

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE 1 OF 293
2. CONTRACT NO. <b>NNJ08JB96C</b>	3. SOLICITATION NO. <b>NNJ06162823RB</b>	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED <b>APPROVED</b>	6. DISPOSITION PURCHASE NO. <b>4200 62823</b>
ISSUED BY <b>NASA JSC Attn: BD/Lee Pagel 2101 NASA Parkway Houston, TX 77058</b>		CODE	8. ADDRESS OFFERED TO	

**APPROVED**  
*Lee Pagel*  
**JSC PROCUREMENT OFFICER**  
Same as Block 7  
**1/18/08**  
**DATE**

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and copies, as stated in Section L, for furnishing the supplies or services in the Schedule will be received at the places specified until the time and dates also specified in Section L.  
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME <b>Lee Pagel</b>	B. TELEPHONE NO. (NO COLLECT CALLS) AREA CODE: <b>281</b> NUMBER: <b>244</b> EXT.: <b>0108</b>	C. EMAIL ADDRESS <b>JSC-CLSTODIALSEB@mail.nasa.gov</b>
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**OFFER (Must be fully completed by offeror)**

Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, clause No. 52-232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	1/4 %	%	%	%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION). For offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
	01	7/2/07	03	7/13/07
	02	7/16/07	04	7/18/07

15. NAME AND ADDRESS OF OFFEROR <b>Integrity National Corporation P.O. Box 957, Greenbelt, MD 20768</b>	CODE <b>IPDB1</b>	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) <b>Antonius H. Hiner, President</b>
--	----------------------	----------	--

15B. TELEPHONE NO. (Include area code) <b>301-441-4771 x13</b>	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE <input type="checkbox"/>	17. SIGNATURE <i>Antonius Hiner</i>	18. OFFER DATE <b>7/30/07</b>
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**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED <b>Clause B.2 &amp; F.3</b>	20. AMOUNT <b>\$22,638,127.49</b>	21. ACCOUNTING AND APPROPRIATION <b>N/A</b>
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified) ITEM <b>G.7</b>
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24. ADMINISTERED BY (If other than Item 7) <b>NASA Johnson Space Center Institutional Procurement Office/BJ3 2101 NASA Parkway Houston, TX 77058-3696</b>	25. PAYMENT WILL BE MADE BY <b>NASA Johnson Space Center Payables Group/LF231 2101 NASA Parkway Houston, TX 77058-3696</b>
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26. NAME OF CONTRACTING OFFICER (Type or print) <b>K. Lee Pagel</b>	27. UNITED STATES OF AMERICA <i>K. Lee Pagel</i> (Signature of Contracting Officer)	28. AWARD DATE <b>25 JAN 2008</b>
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IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

**Solicitation No. NNJ06162823RB**  
**Date/Time: 30 July 2007, 3:00 PM CDT**

**CUSTODIAL CONTRACT  
LYNDON B. JOHNSON SPACE CENTER  
HOUSTON, TEXAS**

**Model Contract**

Submitted To:

NASA Johnson Space Center  
2101 NASA Parkway  
Houston, TX 77058-3696  
Central Receiving, Bldg 421

Submitted By:

Integrity National Corporation  
P.O. Box 957  
Greenbelt, MD 20768  
(301) 441-4771  
(301) 441-4776 (fax)  
Email: ahines@integrity-corp.com

NOTICE:

THIS PROPOSAL INCLUDES DATA THAT SHALL NOT BE DISCLOSED OUTSIDE THE GOVERNMENT AND SHALL NOT BE DUPLICATED, USED, OR DISCLOSED - IN WHOLE OR IN PART -FOR ANY PURPOSE OTHER THAN TO EVALUATE THIS PROPOSAL. IF, HOWEVER, A CONTRACT IS AWARDED TO THIS OFFEROR AS A RESULT OF - OR IN CONNECTION WITH - THE SUBMISSION OF THIS DATA THE GOVERNMENT SHALL HAVE THE RIGHT TO DUPLICATE, USE, OR DISCLOSE THE DATA TO THE EXTENT PROVIDED IN THE RESULTING CONTRACT. THIS RESTRICTION DOES NOT LIMIT THE GOVERNMENT'S RIGHT TO USE INFORMATION CONTAINED IN THIS DATA IF IT IS OBTAINED FROM ANOTHER SOURCE WITHOUT RESTRICTION. THE DATA SUBJECT TO THIS RESTRICTION ARE CONTAINED IN ALL SHEETS MARKED WITH THE FOLLOWING LEGEND:

USE OF THE DATA CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTION ON THE TITLE PAGE OF THIS PROPOSAL

**PART I - THE SCHEDULE**

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**SECTION B - SUPPLIES OR SERVICES AND  
PRICE/COSTS**

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**B.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE  
NUMBER DATE TITLE

None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE  
NUMBER DATE TITLE

None included by reference.

(End of clause)

**B.2 FIRM FIXED PRICE (1352.216-78)(DEC 1988)**

The total firm fixed price of this contract is \$ [~~To be Input by Offeror~~]. \$ **8,919,795.31**  
This firm fixed price is comprised of the following line items

Performance Period	Performance Required	Firm Fixed Price [To be Input by Offeror]
30 Calendar Days	Phase-In	
March 2008	Basic Services in 2.0 of SOW	
April 2008	Basic Services in 2.0 of SOW	
May 2008	Basic Services in 2.0 of SOW	
June 2008	Basic Services in 2.0 of SOW	
July 2008	Basic Services in 2.0 of SOW	
August 2008	Basic Services in 2.0 of SOW	
September 2008	Basic Services in 2.0 of SOW	
October 2008	Basic Services in 2.0 of SOW	
November 2008	Basic Services in 2.0 of SOW	
December 2008	Basic Services in 2.0 of SOW	
January 2009	Basic Services in 2.0 of SOW	
February 2009	Basic Services in 2.0 of SOW	
March 2009	Basic Services in 2.0 of SOW	
April 2009	Basic Services in 2.0 of SOW	
May 2009	Basic Services in 2.0 of SOW	

June 2009	Basic Services in 2.0 of SOW
July 2009	Basic Services in 2.0 of SOW
August 2009	Basic Services in 2.0 of SOW
September 2009	Basic Services in 2.0 of SOW
October 2009	Basic Services in 2.0 of SOW
November 2009	Basic Services in 2.0 of SOW
December 2009	Basic Services in 2.0 of SOW
January 2010	Basic Services in 2.0 of SOW
February 2010	Basic Services in 2.0 of SOW

(End of clause)

**B.3 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)**

For purposes of payment of price, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 10,000 . This allotment is for all services and covers the following estimated period of performance: 7-1-10/8.

(End of clause)

**B.4 SUPPLIES AND/OR SERVICES TO BE FURNISHED**

General – The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to provide the services in accordance with the Statement of Work (SOW) in Section C. The services to be performed under the terms and conditions of this contract will be acquired by either Completion Form (CF) or Indefinite Delivery Indefinite Quantity (IDIQ) as detailed below:

- (a) Completion Form Services: Routine Fixed Priced (FP) services described in the SOW that are routinely required and for which workload requirements are specified.
- (b) IDIQ Services: Non-routine services described in the SOW that allow the Government to acquire additional services within the general scope of the SOW that either are not routine in nature or for which an accurate workload estimate does not exist at the time of contract award.

(End of clause)

**B.5 IDIQ GUARANTEED MINIMUM QUANTITY OF WORK**

- (a) The guaranteed minimum contract value of work that will be ordered under this contract and which will be initiated through the issuance of fixed-price orders shall be \$10,000. The maximum value that can be ordered under the IDIQ provisions of this contract is \$760,000.
- (b) If the Government orders supplies or services in excess of the minimum but not up to the maximum, this circumstance shall not constitute the basis for an equitable adjustment to any contract price.

(End of clause)

**B.6 MISCELLANEOUS PRE-PRICED CUSTODIAL SERVICES**

The Contractor shall provide additional non-routine custodial services on a fixed price, IDIQ basis. Task orders will be issued by the Contracting Officer in accordance with NASA FAR Supplement (NFS) 1852.216-80, Task Order Procedures, to augment core custodial services. IDIQ tasks will be issued to the Contractor when additional CLIN Frequencies or quantities are required or when non-routine services are identified.

Miscellaneous Pre-Priced Custodial Services shall be performed as funded IDIQ task orders, for the quantities of service items identified in the TO and at unit costs as predetermined by the Contractor's proposed costs for performing the various Miscellaneous Pre-Priced Custodial Services. The Contractor's proposed costs for the Miscellaneous Pre-Priced Custodial Services shall include overhead and profit, and all labor, materials and equipment necessary to perform the tasks. The Miscellaneous Pre-Priced Custodial Services items are as listed in B.7.

(End of clause)

**B.5 IDIQ GUARANTEED MINIMUM QUANTITY OF WORK**

- (a) The guaranteed minimum contract value of work that will be ordered under this contract and which will be initiated through the issuance of fixed-price orders shall be \$10,000. The maximum value that can be ordered under the IDIQ provisions of this contract is \$760,000.
- (b) If the Government orders supplies or services in excess of the minimum but not up to the maximum, this circumstance shall not constitute the basis for an equitable adjustment to any contract price.

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Miscellaneous Pre-Priced Custodial Services shall be performed as funded IDIQ task orders, for the quantities of service items identified in the TO and at unit costs as predetermined by the Contractor's proposed costs for performing the various Miscellaneous Pre-Priced Custodial Services. The Contractor's proposed costs for the Miscellaneous Pre-Priced Custodial Services shall include overhead and profit, and all labor, materials and equipment necessary to perform the tasks. The Miscellaneous Pre-Priced Custodial Services items are as listed in B.7.

(End of clause)

B.7 SCHEDULE OF MISCELLANEOUS PRE-PRICED CUSTODIAL SERVICES							
CLIN	DESCRIPTION	UNIT	COST PER UNIT YEAR 1	COST PER UNIT YEAR 2	COST PER UNIT YEAR 3	COST PER UNIT YEAR 4	COST PER UNIT YEAR 5
2.0	<b>Basic Services</b>						
2.1	<b>Basic, Regularly Scheduled Services</b>						
2.1.1	Drinking Fountains and Wash Stations						
2.1.2	Mirror and Glass Cleaning						
2.1.3	Elevator Cleaning						
2.1.4	Dusting/Cleaning Entrances, Hallways, Carpeted Areas						
2.1.5	Clean and Service Restrooms, Medical Offices and Labor Restrooms Medical Offices/Patient Rooms/Labs Building 30S Rocket Park and Building 90D Giiruth						
2.1.6	Machine Scrub Restroom Floors						
2.1.7	Inside Stairs, Stairwells, Ramps, and Landings General Office Space Special Buildings						
2.1.8	Inside/Outside Entrance Area Floors Entrance Areas Floor Mat Areas						
2.1.9	Hard Floor Cleaning (Sweep and Mop) Dust - mop or sweep hard floor General Office Space Special Areas Wet or damp mop or machine-scrub floors General Office Space Special Executive and Badging Offices Medical and Cafeterias						
2.1.10	Vacuum Carpets and Rugs General Office Space Medical and Cafeterias						

CLIN	DESCRIPTION	UNIT	COST PER UNIT YEAR 1	COST PER UNIT YEAR 2	COST PER UNIT YEAR 3	COST PER UNIT YEAR 4	COST PER UNIT YEAR 5
2.1.11	Spray Buffing in Hallways						
2.1.12	Dusting/Cleaning						
2.1.13	Exterior Glass Surfaces/Window Frames						
2.1.13.1	First Floor Cleaning						
2.1.13.2	Above First Floor Cleaning						
2.1.14	Interior Windows/ Window Areas/ Venetian Blinds						
2.1.15	Recycling Program						
	Cardboard						
	Aluminum Can						
	Mixed Paper						
	Plastic Bottle						
2.1.16	Solid Waste Removal						
2.1.16.1	Interior Waste Containers						
2.1.16.2	Exterior Waste Containers						
2.1.16.3	Tobacco Receptacles						
2.1.16.4	Solid Waste Removal Service						
2.1.17	Strip, Seal, and Wax/Finish Hard Floors						
2.1.18	Steam Clean Carpets and Rugs						
2.1.19	Pest Control						
2.1.19.1	Exterior Pest Control						
2.1.19.2	Interior Pest Control						
2.1.19.3	Termite Inspection Services						
2.1.19.3	Termite Treatment Services						
<b>2.2</b>	<b>Emergency Custodial Services</b>						
2.2	Emergency Custodial Services						
<b>2.3</b>	<b>Special Events</b>						
2.3	Special Events						
2.3.1	Supplemental Waste Removal						
2.3.1.1	Municipal Solid Waste Removal						
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## **1.0 Introduction**

### **1.1 Scope**

The Contractor shall provide all resources to perform the custodial services identified within this Statement of Work for the Johnson Space Center (JSC), Ellington Field (EF), and the Sonny Carter Training Facility (SCTF) in Houston, Texas. Custodial Services consist of basic, regularly scheduled services which include: drinking fountain and wash station cleaning; mirror and glass cleaning; elevator cleaning; dusting/cleaning entrances, hallways, and carpeted areas; clean and service restrooms, medical office, and laboratories; machine scrub restroom floors; clean inside stairs, stairwells, ramps, and landings; clean inside/outside entrance area floors; hard floor cleaning; vacuum carpet and rugs; spray buffing in hallways; dusting/cleaning; clean exterior glass surfaces/window frames and interior windows/window area/Venetian blinds; recycling program; solid waste removal; strip, seal, and wax/finish hard floors; steam clean carpet/rugs; pest control; emergency services; and special events. The Contractor shall focus on safety, environmental compliance, sanitation and customer service. The Contractor shall focus on cleaning for health protection first and appearance second.

### **1.2 Associated Contractors**

JSC is a Government-owned, Government-operated installation. Government-Contractor and Contractor-Contractor partnering is essential to the success of JSC operations. Therefore, a Center Operations Directorate (COD) Associate Contractor Agreement (ACA) as specified in Section H of this contract between internal support Contractors, such as Facilities, Logistics, Grounds, and Environmental, as well as external support Contractors, is required to ensure the successful operation at JSC. Similarly, ACA's between other support Contractors may also be necessary for successful JSC operations.

### **1.3 Description of Facilities**

JSC (including EF and SCTF) has an on-site population of approximately 9,000 civil servants and contractor employees. As specified in Section J, Attachment G1, the site contains approximately 200 buildings with approximately 3 million square feet of interior floor space. The buildings are a mixture of administrative, office, laboratory, industrial, research, and storage facilities.

#### **1.3.1 Access to Controlled Access Areas (CAA)**

Access to some facilities at JSC is restricted and requires special clearance. The Contractor shall notify the Government Facility Manager (FM) and Security personnel at

least 15 minutes in advance for access to restricted facilities. CAAs are specified in Section J, Attachment C2.

1.3.2 Area Types

Floor surface types as they relate to this Contract are noted in Attachment B of this document, for requirements and tasks that apply to this contract.

**1.4 Location of Services**

The Contractor shall perform all Custodial services at JSC. Within the context of this SOW, the term "JSC" shall be used interchangeably to refer to activities that occur at the JSC main campus, EF, and SCTF site locations. One way distances from JSC are as follows: EF is approximately 8 miles and SCTF is approximately 3 miles.

**1.5 Hours of Operation**

Unless otherwise directed by the Contracting Officer or specified in this SOW, the Contractor's continuous core hours of operation for basic services for JSC, EF, and SCTF shall be 5:00 a.m. – 5:30 p.m., Monday through Friday excluding Federal holidays. The Contractor shall obtain prior written approval to perform work outside the hours of operation listed.

The Contractor shall schedule and arrange work to cause the least interference with the normal occurrence of Government business. In those cases where some interference is unavoidable, the Contractor shall make every effort to minimize the impact of the interference, inconvenience, and customer discomfort.

Table 1.5 - Custodial services core hours.

CLIN		Core Hours
2.1.1	Drinking Fountains & Wash Stations	5:00 a.m. to 5:30 p.m
2.1.2	Mirror & Glass Cleaning	5:00 a.m. to 5:30 p.m
2.1.3	Elevator Cleaning	5:00 a.m. to 5:30 p.m
2.1.4 *	Dusting/Cleaning Entrances, Hallways, & Carpeted Areas	5:00 a.m. to 5:30 p.m
2.1.5	Clean and Service Restrooms, Medical Office, and Laboratories	5:00 a.m. to 5:30 p.m
2.1.6	Machine Scrub Restroom Floors	5:00 a.m. to 5:30 p.m
2.1.7	Inside Stairs, Stairwells, Ramps & Landings	5:00 a.m. to 5:30 p.m

2.1.8	Inside/Outside Entrance Area Floors	5:00 a.m. to 5:30 p.m
2.1.9	Hard Floor Cleaning	5:00 a.m. to 5:30 p.m
2.1.10	Vacuum Carpets & Rugs	5:00 a.m. to 5:30 p.m
2.1.11	Spray Buffing in Hallways	5:00 a.m. to 5:30 p.m
2.1.12	Dusting/Cleaning	5:00 a.m. to 5:30 p.m
2.1.13	Exterior Glass Surfaces/Window Frames	5:00 a.m. to 5:30 p.m
2.1.14	Interior Windows/Window Area/Venetian Blinds	5:00 a.m. to 5:30 p.m
2.1.15	Recycling Program	5:30 p.m. to 5:00 a.m.
2.1.16	Solid Waste Removal	5:30 p.m. to 5:00 a.m.
2.1.17	Strip, Seal, & Wax/Finish Hard Floors	5:30 p.m. to 5:00 a.m.
2.1.18	Steam Clean Carpet/Rugs	5:30 p.m. to 5:00 a.m.
2.1.19 **	Pest Control	2:00 p.m. to 10:00 p.m.
2.2	Emergency Custodial Services	See paragraph 2.2
2.3	Special Events	See paragraph 2.3
* when not performed in conjunction with 2.1.9		
** See paragraph 2.1.19.2 for interior pest control hours		

**1.6 Frequency of Service**

When a service is required less than three times per week and the time for that service falls on a holiday, the service shall be provided on the workday preceding or following the holiday. See Attachment C of this document, CLIN Frequencies.

**1.7 Work Scheduling**

The Contractor shall submit an initial work schedule for basic services twenty (20) business days prior to contract start. Once approved, work shall be performed in strict compliance with the schedule. Changes to the work schedule shall be submitted for approval as stated in Section J, Attachment B, DRD 014.

**1.8 Definitions and Acronyms**

Acronyms used throughout this contract are identified in Attachment A to this document. Definitions used throughout this contract are identified in Attachment B to this document.

## **1.9 Records and Reports**

The Contractor shall maintain records and reports necessary to substantiate that services have been performed, and support Government audits with adequate personnel and timely documentation retrieval.

Report requirements are contained in individual Data Requirements Documents (DRD's) in Section J, Attachment B. Due dates are specified for each separate report. When the due date falls on a Saturday, Sunday, or holiday, the report is due by 9 a.m., Monday, or the day following the holiday. Reports shall be submitted electronically unless otherwise specified. The Contractor shall use the format specified in the DRD unless otherwise approved.

## **1.10 Custodial Services Management**

The Contractor shall conduct Custodial Services, management, administration, and risk management, necessary to fulfill the requirements of this contract. The Contractor shall provide for the planning, organization, control and reporting of all activities required by this contract

The Contractor shall develop, and implement a Government-approved Custodial Management Plan which fully and optimally describes and integrates all parts identified within this SOW. The Contractor shall address in the plan the Contractor's management of all custodial services and data requirements described in this SOW. The Contractor's plan shall address the Contractor's process for receiving, categorizing, prioritizing, scheduling, tracking, documenting, and performing all custodial services, ensuring all work meets the objective within this SOW. The Contractor's plan shall describe how the Contractor shall receive, document, and assign work requests from JSC customers, to ensure the Government can obtain accurate and up-to-date work status information when requested. The initial plan shall be prepared in accordance with Section J, Attachment B, DRD 011.

### **1.10.1 Custodial Phase-In Plan**

The contractor shall develop, update, and implement a Government-approved Custodial Phase-In Plan which describes the Contractor's management approach that fully and optimally transitions the custodial functional operations, employee workforce, schedule of critical transition activities, and data requirements described in this contract from the incumbent Contractor. The plan shall be submitted in accordance with Section J, Attachment B, DRD 019.

### **1.11 Safety and Health**

The Contractor shall develop, implement, and maintain a Government-approved Safety and Health Plan in accordance with JPR 1700.1 JSC Safety and Health Handbook. The initial plan shall be prepared and submitted at time of proposal submission in accordance with DRD 001, Safety and Health Plan. The Contractor shall develop, status, and maintain monthly Safety and Health Metrics in accordance with Section J, Attachment B, DRD 001.

### **1.12 Quality Assurance**

The Contractor shall develop and implement a Government-approved Quality Assurance (QA) Plan that is compliant with ANSI/ISO/ASQ Q9001 – 2000. The plan shall be prepared in accordance with Section J, Attachment B, DRD 010.

### **1.13 Emergency Preparedness**

The Contractor shall develop and implement an Emergency Preparedness Plan in accordance with Section J, Attachment B, DRD 006, ensuring compliance with JSC's Emergency Preparedness Plan.

### **1.14 Environmental Management System (EMS) and Compliance**

The Contractor shall ensure that all work performed and equipment used to fulfill the requirements of this contract are in compliance with all Federal, state, and local regulations and public laws, and the following NASA JSC Directives: JPD 8500.1, JSC Environmental Excellence Policy; JPR 8550.1, JSC Environmental Compliance Procedural Requirements; JPR 8553.1, JSC Environmental Management System Manual; CWI JE9W-06, EMS Aspect/Impact Assessment and EMP Process; NPR 8570.1, Energy Efficiency and Water Conservation; JSC's Energy and Water Conservation 5-Year Plan; and CWI J69W-03, Energy Conservation. The Contractor shall provide data on affirmative procurement, waste reduction activity, energy efficient product procurement, and ozone depleting substances in accordance with DRD 007, Environmental and Energy Consuming Product Compliance Reports.

The Government remains the owner and operator of record for all environmental activities conducted at NASA owned properties unless otherwise documented in a signed agreement between NASA and the Contractor. The Contractor is advised that activities performed at JSC and associated facilities are subject to Federal, State and local regulatory agency inspections to review compliance with environmental laws and regulations. For on-site issues, JSC's Environmental Office will be the single point of contact with Federal and State regulatory agencies and their representatives unless otherwise directed by the Contracting Officer or the Environmental Office. The Contractor shall immediately notify the JSC Environmental Office when contacted by external regulatory agency representatives and shall cooperate fully. The Contractor shall complete, maintain, and make available to the Contracting Officer, JSC

Environmental Office, JSC Energy Manager, or regulatory agency personnel all documentation relating to environmental compliance matters under applicable laws. The Contractor shall immediately notify the JSC Environmental Office upon issuance of a Notice of Violation or noncompliance to the Contractor.

Should a Notice of Violation, Notice of Noncompliance, Notice of Deficiency, or similar regulatory agency notice be issued to the Government as a facility owner/operator on account of the actions or inactions of the Contractor or one of its subcontractors in the performance of work under this contract, the Contractor shall fully cooperate with the Government in correcting any problems and defending against regulatory assessment of any civil fines or penalties arising out of such actions or inactions.

### **1.15 Information Technology (IT)**

The Contractor shall comply with all applicable NASA and JSC Information IT Policy Directives and the JPD, 2800.4, JSC IT Program Management, and JPR 2810.1C, Johnson Space Center Information Technology Security Handbook.

#### **1.15.1 Government-Provided Computer Workstations**

The Government shall provide workstations identified in Section J, Attachment E1 in this Contract. The workstations will have site standard software, including Microsoft Office, and will be maintained by NASA's Outsourcing Desktop Initiative (ODIN) contract.

#### **1.15.2 FAX Machine Transmission Capability**

The Government shall supply institutional FAX machine line connectivity only. The FAX hardware shall be the responsibility of the Contractor.

#### **1.15.3 Applications, Protocols, IT Systems**

The Contractor shall use only JSC-standard applications, protocols, or IT systems for use in this contract, unless prior authorization is obtained.

#### **1.15.4 IT Security**

##### **1.15.4.1 Contractor Responsibilities**

The Contractor shall ensure that IT systems used in the performance of this contract meet the requirements of JPR 2810.1C, Johnson Space Center Information Technology Security Handbook, and the JPD, 2800.4, Johnson Space Center IT Program Management.

#### 1.15.4.2 IT Training

The Contractor shall ensure that contractor personnel with access to Personal Computer (PC) workstations have completed the annual IT Security Training in accordance with NPR 2810.1A, Section 4.3.1.1, Security of Information Technology. New employees requiring access to JSC IT resources shall take the Basic IT security training within 15 business days of obtaining JSC IT System access.

### 1.16 Contractor Furnished Items

The Contractor shall furnish supplies, equipment, personnel, tools, materials, supervision, and other items and services necessary to perform the statement of work. The Contractor shall also provide auxiliary equipment required to store and dispense such materials. The Contractor shall submit a list of supplies and materials in accordance with Section J, Attachment B, DRD 013.

The Contractor shall provide personnel, tools, and vehicles to transport material, supplies and equipment. The Contractor employees' private vehicles shall not be used to perform any work under this contract. Vehicles shall be registered, licensed, insured, and operated in accordance with JSC Vehicle Code; JSC 27996.

