TELEPHONE NUMBER (No Collect Calls) 703-607-1218		8. OFFER DUE DATE/LOCAL TIME 10:00 AM 17 Aug 2007				
9. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231  TEL: FAX: 703-607-1742			CODE W9133L	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: 561210 SIZE STANDARD: \$32.5mil			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 Days	
15. DELIVER TO SEE SCHEDULE N/A N/A/A/N/A			CODE SCHED1	16. ADMINISTERED BY  <b>SEE ITEM 9</b>						CODE
17a. CONTRACTOR/OFFEROR DIDLAKE INC. STEVE NELSON 8621 BREEDEN AVE MANASSAS VA 22110-8413  TEL. 703-361-4195			CODE 1V159	18a. PAYMENT WILL BE MADE BY DFAS-INDIANAPOLIS-HQ0105 DFAS INDIANAPOLIS VENDOR PAY DEPT 3800 8899 E. 56TH ST. INDIANAPOLIS IN 46249-3800			CODE HQ0105			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO A DDDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
<b>SEE SCHEDULE</b>										
25. ACCOUNTING AND APPROPRIATION DATA  <b>See Schedule</b>						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$1,105,462.80</b>				
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> 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 HEREIN.					29. AWARD OF CONTRACT: REFERENCE #JFD 92929 Project 031515 <input checked="" type="checkbox"/> OFFER DATED <u>28-Aug-2007</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE					
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  <b>(b) (6)</b>			31c. DATE SIGNED  13-Sep-2007			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) <b>(b) (6)</b> / Contract Specialist TEL: 703-607-1267 EMAIL: <b>(b) (6)</b>						

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

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	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
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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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

Section SF 1449 - CONTINUATION SHEET

JWOD

**THIS REQUIREMENT IS RESERVED IAW FAR 8.7 FOR:**

Acquisition from Nonprofit Agencies Employing People who are Blind or Severely Disabled  
 This requirement is not presently listed on the Procurement List. Prices are to be prepared in accordance with the  
 Committee for Purchase of the Blind or Severely Disabled methodology and recommendations established by the  
 price impasse resolution.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Custodial and mailroom support FFP Provide all Personnel, Supplies and Materials necessary to perform IAW the performance work statement. FOB: Destination PURCHASE REQUEST NUMBER: W81RUP72121000	12	Months	\$87,121.90	\$1,045,462.80
				NET AMT	\$1,045,462.80
	ACRN AA CIN: W81RUP721210000001				\$1,045,462.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Postage COST Shall be provided as and when needed. FOB: Destination PURCHASE REQUEST NUMBER: W81RUP72121000		Dollars, U.S.		
				ESTIMATED COST	\$60,000.00
	ACRN AA CIN: W81RUP721210000002				\$60,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months	\$88,353.91	\$1,060,246.92
OPTION	Custodial and mailroom support FFP Provide all Personnel, Supplies and Materials necessary to perform IAW the performance work statement. FOB: Destination PURCHASE REQUEST NUMBER: W81RUP72121000				

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NET AMT	\$1,060,246.92
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			Dollars, U.S.		
OPTION	Postage COST shall be provided as and when needed. FOB: Destination				

ESTIMATED COST	\$60,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	\$89,649.69	\$1,075,796.28
OPTION	Custodial and mailroom support FFP Provide all Personnel, Supplies and Materials necessary to perform IAW the performance work statement. FOB: Destination PURCHASE REQUEST NUMBER: W81RUP72121000				

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NET AMT	\$1,075,796.28
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002			Dollars, U.S.		
OPTION	Postage COST Provided as and when needed. FOB: Destination				
				ESTIMATED COST	\$60,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	\$91,014.77	\$1,092,177.24
OPTION	Custodial and mailroom support FFP Provide all Personnel, Supplies and Materials necessary to perform IAW the performance work statement. FOB: Destination PURCHASE REQUEST NUMBER: W81RUP72121000				
				NET AMT	\$1,092,177.24

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Dollars, U.S.		
OPTION	Postage COST Provided as and when needed. FOB: Destination				
				ESTIMATED COST	\$60,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	\$92,453.12	\$1,109,437.44
OPTION	Custodial and mailroom support FFP Provide all Personnel, Supplies and Materials necessary to perform IAW the performance work statement. FOB: Destination PURCHASE REQUEST NUMBER: W81RUP72121000				

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NET AMT \$1,109,437.44

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002			Dollars, U.S.		
OPTION	Postage COST Provided as and when needed. FOB: Destination				
ESTIMATED COST					\$60,000.00

### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-AUG-2007 TO 31-JUL-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 01-AUG-2007 TO 31-JUL-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1001	POP 01-AUG-2008 TO 31-JUL-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1002	POP 01-AUG-2008 TO 31-JUL-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2001	POP 01-AUG-2009 TO 31-JUL-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2002	POP 01-AUG-2009 TO 31-JUL-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3001	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3002	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4001	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4002	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

ACCOUNTING AND APPROPRIATION DATA

AA: 217206500000181050131G79M10002540376ZLAW81RUP721210006ZLA37044205  
 AMOUNT: \$1,105,462.80  
 CIN W81RUP721210000001: \$1,045,462.80  
 CIN W81RUP721210000002: \$60,000.00

CLAUSES INCORPORATED BY REFERENCE

52.208-9

Contractor Use of Mandatory Sources of Supply

JUN 2006

52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2007
52.212-5 (Dev)	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Deviation)	JUN 2007
252.212-7001 (Dev)	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items (Deviation)	APR 2007

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUN 2007)

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

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

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

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

\_\_\_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_\_ (4) [Removed].

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

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

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-6.

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

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

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_\_\_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_\_\_ (8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (OCT 2001) of 52.219-9

- \_\_\_(iii) Alternate II (OCT 2001) of 52.219-9.
- \_\_\_ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).
- \_\_\_ (10) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- \_\_\_ (11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- \_\_\_ (ii) Alternate I (JUNE 2003) of 52.219-23.
- \_\_\_ (12) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- \_\_\_ (13) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- \_\_\_ (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) (U.S.C. 657 f).
- \_\_\_ (15) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).
- \_\_\_ (16) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- \_\_\_ (17) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126).
- \_\_\_ (18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- \_\_\_ (19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- \_\_\_ (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- \_\_\_ (21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- \_\_\_ (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- \_\_\_ (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).
- \_\_\_ (24)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- \_\_\_ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).
- \_\_\_ (25) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- \_\_\_ (26)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).
- \_\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

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

\_\_\_ (27) 52.225-5, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

x \_\_\_ (28) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

\_\_\_ (29) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

\_\_\_ (30) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).

\_\_\_ (31) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (32) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

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

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

\_\_\_ (35) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (36) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_\_\_ (37)(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: (Contracting Officer check as appropriate.)

\_\_\_ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

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

\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

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

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

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

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

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

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

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (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 \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

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

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 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)

#### 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 15 days of contract expiration.

(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 15 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days 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 60months.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (APR 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

x \_\_\_ 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

(1) \_\_\_ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(2) \_\_\_ 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (APR 2007) (15 U.S.C. 637).

(3) \_\_\_ 252.219-7004, Small Business Subcontracting Plan (Test Program) (APR 2007) (15 U.S.C. 637 note).

(4) \_\_\_ 252.225-7001, Buy American Act and Balance of Payments Program (JUN 2005) (41 U.S.C. 10a-10d, E.O. 10582).

(5) \_\_\_ 252.225-7012, Preference for Certain Domestic Commodities (JAN 2007) (10 U.S.C. 2533a).

(6) \_\_\_ 252.225-7014, Preference for Domestic Specialty Metals (JUN 2005) (10 U.S.C. 2533a).

(7) \_\_\_ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).

(8) \_\_\_ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).

(9) \_\_\_ 252.225-7021, Trade Agreements (MAR 2007) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

(10) \_\_\_ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

(11) \_\_\_ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

(12)(i) \_\_\_ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (MAR 2007) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

(ii) \_\_\_ Alternate I (OCT 2006) of 252.225-7036.

(13) \_\_\_ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).

(14) \_\_\_ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Pub. L. 107-248 and similar sections in subsequent DoD appropriations acts).

(15) \_\_\_ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

(16) \_\_\_ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

(17) x 252.232-7003, Electronic Submission of Payment Requests (MAR 2007) (10 U.S.C. 2227).

(18) \_\_\_ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(19) x 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(20)(i) x 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) \_\_\_ Alternate I (MAR 2000) of 252.247-7023.

(iii) \_\_\_ Alternate II (MAR 2000) of 252.247-7023.

(iv) \_\_\_ Alternate III (MAY 2002) of 252.247-7023.

(21) x 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

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

(1) 252.225-7014, Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).

(2) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

STATEMENT OF WORK

STATEMENT OF WORK  
FOR CUSTODIAL SERVICES

SECTION A-1

GENERAL

1.1 SCOPE OF WORK. The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services, necessary to perform custodial services as defined in this Performance Work Statement (PWS) except as specified in Section A-3 as government furnished property. The contractor shall perform to the standards in this contract. Sufficient daytime and evening personnel must be assigned to accomplish the work under this PWS. The estimated work quantities are listed in Technical Exhibit 4.

1.2 PERSONNEL.

1.2.1 Project Manager. The contractor shall provide in writing to the contracting officer at least five work days prior to the contract starting date the names, telephone numbers and addresses of Project Manager. The term "Project Manager" means a person designated in writing by the contractor who has authority to act for the contractor on a day-to-day basis at each work site and to accept and sign for notices of deductions, inspection reports and all other correspondence on behalf of the contractor. It is policy of ARNG that Government direction or supervision of contractor's employees, directly or indirectly, shall not be exercised. In any absence of the Project Manager, a designated on-site person shall act in his/her behalf.

1.2.2 The Project Manager shall have full authority to act for the contractor on all contract matters relating to daily operation of the contract. In the absence of the Project Manager, the Assistant Project Manager shall have full authority to act for the contractor on all contract matters relating to daily operation of the contract.

1.2.2.1 The on-site supervisor shall be available during normal duty hours, within 60 minutes, to meet with government personnel designated by the contracting officer to discuss problem areas. After normal duty hours, the on-site supervisor shall be available within 4 hours for emergency service.

1.2.2.2 The Project Manager and Assistant Project Manager must be able to read, write, speak and understand English.

1.2.2.3 The Prime contractor shall be held responsible to ensure that his/her staff and sub-contracted services personnel are US citizens and/or legal aliens, permitted to live and work within the US.

### 1.2.3 Employees.

1.2.3.1 Supervisory Employees. All supervisory personnel engaged in directing the work to be accomplished under this contract shall possess at least 2 years of recent (within the past 5 years) experience in directing cleaning type operations in a supervisory capacity for buildings of the approximate size of the building(s) to be cleaned under this contract.

A detailed resume (See Technical Exhibit 6) containing the information specified below must be submitted to the contracting officer for approval prior to the assignment of any supervisors to the contract. Both new and replacement supervisors must meet these qualification standards.

(a) The full name of the proposed supervisor.

(b) A detailed description of the previous 5 years employment history of the proposed supervisor.

(c) The name(s) and address(es) of the companies for whom the proposed supervisor worked for the past 5 years, along with the name(s) and telephone number(s) of his or her immediate supervisor.

1.2.3.2 Custodial Staff. The personnel employed by the contractor shall be capable employees, trained and qualified in custodial type work. The building shall be fully staffed beginning the first day of work under the contract, and initially not less than 50 percent of the staff shall be trained and experienced cleaning personnel who will exhibit the capability of operating with a minimum of supervision. The remainder of the staff shall be fully trained and qualified within 30 days after the initial starting date. All personnel will receive close and continuing first-line supervision by the contractor. Employees must maintain job skills through the duration of the contract. A certified list of employees with length of service shall be provided on a monthly basis.

The contractor's employees shall be familiar with the building fire alarm system. Employees shall be trained by the contractor on the procedures to follow in the event of fire or other emergency including the pulling of fire alarms when necessary.

1.2.3.3 Employee Training. The contractor shall maintain files which identifies the amount of training each employee has successfully completed. Additional training required to maintain satisfactory job performance shall be the responsibility of the contractor. A list which identifies the employees who require training shall be forwarded to the Government on a monthly basis. Complete files shall be made available to the Government at all times during the term of the contract.

1.2.4 Security Requirements. In those areas where special security clearances are required, contractor employees will be subject to all security requirements imposed by the secure office area. The office area will either provide an escort for contractor employees or clear contractor employees to gain access to the secure area.

1.2.4.1 The contractor's employees shall obtain identification cards from the building management office. Contractor personnel must have a valid drivers license or some other form of identification with signature and photograph to show who they are.

1.3 QUALITY CONTROL PROGRAM. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five work days prior to the starting date of the contract, the contractor shall submit a copy of his program to the Contracting Officer's Representative for approval. The Quality Control Program shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government inspectors point out the deficiencies. The program shall include, but not be limited to the following:

1.3.1 Inspection System. The contractor shall establish an inspection system covering all the services stated in the Performance Requirements Summary. A checklist shall be used in inspecting contract performance during regularly scheduled or unscheduled inspections. The contractor shall identify the name(s) of the individual(s) who will perform the inspection. The checklist shall include every area of the operation serviced by the contractor as well as every task required to be performed.

1.3.2 File Maintenance. A local file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the Government at all times during the term of the contract.

1.3.3 Failure of Quality Control Program. When the contractor fails to adhere to the requirements of the approved quality control program, the contractor, at the discretion of the contracting officer's representative, may be required to submit a written narrative specifying the reasons for the contractor's failure to adhere to the requirements of the approved Quality Control Program.

NOTE: The Quality Control Program is an essential part of this contract, and will be actively enforced by the Government. Failure to abide by this requirement will result in the withholding a portion of the monies due the contractor. Failure by the contractor to implement the approved plan and pursue it diligently from the commencement of the contract may be considered grounds for default.

1.4 QUALITY ASSURANCE. The government will evaluate the contractor's performance under this contract using the method of surveillance specified in Technical Exhibit 3. All surveillance observations will be recorded by the government. When an observation

indicates defective performance, the QAE will request the contractor's representative to initial the observation, and shall require re-performance prior to next day's business.

1.4.1 Performance Evaluation Meetings. The on-site supervisor may be required to meet at least weekly with the Quality Assurance Evaluator (QAE) and the contracting officer during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. However, if the contractor requests, a meeting will be held whenever a Contract Discrepancy Report is issued. The written minutes of these meetings shall be signed by the contractor's manager, contracting officer, and QAE. Should the contractor not concur with the minutes, the contractor shall so state any areas of nonconformance in writing to the contracting officer within 5 calendar days of receipt of the signed minutes.

1.5 PHYSICAL SECURITY. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.5.1 Key Control. The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. No keys issued to the contractor by the government shall be duplicated. The contractor shall develop procedures covering key control that will be included in the Quality Control Plan.

1.5.1.1 The contractor shall report all lost or duplicated keys to the contracting officer.

1.5.1.2 In the event keys, other than master keys, are lost or duplicated, the contractor will be required, upon direction of the contracting officer, to rekey or replace the affected lock or locks; however, the government, at its option, may replace the affected lock or locks or perform rekeying. When the replacement of locks or rekeying is performed by the government, the total cost of rekeying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due.

1.5.1.3 The contractor shall prohibit the use of keys issued by the government by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by the contractor's employees to permit entrance of persons other than the contractor's employees engaged in the performance of assigned work in those areas.

1.5.2 Lock Combinations. The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. These procedures shall be included in the contractor's Quality Control Plan.

1.6 HOURS OF OPERATION.

1.6.1 Normal Hours. Custodial Services shall be performed between the hours of 6:30 am – 11:00 pm, Monday thru Friday. Floor care, restrooms/locker rooms and room cleaning services performed under this contract will be accomplished between the hours of 7:30 pm and 11:00 pm , Monday through Friday. Restocking, trash/recycling pick-up, room/office cleaning, and exterior cleaning services shall be performed from 7:30 am – 4:00 pm, Monday thru Friday.. Utility services shall be performed between the hours of 6:30 am – 3:00 pm, Monday thru Friday.

1.6.2 Facility Closure. When an unforeseen closure of the facility occurs on a regularly scheduled day of work, the government shall have the following options:

1.6.2.1 To require the contractor to perform the work on the following day unless the following day is a Saturday or Sunday, and routine work is not scheduled for Saturday or Sunday.

1.6.2.2 To forego the work and reduce payment due to the contractor accordingly for work not performed.

1.6.2.3 To reschedule the work on any day satisfactory to both parties.

1.6.2.4 To complete the work that day, in the case of a late reporting day.

1.6.2.5 The Army National Guard Readiness Center will close when the Federal Government announces closure over local radio and television stations due to unusually severe weather.

1.7 CONSERVATION OF UTILITIES. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include:

1.7.1 Controls. Contractor employees will not be permitted to adjust mechanical equipment controls for heating, ventilation, and air-conditioning.