The COTR shall approve paper towel dispenser(s), soap dispenser(s), toilet paper dispenser(s), and any other dispensing equipment prior to installation. If the Contractor decides to purchase products from a different company other than currently used, the Contractor shall be required to provide replacement dispensers at no additional charge to the Government and maintain those dispensers in good working order, including repair or replacement with equivalent equipment when deemed necessary by the Government and at no additional expense to the Government.

NOTE: The dispensers currently in use at JSC are provided by Pollock, a distributor for Georgia Pacific.

#### 1.16.1 Vacuum Cleaners

The Contractor shall use High Efficiency Particle Arrest (HEPA) vacuum cleaners of industrial quality with a motor driven brush and beater-bar for carpeted areas and a hose attachment for corners, drapery, and upholstered furniture.

The Contractor shall service the HEPA vacuum cleaners in compliance with manufacturer specifications and OSHA and JSC safety regulations.

### 1.16.2 Waste Container Liners

The Contractor shall furnish plastic waste container liners of commercial strength and size to protect each waste container. Liners shall ensure no spillage or leakage occurs from the time trash is initially discarded until it is removed and properly disposed of as solid waste.

### 1.16.3 Desktop Paper Recycling Containers

The Contractor shall provide replacement desktop paper recycling containers (Maximum 1000 per year) to JSC employees and on-site contractors suitable for collecting mixed office paper for recycling purposes.

### 1.16.4 Vehicle Management and Regulations

The Contractor shall provide and maintain contractor owned or leased vehicles to meet the requirements of this contract. Any Contractor vehicle used in the performance of this contract shall have the company name prominently displayed on both sides of the vehicle. For the purposes of the requirements of this contract, a vehicle is defined as a car, sedan, or light duty truck such as a pickup truck or a van.

The Contractor shall ensure that employees' private vehicles are not used in the performance of the requirements of the SOW. The Contractor shall use properly licensed, street legal vehicles to convey Contractor personnel, materials, and equipment used in the performance of this contract. The Contractor shall ensure that all Contractor vehicles used in the performance of the SOW comply with JSC27996, JSC Vehicle Code.

## 1.17 Government Furnished Items

Government-furnished property is identified in Section J, Attachment E3, Installation Accountable Government Property.

### 1.17.1 Facilities Management

Government provided facilities are identified in Section J, Attachment E2. The Contractor shall designate an Alternate Facility Manager (FM) for each facility which they occupy to ensure FM duties are performed in accordance with JSC Common Work Instruction (CWI) JC9W-06, Facility Manager Program. The Contractor shall coordinate their applicable Contractor operations with the JSC FM for Government and Contractor occupied facilities. The Contractor shall conduct quarterly safety inspections of all facilities occupied by the Custodial Contractor.

The Contractor shall follow JSC Security regulations NPR 1600.1 and NPR 1620.3 regarding key request and key control for physical security of all assigned facilities providing a complete audit trail of all keys issued to Contractor personnel to ensure security of Government property.

The Contractor shall keep the work, office, and warehouse areas, including storage areas, free from accumulations of waste materials, and debris shall be packaged up and disposed of properly.

## **1.18 Contract Personnel**

### **1.18.1 Personnel Requirements**

The Program Manager and Supervisor(s) shall be able to speak and read English and shall be on site at all times while work is being performed. The Contractor shall maintain communications via a Contractor-supplied voice pager or cellular telephone with the COTR during all hours of operation.

The Contractor personnel shall maintain current State of Texas Licenses and Certifications for work specified in this contract. The Contractor shall employ licensed and certified specialty service providers when identified in the performance this contract. Personnel operating motor vehicles shall meet the requirements of JSC Vehicle Code; JSC 27996.

### **1.18.2 Program Manager**

The Contractor shall provide a program manager who shall be responsible for the performance of the work. The name of this person and an alternate or alternates who shall act for the Contractor when the program manager is absent shall be designated in writing to the CO and COTR prior to the contract start date. For this contract, the program manager may also serve as the safety official.

#### **1.18.2.1 Authority to Act**

The program manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of the contract.

#### **1.18.2.2 Availability**

The program manager or alternate shall be available during duty hours within 30 minutes to meet at JSC with government personnel (designated by the COTR) to discuss problem areas. The Contractor shall provide telephone number(s) for the

program manager or alternate so they can be reached during core hours and after core hours.

### **1.19 Uniforms**

The Contractor shall furnish and maintain all uniforms. The Contractor shall ensure that Contractor personnel who come into regular contact with internal customers wear a uniform. Administrative personnel are exempt from this requirement. Uniform clothing shall be clean, suitable for the prevailing weather conditions, and display the name of the Contractor on the left front, and employee name on the right front of the shirt.

### **1.20 Training and Certification Requirements**

The Contractor shall establish and maintain training and certification plans designed to meet the requirements of this SOW to ensure the Contractor work force is trained and certified in the required field of specialization and for each employee to competently, safely, and efficiently perform work identified in this statement of work. The Contractor shall establish and maintain training records for all personnel including training manuals and documentation of certification and periodic recertification of personnel. The Contractor shall ensure the training records are available for COTR review during regular business hours.

The Government will provide training in English for any JSC-specific safety-related courses required. When non-English speaking and reading personnel are to be trained, the Contractor shall provide the training in the appropriate languages and ensure the training covers the same material as for English-speaking and reading personnel.

Typical types of Government and Contractor provided training include, but are not limited to: orientation, introduction to assignments, chemical usage, tools and equipment, general procedures, restroom cleaning, common mistakes, spray buffing, safety, recycling, personal protective equipment, OSHA Class IV (4) Asbestos Training, and Blood Borne Pathogen training.

The Contractor shall provide and document adequate training for each employee to competently, safely, and efficiently perform work identified in the contract. The Contractor shall ensure that all training is received prior to performing work.

JSC specific training relating to Safety and Health shall also be required for all employees, along with periodic refresher courses, as required by JSC and/or OSHA. When non-English speaking and reading personnel are to be trained, the Contractor shall provide the training and ensure the training is the same program used for English-speaking and reading personnel.

Provide all necessary equipment and supplies to conduct the non-JSC/OSHA specific training courses including, but not limited to: audio-visual equipment, as well as any equipment, supplies, or chemicals used for demonstration purposes. JSC will provide training for any JSC-specific safety-related courses required per JPR 1700.1 JSC Safety and Health Handbook.

Train and maintain clean-up response crews to provide for clean up of blood/infectious material.

NOTE: List of Government-provided training is located in Technical Reference Library (TRL).

#### 1.20.1 Clean Up of Blood/Infectious Materials

The Contractor shall follow procedures outlined in JPR 1700.1 JSC Safety and Health Handbook for the clean up of blood/infectious materials. All Contractor personnel responsible for handling blood/infectious materials shall receive training as listed in the TRL.

### 1.21 Material Requirements

#### 1.21.1 Items Covered Under EPA Comprehensive Procurement Guidelines(CPG)

The Contractor shall follow EPA's CPG requirements when purchasing materials on the EPA's CPG list which can be found by following URL [www.epa.gov/cpg](http://www.epa.gov/cpg) .

#### 1.21.2 Cleaning Product Requirements

The Contractor shall use only Green Seal Certified cleaning products or products that meet the Bio-based Products Preferred Procurement Program (B4P) designation in the fulfillment of this contract, unless otherwise specified by the COTR in writing, in order to promote healthy workplaces, reduce worker exposure to hazardous materials and to reduce waste.

The Contractor shall not use any material which will scratch or etch floors, floor covering, toilet fixtures, woodwork, painted surfaces, furniture, or which will create health or safety hazards.

The Contractor shall propose and submit a list of products to the COTR thirty (30) days prior to contract start. The Contractor shall recommend products that are Green Seal Certified or meet the B4P requirements as specified in the table below. Once approved, there shall be no deviation or substitution without the prior written approval of the COTR. The Contractor shall submit copies of product Material Safety Data Sheets

(MSDS) to the Occupational Medicine Occupational Health (OMOH) Support Contractor and shall ensure a copy is kept in each building where the product is being used. The Contractor shall notify their employees and the COTR of the MSDS location for each building.

Table 1.21.2 – Environmental Certification Program Requirements

Category	Certification Program
General Purpose Cleaners	Green Seal
Bathroom Cleaners	B4P
Glass Cleaners	B4P
Carpet Cleaners	B4P
Disinfectants	Green Seal
Floor Care Products	Green Seal
Floor Strippers	B4P
Hand Soaps	B4P
Grease and Graffiti Removers	B4P

NOTE: GSA *Advantage!* sells products that meet these requirements.

**1.22 Performance Evaluation and Surveillance**

Performance evaluation and surveillance of the Contractor shall be accomplished through data collected by observation of the contractor’s performance through inspections, random floor check, validated customer satisfaction reports and complaints.

**2.0 Basic Services**

**2.1 Basic, Regularly Scheduled Services**

The Contractor shall plan and perform the basic services identified in this section at the frequencies indicated in Attachment C of this document.

**2.1.1 Drinking Fountains and Wash Stations**

The Contractor shall ensure that drinking fountains and washbasins are clean. The Contractor shall clean, disinfect, and polish drinking fountains and wash stations free of material containing living bacteria, viruses, or other contaminants capable of causing infections.

### 2.1.2 Mirror & Glass Cleaning

The Contractor shall ensure that mirrors and glass surfaces are clean. The Contractor shall clean interior and exterior door glass and associated frames in carpeted or hard floor entrance areas, common areas, and hallways. The Contractor shall remove excess spray/solution from surrounding trim or surfaces. Examples of areas to be cleaned are building entry doors, glass panels next to the entry doors, and glass covered bulletin boards.

### 2.1.3 Elevator Cleaning

The Contractor shall ensure that elevators are clean. The Contractor shall clean elevator cab walls, doors, and threshold plates. The Contractor shall sweep and damp mop elevator hard floors or vacuum elevator carpeted floors. The Contractor shall vacuum elevator door tracks.

### 2.1.4 Dusting & Cleaning Entrances, Hallways, and Carpeted Areas

The Contractor shall ensure that entrances, hallways and carpeted areas are dusted and cleaned. The Contractor shall dust and clean carpeted rooms, tiled and carpeted hallways and inside entrance areas. The Contractor shall not use devices that merely displace or redistribute the matter, such as feather dusters, unless treated to attract and hold the matter. The Contractor shall clean furniture, fixtures and walls with a cleaner, wood cleaner, or polish as appropriate for surface. The Contractor shall clean/polish metal surfaces and fixtures with a nonabrasive cleaner/polish. Dusting and cleaning includes cleaning and disinfecting Heating Ventilation and Air Conditioning (HVAC) louvers, baseboards, corners, areas behind doors, air vents, Venetian blinds and ledges/windowsills.

### 2.1.5 Clean & Service Restrooms and Medical Offices

The Contractor shall ensure that restrooms and medical offices are clean and serviced. The Contractor shall clean inside and outside of fixtures with a disinfectant solution. Fixtures include toilets, urinals, lavatories, and sinks. The Contractor shall not clean lavatories and sinks with any items used to clean any other restroom items including toilets, urinals, walls, floors, and partitions. The Contractor shall disinfect partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets. If present, shower, locker, and dressing rooms shall be considered part of the restrooms and cleaned under the same guidelines. The Contractor shall clean mirrors, mirror trim, and hardware. The Contractor shall clean or polish any furniture as appropriate.

The Contractor shall service dispensers, stocking with sufficient supplies to last to next scheduled service. The Contractor shall replenish dispensers if emptied prior to the next scheduled servicing. The Contractor shall repair or replace any non-functional or

damaged dispensers. The Contractor shall empty and disinfect waste containers and replace plastic liners.

The Contractor shall sweep and wet mop hard floors with a disinfectant. The Contractor shall clean floor drains and flush with a disinfectant. The Contractor shall vacuum carpeted floors. The Contractor shall clean any wainscoting, partitions, walls, and doors.

The Contractor shall ensure that a "Closed for Cleaning" bar-type sign is placed between the doorjamb of the restroom, locker room, or vestibule entrance during the entire cleaning process. Upon completion of the cleaning, remove the signs and display "Wet floor" caution signs, one sign to be placed every 30-35 feet in an area where people are or shall be present before floors are dry. The Contractor shall remove and store the signs when floors are dry and police the area and spot clean to remove any spills or standing water.

The Contractor shall use Joint Commission on Accreditation of Healthcare Organizations (JCAHO) cleaning procedures in the JSC Occupational Health Services Clinic located in Building 8.

#### 2.1.6 Machine Scrub Restroom Floors

The Contractor shall ensure that built-up dirt, soil, liquids, or other foreign materials are removed from hard floors using a scrubbing machine equipped with nylon grit block or approved equivalent in conjunction with a cleaner/disinfectant. The use of alternate equipment shall be approved in writing by the COTR prior to use.

The Contractor shall ensure floors have no build-up in corners, crevices, or under and around furniture. The Contractor shall machine scrub floors using low speed to reduce splashing. Walls and furniture shall be free of splash marks/spots caused by cleaning solutions.

#### 2.1.7 Inside Stairs, Stairwells, Ramps, and Landings

The Contractor shall ensure that stairs, railing, ledges, inside stairwells and landing surfaces are clean. The Contractor shall not use devices that merely displace or redistribute the matter, such as feather dusters, unless they are treated to attract and hold the matter. The Contractor shall damp mop stair surfaces and landings. Walls, furniture, and fixtures shall be free of splash marks, spots or cleaning residue.

#### 2.1.8 Inside/Outside Entrance Area Floors

The Contractor shall sweep and damp mop inside entrance area floors to remove all dirt, dust, spills, stains, and standing water. The Contractor shall ensure that standing water is removed from interior entrance areas during foul weather. The Contractor shall display "Wet Floor" caution signs, one sign to be placed every 30-35 feet, when

cleaning floors in an area where people are or shall be present before floors are dry. The signs shall be removed and stored when floors are dry. The Contractor shall ensure the umbrella bag dispensers located in most building inside entrance areas are sufficiently stocked with Government provided bags.

The Contractor shall clean entrance mats, remove dirt, dust, soil, and moisture from underneath mats, clean the floor under the mats so it matches the rest of the floor, and return the mats to their original location. The Contractor shall clean walk-off mats located outside of building entrance areas and the steps leading to the building.

The Contractor shall replace damaged or worn mats within 2 days of being provided by the Government.

#### 2.1.9 Hard Floor Cleaning

The Contractor shall dust-mop or sweep hard floors to remove dirt, soil, lint, or other foreign material using a clean anti-static dust-mop.

The Contractor shall wet or damp mop, or machine scrub floors to clean, free of dirt, lint, debris, liquids, streaks, smudges, heel marks, or other foreign material. The Contractor shall sweep floors prior to mopping or machine scrubbing. The Contractor shall allow no build-up in corners, crevices, under or around furniture parts. The Contractor shall machine scrub floors using low speed equipment to reduce splashing. Walls and furniture shall be free of splash marks/spots caused by cleaning solutions.

The Contractor shall employ special care to ensure that liquid does not seep through tiled pedestal floors. Floors with vinyl floor tile shall be scrubbed or stripped in strict compliance with OSHA Floor Care Operations, 29 Code of Federal Regulations (CFR) 1910.

#### 2.1.10 Vacuum Carpets and Rugs

The Contractor shall HEPA vacuum carpet and rugs free of loose soil, dirt, debris, or any other loose foreign matter. The Contractor shall ensure daily inspection of carpet and rugs, and spot vacuum between designated frequencies.

The Contractor shall clean Building 30S, Flight Control Rooms 2306 and 2326 with non-electrical sweepers.

#### 2.1.11 Spray Buffing in Hallways

The Contractor shall remove soil, streaks, or scuffmarks from hard floors in hallways using a scrubbing machine equipped with buffing pad. The Contractor shall damp mop floors, prior to the application of floor finish using a wax and water solution, allowing no build-up in corners, crevices, or under or around furniture. The Contractor shall spray buff floors using low speed (rpm) to reduce splashing. The Contractor shall ensure

walls, furniture, and IT equipment are free of splash marks/spots caused by the cleaning or finishing process.

The Contractor shall ensure that floors with vinyl floor tile shall be spray buffed in strict compliance with OSHA Floor Care Operations, 29 Code of Federal Regulations (CFR) 1910.

2.1.12 Dusting and Cleaning

The Contractor shall provide a plan to the Government for dusting and cleaning. The Contractor shall clean furniture, fixtures and walls with a cleaner, wood cleaner, or polish as appropriate for the surface to remove loose soil, dirt, debris, and other loose foreign matter. The Contractor shall clean/polish metal surfaces and fixtures with a nonabrasive cleaner/polish. Dusting/cleaning includes cleaning and disinfecting Heating Ventilation Air Conditioning (HVAC) louvers, baseboards, corners, areas behind doors, and air vents. The Contractor shall not use devices that merely displace or redistribute the matter, such as feather dusters, unless treated to attract and hold the matter.

The Contractor shall prepare and submit an Annual Work Plan for Dusting and Cleaning in accordance with DRD 015.

2.1.13 Exterior Glass Surfaces/Window Frames

The Contractor shall prepare and submit an Annual Work Plan for cleaning Exterior Glass Surfaces/Window Frames in accordance with DRD 015.

2.1.13.1 First Floor Cleaning

The Contractor shall clean first floor exterior glass surfaces including windows and window frames to ensure a clean, streak-free appearance.

2.1.13.2 Above First Floor Cleaning

The Contractor shall clean exterior glass surfaces above the first floor of buildings equipped with fall protection equipment including windows and window frames to ensure a clean, streak-free appearance. Buildings with fall protection equipment are listed below.

Table 2.1.13.2 – Buildings with fall protection equipment

Bldg No.	Floors Above First Floor	Square Footage
1	8	62,576
7a	2	7,172
29	1	2,927
31	1	4,018
<b>Total</b>		<b>76,693</b>

#### 2.1.14 Interior Windows/Window Area/Venetian Blinds

The Contractor shall clean interior window glass surfaces, frames, sills, trim, Venetian blinds, and similar window covering ensuring a clean, uniform appearance. The Contractor shall ensure that excess spray/solution from surrounding trim or surface is removed. The Contractor shall not use devices that merely displace or redistribute the matter, such as feather dusters, unless they are treated to attract and hold the matter.

The Contractor shall prepare and submit an Annual Work Plan for cleaning Interior Windows/Window Area/Venetian Blinds in accordance with DRD 015.

#### 2.1.15 Recycling Program

The Contractor shall arrange for the recycling of mixed office paper, cardboard, plastic drink containers, newspaper, and phone books. The Contractor shall set up recycling stations, collect and consolidate recyclables, and arrange for the sale and off-site disposal of recyclable materials. The Contractor shall return the net proceeds from the sale of recyclables to JSC's recycling fund along with receipts.

The Contractor shall collect aluminum beverage containers from the facilities at JSC, EF, and SCTF and place the containers outside the facilities in a COTR approved location for recycling by others.

The Contractor shall empty recycling collection containers when they become  $\frac{3}{4}$  full. When emptying recycling collection containers, the Contractor shall ensure that trash is not commingled with recyclable material. The Contractor shall clean any beverage spills that occur during collection of recyclable beverage containers.

The Contractor shall maintain collection locations for recyclables throughout facilities at JSC, EF and SCTF as approved by the COTR. The Contractor shall transport recyclables from the facility collection stations to a centralized location(s) at JSC Buildings 333 and 336. The Contractor shall submit station locations and type of centralized collection containers for approval. The Contractor shall be responsible for maintaining the centralized collection locations in a neat, clean and organized manner. The Contractor shall remove cardboard found upon discovery in the process of custodial duties and place it in the appropriate recycling collection container. Cardboard may be found in hallways, near copy machines, and near facility entrances.

The Contractor shall prepare and submit a monthly Recycling Report in accordance with Section J, Attachment B, DRD 008.

#### 2.1.16 Solid Waste Removal

##### 2.1.16.1 Interior Waste Containers

The Contractor shall empty all waste containers within buildings. The Contractor shall clean container if soiled and wipe dry. The Contractor shall replace plastic liner if soiled or damaged. The Contractor shall replace liners on all containers used for disposal of liquids, and clean and disinfect the container. The Contractor shall empty waste containers in food consumption areas, including cafeterias, vending areas, concession areas, and break rooms. The Contractor shall empty waste containers in Building 211 and Building 30S/Rooms 2326, 4301, and 4328 daily and replace plastic liners. The Contractor shall pick up and dispose of any waste that falls on the floor and outside grounds during the solid waste removal process. The Contractor shall place collected waste in outside waste containers.

#### 2.1.16.2 Exterior Waste Container

The Contractor shall empty waste receptacles and replace the plastic liners in approximately 200 trash containers located outside of buildings, at the Gilruth grounds, the Longhorn Pavilion and in parking areas. The Contractor shall clean picnic/pavilion areas on the Gilruth grounds and the Longhorn Pavilion (Building 95) and clean picnic tables weekly to remove residue. The Contractor shall empty and clean barbecue grills and remove cobwebs and visible dirt from pavilion structures semimonthly.

The Contractor shall maintain free of litter and debris JSC, EF and SCTF property, including building perimeter concrete walks, parking lots, the Longhorn Pavilion, and the entire Gilruth complex (except the ball fields).

NOTE: This service shall specifically exclude those areas of Ellington Field (EF) considered to be off-limits to pedestrian traffic, including runways, taxiways, and aprons.

#### 2.1.16.3 Tobacco Receptacles

The Contractor shall remove tobacco residue from approximately 165 ash receptacles located exterior to buildings. The Contractor shall replenish sand to appropriate level. The Contractor shall keep the area around ash receptacles free of litter and debris.

#### 2.1.16.4 Solid Waste Removal Service

The Contractor shall establish and maintain a solid waste removal service for JSC, EF and SCTF. The Contractor shall provide and service approximately 50 dumpsters at JSC, EF, and SCTF according to Attachment E (Dumpster and Roll Off Table Schedule). The Contractor shall ensure service to the solid waste containers when 2/3 full, or more frequently if required, to prevent overfilling or non-availability. The Contractor shall not let collected trash accumulate outside any JSC facility unless it is contained in an approved Contractor supplied "dumpster" type container. The Contractor shall ensure areas around the containers are free of debris. The Contractor shall ensure exterior of dumpsters, roll-offs, and compactors are free of graffiti. The Contractor shall keep interior of dumpsters free of residue build-up or offensive odors. The Contractor shall replace unserviceable (broken, excessively dirty or odorous)

containers within two days of notification by COTR. The Contractor shall ensure dumpsters are closed except when adding waste to them. The Contractor shall not stage or dispose of trash or waste, in any form, on Government property. The Contractor shall dispose waste in an approved landfill or equally acceptable means, approved in writing, by the COTR. The Contractor shall arrange to move roll-offs to other locations when requested by the COTR.

The Contractor shall prepare and submit a monthly Solid Waste Report in accordance with DRD 009.

#### 2.1.17 Strip, Seal, and Wax/Finish Hard Floors

The Contractor shall provide a plan to the Government for the execution of stripping, sealing and waxing/finishing hard floors. The Contractor shall plan to strip, seal and wax/finish the floors in Building 3, Building 11, Building 110 and Building 211 each quarter. The Contractor shall sweep and dust-mop floors prior to stripping. The Contractor shall strip to remove cleaning solution, deposits, dirt, marks, stains, water, and wax prior to application of sealer and wax. The Contractor shall strip floors using low speeds to prevent splashing. The Contractor shall apply sealer and wax/finish so floors have a uniform, glossy appearance with no evidence of splashing on furniture, walls, or fixtures, and no evidence of build-up or discoloring. The Contractor shall buff surface if recommended by the manufacturer. The Contractor shall buff floors using low speeds to reduce splashing. Floors with vinyl floor tile shall be stripped in strict compliance with OSHA Floor Care Operations, 29 CFR 1910.

The Contractor shall prepare and submit an Annual Work Plan for Stripping, Sealing and Waxing and Finishing Hard Floors in accordance with DRD 015.

#### 2.1.18 Steam Clean Carpet/Rugs

The Contractor shall provide a plan to the Government for steam cleaning carpets and rugs. The Contractor shall vacuum carpet/rug free of loose soil and debris prior to steam cleaning. The Contractor shall pre-treat stains with environmentally safe chemical and soft water per carpet manufacturer's instructions. Following pre-treatment, the Contractor shall steam clean carpet/rug using vapor technology.

The Contractor shall prepare and submit an Annual Work Plan for Steam Cleaning Carpet/Rugs in accordance with DRD 015.

#### 2.1.19 Pest Control

The Contractor shall perform pest control at JSC, EF (NASA owned structures), and SCTF following Integrated Pest Management (IPM) concepts for office buildings, and specialized facilities such as medical, food service and laboratory environments. The Contractor's pest control program shall be based upon Integrated Pest Management

practices of inspection, exclusion of pests, and treatment applications.

The Contractor shall follow OSHA and Texas Structural Pest Control Board requirements for the application of pest control materials, following all product manufacturers' use instructions. A copy of the current license for the person(s) responsible for direct supervision of pest inspections, identifications and control measures at JSC shall be made available upon request by the COTR.

The Contractor shall develop and submit to the COTR a Pest Control Inspection and Maintenance Plan in accordance with Section J, Attachment B, DRD 016, ensuring the inspection of all JSC Facilities for pest activity.

The Contractor shall prepare and submit a Pest Control Application report to the COTR on a monthly basis, in accordance with Section J, Attachment B, DRD 017.

#### 2.1.19.1 Exterior Pest Control

The Contractor shall conduct semi-annual inspections of buildings and structures at JSC and treat all facilities as required, including the building perimeter sidewalks, at JSC, EF (NASA owned structures) and SCTF to eliminate Fire Ant mounds and "Crazy Ant" colonies within 4 feet of buildings.