1.7.2 Water Control. Water faucets or valves shall be turned off after the required usage.

1.7.3 Windows/Lights/Fans. Windows shall be closed and lights and fans turned off when not in use.

1.7.4 Evening Hours. When work is being performed during evening hours, the contractor shall ensure that employees use only such lighting as is necessary to illuminate areas or zones in which they are working and that lights in occupied areas are extinguished as these areas are completed. Exceptions to this requirement will be set forth in advance by the Contracting Officer's Representative.

1.8 DANGEROUS CONDITIONS. Report hazardous conditions and items in need of repair to the Contracting Officer's Representative. Items to be reported, include but are

not limited to: flickering or burned out lights; falling or stained ceiling tiles; broken window glass, door glass or partition glass; leaking faucets, urinals, toilets and flush valves; broken toilets, sinks, urinals and water fountains; loose and broken door locks, door closers, door knobs and door latch keepers; torn carpeting; loose threshold plates and reducing strips; broken floor tiles; decaying or broken hard floor surfaces; broken sidewalks; dying or dead shrubs, plants and trees. Written deficiency reports shall be given to the Contracting Officer's Representative, or orally when emergencies exist. Fires shall be reported using the building's fire alarm system.

1.9 LOST AND FOUND PROPERTY. It is the responsibility of the contractor to ensure that all items of possible or monetary value found by the contractor's employees are turned into the Building Management Office immediately.

1.10 ANNUAL CLEANING SCHEDULE. The contractor is required to submit an annual schedule of all daily and periodic cleaning which includes dates and areas to be cleaned.

1.10.1 Daily Work Report. Upon completion of each work day, the contractor shall submit a work report which compares completion of planned tasks with the Annual Cleaning Schedule.

## SECTION A-2

### DEFINITIONS

#### 2.1 STANDARD DEFINITIONS.

2.1.1 Defective Service. A service output that does not meet the standard of performance associated with it in the Performance Requirements Summary (PRS).

2.1.2 Lot. The total number of service outputs in a surveillance period, as defined in the Performance Requirements column of the Performance Requirements Summary (PRS).

2.1.3 Performance Requirements. The point that divides acceptable and unacceptable performance. In the case of surveillance by random sampling, the performance requirement is the number of defectives in the random sample chosen that may occur before the government will effect the price computation system in accordance with the Performance Requirements Summary and the Inspection of Services Clause. When the method of surveillance is other than random sampling, the performance requirement is the number of defectives or maximum percent defective in the lot before the government will effect the price computation system in accordance with the Performance Requirements Summary and the Inspection of Services Clause.

2.1.4 Performance Requirements Summary (PRS). Identifies the key service outputs of the contract that will be evaluated by the government to assure contract performance standards are met by the contractor.

2.1.5 Quality Assurance. Those actions taken by the government to assure services meet the requirements of the Performance Work Statement (PWS).

2.1.6 Quality Assurance Evaluator (QAE). A government person responsible for surveillance of contractor performance.

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

2.1.8 Quality Control. Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

2.1.9 Random Sampling. A sampling method in which each service output in a lot has an equal chance of being selected.

2.1.10 Sample. A sample consists of one or more service outputs drawn from a lot. The number of outputs in the sample is the sample size.

2.1.11 Sampling Guide. The part of the surveillance plan which contains all the information needed to perform surveillance of the service output(s) by the random sampling method of surveillance.

## 2.2 TECHNICAL DEFINITIONS PECULIAR TO THIS PWS.

2.2.1 Basic Cleaning. Tasks normally done together on a weekly or more frequent basis.

2.2.2 Inspection Unit. A portion of a building which requires cleaning and constitutes a single inspection area. The building shall be divided into parts less than or equal to the average/maximum using natural dividing points.

2.2.3 Periodic Cleaning. Tasks done less frequently than weekly intervals.

2.2.4 Floor Maintenance. Floor maintenance tasks include all routine cleaning on a daily basis such as sweeping, dusting, and wet mopping.

## SECTION A-3

### GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.0 GENERAL. The government shall provide, without cost, the facilities, equipment, materials, and/or services listed below:

#### 3.1 PROPERTY.

3.1.1 Facilities. The government shall furnish and/or make available the facilities described below. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used in the performance of this contract only.

3.1.2 Operational Space. The government will furnish space within the building commensurate with the contractor's personnel complement and operational requirements including locker rooms, if available. Any existing equipment (within Government custodial space) such as clothes 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 contracting officer's representative. This space and equipment must 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.

3.1.3 Storage Space. The government will provide space in the building for the storage of an inventory of supplies and equipment which will be used in the performance of work under the contract. Space shall be maintained in a neat and orderly condition. Storage of any flammable or explosive liquids such as gasoline in the building is not permitted. The Government will not be responsible in any way for damage or loss to the contractor's stored supplies, materials, replacement parts, or equipment.

3.1.4 Janitor's Closets. The government will provide Janitor's closets, at various points throughout the facility, for storing equipment including mops, brooms, dust clothes, etc. Closets and stored equipment shall be kept clean and in an orderly manner.

3.1.5 Office Space. The government will furnish office space in the building and furniture and furnishings, (to include telephone for restricted use) where available, for a supervisor's office to be used for official business only in the performance of this contract. Government property will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the contractor or the contractor's employees.

3.1.6 Mail Room Equipment The Government will furnish the postage metering device currently on site. Software has been updated to reflect USPS May 2007 postal rates. Postage shall be reimbursed on separate contract line item.

#### 3.2 SERVICES.

3.2.1 Electrical Power. The government will furnish electrical power at existing outlets for the contractor to operate such equipment as is necessary in the conduct of his work.

3.2.2 Water/Sewage. The government will supply hot and cold water and sewage service as necessary, limited to the normal water and sewage systems provided in the building. Special heating/cooling of water will not be provided.

3.2.3 Heating and Air Conditioning. The government will provide heating and air conditioning of spaces to be cleaned. Heating and air conditioning will be provided during normal working hours of building occupants only.

3.2.4 Telephone. One local line will be provided.

3.2.5 Refuse and Recycling Collection. The government will provide refuse and recycling collection services. Refuse and recycling containers are located in the loading dock area.

3.2.6 Insect and Rodent Control. The government will provide insect and rodent control services in contractor occupied areas.

3.2.7 Security, Police and Fire Protection. The government will provide security services for the entire facility. Police and fire protection will be provided by Arlington County.

3.2.8 Cafeteria/Snack Bar. The contractor is permitted to use the cafeteria and snack bars located in the facility. Contractor employees are responsible for the cost of their own meals and snacks.

3.2.9 Parking. The government will provide parking for custodial personnel that drive.

## SECTION A-4

### CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 GENERAL. Except for those items or services specifically state to be government furnished in Section A-3, the contractor shall furnish everything required to perform all tasks as described in this Performance Work Statement.

4.1.1 CUSTODIAL SUPPLIES, AND MATERIALS. The contractor shall furnish supplies, materials and equipment necessary for the performance of the work of this contract unless otherwise specified herein. Supplies and materials shall be of a quality to conform with applicable Federal Specifications listed in Technical Exhibit 4. The contractor shall submit a list giving the name of the manufacturer, the brand name and intended use of each of the materials or supplies he proposes to use in the performance of the work. Materials or supplies shall not be used in performance under this contract (or placed or stored on government property) until the applicable Material Safety Data Sheets for all hazardous materials have been furnished to the contracting officer's representative. The contractor shall not use any material which the contracting officer's representative determines would be unsuitable for the purpose or harmful to the surfaces to which applied.

Any material which the contracting officer's representative suspects of not meeting Federal Specifications shall be tested at the contractor's expense by a recognized testing laboratory. A copy of the laboratory report giving the results of the test and a sample of each product shall be submitted to the contracting officer's representative. These products shall meet the requirements established by applicable Federal Specifications (see Technical Exhibit 8) or be considered unacceptable for use.

SPECIAL NOTE: The Government encourages the use of recycled materials wherever possible on this contract. The contractor shall make every effort to utilize recycled supplies and materials in the performance of this contract.

4.1.2 CUSTODIAL EQUIPMENT. The contractor shall furnish necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the contracting officer's representative. Defective equipment shall be repaired or replaced within 72 hours. Defective equipment cannot be used until repaired or replaced. Carts and containers used for the collection of waste material shall be of noncombustible or flame resistant construction.

\*NOTE: Government is not responsible for storage of large equipment used outside such as paving sweepers, etc. and has the right to refuse

permission for leaving these items on government property when not in use.

4.1.2.1 All Equipment: Shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings, or building surfaces.

4.1.2.2 All Electrical Equipment: Used by the contractor shall be UL approved. This equipment must operate using existing building circuits. It shall be the responsibility of the contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing building circuits.

4.1.2.3 Vacuum Cleaners. Contractor shall furnish and use commercial grade type vacuums with (HEPA) filter systems for carpeted floors. Back pack or portable vacuums will be used on stairs, tile floors, sub-floors, or other areas inaccessible with commercial grade type vacuums. Computer room raised floor and sub-floor require a vacuum which utilizes a three stage, high efficiency, particulate air (HEPA) Filter System.

4.1.2.4 Plastic Trash Can Liners: The contractor shall furnish plastic trash can liners to protect all trash at all times.

4.1.2.5 Computer Room Floor: Will require a scientifically formulated non-aerosol spray which removes printer ink and toner, equipment grease, stains, and scuff marks. This cleaner must be a zero-charge anti-static cleanser that effectively controls static and cleans without leaving a film. In addition, it should contain no alkali or ammonia and is nonabrasive and nonflammable.

4.2 INFORMATION ON SUPPLIES. The contractor shall provide to the government, information monthly on the quantity of supplies used during the course of the contract (see Technical Exhibit 2). Information shall be given for all supplies used under this contract. This requirement is for information only.

4.3 UNIFORM CLOTHING. The contractor shall require all employees, including supervisors, to wear distinctive uniform clothing for ready identification, and assure that every employee is in uniform no later than ten working days from the date an employee first enters on duty. Employees shall wear uniforms consisting of shirts and trousers, coveralls or smocks for men, and dresses, skirts and blouses, slacks or smocks for women. Uniforms shall have the contractor's and employee's name easily identifiable, affixed thereon in a permanent or semi-permanent manner such as a badge or monogram. Any color or color combination, as appropriate, may be used for the uniforms. Employees shall be required to dress neatly, commensurate with the tasks being performed.

## SECTION A-5

### PERFORMANCE WORK STATEMENT

5.0 GENERAL. The contractor shall perform the Custodial Services specified herein as recurring work. Requirements for cleaning identified herein shall be the basis for the scheduling of work in the Army National Guard (ARNG) Readiness Center. Building areas to be serviced are described in Technical Exhibit 4, attached hereto. Figures contained in Technical Exhibit 4 are approximate and are estimates of the building statistical data. The contractor is responsible for verification of this information prior to submitting an offer in response to this solicitation and SOW.

#### 5.1 REST ROOM CLEANING.

5.1.1 DAILY CLEANING REQUIREMENTS. The contractor shall perform the following services on a daily basis:

5.1.1.1 Sweeping and Wet Mopping. The contractor shall sweep and wet mop rest room floors utilizing a disinfectant cleaner. Floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc.; and present an overall appearance of cleanliness. Surfaces shall be dry and the corners clean.

5.1.1.2 Fixture Cleaning. The contractor shall clean surfaces and fixtures, to include toilets, urinals, shelving, washbasins, shower stalls, partitions, mirrors, waste receptacles, dispensers, and wall surfaces, utilizing a disinfectant cleaner. Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

5.1.1.3 Supplying/Serviceing. The contractor shall empty waste receptacles, and supply and service paper towel, soap, toilet paper and sanitary napkin dispensers. The contractor shall empty, clean, disinfect and deodorize all waste receptacles. Trash bags shall be replaced when full or soiled. Supplies shall be furnished by the contractor. Proceeds from the coin operated sanitary napkin vending dispensers shall be used by the contractor to offset the cost of supplying sanitary napkins. Supply and servicing restrooms and locker rooms shall be performed on a twice-daily basis daily basis.

5.1.1.4 Spot Cleaning/Dusting. The contractor shall spot clean other surfaces to remove smudges, marks, or spots without causing unsightly discolorations. The contractor shall perform dusting on horizontal surfaces. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

#### 5.1.2 WEEKLY RESTROOM CLEANING REQUIREMENTS.

5.1.2.1 Ceramic Tile Floor Cleaning. The contractor shall damp mop and scrub ceramic tile floors in accordance with manufacturer's recommendations. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from equipment. Finished areas shall have a uniform appearance.

### 5.1.3 TWICE MONTHLY RESTROOM CLEANING REQUIREMENTS.

5.1.3.1 Damp Wiping. The contractor shall damp wipe the full surface area of stall partitions, walls, doors, door frames, sills and waste paper receptacles utilizing a multipurpose disinfectant deodorizer cleaner.

5.2 ROOM CLEANING. The contractor shall clean office areas, file rooms, libraries, conference rooms, the multipurpose room, computer areas and corridor space adjacent to these areas.

### 5.2.1 DAILY ROOM CLEANING REQUIREMENTS.

5.2.1.1 Solid Waste Collection. The contractor shall empty wastebaskets and remove trash to the disposal area (loading dock) on a daily basis. The contractor is not responsible for the solid waste generated in the cafeteria.

5.2.1.2 Recycling Collection. The contractor shall participate in the building's recycling program. Containers designated for recycling (white paper, aluminum cans, newspapers, glass and plastics) shall be emptied and removed to the recycling area (loading dock). White paper pick-up shall be accomplished at desk side as required.

5.2.1.3 Interior Glass Cleaning. The contractor shall clean display case windows. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

5.2.1.4 Kitchenette Cleaning. The contractor shall clean kitchenette sinks, refrigerators, counter tops and surrounding floor areas. Exterior horizontal and vertical surfaces shall be washed to eliminate grease, liquid spillages, food stuffs, dust and smudges. Metal surfaces shall be wiped clean and polished dry. Wood, Formica, vinyl and/or metal counter tops shall be damp wiped to remove any and all surface soils. Vacuum floors free of food crumbs, dirt, debris and spillage. Damp wipe walls and splash backs free of food stuffs, spills, smears or grease.

5.2.1.5 Low Dusting. The contractor shall dust horizontal surfaces of the Systems Furniture, chairs, telephones and other furnishings to a line of seven feet above the floor. Metal and cloth/fabric horizontal surfaces of the Systems Furniture shall be cleaned free of dry particles, finely powdered substances or lint clinging to or laying on the desks, files, chairs, partitions, bookcases, shelves, and other types of office furniture.

5.2.1.6 Vacuuming. The contractor shall vacuum carpeted high traffic areas (main corridors) and extend the vacuum to remove more obvious dirt from around and under furniture. Carpeted floors shall be free of obvious dirt, debris or spillage.

5.2.1.7 Cafeteria Vacuuming. The contractor shall vacuum the seating area of the cafeteria between the hours of 2:00-4:00 p.m. Carpeted floors shall be free of obvious dirt debris or spillage.

5.2.1.8 Snack Bar Cleaning. the contractor shall sweep and wet mop snack bar floors using a disinfectant cleaner. Floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc.; and present an overall appearance of cleanliness. Surfaces shall be dry and the corners clean.

5.2.1.8.1 Stripping and Finishing Resilient Tile. The contractor shall strip, and apply the required coats of floor finish to snack bar resilient tile floors in accordance with manufacturer's instructions or industry standards. There shall be no evidence of gum, rust, burns, or scuff marks. There shall be no buildup in corners or crevices. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas.

## 5.2.2 WEEKLY ROOM CLEANING.

5.2.2.1 Vacuuming. The contractor shall vacuum office areas, conference rooms, file rooms and the multipurpose room. Carpeted floors shall be free of obvious dirt, debris or spillage, including around and under furniture.

5.2.2.2 High Dusting. The contractor shall dust all surfaces above seven feet from the floor line. Surfaces shall be cleaned free of dry particles, finely powdered substances or lint. Venetian blinds, where installed, shall be included in high dusting.

5.2.2.3 Inner Office Door Cleaning. The contractor shall clean both sides of inner office doors, including glass. Doors shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

5.2.2.4 Interior Glass Cleaning. The contractor shall clean inner office side lite windows. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

## 5.2.3 SERVICES TO BE PERFORMED TO MAINTAIN QUALITY STANDARDS.

5.2.3.1 Clean Office Wastebaskets. The contractor shall damp wipe the inside and outside of wastebaskets at least semiannually but more frequently if necessary to keep them free of dust, debris and residue. Wastebasket liners are to be replaced at least monthly, but more frequently if necessary to maintain a clean appearance. Plastic liners shall not be torn, worn or contain residue.

## 5.3 EXECUTIVE OFFICE CLEANING.

### 5.3.1 DAILY CLEANING REQUIREMENTS.

5.3.1.1 Dusting. The contractor shall dust horizontal surfaces of furniture, dust vertical surfaces, and dust under surfaces of furniture (knee wells, chair rungs, table legs, etc.). There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools. NOTE: In dusting of horizontal spaces, working papers shall not be disturbed. However, desk type items shall be lifted and dust removed from the surrounding areas.

5.3.1.2 Vacuuming. The contractor shall thoroughly vacuum full carpeted areas, including corners. Carpeting shall be clean and free of dust balls, dirt and other debris.

5.3.1.3 Damp Wiping Glass. The contractor shall damp wipe glass desk tops, mirrors, and both sides of all glass in doors, partitions and bookcases. Glass shall be free of dirt dust, streaks and spots.

5.3.1.4 Spot Clean Carpeting. The contractor shall spot clean carpeting to remove stains and spills in accordance with carpet manufacturer's recommendations using "Capture Spot and Soil Remover and Capture Soil Release Prespray" or approved equal. Excessive buildup, spillages, or crusted materials shall be removed within one hour. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting.

#### 5.4 STAIRWAY CLEANING.

##### 5.4.1 DAILY CLEANING REQUIREMENTS.

5.4.1.1 Vacuum and Dust - Open Stairway. The contractor shall vacuum stair landings and steps in the East Wing. Carpet shall be free of dirt, dust and other loose foreign matter. Railings and ledges shall be clean and free from dust. Walls, doors and glass surfaces shall be spot cleaned to remove unsightly marks, smudges or spots.

##### 5.4.2 THREE TIMES PER WEEK CLEANING REQUIREMENTS.

5.4.2.1 Vacuum and Dust - Other Stairways. The contractor shall vacuum stair landings and steps. Landings and treads shall be free of dirt, dust and other loose foreign matter. Railings, ledges, grilles and stand pipes shall be free from dust. Walls, doors and glass surfaces shall be spot cleaned to remove unsightly marks, smudges or spots.

##### 5.4.3 TWICE MONTHLY CLEANING REQUIREMENTS.

5.4.3.1 Sweep and Dust - Garage Stairways. The contractor shall sweep steps, risers and landings; and dust metal and wood surfaces. Steps, risers and landings shall be clean and free of dirt, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. Glass shall be clean and free of dirt, dust, streaks and spots. Metal surfaces shall have a polished and lustrous appearance. Wood surfaces shall be free of dirt, dust, streaks and spots.

##### 5.4.4 SERVICES TO BE PERFORMED TO MAINTAIN QUALITY STANDARDS.

5.4.4.1 Glass Cleaning - Open Stairway. The contractor shall clean the partition located on the third floor of the East Wing. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

#### 5.5 MAIN ENTRANCES, LOBBIES, ATRIUM, AND MAIN CORRIDORS.

##### 5.5.1 DAILY CLEANING REQUIREMENTS.

5.5.1.1 Sweeping. The contractor shall sweep the floor surfaces of the main entrances, garage entrances and Atrium lobby. Floors shall be free of trash and foreign matter. No dirt shall be left in corners, behind doors or under floor mats. Floor mats shall be vacuumed to keep free of dirt, grit, dust and other foreign matter.

5.5.1.2 Vacuuuming. The contractor shall vacuum the elevator lobbies, main corridors on each floor and interior garage lobbies of the facility. Carpeting shall be free of dust, dirt and other foreign matter.

5.5.1.3 Metal Polishing. The contractor shall clean and polish interior and exterior metal door knobs, push bars, kick plates, railings, and other metal surfaces. Surfaces shall be free of smears, stains and finger marks and polished to a bright uniform lustre.

5.5.1.4 Spot Cleaning. The contractor shall remove smudges, marks, or spots without causing discoloration to walls and doors.

5.5.1.5 Thorough Dusting. The contractor shall dust horizontal and vertical surfaces to a line of up to 7 feet. Surfaces shall be free of oils, spots, streaks, smudges and finger marks. Corners, crevices, moldings and ledges shall be free of dust.

5.5.1.6 Carpet Spotting. The contractor shall clean excessive buildup, spillages or crusted material from carpeted lobby and corridor areas in accordance with manufacturer's recommendations. Spots, smears, spills and stains shall be removed. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting.

5.5.1.7 Damp Mopping and Spray Buffing. The contractor shall damp mop and spray buff all terrazzo lobby areas and resilient floors, including garage entrances in accordance with manufacturer's recommendations. The floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. Finished areas shall have a uniform lustre.

5.5.1.8 Cleaning Drinking Fountains. Using a sanitary cloth, the contractor shall clean drinking fountains to ensure the stainless steel surfaces are free of dust, spots, stains, and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free of encrustation.

5.5.1.9 Glass Cleaning on Entrance Doors. The contractor shall clean both sides of entrance door glass and glass surrounding doors. Glass shall be clean and free of dirt, grime, dust, streaks, watermarks, and spots and shall not be cloudy.

5.5.1.10 Entrance Door Cleaning. The contractor shall clean the vertical surfaces of entrance doors including doors, door frames and hinges. Both sides shall be free of obvious dust, dirt, streaks and splashings.

## 5.5.2 QUARTERLY CLEANING REQUIREMENTS.

5.5.2.1 Threshold Cleaning. The contractor shall clean and polish metal door thresholds. Thresholds shall be free of oil, grease, dirt, and grime.

5.5.2.2 Floor Stripping/Finishing. The contractor shall strip and apply the required coats of floor finish to all resilient floors. Old finish or wax shall be removed and there shall be no evidence of gum, rust, burns, or scuff marks. Walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. Finished areas shall have a uniform luster. **NOTE: Stripping and finishing of floors will be performed according to manufacturers instructions or industry standards.**

## 5.5.3 SEMI-ANNUAL CLEANING REQUIREMENTS.

5.5.3.1 Stripping and Finishing Terrazzo Floors. The contractor shall strip, seal and apply the required coats of floor finish to terrazzo floors. Old finish or wax shall be removed and there shall be no evidence of gum, rust, burns or scuff marks. Floors shall be sealed with a penetration seal which fills the pores of the matrix and becomes a bonded, integral part of the surface. Floor areas shall be evenly coated and shall not have stains and spots. Surfaces shall be slip resistant. Walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. Finished areas shall have a uniform luster. **NOTE: Stripping and finishing of floors will be performed according to manufacturers instructions or industry standards. The initial stripping and finishing shall be based on the condition the Construction General Contractor leaves the flooring upon occupancy of the ARNG Readiness Center.**

## 5.5.4 SERVICES TO BE PERFORMED TO MAINTAIN QUALITY STANDARDS.

5.5.4.1 Cleaning Entrance & Lobby Mats. The contractor shall clean floor mats in the main lobbies and garage entrances on an on-call basis from the Contracting Officer's Representative in accordance with manufacturer's recommendations. All mats shall be cleaned free of chewing gum, embedded or loose dirt, beverage spills, sticky substance, tar, oil and grease from both the top and bottom matting surfaces. While the mats are being cleaned the contractor shall put down interim replacement mats that shall be provided by the contractor unless the Contracting Officer's Representative requires the use of Government furnished mats.

5.5.4.2 Layout and Secure Foul Weather Matting. Using Government Furnished Foul Weather Mats, the contractor shall place clean mats in the main lobbies, entrances, and corridors to absorb water, and soiling substances from foot traffic during periods of inclement weather. The contractor shall clean mats on an on-call basis from the Contracting Officer's Representative in accordance with manufacturer's recommendations. While the mats are being cleaned the contractor shall put down interim replacement mats that shall be provided by the contractor.

5.5.4.3 Interior Glass Cleaning. The contractor shall clean Atrium lobby and Garage entrances glass up to a line of seven feet. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

## 5.6 LOADING AREAS (INCLUDES PLATFORMS AND DOCKS).

### 5.6.1 DAILY CLEANING REQUIREMENTS.

5.6.1.1 Sweeping. The contractor shall sweep loading areas to maintain a clean appearance free from trash, debris, and foreign matter. No dirt shall be left in corners, crevices or where sweepings were picked up.

### 5.6.2 Weekly Scrubbing.

5.6.2.1 Scrubbing. The contractor shall scrub the loading areas, trash and debris shall be picked up and disposed prior to scrubbing. This area shall be clean and free of dirt, string, gum, grease, tar, oil spots, etc., and present an overall appearance of cleanliness. Surfaces shall be dry and the corners clean.

### 5.6.3 Quarterly Cleaning Requirements.

5.6.3.1 Scrubbing. The contractor shall scrub and hose down truck wells, trash and debris shall be picked up and disposed prior to scrubbing.. Loading areas shall be clean and free of dirt, string, gum, grease, tar, oil spots, etc., and present an overall appearance of cleanliness. Surfaces shall be dry and the corners clean.

## 5.7 PASSENGER/FREIGHT ELEVATORS.

### 5.7.1 DAILY CLEANING REQUIREMENTS.

5.7.1.1 Dusting (Interior Elevator Surfaces). The contractor shall dust all vertical and horizontal surfaces to be clean and free of dirt and dust.

5.7.1.2 Damp Wiping (Interior and Exterior Elevator Surfaces). The contractor shall damp wipe wall surfaces, doors and frames to ensure cleanliness. Surfaces, doors and frames shall be free of finger marks and smudges.

5.7.1.3 Elevator Floor Track. The contractor shall clean floor tracks to maintain a clean appearance that is free of dirt, grime and foreign matter.

5.7.1.4 Polish Metal Surfaces. The contractor shall polish interior and exterior metal surfaces to maintain a lustrous appearance.

5.7.1.5 Vacuuming. The contractor shall vacuum carpets to be free of dust balls, dirt and other debris.

## 5.7.2 SEMIANNUAL CLEANING REQUIREMENTS.

5.7.2.1 Stripping/Finishing Ceramic Border. The contractor shall strip and apply the required coats of floor finish to the terrazzo border. Old finish or wax shall be removed and there shall be no evidence of gum, rust, burns, or scuff marks. Walls, baseboards, and other surfaces shall be free of finish residue and marks. The border shall be free of streaks, marks and skipped areas. The finished area shall have a uniform luster.

**NOTE: Stripping and finishing of the ceramic border will be performed according to manufacturers instructions or industry standards.**

## 5.7.3 MONTHLY CLEANING REQUIREMENTS.

5.7.3.1 Carpet Cleaning. The contractor shall clean elevator carpets to maintain a clean appearance in accordance with manufacturer's recommendations. Carpets shall be free of dirt, grime, stains, excessive buildup and encrusted materials.

## 5.8 EXTERIOR CLEANING.

### 5.8.1 DAILY CLEANING REQUIREMENTS.

5.8.1.1 Ash Receptacles. The contractor shall empty ashes/cigarette debris into a metal container with lid and clean ash receptacles at each entrance. Receptacles shall be wiped so that it is free of dust, ashes, odor, tar, streaks and nicotine stains. Ash receptacle sand shall be replaced as directed by the Contracting Officer's Representative.

5.8.1.2 Policing (Grounds and Sidewalks). The contractor shall police all sidewalks, parking lots, parking garages, driveways and lawns. The Contractor shall remove all paper, trash, weeds, empty bottles, cans and other discarded material.

### 5.8.2 EVERY OTHER DAY CLEANING REQUIREMENTS.

5.8.2.1 Cleaning and Polishing. The contractor shall clean and polish exterior metal surfaces which are 70 inches from the ground up, including, stand pipes, siamese sprinkler connections, garage hand railings, alpha numeric symbols and plaques. Surfaces are to be free of dust, dirt, grime, smudges, streaks, spots and stains.

### 5.8.3 WEEKLY CLEANING REQUIREMENTS.

5.8.3.1 Sweeping (Entrances, Landings, Steps and Adjacent Sidewalks). The contractor shall sweep entrances, landings, driveways, garden areas, terraces and garage stairwells and sidewalks. The areas shall be free of all dirt, bird droppings and trash. No dirt shall be left where sweepings were picked up.

5.8.3.2 Sweep, Clean and Dust Guard Houses. The contractor shall sweep and clean concrete floors to maintain overall cleanliness. Floors shall be free of stains, spills, dirt and streaks. The contractor shall dust surfaces to keep free of oils, spots, streaks, smudges and finger marks. Corners, crevices, moldings and ledges shall be free of dust. Work shall be completed on weekend or after normal work hours to minimize impact of work on occupants of building.

5.8.3.3 Glass Cleaning - Guard Houses. The contractor shall clean the glass at each of the Guard Houses. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

#### 5.8.4 MONTHLY CLEANING REQUIREMENTS.

5.8.4.1 Sweeping (Parking Garages and Visitor's Parking Lot). **Not Applicable**

#### 5.8.5 AS REQUIRED CLEANING REQUIREMENTS.

5.8.5.1 Scrubbing Exterior. The contractor shall scrub entrances, steps, landings, sidewalks, garden areas, terraces and court yards in the mornings before the occupants official starting time. The areas shall be scrubbed free of dirt, string, gum, grease, oil, tar, etc. **NOTE: If local water conservation restrictions are in effect, the contractor shall delay this task until restrictions are lifted.**

#### 5.9 CARPET CLEANING REQUIREMENTS.

##### 5.9.1 QUARTERLY CLEANING REQUIREMENTS.

5.9.1.1 Carpet Cleaning. The contractor shall clean heavy traffic areas (i.e., lobby areas, elevator areas, main walkways, and associated areas) in accordance with manufacturer's recommendations using a dry chemical process. Carpets shall be free of spots, spillages and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. The first areas shall begin three (3) months after contract award. The Contracting Officer's Representative must approve the cleaning schedule. **NOTE:** Any furnishing moved during the carpet cleaning program will be returned to its original position. If necessary, non-absorbent pads or foil shall be placed between the carpet and furnishings. Any rust or stains resulting from the contractor's lack of carpet protection shall be removed by the contractor at the contractor's expense. The contractor is responsible for repairing damages to furniture caused by carpet cleaning. Stain Sentry treatment shall be applied to cleaned carpets on an annual basis.

##### 5.9.2 Bi-Annual Cleaning Requirements.

5.9.2.1 Carpet Shampooing. The contractor shall clean government office plan areas (i.e., conference rooms, secondary walkways, and associated areas) in accordance with the manufacturer's recommendation using a dry chemical process. Carpets shall be free of spots, spillages and removable stains. There shall be no

evidence of fuzzing caused by harsh rubbing or brushing. The first areas shall begin six (6) months after contract award. The Contracting Officer's Representative must approve the cleaning schedule. **NOTE:** Any furnishing moved during the carpet cleaning program will be returned to its original position. If necessary, non-absorbent pads or foil shall be placed between the carpet and furnishings. Any rust or stains resulting from the contractor's lack of carpet protection shall be removed by the contractor at the contractor's expense. The contractor is responsible for repairing damages to furniture caused by carpet cleaning.

#### 5.9.2.1.1 Shampoo, wet/dry method

The contractor shall safely and thoroughly clean rugs and carpet using a commercial rated vacuum machine whereby all foreign matter is removed. Rugs/carpet shall be pre-spotted prior to shampooing and may be cleaned by either wet or dry method. The wet method shall be with a completely synthetic detergent, meeting the highest commercial standards. The dry method shall meet the highest commercial standards of the carpet cleaning industry. All traces of dirt, grime, and soil shall be removed from carpets/rugs and there shall be no excessive shrinkage, which affects appearance or durability. Rugs and carpets shall be vacuumed after cleaning and shampooing with a wet/dry machine and there shall be no lingering or objectionable odor. Carpet under furniture as well as exposed carpet shall be cleaned. Contractor is responsible for moving furniture and brushing carpet to restore flattened pile. The contractor has full responsibility to correct any damages resulting from either the method of cleaning or faulty workmanship.

#### 5.9.2.1.2 Steam (water), extraction method

Rugs and carpets shall be thoroughly cleaned by a commercial rated HEPA vacuum machine or rug dusting machine to remove all embedded foreign matter. The cleaning process shall not cause shrinkage to rugs or carpets or affect their appearance or durability. When applying the hot water "steam" method, rugs and rugs and carpeting shall be cleaned with hot water at a temperature of 150 degrees f. or higher at point of origin, (i.e., faucet or tank). The cleaning process shall remove all traces of dirt, grime, and soil leaving rugs and carpets free from all residual or foreign matter. The contractor will be fully responsible for the correction of any damage or faulty workmanship caused by contractor's method of cleaning. The carpet under all furniture is to be cleaned as well as exposed carpet. The bidder shall be responsible for moving furniture. When necessary, rugs and carpet shall be brushed to restore flattened pile.