The Contractor shall follow the IPM concepts of pest-proofing a facility by caulking or sealing small entry holes or cracks less than 1/4" (.25") with visible pest activity. Entry points larger than 1/4" (.25") shall be reported to the COTR.

#### 2.1.19.2 Interior Pest Control

The Contractor shall conduct an annual inspection of the interior of buildings and structures (approximately 3,000,000 sq ft) at JSC, EF (NASA owned structures) and SCTF for insect or rodent activity.

In accordance with DRD 016, the Contractor "shall identify a schedule for the professional visual inspection and preventive pest control treatments of the interior of facility office areas, maintenance rooms, restrooms, entrance areas" using Integrated Pest Management (IPM) concepts of inspection, exclusion of pests and treatment applications.

The Contractor shall follow the IPM concept of exclusion of pests in building interiors by caulking or sealing small pest entry holes or cracks less than 1/4" (.25") with visible pest activity, when discovered. Entry points greater than 1/4" (.25") shall be reported to the COTR.

The Contractor shall treat active pest activity, when discovered during inspections, using appropriate liquid or gel bait materials, insect growth regulators, quick-kill treatments or rodent traps.

The Contractor shall conduct planned pesticide chemical treatments between the hours of 2:00 p.m. and 10:00 p.m. Tuesday through Friday, and between 8:00 a.m. and 4:00 p.m. on Saturdays.

The Contractor shall respond to emergency insect and rodent pest activity inside a facility within 24 hours of notification (Tuesday-Saturday).

#### 2.1.19.3 Termite Services

The Contractor shall conduct an annual inspection of buildings and structures at JSC, EF (NASA owned facilities) and SCTF for termites and foraging mud tubes to determine the extent of termite activity. The Contractor shall prepare and submit to the COTR in accordance with DRD 018, a report of the inspection and treated areas.

The Contractor shall treat active termite infestations in and around the buildings with localized applications of an effective termiticidal agent that eliminates 100% of the termites in three months or less. The Contractor shall follow OSHA and Texas Structural Pest Control Board regulations in the treatment of termites. The Contractor shall treat all active termite infestations in and around the buildings and or structures with localized applications of a termiticide (active ingredient - fipronil) which is low-odor, low-dose that will eliminate 100% of the termites in three months or less, creating an undetectable treatment zone to assure protection.

## 2.2 Emergency Custodial Services

The Contractor shall provide emergency services for cleaning tasks in Section 2.1. The Contractor shall complete the service within 1 hour of request between 5:00 a.m. and 5:30 p.m. and within 2 hours of request between 5:30 p.m. and 5:00 a.m. Examples of emergency services include clean up of overflowed restroom toilets and sinks, clean up of blood/infectious materials, spills, and broken glass.

The Contractor shall clean blood/infectious material within 30 minutes of request during core hours of operation in accordance with the OSHA Blood Borne Pathogen Program, 29 Code of Federal Regulations (CFR) 1910, and JPR1700.1 (latest revision). The Contractor shall deliver the material to the JSC Occupational Health Services Clinic in building 8.

NOTE: Historically for blood/infectious material, only one or two requests per year are considered major in nature. The majority of emergency service requests occur between 5:00 a.m. and 5:30 p.m.

The Contractor shall respond to seasonal nuisance pests such as swarms of millipedes, spiders, asps, and wasps entering facilities, using appropriate exterior barrier treatments. The Contractor shall remove invasive insect nests attached to walls or underside of loggia.

## **2.3 Special Events**

The Contractor shall provide custodial support services for special events including VIP/dignitary visits, space flight missions, and other similar occurrences. The timeframe covered by this CLIN will be 24 hours per day, 7 days per week (including holidays). These services will be defined by the COTR and authorized by the CO prior to the event.

### **2.3.1 Supplemental Waste Removal**

#### **2.3.1.1 Municipal Solid Waste Removal**

The Contractor shall provide and remove wheeled trash bins with extra liners within three hours of request.

The Contractor shall provide two, four, six, or eight cubic yard supplemental dumpsters or 20, 30, or 40 cubic yard roll-off solid waste containers to support short-term special requirements within three days of a request. The Contractor shall provide service for emergency requests within 24 hours. The Contractor shall provide service to the dumpsters or roll-off containers when they are 2/3 full, ensuring they are not overfilled or unavailable. The Contractor shall ensure areas around the bins are free of debris. The Contractor shall ensure dumpsters and roll-offs are free of graffiti, residue and odor.

#### **2.3.1.2 Portable Restrooms**

The Contractor shall deliver, locate, and make ready for use solid waste, standard size portable restrooms within three workdays of the request and within 24 hours for emergency requirements. The Contractor shall remove and service by the business day following the end of the event.

## **3.0 Indefinite Delivery/Indefinite Quantity (IDIQ)**

This section defines the firm-fixed price, Indefinite Delivery/Indefinite Quantity (IDIQ) portion of this Contract. IDIQ tasks will be issued to the Contractor when additional Non-Routine CLIN frequencies or quantities are required. The services to be provided include the management, planning, accomplishment, and quality control (QC) of Custodial Service related Task Orders (TO). These services shall be furnished on an as needed basis, in response to TO's, which are issued and authorized by the Contracting Officer (CO).

NOTE: Days called out in Task Orders are to be considered calendar days except where specifically called out as Workdays.

**Attachment A: Acronyms**

ACA	Associate Contractor Agreement
ANSI	American National Standards Institute
ASQ	American Society of Quality
B4P	Bio-based Products Preferred Procurement Program
CAA	Controlled Access Area
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CO	Contracting Officer
COD	Center Operations Directorate
COTR	Contracting Officer's Technical Representative
CPG	Comprehensive Procurement Guidelines
CSM	Computer Security Manager
DRD	Data Requirements Document
EF	Ellington Field
EMS	Environmental Management System
EMP Process	Environmental Monitoring Package
EPA	Environmental Protection Agency
FEMP	Federal Energy Management Program
FM	Facility Manager
GFCI	Ground Fault Circuit Interrupter
HEPA	High Efficiency Particle Arrest Vacuum
HVAC	Heating Ventilation and Air Conditioning
IDIQ	Indefinite Delivery/Indefinite Quantity
ISO	International Organization for Standardization
IT	Information Technology
JPD	JSC Procedural Document
JPR	Joint Program Review
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JSC	Johnson Space Center
MSDS	Material Safety and Data Sheets
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirement
NTP	Notice to Proceed
OMOH	Occupational Medicine/Occupational Health
OSHA	Occupational Safety and Health Administration
QC	Quality Control
RFP	Request for Proposal
SCTF	Sonny Carter Training Facility
SOW	Statement of Work
SPICE	Space Program Integrated Contracts Environment
TCEQ	Texas Commission Environmental Equality
TO	Task Order
WAD	Work Authorization Document

**Attachment B: Definitions**

**Area Type:** Portions of facilities separately identified based on floor surfacing or utilization of the space identified as a particular area type. A brief identification of each area type is provided below:

- Area 1 – Tile
- Area 2 – Carpet
- Area 3 – Restrooms
- Area 4 – Tiled Hallways/Common Areas
- Area 5 – Carpeted Hallways/Common Areas
- Area 6 – Concrete Utility Rooms
- Area 7 – Stairs, Stairwells, Ramps
- Area 8 – Concrete Areas (Other)
- Area 9 – Tiled Pedestal Floors
- Area 10 – Carpeted/Tiled Medical Offices

**Basic Services:** Task(s) to be done in a work area on a routine, recurring basis, with frequencies called out in the Contract line item.

**Building:** A named or numbered facility at JSC including the inside area, and the outside area adjacent to the facility. The term building includes any outside waste receptacles. Outside waste receptacles shall be associated with the facility nearest to the receptacles.

**Clean:** An environmental condition free of unwanted matter – in the form of solids, liquids, gasses, or living organisms – that has the potential to cause an adverse or undesirable effect. Cleaning is the organized process of removing or repositioning unwanted matter so that human activities can take place in a built environment.

Cleaning / housekeeping is a systematic process of:

- Knowing the environment, sub-compartment, or an object to be made free of unwanted matter,
- Identification of the unwanted matter,
- Separation of matter from the object / environment,
- Containment of the matter so it can be effectively moved,
- Transporting the unwanted substance to a suitable location and
- Properly / safely disposing or repositioning the matter.

**Damp Mopping:** Removal of light soil, dirt, liquid, or other foreign material using a cotton, micro fiber or similar yarn-type mop, which has been mechanically rung/squeezed to remove excess solution. This method is often employed when the area that requires cleaning is not soiled sufficiently to require wet mopping; includes rinsing if recommended by the detergent manufacturer.

**Disinfecting:** Removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if untreated.

**Dispenser Service:** Checking and refilling with approved products all towel, toilet tissue, soap, feminine hygiene, or any other dispensers to ensure that each contains an adequate supply of the product being dispensed.

**Dusting/Cleaning:** Removal of bugs, cobwebs, dirt, liquid, refuse, scale, soil, stains, trash, and any other foreign material from an item, fixture, horizontal or vertical surface, or area.

**Emergency Services:** Cleaning services requiring response within 15 minutes and mitigation within 1 hour of request between 5:30 a.m. and 5:30 p.m. and within 2 hours of request between 5:30 p.m. and 5:30 a.m.

**Hand Scrubbing:** Removal of built-up dirt, soil, or other foreign material from a hard floor surface using a bristle-type brush and an approved neutral detergent and water solution; includes rinsing if recommended by the detergent manufacturer.

**High Efficiency Particle Arrest (HEPA) Vacuum:** A vacuum designed to greatly reduce or eliminate particles through filtration or containment.

**Inside Entrance Area:** Area inside the exterior doors to a building, including the lobby area, but not including hallways.

**JCAHO:** Joint Commission on Accreditation of Healthcare Organizations

**Machine Mopping:** Use of a mechanized scrubbing/vacuuming machine to accomplish the same result as wet mopping for large areas, which would otherwise require extensive labor to complete in a reasonable amount of time; includes rinsing if recommended by the detergent manufacturer.

**MSDS (Material Safety Data Sheet):** The manufacturer's complete description of a chemical product, including its chemical structure, physical description, description of hazards, safety precautions, and regulatory information.

**Mirror/Glass/Window Cleaning:** Removal of dirt, soil, smudges, smears, or any other substance, which will interfere with the passage or reflectance of light.

**Non Routine Tasks:** Unscheduled basic services on a non-recurring basis with no pre-defined frequencies. Such work could be performed under IDIQ per Contract line item 3.0.

**OMOH:** Occupational Medicine, Occupational Health Contract - Life Sciences Directorate.

**Outside Entrance Area:** Area outside the exterior doors to a building, including the area in front of windows adjacent to the doors, the landing and/or porch area and steps leading to the building and breezeways.

**Response Time:** Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the work required.

**Sealing:** Application of an approved floor sealer prior to application of the final floor finish in accordance with industry standards and manufacturer recommendations.

**Special Events:** Festivals, workshops, tours and other events that may be outside of normal work activities, some examples being Open House, Ballunar Fest, Safety and Total Health Day.

**Spot Cleaning:** Removal of dirt, soil, debris, liquids, stains, or other foreign materials where adequate cleanliness can be accomplished by cleaning only affected areas and where the cleaning of the entire area would not be necessary.

**Spray Buffing:** Application of a wax and water solution to a floor and buffing with a high speed buffing machine to restore the floor finish after wet or damp mopping.

**Steam Cleaning:** Using vapor technology, a cleaning system that utilizes extremely high temperature (205 degrees – 230 degrees F) water vapor under regulated pressure to clean and sanitize carpets/rugs quickly and easily. The water vapor shall be comprised of smaller water droplets than steam, thus allowing heated water vapor to penetrate cracks and crevices.

**Stripping:** Complete (95 percent or more) removal of the wax/finish applied to non-carpeted flooring.

**Sweepers:** Non-electrical sweeping devices intended for use on low pile carpet.

**Sweeping:** Removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods not requiring a wet mop.

**Vacuuming:** Mechanical removal of loose dust, dirt, soil, debris, and other foreign material involving movement of air. Machines used for vacuuming floors shall combine rotating brushes with air movement to effectively remove loose material. HEPA vacuums shall be used in all areas where vacuuming is called for. See High Efficiency Particle Arrest.

**Venetian Blind Cleaning:** Removal of dirt, soil, lint, smudges, smears, or other foreign material from window blinds.

**Waste Container:** Trash receptacles, wastebaskets, trashcans, wastepaper baskets, paper towel receptacles, ashtrays, or any container holding trash, paper, or refuse of any type.

**Waxing/Finishing:** Application of three coats of a non-slip gloss finish to hard surfaced floors such as vinyl, rubber, cork, linoleum, terrazzo, wood, or tile. Includes buffing if manufacturer recommended.

**Wet Mopping:** Removal of built up dirt, soil, liquids or other foreign materials from a floor using cotton, micro fiber or similar yarn type mop with either sufficient neutral detergent and water solution, or neutral disinfecting detergent and water solution; includes rinsing if recommended by the detergent manufacturer.

**Attachment C: CLIN Frequencies**

CLIN	Title	Unit	Annual Workload
<b>2.0</b>	<b>Basic Services</b>		
2.1	Basic, Regularly Scheduled Services		See Below
2.1.1	Drinking Fountains and Wash Stations Perform 5W on 460 drinking fountains and wash stations. NOTE: Each of the 460 drinking fountains will require 250 cleanings. (ex. 5W x 52 weeks minus 10 equals 250 includes 10 government holidays.)	Cleanings	250
2.1.2	Mirror & Glass Cleaning Perform 2W on 30,000 sq. ft.	Cleanings	104
2.1.3	Elevator Cleaning Perform 3W on 62 elevators.	Cleanings	156
2.1.4	Dusting and Cleaning Entrances, Hallways, and Carpeted Areas Perform monthly on 1,025,000 sq. ft	Cleanings	12
2.1.5	Clean and Service Restrooms and Medical Offices		See below
	a. Perform 5W on 95,600 sq. ft of restrooms and 10,250 sq. ft of medical offices/patient rooms/labs.	Cleanings	250
	b. Perform 7W on 1,055 sq. ft. for the following: Building 30S/Rooms 23RME, 23RWE, 23VME, 23VWE, 43RME, 43RWE, 43VWE, and 43VME.	Cleanings	365*
	c. Perform 8W on 506 sq. ft. for the following: Building 90D Rocket Park.	Cleanings	416*
	d. Perform 11W on 2,350 sq. ft. for the following: Building 207/Rooms 120 and 135.	Cleanings	572*
	* Count does not include deduction for holidays		
2.1.6	Machine Scrub Restroom Floors Perform monthly on 95,600 square feet	Cleanings	12
2.1.7	Inside Stairs, Stairwells, Ramps, and Landings		See below
	a. Perform weekly on 58,450 sq. ft.	Cleanings	52
	b. Perform 2W on 2,760 sq. ft. in Building 30S/All, Building 9N/Rooms 12SNE, and 12SNW.	Cleanings	104

2.1.8	Inside/Outside Entrance Area Floors	See below	
	Perform 5W on 60,000 sq. ft. of entrance floor areas	Cleanings	250
	Perform 3W on 60,000 sq. ft. of floor areas under mats	Cleanings	156
2.1.9	Hard Floor Cleaning	See below	
	a. Dust – mop or sweep hard floor		
	1. Perform 2W on 1,754,800 sq. ft.	Cleanings	104
	2. Perform 5W on 6,000 sq. ft. in Building 1/Ninth floor; Building 3/Rooms 103AC, 103AN, 103AS, 103W; Building 11/Room 101 (Serving Area); Building 110/Room 120.	Cleanings	250
	b. Wet or damp mop or machine-scrub floors		
	1. Perform weekly on 1,658,800 sq. ft.	Cleanings	52
	2. Perform 2W on 87,000 sq. ft. in Building 1/Floors 1-9, Building 110/Room 120.	Cleanings	104
	3. Perform daily 5W on 14,300 sq. ft. in Building 3/Rooms 103AC, 103AN, 103AS, 103W; Building 8/Rooms 134, 134A, 136A, 138, 139, 142, 143, 145-156, 161, 161B-D, 162-164, 1104, 1106, 208, 223, 223A, 277, 277A, 277B, 277E, 278; Building 11/Room 101 (Serving Area).	Cleanings	250
2.1.10	Vacuum Carpets and Rugs	See below	
	a. Perform 2W on 724,750 sq. ft.	Cleanings	104
	b. Perform 5W on 17,450 sq. ft in Building 3/Rooms 100, 100A, 1AN, 1AS, 1AWN, 1AWS; Building 8/Rooms 140, 141, 165, 1100, 1102, 220, 223B; Building 11/Rooms 100, 1AE1, 1AE2, 1AW, 1ASE, 1ASW.	Cleanings	250
2.1.11	Spray Buffing in Hallways		
	Perform monthly on 283,000 sq. ft.	Cleanings	12
2.1.12	Dusting and Cleaning		
	Contractor provides approved annual work plan	Sq ft	2,000,000
2.1.13	Exterior Glass Surfaces/Window Frames	See below	
2.1.13.1	First Floor Cleaning		
	Contractor provides approved annual work plan	Sq ft	365,000
2.1.13.2	Above First Floor Cleaning		
	Contractor provides approved annual work plan	Sq ft	76,693

2.1.14	Interior Windows/Window Area/Venetian Blinds Contractor provides approved annual work plan	Sq ft	365,000
2.1.15	Recycling Program	See below	
	a. Cardboard recycling	Pounds	160,000
	b. Mixed paper recycling	Pounds	800,000
	c. Plastic bottle recycling	Pounds	4,000
2.1.16	Solid Waste Removal	See below	
2.1.16.1	Interior Waste Containers Perform 3W approx. 38,000	Each	156
2.1.16.2	Exterior Waste Containers Perform 5W approx. 200	Each	250
2.1.16.3	Tobacco Receptacles Perform 5W approx. 165	Each	250
2.1.16.4	Solid Waste Removal Service	Pounds	3,000,000
2.1.17	Strip, Seal, and Wax/Finish Hard Floors Contractor provides approved annual work plan	Sq ft	1,800,000
2.1.18	Steam Clean Carpet/Rugs Contractor provides approved annual work plan	Sq ft	750,000
2.1.19	Pest Control	See below	
2.1.19.1	Exterior Pest Control Perform Semi-annually (2 * 90,000 linear feet)	Linear feet	180,000
2.1.19.2	Interior Pest Control Perform annually	Sq ft	3,000,000
2.1.19.3	Termite Inspection Services Perform annually	Linear feet	90,000
2.1.19.3	Termite Treatment Services Perform as needed	Linear feet	20,000
2.2	Emergency Custodial Services	Man-hours	1,600
2.3	Special Events	Man-hours	6,000
2.3.1	Supplemental Waste Removal	See below	
2.3.1.1	Municipal Solid Waste Removal	Cu yards	500
2.3.1.2	Portable Restrooms	Each	20

**Attachment D: Frequencies of Service**

Monthly (M): Services performed 12 times during each 12-month period of the Contract at intervals of 28 to 31 days.

Two times monthly (2M): Services performed 24 times during each 12-month period of the Contract at intervals of 14 to 16 days.

Weekly (W): Services performed 52 times during each 12-month period of the Contract at intervals of 6 to 7 days.

Two times weekly (2W): Services performed two times a week, on Tuesday and Thursday.

Three times weekly (3W): Services performed three times a week, on Monday, Wednesday, and Friday.

Daily (5W): Services performed once each business day, Monday through Friday, excluding holidays.

Six times weekly (6W): Services performed six times a week, once each day, Monday through Saturday.

Seven times weekly (7W): Services performed seven times per week, once each calendar day, including holidays.

Eight times weekly (8W): Services performed eight times per week, once each calendar day, including holidays, with two occurrences on Saturday at intervals of not less than 4 hours apart.

Eleven times weekly (11W): Services performed eleven times a week, twice each day Monday through Friday at intervals of not less than 4 hours apart, and once on Saturday.

**Attachment E: Dumpster and Roll Off Table Schedule**

Bldg	Qty	Size In Cu Yds	Freq of Service (per week)	Type of Container
1	2	6	3X	Dumpster
2	1	2	3X	Dumpster
3	2	8	5X	Dumpster
4N	1	8	3X	Dumpster
4S	1	8	3X	Dumpster
5	1	8	3X	Dumpster
7	1	6	3X	Dumpster
8	1	8	3X	Dumpster
9N	1	8	3X	Dumpster
9S	1	8	3X	Dumpster
10	1	6	3X	Dumpster
11	1	8	5X	Dumpster
12	1	6	3X	Dumpster
13	1	8	3X	Dumpster
14	1	4	3X	Dumpster
15	2	6	3X	Dumpster
24	1	4	3X	Dumpster
29	1	2	3X	Dumpster
30A	1	8	3X	Dumpster
30M	2	6	3X	Dumpster
30S	1	8	3X	Dumpster
31	1	4	3X	Dumpster
32	1	2	3X	Dumpster, w/Casters
33	1	2	3X	Dumpster
34	1	2	3X	Dumpster
36	1	8	6X	Dumpster
37	1	6	3X	Dumpster
44	1	2	3X	Dumpster
45	1	8	3X	Dumpster
46	1	6	3X	Dumpster
49	1	2	3X	Dumpster
56	1	2	3X	Dumpster
90B	1	2	2X Month	Dumpster
207	1	8	5X	Dumpster
211	1	4	5X	Dumpster
220	1	2	3X	Dumpster, w/Casters
222	1	2	3X	Dumpster

228	1	8	3X	Dumpster
259	1	2	3X	Dumpster
265	1	2	3X	Dumpster
266	1	2	3X	Dumpster
267	1	2	3X	Dumpster
323	1	6	3X	Dumpster
327	1	4	3X	Dumpster
350	1	8	3X	Dumpster
358	1	6	3X	Dumpster
422	1	4	3X	Dumpster
E-135	1	4	3X	Dumpster
E-270	1	8	3X	Dumpster
E-278	1	8	3X	Dumpster
E-990	1	4	3X	Dumpster
S-920	3	8	3X	Dumpster
<b>Roll-Offs, Open Top</b>				
10	1	30	On Call P/U	Roll-Off, Open Top
336	1	30	On Call P/U	Roll-Off, Open Top
PIT	2	40	On Call P/U	Roll-Off, Open Top
422	1	40	On Call P/U	Roll-Off, Open Top
E-270	1	30	On Call P/U	Roll-Off, Open Top
S-920	2	31	On Call P/U	Roll-Off, Open Top
<b>Compactors</b>				
333SW	1	40	On Call P/U	Compactor, White Paper
333SE	1	40	On Call P/U	Compactor, Trash
336N	1	40	On Call P/U	Compactor, Cardboard

**Attachment F: Municipal Solid Waste & Recycling Table**

Date	Total Trash Landfilled (pounds)	Total Trash Recycled (pounds)	Percentage Recycled	Landfill Costs	Dumpster Weight/Month
Oct-05	129,500	161,400	55.48%	\$10,003.93	83,440
Nov-05	169,720	125,720	42.55%	\$10,199.88	120,890
Dec-05	204,752	133,420	39.45%	\$10,519.88	102,872
Jan-06	235,924	139,140	37.10%	\$10,518.68	88,084
Feb-06	197,795	146,600	42.57%	\$10,427.73	103,625
Mar-06	189,325	40,770	17.72%	\$10,773.68	64,299
Apr-06	224,551	128,521	36.40%	\$9,586.28	97,659
May-06	180,905	73,100	28.78%	\$9,803.68	100,075
Jun-06	222,499	164,240	42.47%	\$9,906.58	163,499
Jul-06	140,366	134,400	48.91%	\$9,976.16	99,326
Aug-06	136,536	135,440	49.80%	\$10,850.27	80,856
Sep-06	212,230	213,550	50.16%	\$11,868.78	142,290
<b>Totals</b>	<b>2,244,103</b>	<b>1,596,301</b>	<b>40.95%</b>	<b>\$124,435.53</b>	<b>1,246,915</b>

Recycled:	White Paper (pounds)	Cardboard (pounds)	Al Can (pounds)
FY03	762,980	96,880	2,924
FY04	819,200	78,860	2,511
FY05	791,880	122,800	2,520
FY06	679,910	160,480	2,445

Fiscal Year	Total Trash Landfilled (pounds)	Total Trash Recycled (pounds)	Percentage Recycled	Landfill Costs
FY 1997	3,386,611			\$134,342
FY 1998	3,386,342	2,622,414	43.64%	\$133,683
FY 1999	3,386,880	1,469,444	30.26%	\$135,000
FY 2000	3,136,493	2,062,568	39.67%	\$139,331
FY 2001	3,158,870	1,185,622	27.29%	\$88,660
FY 2002	3,145,737	1,691,387	34.97%	\$61,318
FY 2003	3,132,160	1,702,470	34.94%	\$128,421
FY 2004	3,078,386	2,147,070	40.60%	\$142,210
FY 2005	2,835,177	2,375,562	42.74%	\$129,554
FY 2006	2,244,103	1,596,301	40.95%	\$124,436

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**SECTION D - PACKAGING AND MARKING**

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**D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(End of clause)

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**SECTION E - INSPECTION AND ACCEPTANCE**

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**E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE

NUMBER DATE TITLE

52.246-4 AUG 1996 INSPECTION OF SERVICES-- FIXED-PRICE

52.246-16 APR 1984 RESPONSIBILITY FOR SUPPLIES

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE

NUMBER DATE TITLE

None included by reference.