### 5.9.3 Annual Cleaning Requirements.

5.9.3.1 Carpet Cleaning. the contractor shall clean lightly used office space (i.e., enclosed offices, work station, and other lightly used carpeted areas) in accordance with the manufacturer's recommendations using a dry chemical process. Carpets shall be free of spots, spillages and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. The first areas shall begin six (6) months after contract award. The Contracting Officer's Representative must approve the cleaning schedule. **NOTE:** Any furnishing moved during the carpet cleaning program will be

returned to its original position. If necessary, non-absorbent pads or foil shall be placed between the carpet and furnishings. Any rust or stains resulting from the contractor's lack of carpet protection shall be removed by the contractor at the contractor's expense. The contractor is responsible for repairing damages to furniture caused by carpet cleaning.

## 5.10 HIGH CLEANING.

5.10.1 ANNUAL CLEANING REQUIREMENTS. The contractor shall clean all surfaces and objects in the building which are more than 70 inches above the floor. This includes but is not limited to wall and ceiling areas, ventilation and air conditioning outlets, transoms, clocks, moldings around ceilings, tops of partitions, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, filecases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transoms, clock glass, picture frames and glass, smudged areas surrounding air grills, diffusers, etc. Surfaces shall be clean and free of dust and streaks.

## 5.11 UTILITY WORK.

### 5.11.1 DAILY REQUIREMENTS.

5.11.1.1 Furnish the Contracting Officer's Representative eight (8) manhours per day to perform utility type work. Where the utility hours are not used by the Contracting Officer's Representative, they shall be utilized in the normal cleaning operation. These hours shall be furnished during normal working hours of building occupants unless otherwise specified by the Contracting Officer. Utility manhours shall be furnished to the location specified by the Contracting Officer's Representative. The work shall include but is not limited to the following activities:

- a. Service main lobbies and high public use areas to ensure they are free of all trash, paper, empty bottles and other discarded material.
- b. Service complaints and perform special cleaning required by vacating of space by building occupants; alterations to the building; special conferences; clean up work made necessary by toilet floods and similar occurrences.
- c. Assisting in loading, unloading and distributing of supplies. Assisting in loading and unloading carpets or furniture from trucks, loading docks or rooms.
- d. Moving furniture as instructed by the Contracting Officer or Contracting Officer's Representative to or from any location within the confines of the real property or its appurtenances specified in this contract.

### 5.11.2 Overtime Requirements.

5.11.2.1 The contractor shall provide (when ordered by the Government) necessary custodial/utility support to ARNGRC. Work will be defined and will be conducted on a time/material basis.

### 5.12 WINDOW BLINDS.

5.12.1 SEMIANNUAL CLEANING REQUIREMENTS. The contractor shall dust or vacuum window blinds every six months. Both sides of window blind slats shall be free of dust.

5.13 GRAFFITI REMOVAL. At all times exterior building surfaces shall be free of all defacing marks e.g., paint, grease, oil, magic marker, ink, lipstick, crayon, chalk, charcoal, pencil marks or other defacing substances. Masonry surfaces shall be cleaned free of marks, or dirt. Metal surfaces shall be cleaned free of marks, soilage and polished dry. Glass surfaces shall be cleaned free of marks, soilage and then washed with a glass cleaner and polished dry. Painted exterior surfaces shall be washed clean with mild cleansing agents to remove any graffiti. Drip lines, smudges, smears, or unnecessary ghost like shadows shall not result as a consequence of the cleaning processes or chemicals used to perform this work.

NOTE: It is particularly important that care is exercised in the performance of graffiti removal to avoid damaging the surface that requires cleaning. Before caustic chemicals are applied to the building in mass quantity, a sample cleaning is to be performed on an obscure area to evaluate the feasibility of a particular chemical's use. All caustic chemicals are to be neutralized after their use and a thorough flushing rinse shall be done to complete the graffiti removal work. Painted surfaces shall be cleaned without severely damaging the paint. It is understood that the least alkaline or mildly acidic/caustic chemicals are to be applied to the building's surfaces to remove graffiti. Only when mild alkaline solutions cleaning will not remove the defacing substance, should higher alkaline or acidic solutions be used in the performance of this work. Flushing agents and water dispersed under pressure must not exceed the industry's standard in pounds per square inch for the age and type surface that is being cleaned.

5.14 COMPUTER/ADP ROOM CLEANING. In addition to the tasks described under general room cleaning, the contractor shall clean the computer room and data processing rooms as described below. The contractor shall be bonded and insured for damage to computer and data processing equipment.

#### 5.14.1 DAILY CLEANING REQUIREMENTS.

5.14.1.1 Dust-mop Floors. The contractor shall dust-mop floors to remove dust, dirt, debris and other foreign matter.

5.14.1.2 Glass Spot Cleaning. The contractor shall spot clean the entrance doors and partition glass for the computer room and each ADP room. Glass shall be clean and free of dirt, dust, streaks, water marks, spots, and grime and shall not be cloudy.

#### 5.14.2 WEEKLY CLEANING REQUIREMENTS.

5.14.2.1 Damp Mop Floor Surfaces. The contractor shall damp mop floors in accordance with manufacturer's recommendations, using nonionic chemicals to remove scuff marks and dirt. Non-static kick pads made of stainless steel or a synthetic material may be used to remove more stubborn stains or marks. **NOTE: In damp mopping raised ADP floor areas, extreme caution shall be exercised to prevent moisture from penetrating the floor surface.**

5.14.2.2 Vacuum Under Equipment. The contractor shall vacuum underneath computer and ADP equipment to remove dust, dirt and debris.

5.14.2.3 Glass Cleaning. The contractor shall clean the entrance doors and partition glass for the computer room and each ADP room. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime and shall not be cloudy.

5.14.2.4 Dust and Clean Surfaces. The contractor shall dust and clean all metal, plastic, wood and glass surfaces such as desks, tables, drives, CPU's, tape racks, disk pack drawers and shelves, light switch plates, tops of drawer frames, door jambs, chairs, phones, and wall and ceiling mounted devices. Surfaces shall be free of oils, spots, streaks, smudges and finger marks. Corners, crevices, moldings and ledges shall be free of dust.

5.14.2.5 Spot Cleaning. The contractor shall spot clean doors and walls to remove dirt, grime, dust and other scuffs and markings.

5.14.2.6 Clean and Vacuum HVAC Vents. The contractor shall clean and vacuum HVAC vents in ceilings, walls, and floors. Vents shall be free of dust, dirt and debris.

#### 5.14.3 QUARTERLY CLEANING REQUIREMENTS.

5.14.3.1 Sub-Floor Vacuuming. The contractor shall clean beneath floors as follows:

5.14.3.1.1 Lift floor tiles and vacuum under raised computer and ADP floors, due to the highly sensitive IT/ADP equipment and its connections the contractor shall ensure work is performed by skilled individuals experienced, knowledgeable, and bonded to perform this delicate cleaning requirement. The contractor shall be held responsible for any/all system failure due to negligent, e.g. unskilled/certified employees.

5.14.3.1.2 Vacuum tops of all wiring and move from side to side wherever possible to get underneath them.

5.14.3.1.3 Where below floor access cannot be gained directly, the contractor shall gain access by reaching underneath with special accessories whenever possible.

5.14.3.1.4 Vacuum all raised floor supports.

## 5.15 SHOWER AND LOCKER ROOM CLEANING

5.15.1 3 TIMES PER DAY CLEANING REQUIREMENTS. The Contractor shall perform the following services 3 times per day:

5.15.1.1 POLICING SHOWER, LOCKER AND RESTROOM AREAS. The contractor shall police areas to ensure area is kept clean. All trash and debris shall be picked up. Standing water on floors shall be mopped up to prevent slipping hazard.

5.15.1.2 Supplying/Serviceing. The contractor shall empty waste receptacles, and supply and service paper towel, soap, toilet paper and sanitary napkin dispensers. The contractor shall empty, clean, disinfect and deodorize all waste receptacles. Trash bags shall be replaced when full or soiled. Supplies shall be furnished by the contractor. Proceeds from the coin operated sanitary napkin vending dispensers shall be used by the contractor to offset the cost of supplying sanitary napkins. Supplying and servicing restrooms and locker rooms shall be performed three (3) times per day.

5.15.2 DAILY CLEANING REQUIREMENTS. The contractor shall perform the following services on a daily basis:

5.15.2.1 Sweeping and Wet Mopping. The contractor shall sweep and wet mop locker room and shower floors utilizing a disinfectant cleaner in accordance with manufacturer's recommendations. Floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc.; and present an overall appearance of cleanliness. Surfaces shall be dry and the corners clean.

5.15.2.2 Fixture Cleaning. The contractor shall clean surfaces and fixtures, to include toilets, urinals, shelving, washbasins, shower stalls, partitions, mirrors, waste receptacles, dispensers, lockers, benches, shower curtains and wall surfaces, utilizing a disinfectant cleaner. Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

5.15.2.3 Spot Cleaning/Dusting. The contractor shall spot clean other surfaces, including lockers and benches, to remove smudges, marks, or spots without causing unsightly discoloration. The contractor shall perform dusting on horizontal surfaces. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

## 5.15.3 WEEKLY SHOWER/LOCKER ROOM CLEANING REQUIREMENTS.

5.15.3.1 Ceramic Tile Floor Cleaning. The contractor shall damp mop and scrub ceramic tile floors in accordance with manufacturer's recommendations. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from equipment. Finished areas shall have a uniform luster. Work shall be completed on weekend or after normal work hours to minimize impact of work on occupants of building.

5.15.3.2 Exterior Locker Cleaning. the Contractor shall damp wipe the exterior surfaces of all lockers. Lockers shall be free of smudges, streaks and discoloration.

#### 5.15.4 TWICE MONTHLY SHOWER/LOCKER ROOM CLEANING REQUIREMENTS.

5.15.4.1 Damp Wiping. The contractor shall damp wipe the full surface area of lockers (inside and out), stall partitions, walls, doors, door frames, sills and waste paper receptacles utilizing a multipurpose disinfectant deodorizer cleaner.

#### 5.15.5 SEMIANNUAL SHOWER/LOCKER ROOM CLEANING REQUIREMENTS.

5.15.5.1 Stripping, and Finishing Ceramic Tile Floors. The contractor shall strip, and apply the required coats of floor finish to ceramic tile floors in accordance with manufacturer's instructions or industry standards. There shall be no evidence of gum, rust, burns, or scuff marks. There shall be no buildup in corners or crevices. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas.

#### 5.16 FITNESS CENTER CLEANING.

5.16.1 DAILY FITNESS CENTER REQUIREMENTS. The contractor shall perform the following efforts on a daily basis:

5.16.1.1 Sweeping and Wet Mopping. The contractor shall sweep and wet mop fitness center floors utilizing a disinfectant cleaner in accordance with manufacturer's recommendations. Floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc.; and present an overall appearance of cleanliness. Surfaces shall be dry and the corners clean.

5.16.1.2 Solid Waste Collection. The contractor shall empty wastebaskets and remove trash to the disposal area (loading dock) on a daily basis.

#### 5.16.2 WEEKLY FITNESS CENTER CLEANING.

5.16.2.1 Damp Wiping. The contractor shall damp wipe exercise equipment, tables, chairs, glass surfaces and other equipment in the fitness center.

#### 5.16.3 MONTHLY FITNESS CENTER CLEANING.

5.16.3.1 Wall Surfaces. The contractor shall damp wipe wall surfaces up to 70" from the floor. Walls shall be free of dirt, and streaks.

## 5.17 REPORTING REQUIREMENTS.

5.17.1 Lost and Found. The Contractor shall collect items that are not claimed and provide to Facility Management or Security Personnel. Items shall be placed in containers or plastic bags and labeled with date and time found.

5.17.2 Repairs. The Contractor shall report all items that require repair to the Facility Management Office.

## 5.18 **WINDOW CLEANING**

Custodial Contractor/Sub-Contractor shall comply with OSHA, ANSI IWCA I-14.1 Window Cleaning Safety Standards, and shall meet all applicable local, state, and national/federal licensing and /or registration requirements.

### 5.18.1 **Window Cleaning Procedures**

5.18.1.1 As dirt and residue appear, interior and exterior glass surfaces should be thoroughly cleaned. Concrete or mortar slurry which runs down (or is splashed on) glass can be especially damaging and should be washed off as soon as possible.

5.18.1.2 Before proceeding with cleaning, determine whether the glass is clear, tinted or reflective. Surface damage is more noticeable on reflective glass as compared with the other glass products. If the reflective surface is exposed, either on the exterior or interior, special care must be taken when cleaning, as scratches to the reflective glass surface can result in coating removal and a visible change in light transmittance.

5.18.1.3 Cleaning tinted and reflective glass surfaces in direct sunlight should be avoided, as the surface temperature may be excessively hot for optimum cleaning. Cleaning should begin at the top of the building and continue to the lower levels to reduce the risk of leaving residue and cleaning solutions on glass at the lower levels. Cleaning procedures should also ensure that the wind is not blowing the cleaning solution and residue onto already cleaned glass.

5.18.1.4 Cleaning should begin with soaking the glass surfaces with clean water and soap solution to loosen dirt or debris. Using a mild, non-abrasive commercial window washing solution, uniformly apply the solution to the glass surfaces with a brush, strip washer or other non-abrasive applicator. Immediately following the application of the cleaning solution, a squeegee should be used to remove all of the cleaning solution from the glass surface. Care should be taken to ensure that no metal parts of the cleaning equipment touch the glass surface and that no abrasive particles are trapped between the glass and the cleaning materials.

5.18.1.5 All water and cleaning solution residue should be dried from window gaskets, sealants and frames to avoid the potential for deterioration of these materials as the result of the cleaning process.

5.18.1.6 It is strongly recommended that window washers clean a small area or one window, then stop and examine the surface for any damage to the glass and/or reflective coating. The ability to detect certain surface damage, i.e. light scratches, may vary greatly with the lighting conditions. Direct sunlight is needed to properly evaluate a glass surface for damage. Scratches that are not easily seen with a dark or gray sky may be very noticeable when the sun is at a certain angle in the sky or when the sun is low in the sky.

5.18.1.7 One of the common mistakes made glass-cleaning contractors, is their use of razor blades or other scrappers on a large portion of the glass surface. Using metal blades to scrape a window clean carries a large probability for causing irreparable damage to glass. NGB recommends that metal blades never be used to remove materials from glass surfaces. Any use of a metal blade or other inappropriate or destructive cleaning techniques is at the risk of the Custodial Contractor.

5.18.1.8 The Contractor's Quality Control shall conduct and document daily inspections and provide NGB's COR weekly status reports of completed areas and work in progress.

5.18.1.9 Set up. Window cleaning set-up includes assembling all necessary supplies and taking them to the area where windows are to be washed.

5.18.1.10 Apply cleaning solution to the window evenly with a window brush or strip washer. Be sure to cover the area completely.

5.18.1.11 Squeegee Window. Start to squeegee the window by placing the squeegee at the top and gliding the squeegee to the corner of the window. Glide the squeegee downward to the corner of the window. Use consistent, even pressure on the squeegee all the way down to the bottom corner of the window. Repeat this across the window. Wipe off squeegee with a rag or chamois and begin at the top of the window again. Slant the squeegee downward on the dry, cleaned side of the glass. Continue down the glass to the bottom of the window. Repeat this until the window is cleaned completely.

5.18.1.12 Wipe up drips, When you finish the window, wipe dry with wipers or cloths and ensure the window sills, soffits, and/or landings is free of shoe and hand prints, grime, dirt, and debris.

## 5.18.2 Internal glass

All internal glazing to windows shall be cleaned twice per year , dates of service will be coordinated through the COR (in-conjunction with the externals see Clause 5.18.3), utilizing chemicals and equipment that prevents smearing and discoloration. The custodial contractor shall

provide NGB a written schedule of the exact dates one-month prior to performing window-cleaning services. This is to enable NGB to notify its occupant of scheduled services.

NOTE: Those windows that are in-accessibility due to occupant's storage of material that block windows shall be noted (Identifying exact location) on the contractors daily report and shall not be cleaned.

5.18.2.1 The exception to CLIN 5.18.2 is internal glazing to office doors and partitions. Glazing to these areas are to be cleaned IAW CLIN 5.2.2.4, 5.5.1.9, and 5.5.1.10 to remove finger marks and alike utilizing chemicals and equipment that prevents smearing and discoloration. The exception being to those areas of glazing that are located above 7 feet height. Where glazing is located above 7 feet in height this is to be cleaned in accordance with CLIN 5.18.2.

### **5.18.3 External glass**

All external glazing to windows and doors to NGB facilities shall be cleaned twice per year (with exception of CLIN's 5.5.1.9 and 5.5.1.10, dates of service will be coordinated through the COR (in-conjunction with internals see CLIN 5.18.2). Utilizing chemicals and equipment that prevents smearing and discoloration. The custodial contractor shall provide NGB a written schedule of the exact dates one-month prior to performing window-cleaning services. This is to enable NGB to notify its occupant and Security Staff of scheduled services.

5.18.3.1 The Custodial Contractor shall ensure that it's sub-contracted window cleaning contractor assess what access equipment requirements are needed to be brought onto the site to give the maximum reach possible to those areas of glazing to be cleaned. As there are limitations on space availability, the Custodial Contractor/Sub-Contractor to coordinated delivery or special equipment with NGB's COR.

### **5.18.4 Special areas of glazing**

The Custodial Contractor/Sub-Contractors's attention is drawn to a glazed roof that covers the Atrium, located in the main entrance lobby of the NGB Readiness Center. Both internally and externally the glazing to this roof is to be cleaned twice per year in accordance with Clauses 5.18.2 and 5.18.3. In undertaking the external cleaning of the roof the Custodial Contractor shall ensure that it's staff/sub-contractor wear safety harnesses. When cleaning the inside of the roof, all furniture and planters within the Atrium area is to be moved to be one side of the room and a mobile scaffolding erected and/or hydraulic work platform brought from which to work. The later will be provided by the Custodial Contractor/Sub-Contractor and erected, dismantled, and/or procured/leased accordingly by a member of the Custodial Contractor/Sub-Contractor staff, certified to complete this operation subject to receipt of appropriate notification of when it is planned to complete this task.

STATEMENT OF WORK FOR  
MAIL DISTRIBUTION SERVICES

SECTION B-1

GENERAL

1.1 SCOPE OF WORK. The contractor shall provide all personnel, equipment, tools, supervision, and other items and services, necessary to perform mail distribution services as defined in this Statement Of Work (SOW) except as specified in Section IIC as government furnished property. The contractor shall perform to the standards in this contract. Sufficient daytime personnel must be assigned to accomplish the work in accordance with this SOW.

1.2 PERSONNEL.

1.2.1 Mail Room Supervisor. The contractor shall provide in writing to the contracting officer at least five work days prior to the contract starting date the name, telephone number and address of a mail room supervisor. The term "mail room supervisor" means a person designated in writing by the contractor who has authority to act for the contractor on a day-to-day basis to accept and sign for notices of deductions, inspection reports and all other correspondence on behalf of the contractor. It is policy of ARNG that Government direction or supervision of contractor's employees, directly or indirectly, shall not be exercised.

1.2.2 The mail room supervisor shall have full authority to act for the contractor on all contract matters relating to daily operation of the contract.

1.2.2.1 The mail room supervisor shall be available during normal duty hours, within 60 minutes, to meet with government personnel designated by the contracting officer to discuss problem areas. After normal duty hours, the mail room supervisor shall be available within 4 hours for emergency service.

1.2.2.2 The mail room supervisor must be able to read, write, speak and understand English. The mail room supervisor engaged in directing the work to be accomplished under this contract shall possess at least 2 years of recent (within the past 5 years) experience in directing mail room type operations in a supervisory capacity for buildings of the approximate size of the ARNG Readiness Center.

A detailed resume (See Technical Exhibit 6) containing the information specified below must be submitted to the contracting officer for approval prior to the assignment of a Mail Room Supervisor to the contract. Both new and replacement supervisors must meet these qualification standards.

(a) The full name of the proposed supervisor.

(b) A detailed description of the previous 5 years employment history of the proposed supervisor.

(c) The name(s) and address(es) of the companies for whom the proposed supervisor worked for the past 5 years, along with the name(s) and telephone number(s) of his or her immediate supervisor.

1.2.3.2 Mail Room Staff. The personnel employed by the contractor shall be capable employees, trained and qualified in mail room type work. The building shall be fully staffed beginning the first day of work under the contract, and initially not less than 50 percent of the staff shall be trained and experienced mail room personnel who will exhibit the capability of operating with a minimum of supervision. The remainder of the staff shall be fully trained and qualified within 30 days after the initial starting date. All personnel will receive close and continuing first-line supervision by the contractor. Employees must maintain job skills through the duration of the contract.

The contractor's employees shall be familiar with the building fire alarm system. Employees shall be trained by the contractor on the procedures to follow in the event of fire or other emergency including the pulling of fire alarms when necessary.

1.2.3.3 Shipping and Receiving Clerk. The contractor shall provide one (1) man year support for shipping and receiving efforts in the warehouse of ARNGRC.

1.2.3.4 Employee Training. The contractor shall maintain files which identifies the amount of training each employee has successfully completed. Additional training required to maintain satisfactory job performance shall be the responsibility of the contractor. A list which identifies the employees who require training shall be forwarded to the Government on a monthly basis. Complete files shall be made available to the Government at all times during the term of the contract.

1.2.4 Security Requirements. In those areas where special security clearances are required, contractor employees will be subject to all security requirements imposed by secure office areas. The office area will either provide an escort for contractor employees or clear contractor employees to gain access to the secure area.

1.2.4.1 The contractor's employees shall obtain identification cards from the building management office. Contractor personnel must have a valid drivers license or some other form of identification with signature and photograph.

1.3 QUALITY CONTROL PROGRAM. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five work days prior to the starting date of the contract, the contractor shall submit a copy of his program to the Contracting Officer's Representative for approval. The Quality Control Program shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes

unacceptable and/or the Government inspectors point out the deficiencies. The program shall include, but not be limited to the following:

1.3.1 Inspection System. The contractor shall establish an inspection system covering all the services stated in the Performance Requirements Summary. A checklist shall be used in inspecting contract performance during regularly scheduled or unscheduled inspections. The contractor shall identify the name(s) of the individual(s) who will perform the inspection. The checklist shall include every area of the operation serviced by the contractor as well as every task required to be performed.

1.3.2 File Maintenance. A local file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the Government at all times during the term of the contract.

1.3.3 Failure of Quality Control Program. When the contractor fails to adhere to the requirements of the approved quality control program, the contractor, at the discretion of the contracting officer's representative, may be required to submit a written narrative specifying the reasons for the contractor's failure to adhere to the requirements of the approved Quality Control Program.

NOTE: The Quality Control Program is an essential part of this contract, and will be actively enforced by the Government. Failure to abide by this requirement will result in the withholding a portion of the monies due the contractor. Failure by the contractor to implement the approved plan and pursue it diligently from the commencement of the contract may be considered grounds for default.

1.4 QUALITY ASSURANCE. The government will evaluate the contractor's performance under this contract using the method of surveillance specified in Technical Exhibit 3. All surveillance observations will be recorded by the government. When an observation indicates defective performance, the QAE will request the contractor's representative to initial the observation, and shall require re-performance prior to next day's business.

1.4.1 Performance Evaluation Meetings. The mail room supervisor may be required to meet at least weekly with the Quality Assurance Evaluator (QAE) and the contracting officer during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. However, if the contractor requests, a meeting will be held whenever a Contract Discrepancy Report is issued. The written minutes of these meetings shall be signed by the contractor's manager, contracting officer, and QAE. Should the contractor not concur with the minutes, the contractor shall so state any areas of non-concurrence in writing to the contracting officer within 5 calendar days of receipt of the signed minutes.

1.5 PHYSICAL SECURITY. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.5.1 Key Control. The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. No keys issued to the contractor by the government shall be duplicated. The contractor shall develop procedures covering key control that will be included in the Quality Control Plan.

1.5.1.1 The contractor shall report all lost or duplicated keys to the contracting officer.

1.5.1.2 In the event keys, other than master keys, are lost or duplicated, the contractor will be required, upon direction of the contracting officer, to re-key or replace the affected lock or locks; however, the government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due.

1.5.1.3 The contractor shall prohibit the use of keys issued by the government by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by the contractor's employees to permit entrance of persons other than the contractor's employees engaged in the performance of assigned work in those areas.

1.5.2 Lock Combinations. The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. These procedures shall be included in the contractor's Quality Control Plan.

## 1.6 HOURS OF OPERATION.

1.6.1 Normal Hours. Mail Distribution services performed under this contract will be accomplished between the hours of 7:00 am and 5:00 pm, Monday through Friday, unless otherwise indicated in this Statement of Work, or approved by the contracting officer.

1.6.2 Facility Closure. When an unforeseen closure of the facility occurs on a regularly scheduled day of work, the government shall have the following options:

1.6.2.1 To require the contractor to perform the work on the following day unless the following day is a Saturday or Sunday, and routine work is not scheduled for Saturday or Sunday.

1.6.2.2 To forego the work and reduce payment due to the contractor accordingly for work not performed.

1.6.2.3 To reschedule the work on any day satisfactory to both parties.

1.6.2.4 To complete the work that day, in the case of a late reporting day.

1.6.2.5 The Army National Guard Readiness Center will close when the Federal Government announces closure over local radio and television stations due to unusually severe weather.

1.7 CONSERVATION OF UTILITIES. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include:

1.7.1 Controls. Contractor employees will not be permitted to adjust mechanical equipment controls for heating, ventilation, and air-conditioning.

1.7.2 Water Control. Water faucets or valves shall be turned off after the required usage.

1.7.3 Windows/Lights/Fans. Windows shall be closed and lights and fans turned off when not in use.

1.8 DANGEROUS CONDITIONS. Report hazardous conditions and items in need of repair to the Contracting Officer's Representative. Items to be reported, include but are not limited to: flickering or burned out lights; falling or stained ceiling tiles; broken window glass, door glass or partition glass; leaking faucets, urinals, toilets and flush valves; broken toilets, sinks, urinals and water fountains; loose and broken door locks, door closers, door knobs and door latch keepers; torn carpeting; loose threshold plates and reducing strips; broken floor tiles; decaying or broken hard floor surfaces; broken sidewalks; dying or dead shrubs, plants and trees. Written deficiency reports shall be given to the Contracting Officer's Representative, or orally when emergencies exist. Fires shall be reported using the building's fire alarm system.

1.9 LOST AND FOUND PROPERTY. It is the responsibility of the contractor to ensure that all items of possible or monetary value found by the contractor's employees are turned into the Building Management Office immediately.

## SECTION B-2

### DEFINITIONS

#### 2.1 STANDARD DEFINITIONS.

2.1.1 Defective Service. A service output that does not meet the standard of performance associated with it in the Performance Requirements Summary (PRS).

2.1.2 Lot. The total number of service outputs in a surveillance period, as defined in the Performance Requirements column of the Performance Requirements Summary (PRS).

2.1.3 Performance Requirements. The point that divides acceptable and unacceptable performance. In the case of surveillance by random sampling, the performance requirement is the number of defectives in the random sample chosen that may occur before the government will effect the price computation system in accordance with the Performance Requirements Summary and the Inspection of Services Clause. When the method of surveillance is other than random sampling, the performance requirement is the number of defectives or maximum percent defective in the lot before the government will effect the price computation system in accordance with the Performance Requirements Summary and the Inspection of Services Clause.

2.1.4 Performance Requirements Summary (PRS). Identifies the key service outputs of the contract that will be evaluated by the government to assure contract performance standards are met by the contractor.

2.1.5 Quality Assurance. Those actions taken by the government to assure services meet the requirements of the Performance Work Statement (PWS).

2.1.6 Quality Assurance Evaluator (QAE). A government person responsible for surveillance of contractor performance.

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

2.1.8 Quality Control. Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

2.1.9 Random Sampling. A sampling method in which each service output in a lot has an equal chance of being selected.

2.1.10 Sample. A sample consists of one or more service outputs drawn from a lot. The number of outputs in the sample is the sample size.

2.1.11 Sampling Guide. The part of the surveillance plan which contains all the information needed to perform surveillance of the service output(s) by the random sampling method of surveillance.

## SECTION B-3

### GOVERNMENT FURNISHED PROPERTY, SERVICES AND MATERIALS

3.0 GENERAL. The government shall provide, without cost, the facilities, equipment, materials, and/or services listed below:

#### 3.1 PROPERTY.

3.1.1 Facilities. The government shall furnish and/or make available the facilities described below. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used in the performance of this contract only.

3.1.2 Operational Space. The government will furnish space within the building commensurate with the contractor's personnel complement and operational requirements. Any existing equipment (within Government mail room space) such as 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 contracting officer's representative. This space and equipment must 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.

3.1.3 Mail Room Office Space. The government will furnish space in the building dedicated solely for the mail room operation. Telephones will be provided by the Government to be used for official business only in the performance of this contract. Government property will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the contractor or the contractor's employees.

3.1.4 Document Shredder. The government will provide a document shredder, located in the mail room, to be used in the performance of this contract. The contractor is responsible to operate the shredder in accordance with the manufacturer's instructions.

3.1.5 Delivery Vehicle. The government will provide a delivery vehicle to accomplish the ARNG mail distribution task identified in paragraph 5.2.6.1.

3.1.6 Postage Metering Device. The government will furnish, through a rental agreement, a licensed postage meter for use in the contractor furnished metering system.

#### 3.2 SERVICES.

3.2.1 Electrical Power. The government will furnish electrical power at existing outlets for the contractor to operate such equipment as is necessary in the conduct of his work.

3.2.2 Water/Sewage. The government will supply hot and cold water and sewage service as necessary, limited to the normal water and sewage systems provided in the building. Special heating/cooling of water will not be provided.

3.2.3 Heating and Air Conditioning. The government will provide heating and air conditioning of contractor work spaces. Heating and air conditioning will be provided during normal working hours of building occupants only.

3.2.4 Telephone. Local lines will be provided.

3.2.5 Refuse and Recycling Collection. The government will provide refuse and recycling collection services.

3.2.6 Insect and Rodent Control. The government will provide insect and rodent control services in contractor occupied areas.

3.2.7 Security, Police and Fire Protection. The government will provide security services for the entire facility. Police and fire protection will be provided by Arlington County.

3.2.8 Cafeteria/Snack Bar. The contractor is permitted to use the cafeteria and snack bars located in the facility. Contractor employees are responsible for the cost of their own meals and snacks.

3.2.9 Parking. The government will provide two (2) reserved parking spaces for mail distribution use.

### 3.3 MATERIALS.

3.3.1 Mail Room Supplies and Materials. The government will provide envelopes, boxes, pens, pencils and other general office supplies required for mail room operation.

## SECTION B-4

### CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 GENERAL. Except for those items or services specifically stated to be government furnished in Section B-3, the contractor shall furnish everything required to perform all tasks as described in this Statement Of Work.

4.1.1 MAIL ROOM EQUIPMENT. The contractor shall furnish necessary mail room equipment including postage scales, postage metering system (less the metering device), chairs, tables, mail sorter bins, mail carts and mail bags needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the contracting officer's representative. Defective equipment shall be repaired or replaced within 72 hours. Defective equipment cannot be used until repaired or replaced. Carts and containers used for the distribution of mail shall have wheels that do not mar floor surfaces. **NOTE: UNDER NO CIRCUMSTANCES WILL CARTS BE PERMITTED TO BE WHEELED ACROSS THE ATRIUM FLOOR.**

4.1.1.1 All Mail Distribution Equipment: Shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings, or building surfaces.

4.1.1.2 All Electrical Equipment: Used by the contractor shall be UL approved. This equipment must operate using existing building circuits. It shall be the responsibility of the contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing building circuits.

4.2 INFORMATION ON SUPPLIES. The contractor shall provide to the government, information monthly on the quantity of supplies used during the course of the contract. Information shall be given for all supplies used under this contract. This requirement is for information only.

## SECTION B-5

### PERFORMANCE WORK STATEMENT

5.0 SCOPE. This Performance Work Statement (PWS) prescribes services required to provide mail distribution support for the Army National Guard Readiness Center, Arlington, VA. All tasks described shall be performed on a DAILY basis, Monday through Friday.

5.1 APPLICABLE GOVERNMENT DOCUMENTS. The following documents of the exact issue shown form a part of this SOW to the extent specified herein.

<u>Data Item Description</u>	<u>Title</u>
DI-MISC-80508	Technical Report - Study/Services
<u>Army Regulation</u>	<u>Title</u>
AR-380-5	Department of the Army Information Security Program
AR-340-3	Department of the Army, Official Mail Cost Control Program
<u>Postal Service Manual</u>	<u>Title</u>
Issue 42	U.S. Postal Service, Domestic Mail Manual

5.2 REQUIREMENTS.

5.2.1 GENERAL.

5.2.1.1 The contractor shall provide mail and package delivery/collection, parcel delivery, mail distribution and warehouse shipping and receiving services to the ARNG Readiness Center, totaling approximately 248,000 square feet. ARNG offices receiving mail and parcels are located on each wing of the facility (4 floors on the west, 3 floors on the east). Official U.S. Mail shall be processed and handled in accordance with DMM Issue 42. Hand carts are used for on-floor deliveries. A freight elevator in the east wing is located close to the Mail Room is available for the movement of the mail to the loading dock and between floors. The use of the underground service tunnel is required for movement of mail/parcels between each of the facilities wings. Other elevators, both passenger and freight are available for the movement of mail and parcels to each floor. There are approximately 20 mail stops in the ARNG Readiness Center. Total mail stops may vary in number by + or - 5.