(End of clause)

[End of section]

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**SECTION F - DELIVERIES OR PERFORMANCE**

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**F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER
52.242-17	APR 1984	GOVERNMENT DELAY OF WORK
52.247-34	NOV 1991	F.O.B. DESTINATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
None included by reference.		

(End of clause)

**F.2 COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)**

All work required under this contract, including submission of all reports, shall be completed on or before February 28, 2010.

(End of clause)

**F.3 OPTION TO EXTEND COMPLETION DATE (JSC 52.217-90) (OCT 1996)**

The Government may require the contractor to continue to perform services under this contract. The CO may exercise this option by issuance of a unilateral contract modification 30 days or more before the end of the period of performance set forth in section F. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes:

**Option 1 (Third and Fourth Contract Year - 03/01/2010 through 02/28/2012)**

(a) B.2, entitled "Firm Fixed Price" is increased as shown below:

The total firm fixed price of this contract is \$ [ 9,045,799 : ].  
 This firm fixed price is comprised of the following line items

Performance Period	Performance Required	Firm Fixed Price <i>[To be Input by Offeror]</i>
March 2010	Basic Services in 2.0 of SOW	
April 2010	Basic Services in 2.0 of SOW	
May 2010	Basic Services in 2.0 of SOW	
June 2010	Basic Services in 2.0 of SOW	
July 2010	Basic Services in 2.0 of SOW	
August 2010	Basic Services in 2.0 of SOW	
September 2010	Basic Services in 2.0 of SOW	
October 2010	Basic Services in 2.0 of SOW	
November 2010	Basic Services in 2.0 of SOW	
December 2010	Basic Services in 2.0 of SOW	
January 2011	Basic Services in 2.0 of SOW	
February 2011	Basic Services in 2.0 of SOW	
March 2011	Basic Services in 2.0 of SOW	
April 2011	Basic Services in 2.0 of SOW	
May 2011	Basic Services in 2.0 of SOW	
June 2011	Basic Services in 2.0 of SOW	
July 2011	Basic Services in 2.0 of SOW	
August 2011	Basic Services in 2.0 of SOW	
September 2011	Basic Services in 2.0 of SOW	
October 2011	Basic Services in 2.0 of SOW	
November 2011	Basic Services in 2.0 of SOW	
December 2011	Basic Services in 2.0 of SOW	
January 2012	Basic Services in 2.0 of SOW	
February 2012	Basic Services in 2.0 of SOW	

- (b) B.5, entitled "IDIQ Guaranteed Minimum Quantity of Work" shall be modified to increase the maximum value that can be ordered under the IDIQ provisions of this contract to \$1,520,000.
- (c) F.2, entitled "Completion of Work" shall be modified to extend the Completion Date to February 28, 2012.
- (d) I.1, entitled "Ordering" shall be modified to change issue order dates from March 01, 2008, through February 28, 2012.
- (e) I.4, the last sentence of the clause entitled "Indefinite Quantity" shall be modified to read "The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after February 28, 2012."

**Option 2 (Fifth Contract Year - 03/01/2012 through 02/28/2013)**

(a) B.2, entitled "Firm Fixed Price" is increased as shown below:

The total firm fixed price of this contract is \$ [~~To be input by Offeror~~] **\$4,622,533.18**  
 This firm fixed price is comprised of the following line items

Performance Period	Performance Required	Firm Fixed Price <i>To be Input by</i>
March 2012	Basic Services in 2.0 of SOW	
April 2012	Basic Services in 2.0 of SOW	
May 2012	Basic Services in 2.0 of SOW	
June 2012	Basic Services in 2.0 of SOW	
July 2012	Basic Services in 2.0 of SOW	
August 2012	Basic Services in 2.0 of SOW	
September 2012	Basic Services in 2.0 of SOW	
October 2012	Basic Services in 2.0 of SOW	
November 2012	Basic Services in 2.0 of SOW	
December 2012	Basic Services in 2.0 of SOW	
January 2013	Basic Services in 2.0 of SOW	
February 2013	Basic Services in 2.0 of SOW	

- (b) B.5, entitled "IDIQ Guaranteed Minimum Quantity of Work" shall be modified to increase the maximum value that can be ordered under the IDIQ provisions of this contract to \$1,900,000.
- (c) F.2, entitled "Completion of Work" shall be modified to extend the Completion Date to February 28, 2013.
- (d) I.1, entitled "Ordering" shall be modified to change issue order dates from March 01, 2008, through February 28, 2013.
- (e) I.4, the last sentence of the clause entitled "Indefinite Quantity" shall be modified to read "The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after February 28, 2013."

(End of clause)

**F.4 SHIPPING INSTRUCTIONS (JSC 52.247-94) (APR 2006)**

All documentation shall be shipped to the addresses cited in Section J, Attachment B, DATA REQUIREMENTS LIST (DRL) & DATA REQUIREMENTS DESCRIPTION (DRD)

Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: NASA Johnson Space Center,  
Building 421  
2101 NASA Parkway  
Houston, TX 77058-3696

Mark for: Accountable Property Officer (if applicable)  
Mark with: Contract Number: NNJ07GA05C

For reissue to: COTR/Stephen Candler JM1 45 730  
(Name) (Mail Code) (Bldg.) (Rm.)

(End of clause)

**F.5 PHASE-IN AND PHASE-OUT**

(a) Contractor Phase-In:

Contractor Phase-In: The services provided by this contract are vital to the *Government's overall effort*, and continuity must be maintained at a consistently high level without interruption. The Contractor is expected to meet full performance requirements from the start date of the base contract period. The Phase-In period shall be approximately 30 calendar days prior to the start date of the base contract period. Office space will not be provided by the Government during the Phase-In period. The Contractor shall support a weekly meeting with the preceding Contractor(s) to discuss/identify problems or areas requiring attention during this Phase-In period. The Contractor shall accomplish Phase-In in accordance with Section J, Attachment B, DRD 19.

(b) Contractor Phase-Out:

Phase-out activities shall be accomplished in accordance with FAR 52.237-3, Continuity of Services.

(End of clause)

[END OF SECTION]

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**SECTION G - CONTRACT ADMINISTRATION DATA**

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**G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(End of clause)

**G.2 TECHNICAL DIRECTION (NFS 1852.242-70) (SEP 1993)**

- (a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.
- (b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--
  - (1) Constitutes an assignment of additional work outside the statement of work;
  - (2) Constitutes a change as defined in the changes clause;
  - (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;

- (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
  - (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.
- (c) All technical direction shall be issued in writing by the COTR.
- (d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--
- (1) Rescinded in its entirety; or
  - (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.
- (e) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.
- (f) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

**G.3 INSTALLATION-ACCOUTABLE GOVERNMENT PROPERTY (NFS 1852.245-71)**  
**(ALT 1)(NOV 2004)**

(a) The Government property described in the clause at 1852.245-77, List of Installation- Accountable Property and Services, shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided

the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

**User Responsibilities: Reference Document (NPR 4200.2)**

**Chapter 2.**

2.7. Responsibility of the Individual. The contractor shall ensure that each of its employees are responsible for Government property as follows: An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes. Additional responsibilities include the following:

2.7.1. Reporting any missing or un-tagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the property custodian immediately.

2.7.2. Notifying the property custodian, supervisor, and the Center security officer immediately if theft of Government property is suspected.

2.7.3. Ensuring that equipment is used only in pursuit of approved NASA programs and projects.

2.7.4. Notifying the property custodian of equipment not actively being used for determination of proper disposition.

2.7.5. Ensuring that equipment is returned through the property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.

2.7.6. Assigned users retain all responsibilities including notifying property custodians of all activity associated with the user's assigned equipment.

2.8. The contractor must ensure that all on-site contractor employees notify the contracting officer, property custodian, and SEMO upon termination of employment.

**Chapter 4.**

4.2.11. The user will assist the custodian in completing NF 1618 and sign in the designated block.

The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b)(1) The official accountable recordkeeping, physical inventory, financial control, and

reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The contractor shall not utilize the installation's central receiving facility for receipt of Contractor-acquired property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a quarterly basis, to the Contracting Officer and the Supply and Equipment Management Officer.

(ii) The contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area:

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The contractor shall assume accountability and financial reporting responsibility for such property. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of clause)

#### **G.4 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES** **(NFS 1852.245-77) (JULY 1997)**

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.

(b) General- and special-purpose equipment, including office furniture.

- (1) Equipment to be made available is listed in Section J, Attachment E3. The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.
- (2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.
- (3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.
- (c) Publications and blank forms stocked by the installation.
- (d) Safety and fire protection for Contractor personnel and facilities.
- (e) Installation service facilities:
- f.1 Office Automation Information Technology ("OAIT) onsite only: Generally, this includes access to personal computers, fax machines, scanners, copiers, and printers. This includes help desk support and training in the use of these systems.
  - f.2 Disposal Services: Disposal services for excess onsite and offsite Contractor-held/Government-owned property.
  - f.3 Pickup and Delivery of Official Mail: Within the Center and to and from the Albert Thomas Post Office, provided the mail is properly sealed and stamped. Such mail will be picked up or dropped from only one point as designated by JSC or, if preferred, JSC will provide a box in the central mailroom for the Contractor to pick up and deposit its mail.
  - f.4 Use of JSC Calibration Laboratory: The contractor shall utilize the services of the JSC Calibration Laboratory to the maximum extent practicable for calibration of all instruments (Government property or contractor property) utilized under this contract, the total cost for maintenance of which would otherwise be a direct charge to the Government.
- (f) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.
- (g) Cafeteria privileges for Contractor employees during normal operating hours.
- (h) Building maintenance for facilities occupied by Contractor personnel.
- (i) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
- (j) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

(End of clause)

**G.5 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JSC 52.204- 91) (JAN 2006)**

(a) An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least three weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided. Contractors should be aware that approval for access to the site and issuance of a badge may take much longer than three weeks and sufficient lead time must be allowed to accommodate the approval process.

(b) All visit/badge requests for persons described in (a) above must be entered in the NASA Foreign National Management System (NFMMS) for acceptance, review, concurrence, and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. These individuals shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC or WSTF until approved and processed through the NFMMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office, and an approved NASA Foreign National Visitor Security/Technology Control Plan (STTCP), (previously called the Access Control Plan) has been submitted and approved.

(c) The contractor agrees that it will not employ for the performance of work onsite at JSC or WSTF any individuals who are not legally authorized to work in the United States. If the JSC or WSTF Industrial Security Specialist or the contracting officer has reason to believe that any employee of the contractor may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

The contractor agrees to provide the information requested by JSC or WSTF Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/ representative may be allowed access to JSC or other NASA centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be

submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other center to be visited.

(End of clause)

**G.6 JSC HAZARDOUS MATERIALS USE (JSC 52.223-92) (DEC 1999)**

- (a) This clause is JSC-unique, and the requirements are in addition to any U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, or other state or Federal regulation or statute. Therefore, the following requirements do NOT supersede any statutory or regulatory requirements for any entity subject to this clause.
- (b) "Hazardous materials," for the purposes of this clause, consist of the following:
  - (1) Those materials defined as "highly hazardous chemicals" in Occupational Safety and Health Administration Process Safety Management Regulation, 29 Code of Federal Regulation 1010.119, without regard for quantity.
  - (2) Those "extremely hazardous substances" subject to the emergency planning requirements in the Environmental Protection Agency Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 355, Part 355, without regard for quantity.
  - (3) Those "hazardous substances" subject to the release notification requirements under Environmental Protection Agency's Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 302.4, without regard for quantity.
  - (4) Any radioisotope material or device that produces ionizing radiation.
  - (5) Any Class II, III, or IV laser as defined by the American National Standards Institute No. Z136.1 (1986)
  - (6) Any explosive or any pyrotechnics.
  - (7) Any pesticide.
- (c) The contractor shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used onsite at JSC/White Sands Test Facility for the performance of the contract.

- (d) The contractor shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.
- (e) The contractor shall notify the JSC Occupational Health and Test Support Office (SD13) prior to any initial use or different application of these materials.
- (f) The contractor shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.
- (g) The contractor shall insert the substance of this clause, including this Paragraph F with appropriate changes of designations of the parties, in subcontracts under which hazardous materials will be utilized, or may reasonably be expected to be utilized, onsite at JSC/White Sands Test Facility.
- (h) In the event the contractor fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

(End of clause)

**G.7 SUBMISSION OF INVOICES (JSC 52.232-90) (OCT 1993) (FIXED-PRICE ONLY)**

Invoices shall be prepared and submitted in quadruplicate unless otherwise specified. Invoices shall contain the following information as applicable: contract and order number, item numbers, description of supplies or services, sizes, quantities, unit prices, and extended totals. Invoices shall be submitted to:

NASA/JSC  
Attn: BJ/Contracting Officer  
2101 NASA Parkway  
Houston, TX 77058

In the event that amounts are withheld from payment in accordance with the New Technology Clause or other provisions of this contract, a separate invoice for the amount withheld will be required before payment for that amount may be made.

Monthly invoices shall be addressed in accordance with B.2, NFS 1852.216-78, entitled "Firm Fixed Price" and 52.232-1, entitled "Payments".

(End of clause)

**G.8 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (OCT 2006)**

At all times while on Government property, the contractor, subcontractors, their employees, and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee credentials and visitor badges will be issued only between the hours of 6:00 a.m. to 7:30 p.m., Monday through Friday, and 7:30 am to 3:00 pm on Saturday. WSTF employee badges will be issued only between the hours of 8 a.m. to 2 p.m., Monday through Friday. WSTF visitor badges will be issued on a 7-day-a-week, 24-hour-a-day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging & Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, Controlled Access Area cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

(End of Section)

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**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

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**H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT- TO-KNOW INFORMATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.208-81	NOV 2004	RESTRICTIONS ON PRINTING AND DUPLICATIONS
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-74	MAR 1996	DRUG- AND ALCOHOL-FREE WORKFORCE
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.225-70	FEB 2000	EXPORT LICENSES
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS

(End of clause)

**H.2 TASK ORDERING PROCEDURE (NFS1852.216-80) (ALT I) (OCT 1996)**

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
- (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
- (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within fourteen (14) calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

- (1) Date of the order.
- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within two (2) calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(i) Contractor shall submit monthly task order progress reports. As a minimum, the reports shall contain the following information:

- (1) Contract number, task order number, and date of the order.
- (2) Task ceiling price.
- (3) Cost and hours incurred to date for each issued task.
- (4) Costs and hours estimated to complete each issued task.
- (5) Significant issues/problems associated with a task.
- (6) Cost summary of the status of all tasks issued under the contract.

(End of clause)

### **H.3 LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (NFS 1852.232-77)** **(MAR 1989)**

(a) Of the total price of custodial services, the sum of \$10,000<sup>02</sup> is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract.

(b) The Contractor agrees to perform or have performed work on the items specified in paragraph (a) of this clause up to the point at which, if this contract is terminated

pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c)(1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until **2/15/08**

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.

(4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

(d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of paragraphs (b) and (c) of this clause shall apply to these additional allotted funds and the substituted date pertaining to them, and the contract shall be modified accordingly.

(e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the Contractor incurs additional costs or is delayed in the performance of the work under this contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.

(f) The Government may at any time before termination, and, with the consent of the Contractor, after notice of termination, allot additional funds for this contract.

(g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the items set forth in paragraph (a) of this clause. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.

(h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.

(End of clause)

**H.4 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS (JSC 52.209-90) (SEP 1988)**

This contract incorporates Section K, Representations, Certifications, and Other Statements of Offerors, as set forth in the contractor's proposal [To be input by Offeror] dated 7/30/07, by reference, with the same force and effect as if it were given in full text.

(End of clause)

**H.5 ASSOCIATE CONTRACTOR AGREEMENT FOR THE JOHNSON SPACE CENTER**

(a) The success of the Johnson Space Center is dependent on the efforts of multiple contractors. The Custodial contractor is a key participant. The other key contracts include the:

Facilities Contract	JSC Enabling Technology & Security (JETS) Contract
Logistics Operations Contract (LOC)	Outsourcing Desktop Initiative for NASA (ODIN) Contract
Grounds Contract	European Space Agency (ESA) Contract
Environmental Contract	Safety & Mission Assurance Contract
JSC Information Management & Media Services (JIMMS) Contract	Energy Savings Performance Contract (ESPC)

(b) In order to achieve efficient and effective implementation of JSC operations, the contractor shall establish the means for coordination and exchange of information with associate contractors. The information to be exchanged shall be that required by the contractors in the execution of their respective contract

requirements. The contractors are strongly encouraged to seek out and foster cooperative efforts that will benefit JSC with increased safety, efficiency, and productivity.

- (c) Given the unique role of this contract, and interrelations with the operation, maintenance and utilization of JSC, the contractor will engage in cooperative relationships that facilitate effective management of the overall JSC effort.
- (d) To ensure successful operation of JSC, the contractor shall establish formal guidelines to address coordination, cooperation, and communication. All program elements shall work in a coordinated fashion. Each contractor shall establish the means for the exchange of such data as needed to keep other project elements fully informed.

(End of clause)

**H.6 RECYCLING FUNDS REIMBURSEMENT**

Recyclable paper, cardboard, plastic drink containers,, newspaper, and phone books collected under this contract shall be used or sold as recyclable materials. NASA JSC benefits from the Contractor’s sale of recyclables by saving in disposal costs. Revenue generated from the sale of the recyclables by the Contractor shall be returned to NASA JSC by the Contractor in order for the Government to fund further recycling efforts.

In accordance with DRD 008 in section J, attachment B, the contractor is required to provide the Government with a report which documents the types of materials which were recycled during the month, the amount of the material, and the proceeds received from the sale. On a quarterly basis as described in the table below, the contractor shall provide the Government with a check to reimburse the Government the proceeds received from the sale of recycled materials. The check shall be made payable to NASA/JSC and should annotate that the check is for recycling revenues for JSC. The check shall be mailed to NASA Johnson Space Center, Attn: Collection Agent Mailcode LF9, 2101 NASA Parkway, Houston, TX 77058. The amount of the check shall reconcile to the DRD 008 submissions for the covered period.

<b>Period Covered</b>	<b>Reimbursement Due to the Government</b>
January thru March	April 15
April thru June	July 15
July thru September	October 15
October thru December	January 15

The contractor shall provide a courtesy copy to the Contracting Officer and the JSC Recycling Coordinator.

(End of Clause)

**H.7 CONTRACTOR CUSTODIAL LIABILITY**

Unacceptable workmanship shall be corrected at no expense to the Government.  
Damage to facilities caused by the Custodial Contractor shall be repaired at no expense to the Government.

(End of Clause)

[END OF SECTION]

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**PART II - CONTRACT CLAUSES**

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**SECTION I - CONTRACT CLAUSES**

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**I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	SEP 2006	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	SEP 2005	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	JUL 2006	CENTRAL CONTRACTOR REGISTRATION
52.208-9	JUN 2006	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY OR SERVICES
52.209-6	SEP 2006	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUESTS
52.215-2	JUN 1999	AUDIT AND RECORDS NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR EFECTIVE COST OR PRICING DATA - MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA - MODIFICATIONS
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA - - MODIFICATIONS (ALTERNATE IV) (OCT 1997) Insert (b) Provide information described below: "access to records necessary to permit an adequate evaluation of the proposed price in accordance with 15.403-3"
52.216-18	OCT 1995	ORDERING

		Insert "03/01/08" through "02/28/10" in paragraph (a).
52.217-2	OCT 1997	CANCELLATION UNDER MULTIYEAR CONTRACTS
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES
		Insert "30 days".
52.219-6	MAY 2003	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-14	DEC 1996	LIMITATIONS ON SUBCONTRACTING
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-4	JUL 2005	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - OVERTIME COMPENSATION
52.222-19	JAN 2006	CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-35	SEP 2006	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	SEP 2006	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-39	DEC 2004	NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES
52.222-41	JUL 2005	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.222-43	NOV 2006	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE ADJUSTMENT (MULTIYEAR AND OPTION CONTRACTS)
52.222-50	APR 2006	COMBATING TRAFFICKING IN PERSONS
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995)
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT TO KNOW INFORMATION (ALTERNATE I)(AUG 2003)(ALTERNATE II)(AUGUST 2003)
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.225-1	JUN 2003	BUY AMERICAN ACT--SUPPLIES
52.225-13	FEB 2006	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.228-5	JAN 1997	INSURANCE--WORK ON A GOVERNMENT

		INSTALLATION
52.229-3	APR 2003	FEDERAL, STATE, AND LOCAL TAXES
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-11	APR 1984	EXTRAS
52.232-17	JUN 1996	INTEREST
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION Insert " the date specified for receipt of offers" in Paragraph (b)(1).
52.233-1	JUL 2002	DISPUTES (ALTERNATE I) (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-13	JUL 1995	BANKRUPTCY
52.243-1	AUG 1987	CHANGES--FIXED PRICE (ALTERNATE II) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS (ALTERNATE I) (JAN 2006)
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	SEP 2006	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-2	MAY 2004	GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS) (ALTERNATE I) (APR 1984)
52.246-25	FEB 1997	LIMITATION OF LIABILITY -- SERVICES
52.247-63	JUN 2003	PREFERANCE FOR U.S. - FLAG AIR CARRIERS
52.249-2	MAY 2004	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)
52.249-8	APR 1984	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE

NUMBER      DATE      TITLE

1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.223-74	MAR 1996	DRUG-AND ALCOHOL-FREE WORKPLACE
1852.228-75	OCT 1988	MINIMUM INSURANCE COVERAGE
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.237-73	JUN 2005	RELEASE OF SENSITIVE INFORMATION
1852.243-71	MAR 1997	SHARED SAVINGS

(End of clause)

**I.2 APPROVAL OF CONTRACT (FAR 52.204-1) (DEC 1989)**

This contract is subject to the written approval of the JSC Procurement Officer and shall not be binding until so approved.

(End of clause)

**I.3 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL  
(FAR 52.204-9) (NOV 2006)**

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

(End of clause)

**I.4 INDEFINITE QUANTITY (FAR 52.216-22) (OCT 1995)**

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with

respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after February 28, 2010.

(End of clause)

**I.5 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:  
It is not a Wage Determination*

Employee Class	Monetary Wage-Fringe Benefits
<b>See Section J, Attachment D</b>	

(End of clause)

**I.6 OZONE-DEPLETING SUBSTANCES (FAR 52.223-11) (MAY 2001)**

- (a) Definition . "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR part 82 as-
  - (1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or
  - (2) Class II, including, but not limited to, hydrochlorofluorocarbons.
- (b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR part 82, Subpart E, as follows:

Warning

Contains (or manufactured with, if applicable) \* N/A, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

\* The Contractor shall insert the name of the substance(s).

(End of clause)

**I.7 PAYMENTS (FAR 52.232-1) (APR 1984)**

The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if-

- (a) The amount due on the deliveries warrants it; or
- (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

(End of clause)

**I.8 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)**

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

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of clause)

**I.9 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (NFS 1852.204-76) (NOV 2004)**

(a) The Contractor shall be responsible for Information Technology security for all systems connected to a NASA network or operated by the Contractor for NASA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor must have physical or electronic access to NASA's sensitive information contained in unclassified systems that directly support the mission of the Agency. This includes information technology, hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems. Examples of tasks that require security provisions include:

- (1) Computer control of spacecraft, satellites, or aircraft or their payloads;
- (2) Acquisition, transmission or analysis of data owned by NASA with significant replacement cost should the contractor's copy be corrupted; and

(3) Access to NASA networks or computers at a level beyond that granted the general public, e.g. bypassing a firewall.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.) and the Government Information Security Reform Act of 2000. The plan shall meet IT security requirements in accordance with Federal and NASA policies and procedures that include, but are not limited to:

(1) OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;

(2) NASA Procedures and Guidelines (NPR) 2810.1, Security of Information Technology; and

(3) Chapter 3 of NPR 1620.1, NASA Security Procedural Requirements.

(c) Per DRD 3.13, the contractor shall submit for NASA approval an IT Security Plan. This plan must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.

(d)(1) Contractor personnel requiring privileged access or limited privileged access to systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810.1, Section 4.5; NPR 1620.1, Chapter 3; and paragraph (d)(2) of this clause. Those Contractor personnel with non-privileged access do not require personnel screening. NASA shall provide screening using standard personnel screening National Agency Check (NAC) forms listed in paragraph (d)(3) of this clause, unless contractor screening in accordance with paragraph (d)(4) is approved. The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of the government, interim access may be granted pending completion of the NAC.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk):

(i) **IT-1** -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) **IT-2** -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" data whose cost to replace exceeds one million dollars.

(iii) **IT-3** -- Individuals having privileged access or limited privileged access to

systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as follows:

(i) IT-1: Fingerprint Card (FC) 258 and Standard Form (SF) 85P, Questionnaire for Public Trust Positions;

(ii) IT-2: FC 258 and SF 85, Questionnaire for Non-Sensitive Positions; and

(iii) IT-3: NASA Form 531, Name Check, and FC 258.

(4) The Contracting Officer may allow the Contractor to conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures. As used here, equivalent includes a check for criminal history, as would be conducted by NASA, and completion of a questionnaire covering the same information as would be required by NASA.

(5) Screening of contractor personnel may be waived by the Contracting Officer for those individuals who have proof of --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within last three years; or

(iii) Screening conducted by the Contractor, within last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer under paragraph (d)(4) of this clause.

(e) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810.1, Section 4.3 requirements. The contractor may use web-based training available from NASA to meet this requirement.

(f) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime.

(g) The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(End of clause)

#### **I.10 OMBUDSMAN (NFS 1852.215-84) (OCT 2003) (ALT I)(JUN 2000)**

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward

phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

Lucy V. Kranz  
2101 NASA Parkway  
Houston, TX 77058  
e-mail: [lucy.v.kranz@nasa.gov](mailto:lucy.v.kranz@nasa.gov)  
phone: 281-483-0490      fax: 281-483-2200

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail [james.a.balinskas@nasa.gov](mailto:james.a.balinskas@nasa.gov). Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(End of clause)

#### **I.11 ACCESS TO SENSITIVE INFORMATION (NFS 1852.237-72) (JUN 2005)**

(a) As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.

(b) To assist NASA in accomplishing management activities and administrative functions, the Contractor shall provide the services specified elsewhere in this contract.

(c) If performing this contract entails access to sensitive information, as defined above, the Contractor agrees to--

(1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement.

- (2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
- (3) Allow access to sensitive information only to those employees that need it to perform services under this contract.
- (4) Preclude access and disclosure of sensitive information to persons and entities outside of the Contractor's organization.
- (5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.
- (6) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
- (7) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (d) The Contractor will comply with all procedures and obligations specified in its Organizational Conflicts of Interest Avoidance Plan, which this contract incorporates as a compliance document.
- (e) The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a government contractor.
- (f) The Contractor shall include the substance of this clause, including this paragraph (f), suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information.

(End of clause)

[END OF SECTION]

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Attachment A - Contractor Provided Plans</b>		
A1	Custodial Phase-In Plan	A-2
A2	Safety and Health Plan	A-3
A3	IT Security Plan	A-4
A4	Quality Assurance Plan	A-5
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<b>Attachment B - Data Requirements List Data Requirements Description</b>		
B1	Data Requirements List (DRL)	B-2
B2	Data Requirements Description (DRD)	B-12
<b>Attachment C - Controlled Access Areas (CAA)</b>		
C	Controlled Access Areas (CAA)	C-2
<b>Attachment D - U.S. Department of Labor Wage Determination/Collective Bargaining Economic Terms</b>		
D1	Notice of Intention to Make a Service Contract and Response to Notice	D-2
D2	Department of Labor Wage Determinations – Collective Bargaining Agreement (CBA)	D-4
<b>Attachment E - Property, Facilities and IT</b>		
E1	IT Systems	E-2
E2	Government Provided Facilities	E-3
E3	Installation Accountable Government Property	E-4
<b>Attachment F - Personal Identity Verification (PIV)</b>		
F	Personal Identity Verification (PIV)	F-2
<b>Attachment G - Custodial Support Services</b>		
G1	Interior Square Footage - Excel Worksheet	N/A
G2	Exterior Building Windows	G-3
G3	Extermination	G-6

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**SECTION J - LIST OF ATTACHMENTS**

**ATTACHMENT A – CONTRACTOR PROVIDED PLANS**

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<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
A1	Custodial Phase-In Plan	A-2
A2	Safety and Health Plan	A-3
A3	IT Security Plan	A-4
A4	Quality Assurance Plan	A-5
A5	Custodial Services Management Plan	A-6

**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**ATTACHMENT B – DATA REQUIREMENTS LIST (DRL) & DATA REQUIREMENTS DESCRIPTION (DRD)**

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<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
B1	Data Requirements List (DRL)	2
B2	Data Requirements Description (DRD)	11

**ATTACHMENT B1 – DATA REQUIREMENTS LISTINGS AND SUBMITTALS TABLE OF CONTENTS**

<u>DOC.</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>SOW PAGE No.</u>
001	Safety & Health Plan (S&HP)	Once w/Updates	1.11
002	Monthly Safety Statistics	Monthly	1.11
003	Hazardous Materials Inventory	Quarterly	N/A
004	Security Reporting Requirements	Quarterly	N/A
005	Notification of Potential Labor Dispute & Contingency Strike Plan	As Required	N/A
006	JSC Emergency Preparedness Plan	Once w/Updates	1.13
007	Environmental & Energy Consuming Product Compliance Report	Once w/Updates	1.14.3
008	Recycling Report	Monthly	2.1.15
009	Municipal Solid Waste Report	Monthly	2.1.16
010	Quality Assurance Plan	Once w/Updates	1.12
011	Custodial Services Management Plan	Once w/Updates	1.10
012	IT Security Plan	As Required	N/A
013	Contractor Furnished Items	Once w/updates	1.16
014	Custodial Cleaning Schedule	Quarterly	1.7
015	Annual Work Plan	Annually	See DRD
016	Pest Control Inspection and Maintenance Plan	Annually	2.1.19
017	Pest Control Application Report	Monthly	2.1.19
018	Termite Services Report	Quarterly	2.1.19.3
019	Custodial Phase-In Plan	Once	1.10.1
020	Wage/Salary & Fringe Benefit Data	Annually	N/A

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

## DRL IDENTIFICATION

- a. **Title** - Enter nomenclature descriptive of activity to which the DRL pertains, such as project, contract, statement of work, or request for proposal.
- b. **Contract/RFP Number** - Enter contract number or RFP number, if applicable.
- c. **Date** - Enter DRL preparation date as follows: Month-Day-Year. Subsequent modification dates may also be entered in this block.

## LINE ITEM IDENTIFICATION

1. **Line Item No.** - Number line items sequentially, 1 through 999.
2. **DRD Title** - Enter DRD title from block 1 of JSC Form 2341.
3. **Frequency** - Enter frequency of submittal code as follows:

<u>Code Description</u>		<u>Code Description</u>		<u>Code Description</u>	
AD	As Directed	DD	Deferred Delivery	RD	As Released
AN	Annually	EOGFY	End of Government Fiscal Year	RT	One Time and Revisions
AR	As Required	MO	Monthly	SA	SemiAnnually
BE	Biennially (Every other yr.)	OT	One Time	TY	Three Per Year
BM	Bimonthly (Every other mo.)	PV	Per Vehicle	UR	Upon Request
BW	Biweekly (Every other week)	QU	Quarterly	WK	Weekly
DA	Daily				

4. **As-Of Date** - If reports are of a recurring nature, give as-of date (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st). Amplify in Remarks, Item 9, if necessary.
5. **First Submittal** - Enter Month/Day/Year of initial submittal. If calendar date is not scheduled, enter number of days preceding or following event to which data requirement is related (e.g., 90 days prior to launch). Amplify in Remarks, Item 9, if necessary.
6. **Copies** - Complete 6a and 6b as specified below.
  - a. **Type** - Enter code as follows:

<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>
PRINT	Printed Copies	ELECT	Electronic copy through Email
REPRO	Reproducible Copy	OTHER	Explain Remarks, Item 9
MIXED	Combination of Other Codes		

- b. **Number** - Enter number of copies required opposite each type of copy furnished.
7. **Data Type** - Check the appropriate data type. Additional detail needed to clarify types or define subtypes may be added in block 9, REMARKS.
  - (1) **Written Approval** - Data requiring written approval by the NASA OPR before implementation into procurement or development program.
  - (2) **Mandatory Submittal** - Data submitted to NASA for coordination, information, review, and/or management control.
  - (3) **Submittal upon Request** - Data prepared and retained by respondent to be made available to requiring organization upon request.
8. **DISTRIBUTION** - List current codes or addresses and names of organizations which are to receive copies of documents generated under the DRD. If more than one copy is required, so indicate in parenthesis by recipient's name. Continue on a blank sheet if necessary.
9. **REMARKS** - Enter in this space.
  - a. Reference to specific work statement paragraph as applicable to explain relationship of data to task.
  - b. Additional submittal information, if necessary.
  - c. Comments which explain an entry made in any block of the DRL.
  - d. OPR for a specific DRD, if different from contract COTR.

## JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)  
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Custodial		b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no. 001	2. DRD Title Safety & Health Plan (S&HP)	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 <sup>st</sup> subm. date With Proposal	7. Copies a. Type    b. Mixed    4 + 2
8. Distribution <i>(Continue on a blank sheet if needed)</i> JSC Occupational Safety Branch (1 hard copy, 1 electronic copy) JSC Occupational Health Officer (1 hard copy) JSC Environmental Services Office (1 hard copy) JSC Emergency Preparedness Office (1 hard copy) JA Safety Manager (1 hard copy and 1 electronic copy)			9. Remarks Copies with proposal as provided in RFP instructions; distribute to those in block 8 after Government approval. Amend to Contract b Contract mod.			
1. Line item no. 002	2. DRD Title Monthly Safety Statistics	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 <sup>st</sup> subm. date 1/10/2008	7. Copies a. Type    b. Mixed    2 + 3
8. Distribution <i>(Continue on a blank sheet if needed)</i> NS2/Occupational Safety Branch (1 electronic copy) SD13/Occupational Health Officer (1 electronic copy) Contracting Officer (1 hard copy and 1 electronic copy) COTR (1 hard copy)			9. Remarks			
1. Line item no. 003	2. DRD Title Hazardous Materials Inventory	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency QT	5. As-of-date 1/10/2008	6. 1 <sup>st</sup> subm. date Sec 9	7. Copies a. Type    b. Mixed    1 + 1
8. Distribution <i>(Continue on a blank sheet if needed)</i> JSC Occupational Health Officer (1 electronic copy and 1 hard copy)			9. Remarks			

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)								Page <u>2</u> of <u>8</u>	
(See reverse for instructions) Based on JSC-STD-123									
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date			
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		4. Frequency	5. As-of-date	6. 1 <sup>st</sup> subm. date	7. Copies a. Type    b. Mixed    2 + 2		
004	Security Reporting Requirements			RT		1/10/2008			
8. Distribution (Continue on a blank sheet if needed) COTR (1 electronic copy and 1 hard copy) JSC Security Office (1 electronic copy and 1 hard copy)				9. Remarks					
005	Notification of Potential Labor Dispute & Contingency Strike Plan (Labor Relations)			AR		See 9			
8. Distribution (Continue on a blank sheet if needed) Contracting Officer (1 electronic copy and 1 hard copy) JSC Contract Labor Relations Officer (1 electronic copy and 1 hard copy)				9. Remarks Start of Contract.					
006	JSC Emergency Preparedness Plan			RT		1/10/2008			
8. Distribution (Continue on a blank sheet if needed) Contracting Officer (1 electronic copy and 1 hard copy)				9. Remarks Plan is due to the CO 30 days after start of Contract for review and approval and Yearly in March					

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# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

## JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)

Based on JSC-STD-123

Page 3 of 8

a. Title of Contract, Project, SOW, etc. Custodial		b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no. 007	2. DRD Title Environmental & Energy Consuming Product Compliance Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 <sup>st</sup> subm. date 1/15/2008	7. Copies a. Type b. Mixed 6 + 1
8. Distribution (Continue on a blank sheet if needed)  JSC Occupational Safety Branch ( 1 hard copy) JSC Occupational Health Officer (1 hard copy) JSC Environmental Office (2 hard copies and 1 electronic copy) Contracting Officer (1 electronic copy and 1 hard copy) COTR (1 hard copy)			9. Remarks			
1. Line item no. 008	2. DRD Title Recycling Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 <sup>st</sup> subm. date 1/10/2008	7. Copies a. Type b. Mixed 1 + 1
8. Distribution (Continue on a blank sheet if needed) JSC Environmental office, JE (1 electronic, 1 hard copy)			9. Remarks			
1. Line item no. 009	2. DRD Title Municipal Solid Waste Report	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 <sup>st</sup> subm. date 1/10/2008	7. Copies a. Type b. Mixed 1 + 1
8. Distribution (Continue on a blank sheet if needed) COTR (1 electronic copy) JSC Environmental office, JE (1 electronic, 1 hard copy)			9. Remarks			

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# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>4</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date	
1. Line item no. 010	2. DRD Title Quality Assurance Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 <sup>st</sup> subm. date See 9	7. Copies a. Type    b. Mixed    2 + 2	
8. Distribution (Continue on a blank sheet if needed) JSC Occupational Safety Branch (1 hard copy, 1 electronic copy) Contracting Officer (1 hard copy, 1 electronic copy)			9. Remarks 3 hard copies due with proposal submission 3 hard copies & 1 electronic copy due 15 days before Contract start 3 hard copies & 1 electronic copy 15 days after approved copy				
1. Line item no. 011	2. DRD Title Custodial Services Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 <sup>st</sup> subm. date See 9	7. Copies a. Type    b. Mixed    1 + 1	
8. Distribution (Continue on a blank sheet if needed) Contracting Officer (1 electronic copy and 1 hard copy)			9. Remarks Initial submission with the proposal. Annually updated for review and approval				
1. Line item no. 012	2. DRD Title IT Security Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 <sup>st</sup> subm. date See 9	7. Copies a. Type    b. Elect    1	
8. Distribution (Continue on a blank sheet if needed) COTR (1 electronic copy)			9. Remarks Plan shall be submitted within 90 days of the contract start.				
1. Line item no. 013	2. DRD Title Contractor Furnished Items	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 <sup>st</sup> subm. date Sec 9	7. Copies a. Type    b. Elect    2	
8. Distribution (Continue on a blank sheet if needed) Contracting Officer (1 electronic copy) COTR (1 electronic copy)			9. Remarks Original Plan shall be submitted via computer email to the COTR within 30 days of beginning of contract. Subsequent changes shall be delivered to the COTR 30 days before a change of material or supplies takes place.				

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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JSC DATA REQUIREMENTS LIST (DRL)							Page <u>5</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial			b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no.	2. DRD Title	3. Data type:	4. Frequency	5. As-of-date	6. 1 <sup>st</sup> subm. date	7. Copies a. Type    b.	
014	Custodial Cleaning Schedule	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	RT		See 9	Elect      1	
	8. Distribution (Continue on a blank sheet if needed) COTR ( 1 electronic copy)		9. Remarks Initial schedule to be submitted 20 days before contract start. Successive year schedules shall be due 30 days before beginning of the next contract year.				
015	Annual Work Plan	<input type="checkbox"/> (1) Written approval 1 (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	RT		See 9	Elect      1	
	8. Distribution (Continue on a blank sheet if needed) COTR ( 1 electronic copy)		9. Remarks 30 days before contract start. Successive years plans shall be delivered 30 days before the contract year end.				

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# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>6</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date	
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 <sup>st</sup> subm. date	7. Copies a. Type    b. Number	
016	Pest Control Inspection and Maintenance Plan		RT			Elect    1	
	8. Distribution (Continue on a blank sheet if needed) COTR ( 1 electronic copy)		9. Remarks 30 days before contract start. Successive years plans shall be delivered 30 days before the contract year end.				
017	Pest Control Application Report		MO		1/10/2008	Elect    1	
	8. Distribution (Continue on a blank sheet if needed) COTR ( 1 electronic copy)		9. Remarks				
018	Termite Services Report		QU		See 9	Elect    1	
	8. Distribution (Continue on a blank sheet if needed) COTR ( 1 electronic copy)		9. Remarks Due date is 15 days following the end of the previous quarter				

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# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

## JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)

Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Custodial		b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no. 019	2. DRD Title Custodial Phase-In Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency OT	5. As-of-date	6. 1 <sup>st</sup> subm. date See 9	7. Copies a. Type b. See 9 See 9
8. Distribution ( <i>Continue on a blank sheet if needed</i> ) Plan distribution shall be specified below plus additional per CO's letter Initial – As specified in Proposal Instructions Final – Contracting Officer/COTR Update - COTR		9. Remarks See DRD 020 for distribution and format.				
1. Line item no. 020	2. DRD Title Wage/Salary & Fringe Benefit Data	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 <sup>st</sup> subm. date See 9	7. Copies a. Type b. Mixed 1 + 1
8. Distribution ( <i>Continue on a blank sheet if needed</i> ) Contracting Officer (1 electronic copy and 1 hard copy) JSC Labor Relations Officer (1 electronic copy and 1 hard copy)		9. Remarks Annually, 90 days prior to the anniversary date of the Contract				

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**ATTACHMENT B2 - DATA REQUIREMENTS DESCRIPTION**

**TABLE OF CONTENTS**

<u>DOC.</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>SOW PAGE No.</u>
001	Safety & Health Plan (S&HP)	Once w/Updates	1.11
002	Monthly Safety Statistics	Monthly	1.11
003	Hazardous Materials Inventory	Quarterly	N/A
004	Security Reporting Requirements	Quarterly	N/A
005	Notification of Potential Labor Dispute & Contingency Strike Plan	As Required	N/A
006	JSC Emergency Preparedness Plan	Once w/Updates	1.13
007	Environmental & Energy Consuming Product Compliance Report	Once w/Updates	1.14.3
008	Recycling Report	Monthly	2.1.15
009	Municipal Solid Waste Report	Monthly	2.1.16
010	Quality Assurance Plan	Once w/Updates	1.12
011	Custodial Services Management Plan	Once w/Updates	1.10
012	IT Security Plan	As Required	N/A
013	Contractor Furnished Items	Once w/updates	1.16
014	Custodial Cleaning Schedule	Annually	1.7
015	Annual Work Plan	Annually	See DRD
016	Pest Control Inspection and Maintenance Plan	Annually	2.1.19
017	Pest Control Application Report	Monthly	2.1.19
018	Termite Services Report	Quarterly	2.1.19.3
019	Custodial Phase-In Plan	Once	1.10.1
020	Wage/Salary & Fringe Benefit Data	Annually	N/A

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line	RFP/Contract No. (Procurement completes)
Safety and Health Plan	08/06 (replaces 06/06 version)	001	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Establishes Safety, Health, and Environmental Compliance Plan for Contractors providing support to JSC organizations			
***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division			
5. DRD Category: (check one)	Technical	Administrative	<input checked="" type="checkbox"/> SR&QA
6. References (Optional) SOW 1.11 OSHA TED 8.4, Voluntary Protection Plan (VPP) Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook		7. Interrelationships (e.g., with other DRDs) (Optional)	

APPLICABLE DOCUMENTS:

OSHA TED 8.4, Voluntary Protection Program (VPP) Policies and Procedures Manual  
 JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations  
 JPR 1700.1 JSC Safety and Health Handbook

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SAFETY, HEALTH, and ENVIRONMENTAL COMPLIANCE PLAN ("The Plan") BECOMES A CONTRACTUAL REQUIREMENT.

Frequency of submission. One time only (with the proposal).

Distribution. After the plan is approved by NASA, the Contracting Officer will retain the plan in the contract file. The contractor will send additional copies to each of the following:  
 NS/Safety and Test Operations Division (2 copies)  
 SD13/Occupational Health Officer (1 copy)  
 JE / Environmental Services (1 copy)  
 Contracting Officer's Technical Representative (1 copy)

Subsequent revisions to the plan. The contractor may revise the plan at any time or at the direction of the Government. Revisions are subject to Government review and approval. Distributions of approved revisions will be as described above.

Other deliverables. The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the contractor to provide this information.

Format:

- Cover page - to include as a minimum the signatures of Contractor's project manager and designated safety official (if different); NASA COTR; JSC Safety and Test Operations Division; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
- Table of Contents. See content below.
- Body of plan - as required. Contractor's format is acceptable but should be traceable to the elements of the content below.
- When preparing its plan, the offeror/contractor is expected to review all the items below and tailor its plan accordingly. Certain requirements set forth in this DRD may be specific for contractor operations performed at JSC, Ellington Field, Sonny Carter Training Facility, or White Sands Test Facility (WSTF); tailoring of the plan to the

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

*(Based on JSC-STD-123)*

requirements of specific establishments is acceptable. The plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

### Content:

1. **MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION.**
  - 1.1. Policy. Provide the contractor's safety, health, and environmental compliance policy statement with the plan. Compare the contractor's policy statement with those of NASA and OSHA and discuss any differences.
  - 1.2. Goals and Objectives.
    - 1.2.1. Describe specific safety and health goals and objectives to be met. Discuss status of safety program using the "Performance Evaluation Profile" as safety performance criteria. Describe the contractor's approach to continuous improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.
    - 1.2.2. Describe Environmental Goals & Objectives to be met for the following:
      - a. Pollution Prevention and Source Reduction of:
        - (1) Hazardous and Industrial Solid Wastes
        - (2) Solid Wastes (trash, refuse)
        - (3) Wastewater Discharges (sanitary sewerage)
        - (4) Air Emissions
        - (5) Medical & Radiological Discharges
      - b. Affirmative Procurement (Purchase of Environmentally Preferable Materials IAW Executive Order)
      - c. Hazardous Materials Handling/Purchasing/Reduction/Replacement
      - d. Elimination from Specifications and Standards requirements for the use of Hazardous/Toxic Substances & Materials
      - e. Use of an Environmental Planning Checklist to review & document Impacts of New and Modified Programs, Projects, Activities and Operations.
      - f. Life cycle analysis and costing
      - g. Incorporating Environmental Requirements in Subcontracts
      - h. Participation in JSC Recycling
      - i. Outreach programs
  - 1.3. Management Leadership. Describe management's procedures for implementing its commitment to safety, health, and environmental compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.
  - 1.4. Employee Involvement. Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in safety, health, and environmental compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the contract are equitably represented.
  - 1.5. Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the following no later than at contract start unless otherwise specified below:
    - 1.5.1. Safety Representative - identify by title the individual who will be trained and certified in accordance with JPR 1700.1 to be responsive to Center-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.
    - 1.5.2. Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

- the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Clinic, mail code SD22. This will facilitate communication of medical data to contractor management. Prompt notification to the JSC Occupational Health/ Clinic shall be given of any changes that occur in the identity of the point of contact. A letter to the JSC Occupational Health Office can accomplish initial identification of point of contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start.
- 1.5.3. Building Fire Wardens - provide a roster of fire wardens (their names, phone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The roster shall be maintained by letter to JSC Safety and Test Operations Division, mail code NS, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
  - 1.5.4. Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
  - 1.6. Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
  - 1.7. Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
  - 1.8. Program Evaluation. The program evaluation consists of:
    - 1.8.1. Participation in a Performance Evaluation Profile (PEP) survey at the request of the Government. The PEP survey normally will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the PEP in a given year, the contractor may at its option initiate its own PEP by contacting JSC Safety and Test Operations Division, code NS, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.
    - 1.8.2. [Reserved.]
    - 1.8.3. A written self-evaluation report to be delivered by Sept 30 of each year. The self-evaluation shall follow the VPP program evaluation report format found in OSHA TED 8.4, Voluntary Protection Programs (VPP) Policies and Procedures Manual, AppendixD, "Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self evaluation shall as a minimum cover the elements of the approved safety and health plan.
    - 1.8.4. Miscellaneous Reports. The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
      - a. Roster of Terminated Employees. Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, mail code SD13, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years.  
Information required:
        - (1) Date of report, contractor identity and contract number.
        - (2) For each person listed, provide name, social security number, and date of termination.
        - (3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
      - b. Material Safety Data. The contractor shall prepare and/or deliver Material Safety Data for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central Repository, Occupational Health and Test Support, Mail Code SD13, along with information on new or changed locations

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and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.

- c. Hazardous Materials Inventory. The contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- (1) the identity of the material;
- (2) the location of the material by building and room;
- (3) the quantity of each material normally kept at each location
- (4) peak quantity stored
- (5) actual or estimated rate of annual usage of each chemical

- 1.9. Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety, health, and environmental compliance documentation includes but is not limited to logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness.
- 1.10. The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
- 1.11. Procurement. Identify procedures used to assure that procurements are reviewed for safety, health and environmental compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
- 1.12. Certified Professional Resources. Discuss your access to certified professional resources for safety, health, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.
2. WORKSITE ANALYSIS. Hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports on hazardous substance spills and inadvertent releases to the environment; facilities related incidents related to partial or full loss of systems functions; etc. Hazards identified by any of the techniques identified below shall be ranked and processed in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Safety and Test Operations Division. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC S&MA review and concurrence unless otherwise waived by the JSC Safety and Test Operations Division.
- 2.1. Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Health within 15 days of receipt of results.
- 2.2. Hazard Identification. Describe the procedures and techniques to be taken to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for

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- inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:
- 2.2.1. Comprehensive Survey – A "wall to wall" engineering assessment of the work site including facilities, equipment, processes, and materials (including wastes -- (TNRCC/EPA solid & hazardous, radioactive, explosives, medical-infectious-biological)). The comprehensive survey will establish a baseline of hazards that may put contract assets at risk as early as is feasible, preferably at contract start, and maintained throughout the life of the contract.
  - 2.2.2. Change (Pre-use) Analysis -- Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.
  - 2.2.3. Hazard Analysis – may address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Instructions for Preparation of Hazard Analyses for JSC Ground Operations."
  - 2.2.4. The contractor's safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.
- 2.3. Inspections.
- 2.3.1. Routine Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. The contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify
    - a. Discrepancies between observed conditions and current requirements, and
    - b. New (not previously identified) or modified hazards.
  - 2.3.2. Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.
- 2.4. Employee Reports of Hazards – identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation / awareness activities.
- 2.5. Accident and Record Analysis.
- 2.5.1. Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The contractor will describe the methods to be used to report and investigate mishaps on NASA property and on contractor or third party property. The contractor will describe its procedures for implementing immediate notification of NASA using the call tree in 2.5.1.a below, the use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System (IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR 1700.1 or any alternate forms used by contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the following:
    - a. The contractor will include a mishap contingency plan as part of the safety and health plan which meets the requirements of NPR 8621.13, "NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, "JSC Safety and Health Handbook." The plan will identify the method of notifying NASA in the advent of a type A, or B mishap or C property damage mishap and close calls with equivalent likely potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe after the mishap. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation. The contractor will

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- immediately contact the JSC Safety and Test Operations Division at 281-483-4900 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA contract in whole or in part. Such immediate notifications plus all other notifications will be documented using the quick incident tabs ("health" for injuries and "safety" for property damage) at the IRIS home page.
- b. For Type C injuries and all lower level mishaps, the contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.
  - c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigators but witness statements must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.
  - d. Contractors will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health plan.
- 2.5.2. Trend Analysis – describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.) Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the contractor will discuss method of providing data as follows:
- a. Accident/Incident Summary Report. The contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident / Incident Statistics" (attached), as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; Date due is the 10<sup>th</sup> day of the month following each month reported. Report to be delivered to the JSC S&MA Directorate through the Safety and Test Operations Division, mail code NS, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishaps@ems.jsc.nasa.gov.
  - b. Log of Occupational Injuries and Illnesses. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. Copy of all summaries as required above under Contractor's cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following.)
3. HAZARD PREVENTION AND CONTROL. Identified hazards must be eliminated or controlled. In the multiple employer environment of the center, it is required that hazards including discrepancies and corrective actions be collected in a center wide information system (Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.
- 3.1. Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss need for coordination with safety, health, environmental services, and emergency authorities at NASA.
  - 3.2. Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside contract operations, the contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.