5.2.1.2 The contractor shall provide delivery and pickup mail service twice a day to occupants of the ARNG Readiness Center. A third delivery will be solely for packages. Deliveries and pickups are made within 2 hours of scheduled time.

5.2.1.3 The contractor shall obtain signatures from authorized personnel for controlled/classified communications. As a general rule, any mail that is signed for from USPS or any carrier, must also be signed for by the customer or authorized recipient. Registered, certified, and insured mail can only be delivered by properly cleared personnel. Return signed receipt to the Mail Room.

5.2.1.4 The Inner Office Delivery and collection schedule shall be in accordance with the following approximate times:

10:30 a.m. Deliver/Collect  
11:45 a.m. Deliver/Collect Packages  
1:45 p.m. Deliver/Collect

5.2.1.5 The U.S. Postal Service (USPS) will deliver and pick-up mail to/from the ARNG Readiness Center loading dock in accordance with the following approximate times:

10:00 a.m. Deliver/Pickup  
3:30 p.m. Pickup

**NOTE:** The scheduled delivery and pick-up times may vary due to USPS workload and weather conditions.

5.2.1.6 The contractor shall deliver and pick-up mail in hampers, trays, and/or bags to/from the Loading Dock upon arrival of USPS personnel.

5.2.1.7 The contractor shall maintain the mail room facility in a clean, neat, and orderly manner at all times.

## 5.2.2 OUTGOING MAIL.

5.2.2.1 The contractor shall pick-up mail at each designated mail stop, and ensure that the return mail stop is provided in the return address for proper batching and processing.

5.2.2.2 The contractor shall return or refuse mail that is improperly addressed.

5.2.2.3 The contractor shall forward sort the mail at each location for delivery enroute.

5.2.2.4 The contractor shall weigh all outgoing mail. The meter operator shall weigh the mail piece, select the appropriate postal class, rate-shop if applicable (see para. 5.2.2.6), and imprint or affix a meter strip reflecting the correct postage to the mail piece.

5.2.2.5 The contractor shall meter all outgoing mail using USPS licensed devices that imprint various denominations of postage either directly on envelopes or on adhesive strips for application to envelopes and parcels. Mail costs shall be controlled through the designated government representative in accordance with AR-340-3.

5.2.2.5.1 The contractor shall apply the meter imprint or strip over the indicia in the upper right hand area of the envelope.

5.2.2.5.2 The contractor shall ensure that the meter strip or imprint reflects the correct postage, including any special service or surcharge for the class and weight of the mail piece.

5.2.2.6 The contractor shall rate-shop all classes of mail other than first-class mail to determine the cheapest rate and carrier, and process the mail accordingly.

5.2.2.7 The contractor shall account for all spoiled, damaged or otherwise unusable meter strips. If an erroneously produced meter strip is not used during the course of that business day, the strip shall be "VOIDED", and turned over weekly to the COR on a PS Form 3533, Application And Voucher For Refund of Postage and Fees.

5.2.2.8 The contractor shall maintain a daily log of the ascending and descending postage meter register readings, and immediately notify the COR of any discrepancies noted.

5.2.2.9 The contractor shall generate a monthly report from the manifest system, consisting of all mail processed by weight, class and meter readings for each directorate. The COR shall be notified when the postage meter needs to be reset. Report submittal shall be in accordance with Contract Data Requirements List Sequence Number A001 (DI-MISC-80508).

5.2.2.10 The contractor shall send pouch mail to both the Adjutant General and U.S. Property and Fiscal Officer of each state, territory and the District of Columbia. Pouch mail should go out on Tuesdays and Thursdays as a minimum, however, more frequently if the amount of mail exceeds 1 1/2 pounds. The contractor is required to collect mail bound for each address and insert outgoing pouch mail into envelopes and place pre-addressed labels on the envelopes. The government will provide pre-addressed labels and envelopes to be used for this effort.

### 5.2.3 INCOMING MAIL.

5.2.3.1 The contractor shall take the mail from the "gross" sort boxes and sort it into directorate mail stop boxes.

5.2.3.2 The contractor shall deliver all First Class mail on the same day it is received from USPS.

5.2.3.3 The contractor shall pay the USPS in meter strips for postage due on official mail and Merchandise Return charges. Report any such payments to the COR on a weekly basis with supporting documentation.

5.2.4 CONTROLLED MAIL.

5.2.4.1 The contractor shall receive and sign for controlled communications, (i.e., classified, certified, registered, and insured).

5.2.4.2 The contractor shall ensure that personnel designated to process accountable mail are certified to be clear at a "Secret" level clearance. Under no circumstances will the contractor be permitted to open mail labeled as "Classified".

5.2.4.3 The contractor shall ensure that an authorized recipient signs for all accountable mail.

5.2.4.4 The contractor shall maintain signed copies of receipts for a period of 2 years in accordance with USPS Regulation 912.54.

5.2.4.5 The contractor shall secure accountable mail in a separate locked container or security room pending delivery or pick-up.

5.2.4.6 The contractor shall affix the Domestic Return Receipt, USPS Form 3811, to the front of outgoing accountable mail in accordance with USPS Regulation 912.44.

5.2.5 DOCUMENT DESTRUCTION.

5.2.5.1 The contractor shall shred documents (classified and sensitive) in accordance with Army Regulation 380-5, when properly directed or approved by the ARNG Security Manager. Records of destroyed documents must be maintained by the contractor and provided upon request of the ARNG Security Manager. Documents shall not be destroyed if the Security Manager has not approved the destruction of the document. Personnel destroying classified documents must have the proper Security clearance.

5.2.6 DISTRIBUTION.

5.2.6.1 The contractor shall pick-up, transport and deliver internal distribution ARNG mail to/from the designated mail rooms/offices at the following locations:

<u>Location</u>	<u>Approximate Pick-up Times</u>	
	<u>1st Run</u>	<u>2nd Run</u>

ARNG Readiness Center	9:00	1:00
JP1	9:45	1:45
Willow Oaks	10:15	2:15

5.2.6.2 The contractor shall distribute published materials, including telephone directories and Government issuances, according to distribution patterns at the Readiness Center. The contractor shall inventory published materials prior to distribution to verify the quantity, and promptly advise the COR of discrepancies.

5.2.6.3 The contractor shall pick-up and deliver Readiness Center inter-office mail according to the office code affixed to the envelope. Delivered mail shall be placed in the appropriate directorate IN box.

5.2.7 PROBLEM MAIL.

5.2.7.1 The contractor shall send improperly or incompletely addressed mail to the designated office for identification. First Class mail shall be researched first.

5.2.7.2 The contractor shall return undeliverable mail to the originator (if known).

5.2.7.3 The contractor shall open mail, as a last resort, to determine the addressee. Open-ups shall only be conducted by the Mail Room Supervisor. Classified mail shall not be opened and shall be sent to the ARNG Readiness Center's Security Office.

5.2.7.4 The contractor shall report to the COR for disposition instructions, all undeliverable mail that remains questionable after exhausting all means available to locate the addressee and which cannot be returned to the sender because the return address is missing. Typical "junk" mail (advertisements, brochures, solicitations, printed matter) shall be disposed of by the contractor, without further consultation, if the means to identify the addressee are exhausted.

5.2.8 PARCEL SERVICES. The contractor shall receive parcels from commercial sources (United Parcel Service, Roadway Package Service, etc.). Upon receipt, the contractor shall conduct inner-office delivery in accordance with the delivery schedules listed in paragraph 5.2.1.4. The contractor shall send parcels by commercial means when it is cheaper than U.S. Postal rates. The contractor shall maintain a log of the charges accrued by directorate and provide a monthly report to the Government.

5.2.9 EXPRESS/OVERNIGHT SERVICES.

5.2.9.1 The contractor shall receive express and overnight packages and mailings from the U.S. Postal Service and commercial firms (Federal Express, Airborne Express, etc.). The contractor shall sign for delivery and maintain record of receipt. Distribution to the addressee shall occur within 30 minutes of receipt.

5.2.9.2 The contractor shall send mailings and packages when approved by the Government. The contractor shall maintain a log of the charges accrued by directorate and provide a monthly report to the Government.

5.2.10 WAREHOUSE SHIPPING AND RECEIVING.

5.2.10.1 The contractor shall: receive, inventory, and log all accountable and expendable items; Issue all accountable items to the Property Book Office; Issue all expendable items through the supply channels; Restock shelves; Pull items from shelves and prepare for issuance; and Process print shop jobs.

## ATTACHMENT 1

### DISTRIBUTION STATEMENTS ON TECHNICAL DOCUMENTS

The purpose of this attachment is to establish procedures for marking technical documents, including production, engineering, and logistics information to denote the extent to which they are available for distribution release, and dissemination without additional approvals or authorizations.

Distribution covers all engineering drawings, standards, specifications, technical manuals, blueprints, drawing plans, instructions, computer software and documentation, and other technical information that can be used or can be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul or reproduce any military or space equipment or technology concerning such equipment.

The distribution statement markings shall be mandatory for all technical documents, including such informal documents as working papers, memoranda, and preliminary reports if those documents are not already in the public domain and if they are likely to be disseminated outside of the DoD.

The distribution statement shall be displayed conspicuously on technical documents so as to be recognized readily by recipients.

The following shall apply for standard written or printed material:

1. The distribution statement shall appear on each front cover, title page, and Standard Form 298, "Report Document Page".
2. When practicable, the abstract of the document, the Standard Form 298 and bibliographic citations shall be written in such a way that the information will not be subject to Distribution Statement E or F.

If the technical information is not prepared in the form of an ordinary document and does not have a cover or title page (such as forms and charts), the applicable distribution statement shall be stamped, printed, written or affixed by other means in a conspicuous position.

A distribution statement marking is distinct from and in addition to a security classification marking.

### DISTRIBUTION STATEMENT DEFINITIONS:

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only, due to financial nature of the reports, 5 March 1993. Other requests for this document shall be referred to the Department of the Army, National Guard Bureau, Code NGB-ARZ-RS.

DISTRIBUTION STATEMENT C: Distribution authorized to U.S. Government agencies and their contractors, (fill in reason) (date). Other requests for this document shall be referred to the Department of the Army, National Guard Bureau, Code NGB-ARZ-RS.

DISTRIBUTION STATEMENT D: Distribution authorized to DoD and DoD contractors only, (fill in reason) (date). Other requests for this document shall be referred to the Department of the Army, National Guard Bureau, Code NGB-ARZ-RS.

DISTRIBUTION STATEMENT E: Distribution authorized to DoD components only, (fill in reason) (date). Other requests for this document shall be referred to the Department of the Army, National Guard Bureau, Code NGB-ARZ-RS.

DISTRIBUTION STATEMENT F: Further dissemination only as directed by the Department of the Army, National Guard Bureau, Code NGB-ARZ-RS (determined on (date)) or higher DoD authority.

DISTRIBUTION STATEMENT X: Distribution authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export controlled technical data in accordance with regulations implementing 10 U.S.C. 140C (date of determination). Other requests for this document shall be referred to the Department of the Army, National Guard Bureau, Code NGB-ARZ-RS.

All technical documents which have Distribution Statements B or F shall be marked "WARNING--This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq) or Executive Order 12470. Violation of these export laws are subject to severe criminal penalties."

All technical documents marked with Distribution Statements B, C, D, E, F, or X will also be marked "DESTRUCTION NOTICE - For classified documents follow the procedures in DoD 5200.22-M, "Industrial Security Manual", Section 11-19 or DoD 5200.1-R, "Information Security Program Regulation", Chapter IX. For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

QUALITY ASSURANCE  
Quality Assurance Plan:

The Customer Point of Contact (POC) will monitor contractor performance and complete the Quality Assurance Worksheet provided below on a monthly basis. The Quality Assurance Worksheet will be submitted directly to the Administering Contracting Officer with a copy to the Schedule Holder and the Contracting Officer Representative (COR) following the first month of performance, not later than the 5<sup>th</sup> day of each month following the service. Future months will be submitted to the Contracting Officer and the Schedule Holder, (and the COR if involvement is warranted; i.e. other than a green rating). The COR will assume a quality performance rating of “Green” on all measured deliverables unless otherwise notified.

The quality rating may change from “Green” to “Red” without notice. We anticipate the POC utilizing the “Yellow” quality rating to alert the contracting office and the COR of quality issues that have the potential for a “Red” quality rating if corrective action is not taken.

At the end of the task order period of performance or annually, the POC will be asked to complete a Quality Performance Review to document the quality performance rating during the performance period. This will be submitted to the Contracting Officer and the COR.

The POC may submit a Quality Assurance Worksheet at anytime and as often as necessary to document quality levels. If Contractor response to an identified quality deficiency is unsatisfactory, the Contracting Officer or COR will contact the appropriate Contractor representative to implement a plan of action to remedy the identified deficiency.

The Project Manager for this task order is (b) (6) (703) 607-7054, FAX (703) 607- 7587, DSN Prefix 327; e-mail (b) (6) . The Contracting Officer’s Representative is (b) (6) (703) 607-7568, FAX (703) 607-7586, DSN Prefix 327; e-mail: (b) (6) .

Rating	Description
Green	Performance and technical specifications are being met at AQL.
Yellow	Performance and technical specifications are currently being met at the minimum AQL, but the following service / deliverable needs contractor attention.  <b>The Customer must identify what component of the deliverable and/or service requires attention.</b>
Red	Performance and technical specifications are not being met at AQL and the following service / deliverable needs immediate contractor resolution.  <b>The Customer must identify what component of the deliverable and/or service is below the minimum AQL.</b>

Deliverable	Performance Standard	Acceptable Quality Level (AQL)	Method Used / Frequency
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QUALITY ASSURANCE PLAN WORKSHEET					
Performance Rating					
Deliverable/Service	✓	Quality Rating	Causative Factors	Effect on Mission	Action Required Date
Custodial Supplies & Materials		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Custodial Equipment		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Daily Cleaning		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Monthly cleaning		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Quarterly cleaning		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Semi-Annual Cleaning Requirements		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Annual Cleaning Requirements		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			
Mail Distribution		Green	<b>Comments Unnecessary for "Green" QA Rating.</b>		
		Yellow			
		Red			

Custodial Supplies and Materials	Technical Specification 4.1.1	<ul style="list-style-type: none"> <li>• Provided in sufficient quantity and quality 90% of the time</li> </ul>	Periodic Inspection / Spot Checks Daily/Monthly
Custodial Equipment	Technical Specification 4.1.2	<ul style="list-style-type: none"> <li>• In good working order and operated for intended use 95% of the time. Breakdowns repaired within 72 hours.</li> </ul>	
<b>CLEANING</b>		<ul style="list-style-type: none"> <li>•</li> </ul>	
Daily Weekly	Section A-5	<ul style="list-style-type: none"> <li>• Present an overall appearance of cleanliness 90% of the time. All dirt, dust and spills are cleaned in accordance with the individual standards.</li> </ul>	
Monthly		<ul style="list-style-type: none"> <li>•</li> </ul>	
Quarterly		<ul style="list-style-type: none"> <li>•</li> </ul>	
Semi-Annualy		<ul style="list-style-type: none"> <li>•</li> </ul>	
Annual		<ul style="list-style-type: none"> <li>•</li> </ul>	
Mail Distribution	Section B-5	<ul style="list-style-type: none"> <li>• <i>Pick up and delivery of all mail shall be handeled in accordance with DMM issue 42 95% of the time</i></li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	

**WAGE DECISION**

WD 05-2103 (Rev.-4) was first posted on www.wdol.gov on 07/10/2007

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W.Gross  
Director

Division of  
Wage Determinations

Wage Determination No.: 2005-2103  
Revision No.: 4  
Date Of Revision: 07/05/2007

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States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's,  
St  
Mary's  
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,  
King  
George, Loudoun, Prince William, Stafford

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.79
01012 - Accounting Clerk II	15.49
01013 - Accounting Clerk III	18.43
01020 - Administrative Assistant	23.59
01040 - Court Reporter	18.43
01051 - Data Entry Operator I	12.67
01052 - Data Entry Operator II	13.82
01060 - Dispatcher, Motor Vehicle	16.50
01070 - Document Preparation Clerk	13.29
01090 - Duplicating Machine Operator	13.29
01111 - General Clerk I	13.72
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	21.66
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.60
01262 - Personnel Assistant (Employment) II	18.43
01263 - Personnel Assistant (Employment) III	21.66