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- 3.3. **Written Procedures.** Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.
- 3.4. **Hazardous Operations Permits.** Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc.) Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.
- 3.5. **Operations Involving Potential Asbestos Exposures.** Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.
- 3.6. **Operations Involving Exposures to Toxic or Unhealthful materials.** Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.7. **Environmental Operations & Activities**
- 3.7.1. **Operations Involving Hazardous Waste.** Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations that occur on site at JSC, SCTF, or Ellington Field must be evaluated by the JSC Environmental Services Office and must be properly controlled as advised by same. JSC Environmental Services Office must be notified prior to initiation of any new or modified operations, equipment, systems, or activities generating new hazardous wastes or where the chemicals change or there are volume increases of 25% or more on site at JSC, SCTF, or Ellington Field.
- 3.7.2. **Operations Involving New or Modified Emissions/Discharges to the Environment.** Set forth methods for identifying new or modified emissions/discharges and coordinating results with the Environmental Services Office, mail code JE. Set forth a plan of procedures to conduct pollution prevention, waste minimization or source reduction/elimination of environmental pollution. Address management and continuous improvement for the reduction of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA, EPA, GSA, and Executive Order recycled content / affirmative procurement purchases. The JE/Environmental Office is the single point of contact for coordinating all JSC environmental permits. Emphasis shall be placed on providing for sufficient lead time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.
- 3.8. **Discuss your responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements.** The contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the contractor's plan approved by NASA or as required by Government direction.
- 3.9. **Preventive Maintenance.** Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and /or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- 3.10. **Medical (Occupational Healthcare) Program.** Discuss your medical surveillance program and injury /illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and return to work policies and the use of government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.
- 3.11. **Hazard Correction and Tracking.** Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found online at <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
- 3.11.1. **Personnel awareness of hazards.** Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with facility managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the contract.

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- 3.11.2. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC Hazard Abatement Tracking System for all hazards that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health Hazard and Action Plan", or equivalent. Discuss compatibility of your system with JSC's and coordination with facility managers in abatement planning, implementation, and verification.
- 3.12. Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.
- 3.13. Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental spill /releases, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.
4. SAFETY AND HEALTH TRAINING. Describe the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet federal, state, and local regulatory requirements. In doing so, the contractor will factor parallel requirements found in other mandates such as environmental protection [example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) for Emergency Planning and Community Right-to-know (EPCRA).] Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Describe approach to training personnel in the proper use and care of protective equipment (PPE). Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance). Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. All training materials and training records will be provided to NASA, and other federal, State, and local agencies for their review upon request. If the contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Safety and Test Operations Division and Occupational Health and Test Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate and to ensure that contractor-supplied training is in agreement with JSC safety and health processes.

Authority: FAR 52.223-1 through -5, -10; NFS 18-23.70, 18-52.223-70, 18-52.223-73.

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1. DRD Title		2. Current Version Date		3. DRL Line Item No.		RFP/Contract No. (Procurement completes)	
Monthly Safety Statistics		01/2001		002		NNJ06162823RA	
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes selected Safety and Health Program metrics ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division							
5. DRD Category: (check one)		Technical		Administrative		X SR&QA	
6. References (Optional)				7. Interrelationships (e.g., with other DRDs) (Optional)			
SOW 1.11				DRD 001 – Safety & Health Plan			
8. Preparation Information (Include complete instructions for document preparation)							

**Frequency of Submission:** Monthly by 10<sup>th</sup> of month following month being reported unless noted otherwise.

**Distribution:**

JSC Occupational Safety Branch (1 electronic copy including photographs, drawings, etc., in web-ready format such as HTML or JPG).

JSC Occupational Health Officer (1 electronic copy).

Contracting Officer's Technical Representative (COTR) (1 electronic copy).

JA Safety Manager (1 electronic copy).

**Format:** Excel spreadsheet or in tables compatible with MS Word.

**Definitions:** Refer to JPR 1700.1, JSC Safety and Health Handbook and OSHA requirements for definitions of terms below.

**Content:**

I. Management Commitment and Employee Involvement.

Date of Management Safety Committee Meeting		Type/Title of Meeting		No. of Managers attending		No. of Supervisors attending		No. of Non-Supervisory personnel attending	
This month	Year to date			This month	Year to date	This month	Year to date	This month	Year to date

Include copies of minutes

No. of Employee Safety Meeting		Type/Title of Meeting		No. of Employees attending		No. of Managers/Supervisors attending	
This month	Year to date			This month	Year to date	This month	Year to date

Include copies of minutes

II. Worksite Analysis. Refer to JPR 1700.1, JSC Safety and Health Handbook for definitions of terms.

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date

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Total															
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III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic acceptable if sent by e-mail) of JF 1240's including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to safety and health (such as Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

V. Statistical Information Contractor Safety and Health Program - The Contractor shall prepare and deliver monthly statistical information as specified on JSC Form 288, "Statistical Information Contractor Safety and Health Program", as revised. Negative reports are also required monthly. Report to be delivered to the JSC Safety and Test Operations Division through the Occupational Safety Branch by fax to 281-483-3801 or electronically as instructed by representatives of the Occupational Safety Branch.

VI. Safety and Health Lessons Learned - Obtain Lessons Learned from Contractor for possible publication in NASA Lessons Learned Information System (LLIS).

Criteria for Selecting Lessons Learned - Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes. Provide lessons learned 30 days after triggering event or 30 days after mishap investigation or hazard analysis/evaluation is completed.

**Content:**

- Subject - one line subject of the lesson.
- Lesson Learned - usually one sentence that describes insight gained.
- Description of Event - narrative of what happened.
- Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.
- Supporting documentation - as needed to give clear picture of lesson (photographs, illustrations, drawings, etc.).
- Contact name and e-mail address (for follow up by Government prior to publication of lesson).

**Definitions.** Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> for definitions of terms used.

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1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Hazardous Materials Inventory	01/01	003	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
The Contractor shall compile an inventory report of all hazardous materials it has located on Government property.			
5. DRD Category: (check one)	<input type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships - All performance requirements,	
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than quarterly, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- a. The identity of the material (product no., chemical, manufacturer, and NSN as available);
- b. The location of the material by building, room and area/cabinet no.;
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds);
- d. Peak quantity stored
- e. Actual or estimated rate of annual usage of each chemical
- f. JSC MSDS number

**Frequency:** Plan is due quarterly, when requested by the JSC Occupational Health Officer, for review and approval.

**Distribution:** One hard copy and one electronic copy to the JSC Occupational Health Officer.

**Format:** Per the delivery instructions issued by the JSC Occupational Health and Test Support Office, mail code SD13.

**Details:** None.

**References:** None

**Maintenance:** Quarterly updated.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Security Reporting Requirements	2/16/01	004	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data) Identifies reporting requirements to Security which affect the Contractor's facility and/or personnel and also ensures compliance with applicable NASA and DOD security regulations involving industrial, information, personnel and administrative/program security.			
5. DRD Category: (check one)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

A. Provide the following information, in writing (reports, letters, and notification), in accordance with the security regulations identified as applicable documents in paragraph C. of this DRD:

1. Personnel Security:

1.1 Change in an employee's status who is participating in JSC special access programs such as the IT Security Program (i.e., name, marital status, citizenship, death, termination of employment, different position or work assignment/ relocation, employee becomes a representative of a foreign interest, etc.).

1.2 Adverse information reports on all non-US employees and employees participating in the IT programs at JSC (i.e., criminal activity, psychological counseling, positive drug testing results, alcohol abuse/DUI/DWI, etc.).

1.3 Copies of any written reports submitted to the FBI regarding information coming to the Contractor's attention concerning actual, probable, or possible espionage, sabotage, or subversive activities at any of the Contractor's locations.

1.4 Any "ACI" (Administratively Controlled Information) and/or "FOUO" (For Official Use Only) information released outside a Contractor's facility, except to NASA representatives.

1.5 Suspicious contacts -- efforts by any individual to obtain illegal or unauthorized access to export controlled data, and all contacts by employees with JSC special program access with known or suspected intelligence officers from any country, or any contact which suggests that the employees concerned may be the target of an attempted exploitation by the intelligence services of another country.

2. Administrative/Physical Security:

In compliance with established internal procedures, the Contractor FSO or security manager shall submit a "Contractor Termination Letter" to the JSC Security Office for each affected employee which includes the return of the referenced property or certification that the following Government property was returned or destroyed and/or program participation was canceled:

2.1 Badge(s).

2.2 CAA (Controlled Access Area) Card(s).

2.3 Decal(s).

2.4 Key(s).

2.5 Employee's Participation in Reserved Carpool Program (Identify reserved carpool space number) \_\_\_\_\_.

3. Other Reportable Incidents (Information Required):

3.1 Felonies committed by Contractor personnel.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

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- 3.2 Espionage or Sabotage.
  - 3.3 Bombing incidents at Contractor facilities, or threats which severely impact the Contract or Center activities.
  - 3.4 Actual demonstrations/strikes (in or outside JSC gates) or planned demonstrations or strikes where violence involving Contractor personnel is threatened.
  - 3.5 Workplace violence (shootings or other violent acts.)
  - 3.6 Any type of incident occurring on NASA/JSC property which results in the death of a person.
  - 3.7 Security related incidents in which the media has become involved and negative publicity is expected.
  - 3.8 An adverse event in an automated systems environment that would be of concern to NASA management due to potential public interest, embarrassment, interruption to computer/network services or protective controls, damage, disaster, discovery of a new vulnerability, etc.
  - 3.9 Threats against NASA property and personnel.
  - 3.10 Threats that impact NASA missions.
  - 3.11 Any other type of incident that might have security implications.
- B. The requested information (reports, letters, notification) identified in A. shall be mailed/delivered to the Chief, JSC Security Office, Mail Code JA14.
- C. Applicable Documents
1. NPG 1620.1, NASA Security Procedures and Guidelines.
  2. JSCM 1600D, JSC Security Manual.
3. SMD 500-9, Personnel Security Screening.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Notification of Potential Labor Dispute and Contingency Strike Plan		005	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data) The Notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA CO and the Contract Labor Relations Office to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.			
5. DRD Category: (check one)		Technical	<input checked="" type="checkbox"/> Administrative
			SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
		FAR 52.222.1	
8. Preparation Information (Include complete instructions for document preparation)			

**DISTRIBUTION:** B\_\_\_/Contracting Officer  
BA2/Connie Pritchard, Contract Labor Relations Officer

**INITIAL SUBMISSION:** Start of Contract.

**SUBMISSION FREQUENCY:** As required.

**DATA PREPARATION INFORMATION:**

**SCOPE:** A Notification of Potential Labor Dispute must be submitted at the first indication of potential labor unrest and 45 days prior to the expiration of any collective bargaining agreement. The notification shall describe the situation that has the potential of impacting the Contract and provide the corrective actions initiated. A Contingency Strike Plan must be submitted at Contract start and updated if there is any indication of a potential labor unrest or potential picketing activity. The Notification of Potential Labor Dispute and the Contingency Strike Plan are required for the prime and any subcontractors supporting this Contract.

**APPLICABLE DOCUMENTS:** None

**CONTENTS:** The Notification of Potential Labor Dispute shall describe the situation that has the potential of impacting the timely performance of the Contract, it should provide the planned negotiation dates with organized labor, and describe other corrective actions initiated. Notification should be made prior to the expiration of collective bargaining agreements, prior to any significant changes to existing working conditions or pay practices, or any situation that could impact the performance of the Contract through labor unrest. The Contingency Strike Plan shall describe the Contractor's plan for assuring the timely performance of the work under this Contract during a strike or work stoppage. As a minimum, contents should include: information on implementation of the strike plan, a pre-strike checklist for managers and supervisors, a description of how critical work will be performed, an organization chart of the strike committee membership, phone numbers of key management personnel, and standards of conduct policies during the strike.

**FORMAT:** Contractor format is acceptable.

**MAINTENANCE:** Changes shall be incorporated as required by change page or complete reissue.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
JSC Emergency Preparedness Plan	2000	006	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Develop plan for providing support for <b>*JSC **Emergency Preparedness Plan JSC-05900</b> and applicable appendices. Develop SOPs as required. This is an OSHA requirement and the Contractor shall have a plan in place that outlines their responsibilities in the event of an emergency.			
5. DRD Category: (check one)	Technical	Administrative	X SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
SOW 1.13			
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** Develop an Emergency Preparedness Plan (EPP) and SOPs required to implement the EPP. Perform annual reviews of the plan to identify and document improvements and required changes. The plan is to parallel the Center's plan and the Contractor must maintain, update, and implement the plan in response to changing site conditions, changes to the Center's plan and policies, or changes in federal or state regulations.

**Frequency:** Plan is due to the CO 30 days after start of Contract for review and approval and **\*Yearly** in March thereafter.

**Distribution:** One hard copy and one electronic disk to the CO.

**Format:** Per the following outline presented in the Center's **\*\*Emergency Preparedness Plan JSC-05900**.

**Details:** See **\*\*Emergency Preparedness Plan JSC-05900**.

**References:** None

**Maintenance:** **\*Annually** updated. Certification of annual review is required.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. NNJ07157099R
Environmental and Energy Consuming Products Compliance Reports	1/18/2007	007	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Used to complete *JSC's required annual report to NASA HQ on required waste reduction and affirmative procurement implementation.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 1.14 and 1.14.3 JPR 8550.1, JPR 8553.1			
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** Used to complete \*JSC's required annual report to NASA HQ on required waste reduction and affirmative procurement implementation.

**Frequency:** The reports shall be updated \*Annually and a report provided to the \*JSC Environmental Office on January 15 \*Yearly.

**Distribution:** One hard copy and one electronic disk to the CO.

**Format:** See details below.

**Details:**

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

- a. The total amount of each item purchased during the previous fiscal year in \$,
- b. The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- c. The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- d. The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
- e. The total amount purchased for each waived item during the previous fiscal year in \$, and
- f. A narrative explanation of constraints for purchasing each item that did not meet affirmative procurement or biobased content requirements during the previous fiscal year.

**II. Waste Reduction Activity Report**

The Contractor shall track and report each January 15 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means increasing the percent of waste material diverted from the landfill. This may be accomplished through source reduction or by increasing reuse and recycling of items that would normally go to the landfill (trash). The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

**III. Annual Energy Efficiency Product Procurement Report**

The Contractor shall report to the JSC Energy Manager, on January 15 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by the Energy Policy Act of 2005. The report shall provide the following:

- a. A list of all energy consuming products purchased during the previous fiscal year.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)***(Based on JSC-STD-123)*

- 
- b. The total purchase cost of each item on the list.
  - c. A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
  - d. For each Energy Star or FEMP-sanctioned product purchased, provide:
    - i. The simple payback value as determined by the contractor's life cycle cost analysis.
    - ii. The annual savings in dollars and BTUs due to the purchase of the item
  - e. Metrics which show the effectiveness of the contractor's purchases
    - i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
    - ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

**IV. Ozone Depleting Substances (ODS) Reports**

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the contractor purchases, owns, operates, maintains, or repairs on-site:

- a. A list of the names of all EPA-Certified service technicians employed and their certification dates
- b. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration
- c. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including
  - i. any identifying equipment numbers
  - ii. the location of the equipment (building/room)
  - iii. the owning organization or contract name and number
  - iv. a narrative description of the equipment.
  - v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.

**References:** None

**Maintenance:** Update the report **\*Annually** for presentation to the \*JSC Environmental Office on January 15.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Recycling Report		008	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
This report will be used to calculate some of the metrics for JSC's monthly and annual recycling reports required by NASA HQ and other regulatory agencies.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships - All performance requirements,		
SOW 2.1.15			
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:**

The Custodial Contractor will be responsible for the collection, management and sales of recyclable material for JSC. Specifically, the Custodial Contractor will recycle mixed office paper, newspaper, phone books, cardboard, and plastic drink bottles. JSC relies upon the Custodial Contractor to report the amounts of material recycled and the proceeds from the sale of recyclable materials to keep the recycling program up to date and to plan for future improvements of the program.

**Format:**

Electronic and one hard copy

**Contents:**

Report the following for the previous month:

1. Total weight of each material recycled by category (e.g. paper, cardboard, plastic bottles)
2. Total amount of funds that were generated by the sale of the recyclables
3. Copies of the recycling receipts

The Contractor shall provide background information used to develop the report.

**Frequency:**

One report by the 10<sup>th</sup> of each month

**Distribution:**

JSC Environmental Office (JE)

**References:**

- Executive Order 13101
- Executive Order 13148
- JPR 8553.1, JSC Environmental Management System
- JPR 8550.1, JSC Environmental Compliance Procedural Requirements
- JE9W-06, EMS Aspect/Impact Assessment and EMP Process
- JE1W-01, Environmental Legal and Other Requirements

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

*(Based on JSC-STD-123)*

1. DRD Title		2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Municipal Solid Waste Report			009	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)				
This report will be used				
5. DRD Category: (check one)		<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships - All performance requirements,		
SOW 2.1.16.4				
8. Preparation Information (Include complete instructions for document preparation)				

Scope:

The Custodial Contractor will be responsible for the collection, management and disposal of municipal solid waste (MSW) for JSC. There are several Executive Orders and NASA policies regarding the disposition of MSW and recycling at Federal facilities. JSC's goal is to divert 45% of MSW from landfills by 2010 through recycling and source reduction. In order to accomplish this goal, JSC must have accurate measurements of the amount of MSW generated at the center. Additionally, for JSC to improve the recycling program, the locations of the waste generated must be known. The Custodial Contractor shall report the details of the MSW generation at JSC to help improve the recycling program and help JSC meet its goals.

Format:

One copy of the Municipal Solid Waste Report submitted electronically. Hard copies of the invoices and log sheets.

Contents:

Report the following for the previous month:

1. Fill in the Municipal Solid Waste Report (below)
2. Copies of the monthly MSW disposal invoice
3. Copies of the Building 419 scale log sheets

The MSW disposal company shall record their entry and exit weights on the scales at Building 419 every time they come on-site. The total amount of trash disposed in the dumpsters shall be calculated from the daily log sheets at the scales.

The Contractor shall provide all background information used to develop the report.

<Month, Year>

Location	Total Amount of Trash Disposed (pounds)	Number of Pulls	Rental Cost (\$)	Total Haul Fee (\$)	Disposal Fee (\$)	Total Amount of Trash Disposed (pounds)
JSC	XXX,XXX*					
Dumpsters						X
Rolloff (location)		X	X	X	X	X
Rolloff (location)		X	X	X	X	X
...						
Ellington Field	XXX,XXX*					
Dumpsters						X
Rolloff (location)		X	X	X	X	X
...						
Sonny Carter Training Facility	XXX,XXX*					
Dumpsters						X
Rolloff (location)		X	X	X	X	X
...						
<b>Totals</b>	XXX,XXX	X	X	X	X	X

\* Sum the total amount of trash disposed in the dumpsters and all roll offs for the month.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

*(Based on JSC-STD-123)*

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Frequency:

One report submitted by the 10<sup>th</sup> of each month.

Distribution:

COTR, JSC Environmental Office (JE)

References:

Executive Order 13101

Executive Order 13148

JPR 8553.1, JSC Environmental Management System

JPR 8550.1, JSC Environmental Compliance Procedural Requirements

JE9W-06, EMS Aspect/Impact Assessment and EMP Process

JE1W-01, Environmental Legal and Other Requirements

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Quality Assurance Plan	Per RFP	010	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Description/Use - The Quality Plan is used to document the specific details of the Contractor's Quality Management System (QMS) related to a specific product or process			
5. DRD Category: (check one)	Technical	Administrative	<input checked="" type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships - All performance requirements,		
SOW 1.12	Latest version of ANSI/ISO/ASQ Q 9001-2000		
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** A Contract specific Quality Plan shall be prepared which identifies activities performed both on-site and off-site of JSC to ensure the quality products and services. The Quality Plan is to be submitted with the Contractor's proposal. The plan shall be approved by the Contracting Officer concurrent with Contract award.

**Format:** The Quality Plan format shall match the elements of the ANSI/ISO/ASQC Q9001 – 2000 standard.

**Contents:** The Quality Plan shall address each element of the ANSI/ISO/ASQC Q9001 – 2000 standard to the degree specified in the requirements identified below.

**Maintenance:** Revisions shall be incorporated by change page or complete reissue.

**Distribution:** Distribution as specified below plus additions per Contracting Officer's letter,

- a. Initial – As specified in Proposal Instructions,
- b. Final – Contracting Officer, \*COTR, Facility Project Managers, Branch Chief, NASA Quality Assurance,
- c. Update – Contracting Officer, \*COTR, Facility Project Managers, Branch Chief, NASA Quality Assurance.

**Requirements:**

- i. Identify the methods, procedures, and controls that shall be used to ensure the quality, quantity, and timeliness of the required Contract requirements.
- ii. Explain how training shall be provided to personnel responsible for quality assurance, quality engineering and software quality assurance on-site at JSC, including JSC processes for Discrepancy Reporting and Tracking, WAD's (Task Performance Sheets) and Flight Equipment Pre-Shipment Readiness Review.
- iii. Explain in detail how in-line quality assurance (Quality Assurance, Quality Engineering, and Software Quality Assurance) shall be performed on-site at JSC. Include discussion of specific allocation of responsibilities, authority and resources.
- iv. Describe how controlled work instructions shall be provided to all applicable employees, on and off-site at \*JSC.
- v. Explain how timely review of technical documents that affect quality and changes thereto shall be performed.
- vi. Describe participation including responsibilities/activities in design reviews.
- vii. Explain how quality aspects are ensured and fully included in all designs and are continuously maintained in the fabricated articles and during operations.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)***(Based on JSC-STD-123)*

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- viii. Explain and ensure how quality requirements are implemented and satisfied throughout all phases of Contract performance, including preliminary and engineering design, development, subcontracting, fabrication, processing, assembly, inspection, test, checkout, packaging, shipping, storage, maintenance, field use, flight preparations, flight operations, and post-flight analysis, as applicable, on and off-site \*JSC.
  - ix. Explain how to ensure, monitor, measure, and control the quality of products produced by the Contractor and subcontractors. Explain how to ensure that products, which do not conform to product requirements, are identified and controlled to prevent their unintended use or delivery.
  - x. Describe the methodology for inspection and test planning (economical and effective use of personnel, facilities and equipment) for both off and on-site.
  - xi. Describe the methodology/criteria for assigning itinerate or resident quality assurance personnel at subcontractor or supplier facilities.
  - xii. Explain how the monitoring and measuring, and cross-utilization of personnel will be performed to assure that Contract products and services shall not be negatively affected.
  - xiii. Describe your techniques, procedures, and mechanisms to ensure quality output despite schedule and/or priority pressures.
  - xiv. Provide and explain the schedule, including milestones, outlining your plan on accomplishing ANSI/ISO/ASQ Q 9001-2000 compliance within one year of the Contract award date.
  - xv. Explain how inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements shall be established.
  - xvi. Explain how to verify that all personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition, explain the system that shall be used to monitor and maintain this level of personnel competency required during the duration of the Contract.
  - xvii. Describe the responsibilities and requirements for planning and conducting audits (internal and external), and for reporting results and maintaining records.
  - xviii. Explain the process of involvement in waivers and deviations when quality assurance is affected.
  - xix. Explain the methods for measuring the achievement of your quality objectives.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. NNJ07157099R
Custodial Services Management Plan		011	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data) To describe the Contractor's management organization, approach, and systems.			
5. DRD Category: (check one)			
<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 1.10			
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** The Contract management plan shall describe the Contractor organizational structure, Contract and subcontract management approach, and management systems that will be used to ensure technical, schedule, and cost performance. The plan shall be comprehensive in nature and integrate all management systems of the prime, any subcontractors, any significant vendors, any teaming or partnering arrangements, and associate Contractor agreements (ACA).

**Content:** The Contract management plan shall address the Contractor's processes for work planning, estimating, authorization, and execution of ordered services. The management plan shall also address scheduling of work, budget allocation, cost data accumulation, and completion for task management. The plan shall address systems engineering, project management, and integration approaches, including lines of responsibility and authority for controlling, reporting, and reviewing work. The Contract management and communications channels at all levels of the organization, including between Contractors, any subcontractors, and NASA personnel shall also be addressed.

**Frequency:** Initial submission with the proposal. **Annually** updated for review and approval.

**Distribution:** One hard copy and one electronic disk to the CO.

**Format**

**Details:**

**References:** None

**Maintenance:**

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
IT Security Plan		012	NNJ06162823RA
4. Use (Define need for intended use of, and/or anticipated results of data)			
These plans are to be used to ensure that the implementation or maintenance of Information Technology systems follows Government policies and reduces the vulnerability of the Government to IT security risks.			
5. DRD Category: (check one)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** The purpose of this report is to provide an IT Security Plan that indicates how IT security will be managed for the systems the Contractor will use. It includes all the components that make up the Management Information System and will include all new programs, equipment and functions that are added (see Section J, Attachment E1, IT Systems).

**Frequency:** Plan shall be submitted within 90 days of start of the Contract for any systems that tie into or interface with any Government systems. Thereafter it shall be submitted whenever changes are proposed in the IT system that interact in any way with Government IT systems.

**Distribution:** Electronically.

**Format:** Follow example in JPG 2810.1, JSC Information Technology Security Handbook.

**Details:** Detail in the plan all information as called for in JSC Procedures and Guidelines (JPG 2810.1), JSC Information Technology Security Handbook. Things that are addressed in the plan include, but are not limited to, a description of the system change, who will make the changes, the schedule for the changes, a risk assessment of data integrity, who will have access to the data, and other data appropriate to the changes. The plan is considered sensitive and must be protected by the Contractor.

**References:** JPG 2810.1, JSC Information Technology Security Handbook.

**Maintenance:** Report is to be reviewed per requirements in JPG 2810.1, JSC IT Security Handbook and updated before system configuration changes.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Contractor Furnished Items		013	NNJ06162823RA
4. Use (Define need for intended use of, and/or anticipated results of data)			
This is a list of all supplies, equipment, tools, materials and other items necessary to perform the Statement of Work.			
5. DRD Category: (check one)	Technical	Administrative	SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
SOW 1.16			
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** Develop and submit a list of the supplies and equipment the Contractor shall use to perform custodial services for the Johnson Space Center in accordance with the Statement of Work.

**Frequency:** Original Plan shall be submitted via computer email to the COTR within 30 days of beginning of contract, subsequent changes shall be delivered to the COTR 30 days before a change of material or supplies takes place. The Plan shall be available to the CO and the COTR electronically at all times.

**Distribution:** Electronic copies of the Plan shall be announced via computer email to the CO and the COTR by the close of business 30 calendar days before the beginning of contract. Any revisions or changes to the Plan shall be announced to the Custodial Contract TMR 15 days prior to modifications taking affect.

**Details:** The Contractor shall develop and deliver a listing of the custodial cleaning supplies and materials to be used in performing Custodial Cleaning services, including surface cleaning solutions, degreasers, graffiti removal solutions, floor waxes and sealers, and the brand name and model number of HEPA vacuum cleaners.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Custodial Cleaning Schedule		014	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This schedule shall be used to monitor and verify Contractor's performance			
5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 1.7			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop and submit a report, each year of the contract, containing the information identified below.

Frequency: Initial Schedule shall be received by the COTR 20 days before contract start, and an electronic copy available to the Government at all times. Subsequent changes shall be delivered electronically to the COTR 20 days before a change to the plan is made. Successive year Schedules shall be due 30 days before beginning of the next contract year.

Distribution: The Contractor shall provide an electronic copy to the Custodial Contract TMR for year number 1 of the contract, and keep the information available to the Custodian TMR, and the Custodian Contracting Officer at all times.

Data Required: The Contractor shall provide the following information by building number and by month and year.

- (a) Version number and then revision number of the Schedule
- (b) Building number
- (c) Service being provided (by CLIN number)
- (d) Area receiving services (Area Number)
- (e) Frequency of the service\*
- (f) Number of days per month service to be performed\*
- (g) Day(s) of the week each service to be performed\*
- (h) Time of day each service will be performed\*

\*Note: When scheduled services fall on JSC recognized holidays, alternate dates shall be specified on the schedule by the Contractor.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Annual Work Plan		015	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This Schedule shall be used to monitor and verify the Contractor's performance quality and timeliness.			
5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW's 2.1.12, 2.1.13.1, 2.1.13.2, 2.1.14, 2.1.17, 2.1.18			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop and submit a plan for the initial year of the contract to systematically dust (2.1.12); clean exterior windows, (2.1.13.1 and 2.1.13.2); clean interior windows (2.1.14); strip, seal/wax and finish hard floors (2.1.17); and steam clean carpet and rugs (2.1.18) at the Johnson Space Center, Ellington Field and Sonny Carter Test Facility.

Frequency: Original Plans shall be submitted via computer email to the COTR 30 days after contract start. Successive years plans shall be delivered to the COTR 30 days before the contract year end. The Plans shall be available to the CO and the COTR electronically at all times.

Distribution: Electronic copies of the Plan shall be announced via computer email to the CO and the COTR by the close of business 30 calendar days after the beginning of contract. Any revisions or changes to the Plan shall be announced to the Custodial Contract TMR 15 days prior to modifications taking affect.

Details: The Contractor shall develop a systematic plan to perform work specified in the Scope above. The Custodial Contract COTR will provide a detailed list of the floor Area Types (by building numbers), the square footage and the frequency to be cleaned.

The Plan shall consist of (5) spreadsheets to cover each of the above CLIN areas and include the building number, month the task is to be performed and quantity of work in square feet.

EXAMPLE  
CLIN 2.1.12 – Dusting and Cleaning (Square Feet)

	January	February	March	April	→	December	Yearly Total
1	30,000						
2N/S	50,000	xxx		xxx			xxx
3	10,000		xxx			xxx	xxx
4N	5,000			xxx			xxx
4S (1 <sup>st</sup> )	2,500		xxx				xxx
↓							
Total	160,000	xxx	xxx	xxx		xxx	2,000,000
Target	166,666	xxx	xxx	xxx		xxx	2,000,000

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Pest Control Inspection and Maintenance Plan		016	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This report is the Contractor's Plan for how and when the Contractor's Integrated Pest Management (IPM) trained Pest Control Technicians will perform inspections on JSC, EF and SCTF facilities for pest activity.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 2.1.19			
8. Preparation Information (Include complete instructions for document preparation)			

**Scope:** The Pest Control Inspection and Maintenance Plan shall identify a schedule for the professional visual inspection and preventive pest control treatments of the interior of facility office areas, maintenance rooms, restrooms, entrance areas and the exterior perimeter of the facilities. These inspections and treatments shall cover all resident occupied buildings at the Johnson Space Center, Ellington Field (NASA owned facilities) and Sonny Carter Test Facility, as well as restrooms, unoccupied storage areas, maintenance rooms, and the Utility Tunnel System. The Government's expectation is that aggressive, planned inspection and repair of pest entry points to facilities and sealing of pest foraging paths will reduce the number of observed pests in the buildings, and minimize pest damage to the Governments' facilities.

**Frequency:** The Contractor shall deliver the schedule to the Custodial Contract COTR 30 days after contract start, and then 30 days before the beginning of successive contract years. Revisions and updates to the Schedule shall be approved by the Custodial Contract TMR before implementation.

**Distribution:** The Contractor shall deliver the schedule via computer email by the close of business on the 10<sup>th</sup> of each month to the COTR, and the Schedule shall be maintained (with approved revisions) and available to the Government at all times.

**Content:** The Contractor shall detail the following information in the Schedule for each calendar quarter of the year.

- (a) Building number to be inspected
- (b) Date inspection is scheduled
- (c) Floor number and/or room numbers to be inspected
- (d) Identify if the scheduled visit is for the purpose of planned inspection (PI) of the facility, or planned maintenance pest control treatment (PMT) using chemical treatment materials
- (e) Identify the pests expected to be controlled using chemical treatment materials

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Pest Control Application Report		017	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This report shall be an accurate record of all chemical Pest Control Materials applied at the Johnson Space Center for each contract year. The report shall provide all data to substantiate treatment material use to government regulatory agencies.			
5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 2.1.19			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop and submit monthly an accurate record of the chemical pest control treatment materials actually applied by the Pest Control Applicator. This report is due monthly for each year of the contract.

Frequency: The Contractor shall provide the report monthly to the Custodial Contract TMR no later than the close of business of the tenth day of each month. The report shall be provided via computer email.

Distribution: One electronic copy of the monthly treatment materials applied to the Custodial TMR, for each contract year.

Details: The Contractor shall prepare an Excel Spreadsheet monthly showing the following information:

- (a) Date of Application
- (b) Time of Application
- (c) Building Number
- (d) Room or cubicle Number
- (e) For exterior treatments, identify what side of facility is treated, example, North wall, or Northeast corner.
- (f) Treatment Material used; strength and form (liquid or granules or traps) used; baits or Biological Regulators, or quick kill or long term
- (g) Name of Certified Pest Control Applicator
- (h) Identify if the Treatment was a planned preventive maintenance (PM) using caulking and sealing methods, treating with long acting pesticides, termiticides or if this was in response to an Emergency Request (ER). If a Work Order Number is assigned, identify the number.
- (i) The Contractor shall identify the report with the month and year clearly marked, and the report shall be prepared using a legible font and font size. All records (paper or electronic logs, Work Orders) used by the Contractor to assemble the report shall be kept for the period of the contract to substantiate the work claimed to be performed. The Contractor shall ensure that all data is legible, including the Pest Control Materials, dates and Applicators name.
- (j) All requirements established by the Texas Structural Pest Control Board shall be followed by the Contractor in applying pest control treatment materials.
- (k) Exterior Pest Control Treatments may be performed at hours determined by the Contractor.
- (l) Interior Pest Control Treatments should be performed in such a way that odors and chemical exposure to building residents are minimized.

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Termite Services Report		018	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This report shall be used by the COTR to monitor Contractor's performance and track termite activity within buildings and surrounding infested areas.			
5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 2.1.19.3		DRD 017 -- Pest Control Maintenance Plan DRD 018 -- Pest Control Application Report	
8. Preparation Information (Include complete instructions for document preparation)			

Scope: The Contractor must submit a report that lists the various facilities and areas inspected and treated for termites. An initial list of buildings will be given to the Contractor to inspect during the first quarter of the first contract year. The numbers of buildings will be in accordance with the yearly workload table based on approximate linear feet.

Frequency: The report is due quarterly of the Fiscal Year. Due date is 15 days following the end of the previous quarter.

Distribution: One hard copy and one electronic copy to the Custodial COTR.

Format: Microsoft Word or Excel format is acceptable.

Details: As a minimum, provide the following information by building and by month inspected and treated:

- (a) Building number
- (b) Building room number, if applicable
- (c) Recommendation to treat or monitor
- (d) Type of service provided - inspection or treatment or inspection with treatment
- (e) Schedule of buildings to be inspected in the next quarter

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**  
*(Based on JSC-STD-123)*

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Custodial Phase-In Plan		019	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
To define and control the Contractor's approach to transition system, functions, and data responsibility from the incumbent Contractor.			
5. DRD Category: (check one)			
<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 1.10.1			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: A contract specific Custodial Services Phase-In Plan shall be prepared which describes the Contractors approach for the transition of responsibility from the incumbent Contractor during the 30-day transition period which staffing buildup, transition inventories, and attaining readiness to assume responsibilities prior to contract start. The plan shall identify a comprehensive assessment of all custodial functional areas identified in the SOW, systems, and data of the prime Contractor any associate Sub-Contractors, and major vendors. The Contractor shall ensure the plan:

- a. Addresses the transition of the existing work such that at the end of the phase-in period all work from the incumbent Contractor is being effectively performed.
- b. Includes specific schedule milestones required to accomplish the transition and the responsible Contractor element. The schedule shall identify activities necessary to meet the schedule, show the risks associated with the scheduled work transition, and any potential problem areas.

NOTE: Upon Contract Award, the Contractor's Custodial Services Phase-In Plan becomes a contractual requirement.

Frequency: The contractor shall submit their proposed plan with the initial proposal.

Distribution: Plan distribution shall be as specified below plus additional per Contracting Officer's letter. After the plan is approved by NASA, the CO will retain the plan in the Contract file.

- Initial – As specified in Proposal Instructions
- Final – Contracting Officer, COTR
- Update – COTR

Form: The Contractor format is acceptable

Maintenance: The Contractor may revise the plan at any time or at the direction of the CO. Revisions to the plan are subject to CO review and approval. Changes shall be incorporated as required by change page or complete reissue.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Wage/Salary and Fringe Benefits Data		020	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
The Wage/Salary and Fringe Benefits Data will be used by the NASA CO and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.			
5. DRD Category: (check one)			
Technical		<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
		FAR 52.222-41	
8. Preparation Information (Include complete instructions for document preparation)			

**DISTRIBUTION:** B\_\_\_/Contracting Officer  
BA2/Contract Labor Relations Officer

**INITIAL SUBMISSION:** 30 days following start of the Contract.

**SUBMISSION FREQUENCY:** \*Annually, 90 days prior to the anniversary date of the Contract.

**DATA PREPARATION INFORMATION:**

**SCOPE:** The Wage/Salary and Fringe Benefits Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. This requirement is in accordance with FAR regulations 22.1007 and 22.1008.

**APPLICABLE DOCUMENTS:** None

**COMMENTS:** The Wage/Salary and Fringe Benefits Data should contain the data included in the enclosed DRD form titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and non-exempt labor classifications working on the Contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for nonrepresented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three hard copies and one electronic copy of each. Collective Bargaining Agreement are required if organized labor is represented on your Contract.

**FORMAT:** The Wage/Salary and Fringe Benefits Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A)

**MAINTENANCE:** Changes shall be incorporated as required by change page or complete reissue.

FORM 2

Page 1 of 1

WORK SHEET FOR SF-98 DATA  
WAGE RATE INFORMATION

Illustration of required data

WAGE CONTRACTORS LABOR CLASSIFICATION	DETERMINATION CLASSIFICATION	EXEMPT OR NON EXEMPT	UNION OR NON UNION	CURRENT HOURLY RATE	MYE NO. OF EMPL.
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$16.50 - \$20.00	3
Technician, Jr	Elect Tech Main 1	N	U	\$12.78 - \$15.50	12
Technician, Sr.	Elect Tech Main II	N	U	\$18.20 - \$20.00	4
Secretary	Secretary I	N	N	\$11.11 - \$12.50	2
File Clerk	General Clerk I	N	N	\$8.29	1
Clerical Data Entry	Word Processor I	N	N	\$9.25 - \$10.90	1

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this Contract. All Contract labor classifications must be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 2005-2516 for nonrepresented classes.

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from \_\_\_\_\_ to \_\_\_\_\_

Contractor:

Contract Number:

Number of employees in bargaining unit \_\_\_\_\_

Total number of employees on Contract \_\_\_\_\_

1. Shift Differential: (Describe any pay over and above base rates for 2<sup>nd</sup>, 3<sup>rd</sup>, weekend, or other shifts.)
2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes or No)	Average Hourly Cost
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		

TOTAL

1. Paid Absences:

Service Requirement                      Days per Year

- a. Vacation
- b. Holiday
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

- 1. Severance Pay: (Briefly describe terms and amounts.)
- 2. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)
- 3. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

FORM 3A

Page 1 of 1

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For period from \_\_\_\_\_ to \_\_\_\_\_

Contractor:

Number of nonexempt employees on Contract: \_\_\_\_\_

Total number of employees on Contract: \_\_\_\_\_

1. Health and Welfare Items and Other Fringe Items:  
(Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

<u>Item</u>	<u>Coverage Provided</u>	<u>Average Hourly Cost</u>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

1. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**ATTACHMENT C – CONTROLLED ACCESS AREAS**

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<u>CAA</u>	<u>RESPONSIBLE ORGANIZATION</u>	<u>TITLE</u>
B-30A	DA	Building 30 Administration Wing
B-46	GA	Central Computer Facility
B-46W	GA	Central Computer Facility (Week-end access)
B-48	JA	Emergency Power Building
CDPA	DA	Controlled DATA Processing Area (Building 35, 1 <sup>st</sup> floor, south side)
CEF	JA	COMSEC Equipment Facility (Classified Area) (Building 30 MCC, RM. 118A)
DVIS	DA	Digital Voice Intercom Subsystem (Building 30 MCC, RMS. 127 & 127A)
EOC	JA	Emergency Operation Center (Building 30A, RM. 3100)
FCR2	DA	Flight Control Room (Building 30 MCC, RMS. 230 & 231)
IPS	DA	Integrated Planning System (Building 30S, 5 <sup>th</sup> Floor)
MCC	DA	Mission Control Center (Building 30 MOW & Building 30S)
MDM	DA	Multiplexer/Demultiplexer (Building 30S, RM. 5326)
SCTF	SP	Sonny Carter Training Facility (SCTF)
NBL	SP	SCTF Neutral Buoyancy Lab
LMF	SP	SCTF Light Manufacturing Facility
SDIL	OA	SCTF Software Development & Integration Lab MBF Level III Lab – Mission Bldg Facility SVF Level II Lab - Software Verification Facility PSPF Level II Lab – Prime Software Production Facility
SDPC	DA	Shuttle Data Processing Center (Building 30 MCC, RM. 112)
SMS/GNS/ SSTF	DA	Shuttle Mission Simulator (SMS) Building 5N Guidance/Navigation System (GNS) (Building 35, 1 <sup>st</sup> Floor, North) Space Shuttle Training Facility (SSTF) (Building 5S)
SPF	DA	Software Production Facility (Building 30A, RMS. 1077, 2069, & 3069)
SSCF	DA	Space Station Computer Facility (Building 30S, 5 <sup>th</sup> Floor)
WFCR	DA	White Flight Control Room (Building 30S, RM 2306)

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**Attachment D – Wage Determination**

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<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
D1	Notice of Intention to Make a Service Contract and Response to Notice	2
D2	Department of Labor Wage Determinations – Collective Bargaining Agreement (CBA)	4

<p><b>STANDARD FORM 98</b> January 1996 <b>U.S. DEPARTMENT OF LABOR</b> EMPLOYMENT STANDARDS ADMINISTRATION</p>	<p><b>NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE</b> <i>(See Instructions on Reverse)</i></p>	<p>1. NOTICE NO. NASA 53675</p>																		
<p>MAIL TO:  Administrator Wage and Hour Division U.S. Department of Labor Washington, DC 20210</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3">2. Estimated solicitation date <i>(use numerals)</i></td> </tr> <tr> <td style="width:33%;">Month 06</td> <td style="width:33%;">Day 25</td> <td style="width:33%;">Year 07</td> </tr> <tr> <td colspan="3">3. Estimated date bids or proposals to be opened or negotiations begun <i>(use numerals)</i></td> </tr> <tr> <td>Month 07</td> <td>Day 25</td> <td>Year 07</td> </tr> <tr> <td colspan="3">4. Date contract performance to begin <i>(use numerals)</i></td> </tr> <tr> <td>Month 03</td> <td>Day 01</td> <td>Year 08</td> </tr> </table>		2. Estimated solicitation date <i>(use numerals)</i>			Month 06	Day 25	Year 07	3. Estimated date bids or proposals to be opened or negotiations begun <i>(use numerals)</i>			Month 07	Day 25	Year 07	4. Date contract performance to begin <i>(use numerals)</i>			Month 03	Day 01	Year 08
2. Estimated solicitation date <i>(use numerals)</i>																				
Month 06	Day 25	Year 07																		
3. Estimated date bids or proposals to be opened or negotiations begun <i>(use numerals)</i>																				
Month 07	Day 25	Year 07																		
4. Date contract performance to begin <i>(use numerals)</i>																				
Month 03	Day 01	Year 08																		
<p>5. PLACE(S) OF PERFORMANCE Harris County, TX</p>	<p>6. SERVICES TO BE PERFORMED <i>(describe)</i> II: Custodial Support Services Contract Period: 03/01/08 to 02/28/09</p>																			
<p>7. INFORMATION ABOUT PERFORMANCE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">A. <input checked="" type="checkbox"/> Services now performed by a Contractor</td> <td style="width:33%;">B. <input type="checkbox"/> Services now performed by Federal employees</td> <td style="width:33%;">C. <input type="checkbox"/> Services not presently being performed</td> </tr> </table>			A. <input checked="" type="checkbox"/> Services now performed by a Contractor	B. <input type="checkbox"/> Services now performed by Federal employees	C. <input type="checkbox"/> Services not presently being performed															
A. <input checked="" type="checkbox"/> Services now performed by a Contractor	B. <input type="checkbox"/> Services now performed by Federal employees	C. <input type="checkbox"/> Services not presently being performed																		
<p>8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;"> <p>a. Name and address of incumbent contractor CSC Applied Technologies 100 W. Freeway, Suite 600 Ft Worth, TX 76116</p> </td> <td style="width:50%; vertical-align: top;"> <p>b. Number(s) of any wage determination(s) in incumbent's contract WD 94-2516, WD 2006-200</p> </td> </tr> </table>			<p>a. Name and address of incumbent contractor CSC Applied Technologies 100 W. Freeway, Suite 600 Ft Worth, TX 76116</p>	<p>b. Number(s) of any wage determination(s) in incumbent's contract WD 94-2516, WD 2006-200</p>																
<p>a. Name and address of incumbent contractor CSC Applied Technologies 100 W. Freeway, Suite 600 Ft Worth, TX 76116</p>	<p>b. Number(s) of any wage determination(s) in incumbent's contract WD 94-2516, WD 2006-200</p>																			
<p>c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). <b>Important:</b> Attach copies of current applicable collective bargaining agreements</p> <p>International Association of Machinist and Aerospace Workers, Local 1786 District 37</p>		<p><b>RESPONSE TO NOTICE</b> <i>(by Department of Labor)</i></p> <p>A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. WD 2005-2516 Rev 4, WD 2006-200</p> <p>B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.</p> <p>C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply <i>(see attached explanation)</i>.</p> <p>D. <input type="checkbox"/> Notice returned for additional information <i>(see attached explanation)</i></p> <p>Signed: _____ <i>(U.S. Department of Labor)</i></p> <p>_____ <i>(Date)</i></p>																		
<p>9. OFFICIAL SUBMITTING NOTICE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">SIGNED:</td> <td style="width:50%;">DATE</td> </tr> <tr> <td>Original signed by</td> <td>06/14/07</td> </tr> <tr> <td>TYPE OR PRINT NAME</td> <td>TELEPHONE NO.</td> </tr> <tr> <td>Connie R. Pritchard Contract Labor Relations Officer</td> <td>281-483-4121</td> </tr> </table>			SIGNED:	DATE	Original signed by	06/14/07	TYPE OR PRINT NAME	TELEPHONE NO.	Connie R. Pritchard Contract Labor Relations Officer	281-483-4121										
SIGNED:	DATE																			
Original signed by	06/14/07																			
TYPE OR PRINT NAME	TELEPHONE NO.																			
Connie R. Pritchard Contract Labor Relations Officer	281-483-4121																			
<p>10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.</p> <p style="text-align: center;">NASA Johnson Space Center Connie R. Pritchard, Mail Code BA2 2101 NASA Parkway Houston, TX 77058</p>																				

COMPUTER-GENERATED

STANDARD FORM 98a February 1973 U.S. DEPARTMENT OF LABOR Employment Standards Administration	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE (Attachment A)	11. Notice No.  NASA 53675
12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT  Harris County, TX; 2005-2516, Occupations included in "SCA Directory of Occupations", WD 2005-2516	13. NUMBER OF EMPLOYEES IN EACH CLASS	14. HOURLY WAGE RATE THAT WOULD BE PAID IF FEDERALLY EMPLOYED
General Clerk, III	1	GS-4 \$13.90
Harris County, TX, Nonexempt/Union, CBA with IAM&AW, Local 1786, District 37, WD 2006-200 *		
Custodial/Service Worker *	72	Per CBA \$11.81
Crew Lead *	1	Per CBA \$12.41
Recycle Specialist *	1	Per CBA \$12.70

REGISTER OF WAGE DETERMINATION UNDER  
THE SERVICE CONTRACT ACT

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

By direction of the Secretary  
of Labor

William W. Gross  
Director

Division of  
Wage Determinations

Wage Determination No.: CBA-2006-200  
Revision No : 2  
Date of Last Revision: 6/15/2007

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State: Texas

Area: Harris

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Employed on NASA Johnson Space Center contract for Custodial Support Services.

Collective Bargaining Agreement between contractor: Computer Sciences Corporation, Applied Technology Division, and union: International Association of Machinist and Aerospace Workers, District 37, Local 1786, effective 4/1/2005 through 3/31/2008.