01270 - Production Control Clerk  
 21.29  
 01280 - Receptionist  
 12.72  
 01290 - Rental Clerk  
 15.60  
 01300 - Scheduler, Maintenance  
 15.60  
 01311 - Secretary I  
 17.03  
 01312 - Secretary II  
 18.39  
 01313 - Secretary III  
 21.66  
 01320 - Service Order Dispatcher  
 15.82  
 01410 - Supply Technician  
 23.59  
 01420 - Survey Worker  
 18.43  
 01531 - Travel Clerk I  
 12.07  
 01532 - Travel Clerk II  
 13.01  
 01533 - Travel Clerk III  
 13.99  
 01611 - Word Processor I  
 13.76  
 01612 - Word Processor II  
 15.60  
 01613 - Word Processor III  
 18.43  
 05000 - Automotive Service Occupations  
 05005 - Automobile Body Repairer, Fiberglass  
 25.26  
 05010 - Automotive Electrician  
 21.37  
 05040 - Automotive Glass Installer  
 20.14  
 05070 - Automotive Worker  
 20.14  
 05110 - Mobile Equipment Servicer  
 17.31  
 05130 - Motor Equipment Metal Mechanic  
 22.53  
 05160 - Motor Equipment Metal Worker  
 20.14  
 05190 - Motor Vehicle Mechanic  
 22.53  
 05220 - Motor Vehicle Mechanic Helper  
 16.81  
 05250 - Motor Vehicle Upholstery Worker  
 19.66  
 05280 - Motor Vehicle Wrecker  
 20.14  
 05310 - Painter, Automotive  
 21.37  
 05340 - Radiator Repair Specialist  
 20.14

05370 - Tire Repairer  
14.43  
05400 - Transmission Repair Specialist  
22.53  
07000 - Food Preparation And Service Occupations  
07010 - Baker  
13.18  
07041 - Cook I  
11.97  
07042 - Cook II  
13.28  
07070 - Dishwasher  
9.76  
07130 - Food Service Worker  
10.25  
07210 - Meat Cutter  
16.07  
07260 - Waiter/Waitress  
8.59  
09000 - Furniture Maintenance And Repair Occupations  
09010 - Electrostatic Spray Painter  
18.05  
09040 - Furniture Handler  
12.78  
09080 - Furniture Refinisher  
18.39  
09090 - Furniture Refinisher Helper  
14.11  
09110 - Furniture Repairer, Minor  
16.31  
09130 - Upholsterer  
18.05  
11000 - General Services And Support Occupations  
11030 - Cleaner, Vehicles  
9.67  
11060 - Elevator Operator  
9.79  
11090 - Gardener  
15.70  
11122 - Housekeeping Aide  
10.89  
11150 - Janitor  
10.89  
11210 - Laborer, Grounds Maintenance  
12.07  
11240 - Maid or Houseman  
10.84  
11260 - Pruner  
11.37  
11270 - Tractor Operator  
14.19  
11330 - Trail Maintenance Worker  
12.07  
11360 - Window Cleaner  
11.31  
12000 - Health Occupations  
12010 - Ambulance Driver  
16.06  
12011 - Breath Alcohol Technician  
17.67

12012 - Certified Occupational Therapist Assistant  
20.31  
12015 - Certified Physical Therapist Assistant  
19.99  
12020 - Dental Assistant  
16.90  
12025 - Dental Hygienist  
40.68  
12030 - EKG Technician  
24.34  
12035 - Electroneurodiagnostic Technologist  
24.34  
12040 - Emergency Medical Technician  
17.67  
12071 - Licensed Practical Nurse I  
18.60  
12072 - Licensed Practical Nurse II  
20.82  
12073 - Licensed Practical Nurse III  
21.79  
12100 - Medical Assistant  
14.23  
12130 - Medical Laboratory Technician  
18.04  
12160 - Medical Record Clerk  
14.96  
12190 - Medical Record Technician  
16.67  
12195 - Medical Transcriptionist  
16.46  
12210 - Nuclear Medicine Technologist  
28.93  
12221 - Nursing Assistant I  
9.75  
12222 - Nursing Assistant II  
10.96  
12223 - Nursing Assistant III  
12.99  
12224 - Nursing Assistant IV  
14.58  
12235 - Optical Dispenser  
16.67  
12236 - Optical Technician  
14.41  
12250 - Pharmacy Technician  
15.75  
12280 - Phlebotomist  
14.58  
12305 - Radiologic Technologist  
27.61  
12311 - Registered Nurse I  
24.92  
12312 - Registered Nurse II  
31.22  
12313 - Registered Nurse II, Specialist  
31.22  
12314 - Registered Nurse III  
37.77  
12315 - Registered Nurse III, Anesthetist  
37.77

12316 - Registered Nurse IV  
 45.28  
 12317 - Scheduler (Drug and Alcohol Testing)  
 18.04  
 13000 - Information And Arts Occupations  
 13011 - Exhibits Specialist I  
 18.55  
 13012 - Exhibits Specialist II  
 23.33  
 13013 - Exhibits Specialist III  
 28.11  
 13041 - Illustrator I  
 18.73  
 13042 - Illustrator II  
 23.42  
 13043 - Illustrator III  
 28.82  
 13047 - Librarian  
 25.45  
 13050 - Library Aide/Clerk  
 12.52  
 13054 - Library Information Technology Systems Administrator  
 22.99  
 13058 - Library Technician  
 17.88  
 13061 - Media Specialist I  
 16.58  
 13062 - Media Specialist II  
 18.55  
 13063 - Media Specialist III  
 20.68  
 13071 - Photographer I  
 14.67  
 13072 - Photographer II  
 17.18  
 13073 - Photographer III  
 21.52  
 13074 - Photographer IV  
 26.05  
 13075 - Photographer V  
 29.15  
 13110 - Video Teleconference Technician  
 16.58  
 14000 - Information Technology Occupations  
 14041 - Computer Operator I  
 16.72  
 14042 - Computer Operator II  
 18.71  
 14043 - Computer Operator III  
 20.86  
 14044 - Computer Operator IV  
 23.18  
 14045 - Computer Operator V  
 25.66  
 14071 - Computer Programmer I (1)  
 21.60  
 14072 - Computer Programmer II (1)  
 26.37  
 14073 - Computer Programmer III (1)  
 27.62

14074 - Computer Programmer IV (1)  
 27.62  
 14101 - Computer Systems Analyst I (1)  
 27.62  
 14102 - Computer Systems Analyst II (1)  
 27.62  
 14103 - Computer Systems Analyst III (1)  
 27.62  
 14150 - Peripheral Equipment Operator  
 16.72  
 14160 - Personal Computer Support Technician  
 23.18  
 15000 - Instructional Occupations  
 15010 - Aircrew Training Devices Instructor (Non-Rated)  
 34.39  
 15020 - Aircrew Training Devices Instructor (Rated)  
 42.72  
 15030 - Air Crew Training Devices Instructor (Pilot)  
 50.66  
 15050 - Computer Based Training Specialist / Instructor  
 31.26  
 15060 - Educational Technologist  
 29.09  
 15070 - Flight Instructor (Pilot)  
 50.66  
 15080 - Graphic Artist  
 24.95  
 15090 - Technical Instructor  
 23.87  
 15095 - Technical Instructor/Course Developer  
 29.19  
 15110 - Test Proctor  
 19.04  
 15120 - Tutor  
 19.04  
 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations  
 16010 - Assembler  
 8.95  
 16030 - Counter Attendant  
 8.95  
 16040 - Dry Cleaner  
 12.21  
 16070 - Finisher, Flatwork, Machine  
 8.95  
 16090 - Presser, Hand  
 8.95  
 16110 - Presser, Machine, Drycleaning  
 8.95  
 16130 - Presser, Machine, Shirts  
 8.95  
 16160 - Presser, Machine, Wearing Apparel, Laundry  
 8.95  
 16190 - Sewing Machine Operator  
 12.30  
 16220 - Tailor  
 13.01  
 16250 - Washer, Machine  
 9.81  
 19000 - Machine Tool Operation And Repair Occupations

19010 - Machine-Tool Operator (Tool Room)  
 18.95  
 19040 - Tool And Die Maker  
 23.05  
 21000 - Materials Handling And Packing Occupations  
 21020 - Forklift Operator  
 17.26  
 21030 - Material Coordinator  
 21.29  
 21040 - Material Expediter  
 21.29  
 21050 - Material Handling Laborer  
 12.65  
 21071 - Order Filler  
 13.21  
 21080 - Production Line Worker (Food Processing)  
 17.28  
 21110 - Shipping Packer  
 14.46  
 21130 - Shipping/Receiving Clerk  
 14.46  
 21140 - Store Worker I  
 10.44  
 21150 - Stock Clerk  
 14.35  
 21210 - Tools And Parts Attendant  
 17.26  
 21410 - Warehouse Specialist  
 17.26  
 23000 - Mechanics And Maintenance And Repair Occupations  
 23010 - Aerospace Structural Welder  
 25.68  
 23021 - Aircraft Mechanic I  
 24.46  
 23022 - Aircraft Mechanic II  
 25.68  
 23023 - Aircraft Mechanic III  
 26.97  
 23040 - Aircraft Mechanic Helper  
 16.61  
 23050 - Aircraft, Painter  
 23.42  
 23060 - Aircraft Servicer  
 18.71  
 23080 - Aircraft Worker  
 19.90  
 23110 - Appliance Mechanic  
 20.60  
 23120 - Bicycle Repairer  
 14.43  
 23125 - Cable Splicer  
 24.98  
 23130 - Carpenter, Maintenance  
 20.36  
 23140 - Carpet Layer  
 18.70  
 23160 - Electrician, Maintenance  
 25.37  
 23181 - Electronics Technician Maintenance I  
 22.08

23182 - Electronics Technician Maintenance II  
 23.44  
 23183 - Electronics Technician Maintenance III  
 24.70  
 23260 - Fabric Worker  
 17.90  
 23290 - Fire Alarm System Mechanic  
 21.46  
 23310 - Fire Extinguisher Repairer  
 16.50  
 23311 - Fuel Distribution System Mechanic  
 22.81  
 23312 - Fuel Distribution System Operator  
 19.38  
 23370 - General Maintenance Worker  
 20.91  
 23380 - Ground Support Equipment Mechanic  
 24.46  
 23381 - Ground Support Equipment Servicer  
 18.71  
 23382 - Ground Support Equipment Worker  
 19.90  
 23391 - Gunsmith I  
 16.50  
 23392 - Gunsmith II  
 19.18  
 23393 - Gunsmith III  
 21.46  
 23410 - Heating, Ventilation And Air-Conditioning Mechanic  
 21.96  
 23411 - Heating, Ventilation And Air Contditioning Mechanic (Research  
 Facility)  
 23.13  
 23430 - Heavy Equipment Mechanic  
 21.46  
 23440 - Heavy Equipment Operator  
 21.46  
 23460 - Instrument Mechanic  
 21.46  
 23465 - Laboratory/Shelter Mechanic  
 20.36  
 23470 - Laborer  
 14.27  
 23510 - Locksmith  
 19.76  
 23530 - Machinery Maintenance Mechanic  
 21.77  
 23550 - Machinist, Maintenance  
 21.52  
 23580 - Maintenance Trades Helper  
 15.10  
 23591 - Metrology Technician I  
 21.46  
 23592 - Metrology Technician II  
 22.61  
 23593 - Metrology Technician III  
 23.72  
 23640 - Millwright  
 23.30

23710 - Office Appliance Repairer  
 21.00  
 23760 - Painter, Maintenance  
 20.36  
 23790 - Pipefitter, Maintenance  
 22.76  
 23810 - Plumber, Maintenance  
 20.99  
 23820 - Pneudraulic Systems Mechanic  
 21.46  
 23850 - Rigger  
 21.46  
 23870 - Scale Mechanic  
 19.18  
 23890 - Sheet-Metal Worker, Maintenance  
 21.46  
 23910 - Small Engine Mechanic  
 20.05  
 23931 - Telecommunications Mechanic I  
 25.22  
 23932 - Telecommunications Mechanic II  
 26.58  
 23950 - Telephone Lineman  
 24.43  
 23960 - Welder, Combination, Maintenance  
 21.46  
 23965 - Well Driller  
 21.46  
 23970 - Woodcraft Worker  
 21.46  
 23980 - Woodworker  
 16.50  
 24000 - Personal Needs Occupations  
 24570 - Child Care Attendant  
 11.58  
 24580 - Child Care Center Clerk  
 16.15  
 24610 - Chore Aide  
 9.58  
 24620 - Family Readiness And Support Services Coordinator  
 12.95  
 24630 - Homemaker  
 16.75  
 25000 - Plant And System Operations Occupations  
 25010 - Boiler Tender  
 24.98  
 25040 - Sewage Plant Operator  
 20.23  
 25070 - Stationary Engineer  
 24.98  
 25190 - Ventilation Equipment Tender  
 17.56  
 25210 - Water Treatment Plant Operator  
 20.23  
 27000 - Protective Service Occupations  
 27004 - Alarm Monitor  
 17.66  
 27007 - Baggage Inspector  
 11.51

27008 - Corrections Officer  
 19.83  
 27010 - Court Security Officer  
 23.26  
 27030 - Detection Dog Handler  
 17.66  
 27040 - Detention Officer  
 19.83  
 27070 - Firefighter  
 22.39  
 27101 - Guard I  
 11.51  
 27102 - Guard II  
 17.66  
 27131 - Police Officer I  
 23.94  
 27132 - Police Officer II  
 26.60  
 28000 - Recreation Occupations  
 28041 - Carnival Equipment Operator  
 12.35  
 28042 - Carnival Equipment Repairer  
 13.30  
 28043 - Carnival Equipment Worker  
 8.40  
 28210 - Gate Attendant/Gate Tender  
 13.01  
 28310 - Lifeguard  
 11.59  
 28350 - Park Attendant (Aide)  
 14.56  
 28510 - Recreation Aide/Health Facility Attendant  
 10.62  
 28515 - Recreation Specialist  
 18.04  
 28630 - Sports Official  
 11.59  
 28690 - Swimming Pool Operator  
 16.85  
 29000 - Stevedoring/Longshoremen Occupational Services  
 29010 - Blocker And Bracer  
 20.55  
 29020 - Hatch Tender  
 20.55  
 29030 - Line Handler  
 20.55  
 29041 - Stevedore I  
 19.18  
 29042 - Stevedore II  
 21.64  
 30000 - Technical Occupations  
 30010 - Air Traffic Control Specialist, Center (HFO) (2)  
 34.71  
 30011 - Air Traffic Control Specialist, Station (HFO) (2)  
 23.94  
 30012 - Air Traffic Control Specialist, Terminal (HFO) (2)  
 26.36  
 30021 - Archeological Technician I  
 17.06

30022 - Archeological Technician II  
 19.03  
 30023 - Archeological Technician III  
 23.76  
 30030 - Cartographic Technician  
 24.85  
 30040 - Civil Engineering Technician  
 22.19  
 30061 - Drafter/CAD Operator I  
 17.92  
 30062 - Drafter/CAD Operator II  
 20.06  
 30063 - Drafter/CAD Operator III  
 22.36  
 30064 - Drafter/CAD Operator IV  
 27.51  
 30081 - Engineering Technician I  
 20.19  
 30082 - Engineering Technician II  
 22.67  
 30083 - Engineering Technician III  
 25.37  
 30084 - Engineering Technician IV  
 31.43  
 30085 - Engineering Technician V  
 38.44  
 30086 - Engineering Technician VI  
 46.51  
 30090 - Environmental Technician  
 21.36  
 30210 - Laboratory Technician  
 22.36  
 30240 - Mathematical Technician  
 26.31  
 30361 - Paralegal/Legal Assistant I  
 20.03  
 30362 - Paralegal/Legal Assistant II  
 24.82  
 30363 - Paralegal/Legal Assistant III  
 30.35  
 30364 - Paralegal/Legal Assistant IV  
 36.73  
 30390 - Photo-Optics Technician  
 24.85  
 30461 - Technical Writer I  
 30462 - Technical Writer II  
 25.30  
 30463 - Technical Writer III  
 30.61  
 30491 - Unexploded Ordnance (UXO) Technician I  
 22.06  
 30492 - Unexploded Ordnance (UXO) Technician II  
 26.69  
 30493 - Unexploded Ordnance (UXO) Technician III  
 31.99  
 30494 - Unexploded (UXO) Safety Escort  
 22.06  
 30495 - Unexploded (UXO) Sweep Personnel  
 22.06

20.69

30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)  
 22.14  
 30621 - Weather Observer, Senior (2)  
 23.98  
 31000 - Transportation/Mobile Equipment Operation Occupations  
 31020 - Bus Aide  
 11.99  
 31030 - Bus Driver  
 17.54  
 31043 - Driver Courier  
 12.71  
 31260 - Parking and Lot Attendant  
 9.06  
 31290 - Shuttle Bus Driver  
 13.89  
 31310 - Taxi Driver  
 13.98  
 31361 - Truckdriver, Light  
 13.89  
 31362 - Truckdriver, Medium  
 17.09  
 31363 - Truckdriver, Heavy  
 18.40  
 31364 - Truckdriver, Tractor-Trailer  
 18.40  
 99000 - Miscellaneous Occupations  
 99030 - Cashier  
 10.03  
 99050 - Desk Clerk  
 10.45  
 99095 - Embalmer  
 21.77  
 99251 - Laboratory Animal Caretaker I  
 10.47  
 99252 - Laboratory Animal Caretaker II 10.85  
 99310 - Mortician  
 27.25  
 99410 - Pest Controller  
 14.54  
 99510 - Photofinishing Worker  
 11.59  
 99710 - Recycling Laborer  
 15.73  
 99711 - Recycling Specialist  
 18.72  
 99730 - Refuse Collector  
 14.01  
 99810 - Sales Clerk  
 11.87  
 99820 - School Crossing Guard  
 11.37  
 99830 - Survey Party Chief  
 19.76  
 99831 - Surveying Aide  
 12.28  
 99832 - Surveying Technician  
 18.78  
 99840 - Vending Machine Attendant  
 12.61

99841 - Vending Machine Repairer  
16.37  
99842 - Vending Machine Repairer Helper  
12.61

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

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

HOLIDAYS: A minimum of 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 4174)

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

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

2) 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 regrading and cleaning of artillery ranges.

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

**\*\* UNIFORM ALLOWANCE \*\***

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear"

materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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

Conformance Process:

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

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage

rate), 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 Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

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 decision to the contractor.

6) The contractor informs the affected employees.

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" (the Directory) should be used to compare job definitions to insure 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.

## CONTRACT ADMINISTRATION

### **1. GOVERNMENT CONTRACTING PERSONNEL:**

a. The Contracting point(s) of contact for this contract will be the following:

**PCO/Administrative Contracting Officer:**

**(b) (6)**

Office: 703-607-1267

**Address:**

National Guard Bureau (NGB-ZC-AQ)  
1411 Jefferson Davis Highway, Suite 8100  
Arlington, VA 22202-3231  
Fax: 703-607-1742

- b. All contracting actions and/or correspondence should be forwarded through the COR appointed in the contract schedule.

**2. CONTRACTING OFFICER'S REPRESENTATIVE (COR):**

- a. The Contracting Officer has appointed the following individuals as the primary and alternate COR for this contract:

COR:

(b) (6)

Office: 703-607-7568

Alternate POC:

(b) (6)

Office: 703-607-7054

**Address:**

National Guard Bureau (NGB-AVS)  
111 South George Mason Drive  
Arlington, VA 22204  
Fax: 703-607-7788

- b. The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of the contractor's performance. The COR is NOT an Administrative Contracting Officer (ACO) and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other term and condition of the contract, or to direct the accomplishment of effort that goes beyond the scope the statement of work in the contract.
- c. When, in the opinion of the contractor, the COR requests efforts outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. No action shall be taken by the contractor under such direction until the contracting officer has resolved the issue or has otherwise issued a modification to the contract.

- d. In the absence of the Primary COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the Primary COR shall be the responsibility of the Alternate COR acting on behalf of the Primary COR.

PAYMENT INFORMATION

**1. INVOICE PREPARATION & SUBMITTAL (GENERAL):**

- a. An invoice is a written request for payment under the contract for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:
  - i. Name and address of the contractor
  - ii. Invoice Date
  - iii. Contract Number, or other authorization for supplies delivered or services performed (including order number and contract line item number)
  - iv. Name and address of contractor official to who payment is to be sent (must be the same as that in the contract or on a proper notice of assignment)
  - v. Name (where practical), title, phone number and mailing address of person to notified in the event of a defective invoice.
  - vi. Any other information or documentation required by other requirements of the contract (such as evidence of shipment)
- b. Invoices shall be prepared and submitted in original and one copy, unless otherwise specified.
- c. Invoices should match terms and CLIN structure of the contract for ease of payment by Defense Finance and Accounting Service (DFAS).
- d. If the Contractor designates payment (check) due under this contract is for deposit to the contractor's account, the following information shall be provided:
  - i. Name of Bank: \_\_\_\_\_
  - ii. ABA Routing Number: \_\_\_\_\_
  - iii. Bank Address: \_\_\_\_\_
  - iv. City/State/Zip Code: \_\_\_\_\_
  - v. Account Number: \_\_\_\_\_
- e. Receipt of payments by a representative of the above designated bank shall constitute a full accord and satisfaction of the Government's obligation under the contract to the extent of the amount of the payment made.
- f. The government contract representative will certify all invoices for payment. The government will forward the certified invoice and all appropriate materials to the

Defense Finance & Accounting Service (DFAS) for payment processing. For payment inquiries after submittal, please contact the DFAS Customer Service Desk at 888-332-7366 or visit the Vendor Pay Inquiry System at the following web address: <http://www.dfas.mil/money/vendor/>

- g. Submit one copy of each invoice and each DD 250 to the Contract Specialist named in the contract file under Contract Administration.

## **2. INVOICE PREPARATION & SUBMITTAL (SPECIFIC):**

The Contractor shall submit documentation that sufficiently supports the amount claimed for payment, in accordance with paragraphs below:

- a. The Contractor shall submit an original and one copy of invoices and a completed, DD 250, Material Inspection and Receiving Report. The original invoice and DD 250 will be sent to the Administrative Contracting Officer listed in the contract schedule. A copy of the invoice and DD 250 will be sent to the Contracting Officer's Representative (COR) identified in the contract schedule. Invoice may be submitted after completion of contract milestone requirements. DD 250 should be completed according to the contract CLIN structure. The Contracting Officer will certify the DD 250 for payment within the allowable timeframe established in the Prompt Payment Act as amended and submit to the designated payment office listed in the Task Order. The COR will retain a copy of the DD 250 for record purposes.
- b. The final invoice on this Task Order shall contain the following statement:

### **RELEASE OF CLAIMS:**

Upon acceptance and payment of this final invoice, the Government is hereby released from all claims arising by virtue of this Task Order, other than claims in the stated amounts indicated below: (Contractor shall list all claims, if any. If none, so state.)



(b) (6)

(b) (6)

Price Proposal

Date: 08/29/07 PL No: 1992929 Project No: 031515

Solicitation/Contract Number: DAHA90-02-C-0012

Service Name: Custodial Services
Service Location: Army National Guard Readiness Center, 111 S.George Mason Drive
Arlington, VA 22204-1382

Contracting Office: National Guard Bureau
Contracting Officer: (b) (6) Email: (b) (6)
CO Phone Number: 703-607-1218 Ext- Fax: 703-607-1742

Nonprofit Agency: Didlake, Inc.
NPA Contact: Mr. Mike Payne Email: mpayne@didlake.com
NPA Contact Phone Number: 703-361-4195 Fax: 703-369-7141

NIB or NISH Location: NISH East Region
NISH Contact Name: Shane Kanady Email: skanady@nish.org
NISH Contact Phone Number: 703-584-3921 Fax: 703-849-8741

Service Period: 08/01/2007 through 07/31/2008 FOY Agreement? \* [x] Yes [ ] No

Price Proposal

Price per Year: \$1,045,462.82 Price per Month: \$87,121.90
Or
Unit Price: Quantity:

Certifications:

As Contracting Officer, I certify that I have determined the price recommendation to be fair and reasonable in accordance with the Committee's Pricing Memorandum No. 3 and using standards set forth in FAR 15.404-1 Proposal Analysis Techniques. The analysis method used for determining the recommended price(s) to be fair and reasonable was: [x] Price Analysis [ ] Cost Analysis [ ] Cost-realism Analysis. [ ] Other (explain)

Contracting Activity Certification: Signature: [Handwritten Signature]

As the Nonprofit Agency representative, I certify that we have participated in development of this FMP recommendation and agree to provide the service according to the pricing terms and conditions of this agreement.

NPA Certification: Signature: \_\_\_\_\_

In accordance with the Code of Federal Regulations (CFR 51-3.2 (e) and 51-3.2(i)), as the Central Nonprofit Agency representative, I certify that my organization has participated in the development and/or of the recommended FMP, and the Contracting Officer has indicated their agreement with the recommended price. I recommend the Committee approve the Fair Market price.

CNA Certification: Signature: \_\_\_\_\_

SPF-1
1/26/2007

**Price Proposal  
Follow-On Year**

Date: 08/29/07

PL No. 1992929  
NISH Project No. 031515

Solicitation/Contract Number: DAHA90-02-C-0012

Service Name: Custodial Services  
Service Location: Army National Guard Readiness Center, 111 S.George Mason Drive  
Arlington, VA 22204-1382

Base Year Service Period: 08/01/2007 through 07/31/2008

1. Follow-On Year Annual Prices:

FOY 1:	<u>\$1,060,246.93</u>	<u>08/01/08</u>	through	<u>07/31/09</u>
FOY 2:	<u>\$1,075,796.23</u>	<u>08/01/09</u>	through	<u>07/31/10</u>
FOY 3:	<u>\$1,092,177.23</u>	<u>08/01/10</u>	through	<u>07/31/11</u>
FOY 4:	<u>\$1,109,437.45</u>	<u>08/01/11</u>	through	<u>07/31/12</u>

2. Follow-on Year Pricing Agreement:

Follow On Year pricing will be adjusted using application of FAR Clause 52.222-43/44 per the guidelines set forth by the Committee for Purchase From People Who Are Blind or Severely Disabled in Pricing Memorandum Number 3 (PR 3).

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Indicate the attachments used to support this proposal:

- Draft Contract
- Statement of Work
- Schedule B
- Price Analysis Documentation
- Follow-On Year Agreement (if applicable)
- Price Proposal Information Submitted to CA
- Other:

**SPF-2**  
**1/26/2007**

Back t

**Cost Breakdown - Services**

Date : 8/27/2007

**Draft Only**

JPID : 92929

Service : Janitorial/ Custodial [Mailroom Operations]

Project : 031515

Location : Army National Guard Readiness Center ,Arlington VA

CNA : Nish

Contract # : DAHA90-02-C

Description Service Period		Janitorial	Mail
		8/1/2007 - 7/31/2008	8/1/2007 - 7/31/2008
<b>1. Labor</b>			
a. Direct Labor Wage : \$14.08		\$196,804.08	\$125,883.32
b. Lead Worker Wage :			
c. Supervision Wage : \$20.35		\$85,842.00	\$61,304.24
<b>01 - Total Labor</b>		<b>\$282,646.08</b>	<b>\$187,187.56</b>
<b>2. Labor Fringe Benefits</b>			
a. Direct Labor Fringe (Attachment D)		\$127,459.58	\$64,644.34
b. Supervision Fringe (Attachment D)		\$38,477.89	\$24,109.51
<b>02- Total Fringe Benefits</b>		<b>\$165,937.47</b>	<b>\$88,753.85</b>
<b>3. Other Direct Charges</b>			
a. Expendables (Attachment A)		\$60,622.90	\$1,565.99
b. Major Equipment (Attachment B)		\$4,980.38	\$4,400.00
c. Minor Equipment (Attachment C)		\$2,358.07	\$0.00
d. Vehicle Operation (Attachment E)		\$0.00	\$4,482.32
e. Rental (Attachment F)			\$926.80
f. Subcontracting (Attachment G)		\$63,337.50	
g. Other (See Addnm)		\$6,344.00	\$1,464.00
<b>03 - Total Other Direct Charges</b>		<b>\$137,642.85</b>	<b>\$12,839.11</b>
<b>4. Total Direct Costs (01 + 02 + 03)</b>		<b>\$586,226.40</b>	<b>\$288,780.52</b>
<b>5. Overhead/G&amp;A/Net Proceeds</b>		<b>\$114,199.95</b>	<b>\$56,255.95</b>
<b>6. Price</b>	<b>Annual</b>	<b>\$700,426.35</b>	<b>\$345,036.47</b>
	<b>Monthly</b>	<b>\$58,368.86</b>	<b>\$28,753.04</b>
	<b>Price Per</b>	<b>\$3.14355</b>	

Back t

**Cost Breakdown - Services (Aggregated)**

Date : 8/27/2007

Service : Janitorial/ Custodial [Mailroom Operations]

Location : Army National Guard Readiness Center ,Arlington VA

**Draft Only**

JPID : 92929

Project : 031515

CNA : Nish

Contract # : DAHA90-02-C

Description Service Period		Janitorial	Mail
		8/1/2007 - 7/31/2008	8/1/2007 - 7/31/2008
<b>1. Labor</b>			
a. Direct Labor	Wage : \$11.95	\$322,687.40	\$322,687.40
b. Lead Worker	Wage : \$0.00	\$0.00	\$0.00
c. Supervision	Wage : \$18.32	\$147,146.24	\$147,146.24
<b>01 - Total Labor</b>		<b>\$469,833.64</b>	<b>\$469,833.64</b>
<b>2. Labor Fringe Benefits</b>			
a. Direct Labor Fringe	(Attachment D)	\$192,103.92	\$192,103.92
b. Supervision Fringe	(Attachment D)	\$62,587.40	\$62,587.40
<b>02- Total Fringe Benefits</b>		<b>\$254,691.32</b>	<b>\$254,691.32</b>
<b>3. Other Direct Charges</b>			
a. Expendables	(Attachment A)	\$62,188.89	\$62,188.89
b. Major Equipment	(Attachment B)	\$9,380.38	\$9,380.38
c. Minor Equipment	(Attachment C)	\$2,358.07	\$2,358.07
d. Vehicle Operation	(Attachment E)	\$4,482.32	\$4,482.32
e. Rental	(Attachment F)	\$926.80	\$926.80
f. Subcontracting	(Attachment G)	\$63,337.50	\$63,337.50
g. Other	(See Addnm)	\$7,808.00	\$7,808.00
<b>03 - Total Other Direct Charges</b>		<b>\$150,481.96</b>	<b>\$150,481.96</b>
<b>4. Total Direct Costs ( 01 + 02 + 03 )</b>		<b>\$875,006.92</b>	<b>\$875,006.92</b>
<b>5. Overhead/G&amp;A/Net Proceeds</b>		<b>\$170,455.90</b>	<b>\$170,455.90</b>
<b>6. Price</b>	<b>Annual</b>	<b>\$1,045,462.82</b>	<b>\$1,045,462.82</b>
	<b>Monthly</b>	<b>\$87,121.90</b>	<b>\$87,121.90</b>

FMP 9

8/2

**Cost Breakdown - Services (Aggregated)  
Follow-On Years**

**Draft Only**

Date : 8/27/2007

JPID : 92929

Service : Janitorial/ Custodial [Mailroom Operations]

Project : 031515

Location : Army National Guard Readiness Center ,Arlington VA

CNA : Nish

Contract # : DAHA90-02-C

Description	Base Year	FOY 1	FOY 2	FOY 3
<b>1. Labor</b>				
a. Direct Labor	\$322,687.40	\$322,687.40	\$322,687.40	\$322,687.40
b. Lead Worker	\$0.00	\$0.00	\$0.00	\$0.00
c. Supervision	\$147,146.24	\$151,560.63	\$156,107.34	\$160,790.60
<b>01 - Total Labor</b>	<b>\$469,833.64</b>	<b>\$474,248.03</b>	<b>\$478,794.74</b>	<b>\$483,478.00</b>
<b>2. Labor Fringe Benefits</b>				
a. Direct Labor Fringe	\$192,103.92	\$192,103.92	\$192,103.92	\$192,103.92
b. Supervision Fringe	\$62,587.40	\$67,537.63	\$72,936.50	\$78,828.27
<b>02- Total Fringe Benefits</b>	<b>\$254,691.32</b>	<b>\$259,641.55</b>	<b>\$265,040.42</b>	<b>\$270,932.19</b>
<b>3. Other Direct Charges</b>				
a. Expendables	\$62,188.89	\$63,432.67	\$64,701.33	\$65,995.35
b. Major Equipment	\$9,380.38	\$9,567.99	\$9,759.35	\$9,954.54
c. Minor Equipment	\$2,358.07	\$2,405.23	\$2,453.34	\$2,502.40
d. Vehicle Operation	\$4,482.32	\$4,571.36	\$4,661.46	\$4,758.67
e. Rental	\$926.80	\$945.34	\$964.24	\$983.53
f. Subcontracting	\$63,337.50	\$64,604.25	\$65,896.34	\$67,214.26
g. Other	\$7,808.00	\$7,964.16	\$8,123.45	\$8,285.91
<b>03 - Total Other Direct Charges</b>	<b>\$150,481.96</b>	<b>\$153,491.00</b>	<b>\$156,559.51</b>	<b>\$159,694.66</b>
<b>4. Total Direct Costs</b>	<b>\$875,006.92</b>	<b>\$887,380.58</b>	<b>\$900,394.67</b>	<b>\$914,104.85</b>
<b>5. Overhead/G&amp;A/Net Proceeds</b>	<b>\$170,455.90</b>	<b>\$172,866.35</b>	<b>\$175,401.56</b>	<b>\$178,072.38</b>

6.	Price	Annual	\$1,045,462.82	\$1,060,246.93	\$1,075,796.23	\$1,092,177.23
		Monthly	\$87,121.90	\$88,353.91	\$89,649.69	\$91,014.77

FMP 13

8/2