In accordance with Section 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT

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

By direction of the Secretary of Labor

William W. Gross  
Director

Division of  
Wage Determinations

Wage Determination No.: 2005-2516  
Revision No.: 4  
Date of Revision: 05/29/2007

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston,  
Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery,  
San Jacinto, Trinity, Walker, Waller, Washington, Wharton

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

OCCUPATION CODE - TITLE MINIMUM WAGE RATE

**01000 - Administrative Support and Clerical Occupations**

01011 - Accounting Clerk I	12.52
01012 - Accounting Clerk II	14.06
01013 - Accounting Clerk III	15.73
01020 - Administrative Assistant	22.76
01040 - Court Reporter	18.01
01051 - Data Entry Operator I	11.36
01052 - Data Entry Operator II	14.32
01060 - Dispatcher, Motor Vehicle	15.40
01070 - Document Preparation Clerk	12.98
01090 - Duplicating Machine Operator	12.98
01111 - General Clerk I	10.80
01112 - General Clerk II	12.97
01113 - General Clerk III	14.88
01120 - Housing Referral Assistant	20.55
01141 - Messenger Courier	10.86
01191 - Order Clerk I	13.36
01192 - Order Clerk II	15.24
01261 - Personnel Assistant (Employment) I	13.79
01262 - Personnel Assistant (Employment) II	16.50
01263 - Personnel Assistant (Employment) III	17.63
01270 - Production Control Clerk	18.50
01280 - Receptionist	10.93
01290 - Rental Clerk	14.34
01300 - Scheduler, Maintenance	15.92
01311 - Secretary I	15.92
01312 - Secretary II	17.73
01313 - Secretary III	20.55

01320 - Service Order Dispatcher	14.63
01410 - Supply Technician	22.76
01420 - Survey Worker	15.53
01531 - Travel Clerk I	12.30
01532 - Travel Clerk II	13.36
01533 - Travel Clerk III	14.18
01611 - Word Processor I	11.45
01612 - Word Processor II	14.09
01613 - Word Processor III	16.27
<b>05000 - Automotive Service Occupations</b>	
05005 - Automobile Body Repairer, Fiberglass	24.80
05010 - Automotive Electrician	22.66
05040 - Automotive Glass Installer	21.68
05070 - Automotive Worker	20.91
05110 - Mobile Equipment Servicer	19.27
05130 - Motor Equipment Metal Mechanic	24.53
05160 - Motor Equipment Metal Worker	20.91
05190 - Motor Vehicle Mechanic	24.53
05220 - Motor Vehicle Mechanic Helper	18.48
05250 - Motor Vehicle Upholstery Worker	19.84
05280 - Motor Vehicle Wrecker	20.91
05310 - Painter, Automotive	22.66
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.17
<b>07000 - Food Preparation and Service Occupations</b>	
07010 - Baker	10.04
07041 - Cook I	9.17
07042 - Cook II	9.89
07070 - Dishwasher	8.11
07130 - Food Service Worker	8.41
07210 - Meat Cutter	12.36
07260 - Waiter/Waitress	7.97
<b>09000 - Furniture Maintenance and Repair Occupations</b>	
09010 - Electrostatic Spray Painter	16.65
09040 - Furniture Handler	11.74
09080 - Furniture Refinisher	16.09
09090 - Furniture Refinisher Helper	13.74
09110 - Furniture Repairer, Minor	15.29
09130 - Upholsterer	16.65
<b>11000 - General Services and Support Occupations</b>	
11030 - Cleaner, Vehicles	9.12
11060 - Elevator Operator	7.71
11090 - Gardener	13.35
11122 - Housekeeping Aide	7.71
11150 - Janitor	8.17
11210 - Laborer, Grounds Maintenance	10.63

11240 - Maid or Houseman	7.27
11260 - Pruner	8.17
11270 - Tractor Operator	12.47
11330 - Trail Maintenance Worker	10.63
11360 - Window Cleaner	8.92

**12000 - Health Occupations**

12010 - Ambulance Driver	12.93
12011 - Breath Alcohol Technician	14.22
12012 - Certified Occupational Therapist Assistant	19.58
12015 - Certified Physical Therapist Assistant	20.24
12020 - Dental Assistant	14.22
12025 - Dental Hygienist	31.09
12030 - EKG Technician	23.12
12035 - Electroneurodiagnostic Technologist	23.12
12040 - Emergency Medical Technician	14.22
12071 - Licensed Practical Nurse I	15.57
12072 - Licensed Practical Nurse II	17.47
12073 - Licensed Practical Nurse III	18.81
12100 - Medical Assistant	12.40
12130 - Medical Laboratory Technician	13.94
12160 - Medical Record Clerk	13.21
12190 - Medical Record Technician	16.02
12195 - Medical Transcriptionist	14.44
12210 - Nuclear Medicine Technologist	28.64
12221 - Nursing Assistant I	7.08
12222 - Nursing Assistant II	9.82
12223 - Nursing Assistant III	10.62
12224 - Nursing Assistant IV	12.40
12235 - Optical Dispenser	15.26
12236 - Optical Technician	13.64
12250 - Pharmacy Technician	14.41
12280 - Phlebotomist	13.30
12305 - Radiologic Technologist	22.89
12311 - Registered Nurse I	24.51
12312 - Registered Nurse II	30.20
12313 - Registered Nurse II, Specialist	32.08
12314 - Registered Nurse III	37.96
12315 - Registered Nurse III, Anesthetist	39.12
12316 - Registered Nurse IV	43.48
12317 - Scheduler (Drug and Alcohol Testing)	18.90

**13000 - Information and Arts Occupations**

13011 - Exhibits Specialist I	19.30
13012 - Exhibits Specialist II	24.74
13013 - Exhibits Specialist III	28.94
13041 - Illustrator I	17.60
13042 - Illustrator II	22.56
13043 - Illustrator III	26.40
13047 - Librarian	23.29
13050 - Library Aide/Clerk	9.87

13054 - Library Information Technology Systems Administrator	20.94
13058 - Library Technician	13.25
13061 - Media Specialist I	14.80
13062 - Media Specialist II	16.56
13063 - Media Specialist III	18.46
13071 - Photographer I	13.93
13072 - Photographer II	17.60
13073 - Photographer III	22.56
13074 - Photographer IV	26.40
13075 - Photographer V	30.06
13110 - Video Teleconference Technician	13.83
<b>14000 - Information Technology Occupations</b>	
14041 - Computer Operator I	14.80
14042 - Computer Operator II	16.62
14043 - Computer Operator III	18.46
14044 - Computer Operator IV	22.60
14045 - Computer Operator V	23.90
14071 - Computer Programmer I (1)	21.12
14072 - Computer Programmer II (1)	26.16
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	14.80
14160 - Personal Computer Support Technician	22.60
<b>15000 - Instructional Occupations</b>	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.12
15020 - Aircrew Training Devices Instructor (Rated)	32.81
15030 - Air Crew Training Devices Instructor (Pilot)	35.70
15050 - Computer Based Training Specialist / Instructor	25.70
15060 - Educational Technologist	28.73
15070 - Flight Instructor (Pilot)	35.70
15080 - Graphic Artist	23.11
15090 - Technical Instructor	20.19
15095 - Technical Instructor/Course Developer	24.70
15110 - Test Proctor	17.73
15120 - Tutor	17.73
<b>16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations</b>	
16010 - Assembler	8.49
16030 - Counter Attendant	8.49
16040 - Dry Cleaner	9.00
16070 - Finisher, Flatwork, Machine	8.49
16090 - Presser, Hand	8.49
16110 - Presser, Machine, Drycleaning	8.49
16130 - Presser, Machine, Shirts	8.49
16160 - Presser, Machine, Wearing Apparel, Laundry	8.49
16190 - Sewing Machine Operator	11.55

16220 - Tailor	12.42
16250 - Washer, Machine	9.32
<b>19000 - Machine Tool Operation and Repair Occupations</b>	
19010 - Machine-Tool Operator (Tool Room)	16.65
19040 - Tool and Die Maker	19.20
<b>21000 - Materials Handling And Packing Occupations</b>	
21020 - Forklift Operator	12.84
21030 - Material Coordinator	18.50
21040 - Material Expediter	18.50
21050 - Material Handling Laborer	12.26
21071 - Order Filler	10.55
21080 - Production Line Worker (Food Processing)	12.84
21110 - Shipping Packer	12.49
21130 - Shipping/Receiving Clerk	12.49
21140 - Store Worker I	9.57
21150 - Stock Clerk	13.57
21210 - Tools and Parts Attendant	13.58
21410 - Warehouse Specialist	12.84
<b>23000 - Mechanics and Maintenance and Repair Occupations</b>	
23010 - Aerospace Structural Welder	26.66
23021 - Aircraft Mechanic I	25.39
23022 - Aircraft Mechanic II	26.66
23023 - Aircraft Mechanic III	27.99
23040 - Aircraft Mechanic Helper	19.88
23050 - Aircraft, Painter	20.15
23060 - Aircraft Servicer	22.11
23080 - Aircraft Worker	23.30
23110 - Appliance Mechanic	16.65
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	22.30
23130 - Carpenter, Maintenance	18.58
23140 - Carpet Layer	15.92
23160 - Electrician, Maintenance	26.51
23181 - Electronics Technician Maintenance I	17.50
23182 - Electronics Technician Maintenance II	21.33
23183 - Electronics Technician Maintenance III	24.17
23260 - Fabric Worker	15.00
23290 - Fire Alarm System Mechanic	17.43
23310 - Fire Extinguisher Repairer	14.40
23311 - Fuel Distribution System Mechanic	19.17
23312 - Fuel Distribution System Operator	16.33
23370 - General Maintenance Worker	15.46
23380 - Ground Support Equipment Mechanic	25.39
23381 - Ground Support Equipment Servicer	22.11
23382 - Ground Support Equipment Worker	23.30
23391 - Gunsmith I	13.67
23392 - Gunsmith II	15.79
23393 - Gunsmith III	17.67

23410 - Heating, Ventilation and Air-Conditioning Mechanic	20.06
23411 - Heating, Ventilation and Air Conditioning Mechanic (Research Facility)	20.93
23430 - Heavy Equipment Mechanic	17.43
23440 - Heavy Equipment Operator	17.43
23460 - Instrument Mechanic	17.67
23465 - Laboratory/Shelter Mechanic	16.81
23470 - Laborer	10.62
23510 - Locksmith	16.65
23530 - Machinery Maintenance Mechanic	20.08
23550 - Machinist, Maintenance	20.16
23580 - Maintenance Trades Helper	13.58
23591 - Metrology Technician I	17.67
23592 - Metrology Technician II	18.44
23593 - Metrology Technician III	19.22
23640 - Millwright	20.25
23710 - Office Appliance Repairer	16.65
23760 - Painter, Maintenance	16.65
23790 - Pipefitter, Maintenance	19.33
23810 - Plumber, Maintenance	18.87
23820 - Pneudraulic Systems Mechanic	17.67
23850 - Rigger	17.67
23870 - Scale Mechanic	15.92
23890 - Sheet-Metal Worker, Maintenance	17.43
23910 - Small Engine Mechanic	15.92
23931 - Telecommunications Mechanic I	21.33
23932 - Telecommunications Mechanic II	22.28
23950 - Telephone Lineman	21.09
23960 - Welder, Combination, Maintenance	17.43
23965 - Well Driller	17.67
23970 - Woodcraft Worker	17.67
23980 - Woodworker	11.30
<b>24000 - Personal Needs Occupations</b>	
24570 - Child Care Attendant	9.68
24580 - Child Care Center Clerk	12.06
24610 - Chore Aide	6.36
24620 - Family Readiness and Support Services Coordinator	11.05
24630 - Homemaker	15.41
<b>25000 - Plant and System Operations Occupations</b>	
25010 - Boiler Tender	21.14
25040 - Sewage Plant Operator	17.00
25070 - Stationary Engineer	21.14
25190 - Ventilation Equipment Tender	14.33
25210 - Water Treatment Plant Operator	16.65
<b>27000 - Protective Service Occupations</b>	
27004 - Alarm Monitor	14.82
27007 - Baggage Inspector	10.14
27008 - Corrections Officer	18.04

27010 - Court Security Officer	18.04
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	18.04
27070 - Firefighter	17.90
27101 - Guard I	10.14
27102 - Guard II	17.90
27131 - Police Officer I	23.33
27132 - Police Officer II	25.99
<b>28000 - Recreation Occupations</b>	
28041 - Carnival Equipment Operator	10.69
28042 - Carnival Equipment Repairer	11.24
28043 - Carnival Equipment Worker	8.25
28210 - Gate Attendant/Gate Tender	13.64
28310 - Lifeguard	12.15
28350 - Park Attendant (Aide)	15.26
28510 - Recreation Aide/Health Facility Attendant	11.13
28515 - Recreation Specialist	16.21
28630 - Sports Official	12.15
28690 - Swimming Pool Operator	14.41
<b>29000 - Stevedoring/Longshoremen Occupational Services</b>	
29010 - Blocker and Bracer	16.16
29020 - Hatch Tender	16.16
29030 - Line Handler	16.16
29041 - Stevedore I	15.12
29042 - Stevedore II	17.29
<b>30000 - Technical Occupations</b>	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.37
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.08
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	27.62
30021 - Archeological Technician I	19.34
30022 - Archeological Technician II	23.15
30023 - Archeological Technician III	28.63
30030 - Cartographic Technician	28.67
30040 - Civil Engineering Technician	27.30
30061 - Drafter/CAD Operator I	19.18
30062 - Drafter/CAD Operator II	23.15
30063 - Drafter/CAD Operator III	25.80
30064 - Drafter/CAD Operator IV	29.47
30081 - Engineering Technician I	16.59
30082 - Engineering Technician II	20.41
30083 - Engineering Technician III	22.83
30084 - Engineering Technician IV	28.28
30085 - Engineering Technician V	36.15
30086 - Engineering Technician VI	41.85
30090 - Environmental Technician	27.24
30210 - Laboratory Technician	21.72
30240 - Mathematical Technician	28.67
30361 - Paralegal/Legal Assistant I	17.80

30362 - Paralegal/Legal Assistant II	21.38
30363 - Paralegal/Legal Assistant III	26.62
30364 - Paralegal/Legal Assistant IV	29.59
30390 - Photo-Optics Technician	28.67
30461 - Technical Writer I	18.90
30462 - Technical Writer II	23.12
30463 - Technical Writer III	26.42
30491 - Unexploded Ordnance (UXO) Technician I	23.12
30492 - Unexploded Ordnance (UXO) Technician II	27.97
30493 - Unexploded Ordnance (UXO) Technician III	34.42
30494 - Unexploded (UXO) Safety Escort	23.12
30495 - Unexploded (UXO) Sweep Personnel	23.12
30620 - Weather Observer, Combined Upper Air or Surface Programs (3)	19.79
30621 - Weather Observer, Senior (3)	23.99

**31000 - Transportation/Mobile Equipment Operation Occupations**

31020 - Bus Aide	10.16
31030 - Bus Driver	15.48
31043 - Driver Courier	11.91
31260 - Parking and Lot Attendant	8.34
31290 - Shuttle Bus Driver	12.98
31310 - Taxi Driver	9.54
31361 - Truckdriver, Light	12.98
31362 - Truckdriver, Medium	15.34
31363 - Truckdriver, Heavy	16.39
31364 - Truckdriver, Tractor-Trailer	16.39

**99000 - Miscellaneous Occupations**

99030 - Cashier	9.10
99050 - Desk Clerk	10.65
99095 - Embalmer	21.55
99251 - Laboratory Animal Caretaker I	9.03
99252 - Laboratory Animal Caretaker II	10.11
99310 - Mortician	24.04
99410 - Pest Controller	13.78
99510 - Photofinishing Worker	10.43
99710 - Recycling Laborer	11.24
99711 - Recycling Specialist	13.71
99730 - Refuse Collector	10.03
99810 - Sales Clerk	11.41
99820 - School Crossing Guard	8.29
99830 - Survey Party Chief	20.96
99831 - Surveying Aide	14.35
99832 - Surveying Technician	18.13
99840 - Vending Machine Attendant	10.91
99841 - Vending Machine Repairer	13.10
99842 - Vending Machine Repairer Helper	11.19

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.16 per hour computed on the basis of all hours worked by service employees employed on the contract.

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

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

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to 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.

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**ATTACHMENT E – PROPERTY, FACILITIES, AND IT**

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<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
E1	IT Systems	2
E2	Government Provided Facilities	3
E3	Installation Accountable Government Property (IAGP)	4

**ATTACHMENT E1 – IT SYSTEMS**

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IT Systems will be furnished by the JSC ODIN Contract. For more detailed information on the type of seats, please see [http://www.houston.lmit.com/csd/seats\\_summary.html](http://www.houston.lmit.com/csd/seats_summary.html)

The following is the provided seat and it's respective amount

<u>Type</u>	<u>Quantity</u>	<u>Description</u>
PC Desktop – GP1PC	2	<ul style="list-style-type: none"> <li>• Hardware Details</li> <li>• JSC Standard Software Loads</li> <li>• Functionality and Services</li> </ul>
Phone Seats – PHN2	2	<ul style="list-style-type: none"> <li>• Service for Standard Desktop or LAB with Voice Mail</li> <li>• Functionality and Services</li> </ul>
Fax Seats – FAX1	1	<ul style="list-style-type: none"> <li>• Provides full FAX service at the standard service level. Fax HP 1040 –max 50 speed dialing numbers</li> <li>• Functionality and Services</li> </ul>

**ATTACHMENT E2 – GOVERNMENT PROVIDED FACILITIES**

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<b>Building Number</b>	<b>Building Name</b>	<b>Square Footage</b>
231	Custodial Storage Building	2119 sq. ft.
232	Custodial Administration Building	1018 sq. ft.

**ATTACHMENT E3 – INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY**

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Type	Quantity	Bldg	Room	Barcode No.	Cost
Cardboard Totes – Durable Plastic	30	Various	NA	NA	\$1000 ea.
Cardboard Totes – Wood	10	Various	NA	NA	\$1000 ea.
Paper Recycle Totes – 63 gallon	160	Various	NA	NA	\$150 ea.

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**ATTACHMENT F – PERSONAL IDENTITY VERIFICATION (PIV)**

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### PIV Card Issuance Procedures

The purpose of this procedure is to implement the contractor credentialing requirements of Homeland Security Presidential Directive 12 (HSPD-12, "Policy for a Common Identification Standard for Federal Employees and Contractors, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, "Personal Identity Verification (PIV) of Federal Employees and Contractors".

Reference: FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel and NASA PIC 06-01 dated January 18, 2006.

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

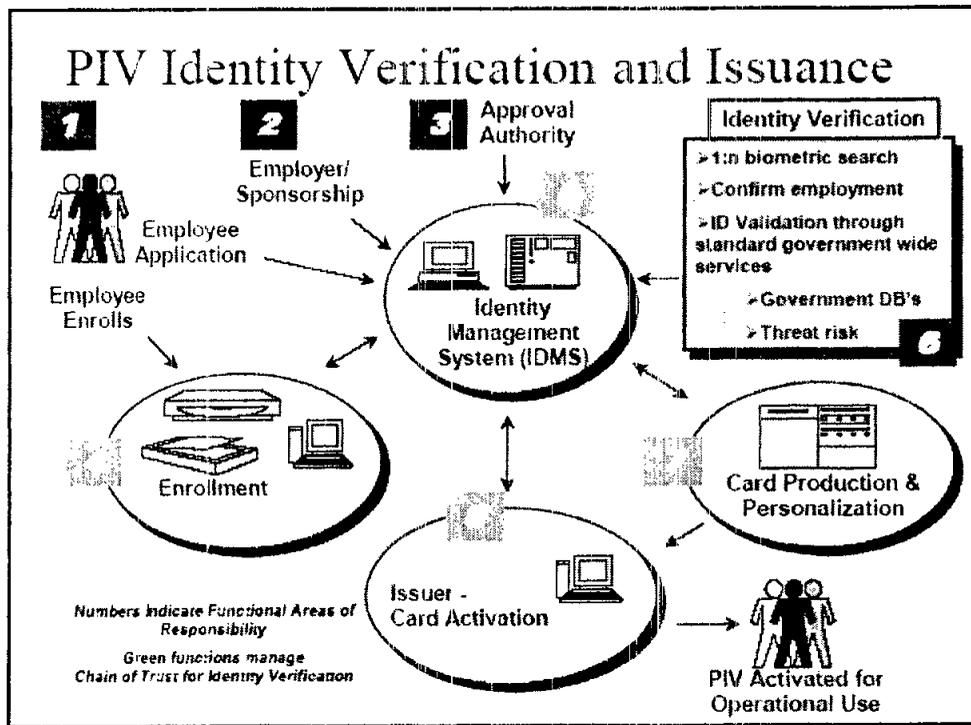


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

**Step 1:**

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical

Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication.

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access.

### **Step 2:**

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal<sup>1</sup> or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear no later than the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The

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<sup>1</sup> A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential.

registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

**Step 3:**

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

**Step 4:**

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

**Step 5:**

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

**Step 6:**

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

**Step 7:**

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND  
ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

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**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

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**ATTACHMENT G – CUSTODIAL SUPPORT**

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<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
G1	Interior Square Footage and Area Types - Excel Worksheet	Excel
G2	Exterior Building Windows	3
G3	Extermination	6

**ATTACHMENT G1 – INTERIOR SQUARE FOOTAGE AND AREA TYPES –  
EXCEL WORKSHEET – 10 PAGES**

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SECTION J - LIS ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
Area Types			Tile	Carpet	Restroom	Tiled Halls Common Areas	Carpeted Hallways/ Common Areas	Stairs, Stair Walls, Ramps	Concrete Areas	Pedastal Floors	Pedastal Floors	Medical Offices	Medical Offices	
	1	1	3588	24761	477	3337	232	256						32651
		2	12482	4789	436	2060		322						20089
		3	13683	3054	436	2687		322	45					20227
		4	4894	12368	436	2224		322						20244
		5	6920	9875	436	2704		322						20257
		6	8282	8718	436	2499		322						20257
		7	12452	4436	436	2587		322						20233
		8	1340	15979	436	2180		318						20253
		9	1700	15713	626		1902	340						20281
		P						155						155
1 Total			65341	99693	4155	20278	2134	3001	45	0	0	0	0	194647
	2 N	1	9283	3043	689	3138	331	0		619				17103
	S	1	14754	5404	1035	8771		311						30275
		2	2722			26	508	472						3728
2 Total			26759	8447	1724	11935	839	783	0	619	0	0	0	51106
	3	1	406		636	2386	8914		24					12366
3 Total			406	0	636	2386	8914	0	24	0	0	0	0	12366
	4	1	13974	826	824	7185	250	275	133	5658	365			29490
		2	4830	12430	855	1888	2096	600	88	9166	729			32682
		3	25162	2074	859	5636	327	603	53	29				34743
	4 S	1	2361	19438	844	5425	2672	672	190					31602
		2	323	19350	1117	544	8334	663	74		7790			38195
		3	426	27046	842	553	8318	670	77					37932
		4	399	28333	803	565	6181	679	77					37037
		5	344	29377	842	507	5399	664	77					37210
		6	344	28665	843	540	5740	665	77					36874
4 Total			48163	167539	7829	22843	39317	5491	846	14853	8884	0	0	315765
	5 N	1	4753	0	497	2240	2183	640	2930	17413				30656
		2	4399		180	1219		966	167	1784				8715
		3	3380	458	208			698	196					4940
	S	1	5571	523	712	3091		526	4097	9883				24403
		2	2158	3108	365	1242		541	25	6497				13936
		3			364			573	25	8851				9813

SECTION J - LIS ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft.	Area 9 Sq. Ft.	Area 10 Sq. Ft.	Area 10 Sq. Ft.	Total Sq. Ft.
										Tile	Carpet	Tile	Carpet	
5 Total			20261	4089	2326	7792	2183	3944	7440	44428		0	0	92463
	7 E	1	6664		209	364		617	22613	2865		0	0	33332
		1MP							20					20
		2	7969	618	913	3225		866	1458					15049
		3	3996			416		269						4681
	W	1	9153	1470	398	4094		269	91	87				15562
		2	14365	353	398	2060		467	44					17687
		3	14335		489	1793		321	129					17067
7 Total			56482	2441	2407	11952	0	2809	24355	2952	0	0	0	103398
	8	1	11093	985	608	4066	355	424	44	1186		3970	859	23590
		2	13138	2605	676	3531		567	1558	2534		1346	330	26285
8 Total			24231	3590	1284	7597	355	991	1602	3720	0	5316	1189	49875
	9 E	1	7322	1169		2089								10580
	N	1	4790	71120	2823	1247	1863	1267	2556			4263		89929
		2	2107	7936	853	451	4376	1410	341			3511		20985
		3	1354	1462	359	123	1019	685	2153			4605		11760
	S	1	3995	614	978	695		38	37355					43675
9 Total			19568	82301	5013	4605	7258	3400	42405	0	12379	0	0	176929
	10 C	1	1066		538	50		215	13794					15663
		2						183	26					209
	E	1	261		497	75		93	23056					23982
		2	2418	1713	214	1402		202	311					6260
	W	1	1017		473			43	19678					21211
		2	5358		214			182	253					6007
10 Total			10120	1713	1936	1527	0	918	57118	0	0	0	0	73332
	11	1	1724	150	526	2477	6811		20					11708
11 Total			1724	150	526	2477	6811	0	20	0	0	0	0	11708
	12	1	10220	5094	691	4520		510	512	3342				24889
		2	13052	6186	742	4812		551	38	5884				31265
12 Total			23272	11280	1433	9332	0	1061	550	9226	0	0	0	56154
	13 N	1	10666	708	576	3759		502	190					16401
		2	14474	604	579	2745		889						19291
	S	1						307	19820	433				20560
		2	261	539		386		260	4907	1052				7405
13 Total			25401	1851	1155	6890	0	1958	24917	1485	0	0	0	63657

SECTION J - LIS ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
	14 A	1	5105	249	322	1345			44					7065
	H	1	2678	680	166	765		179	11578					16046
		2	758			276		286						1320
		3	2581			367		204						3152
	N	1	2082		303			161		1870				4416
		2		2144				155						2299
	S	1			93	685		61	6712					7551
		2	626					60						686
	14 Total		13830	3073	884	3438	0	1106	18334	1870	0	0	0	42535
	15 N	1	17033	1768	671	5326		383	138					25319
		2	16860	1492	667	3682		619	79	4437				27836
	S	1	9323			1165		207		69				10764
		2	1315			157		102						1574
		3	1526			249		70						1845
	15 Total		46057	3260	1338	10579	0	1381	217	4506	0	0	0	67338
	16 E	1	6790		393	2772		473	100	3796				14324
		2	10106		544	2490		486	35	3502				17163
	N	1	7648			3123		711	3114	14824				29420
		2	11084	1321		1542		702		3329				17978
	S	1	18633	1079	966	7328		814	183	6793				35796
		2	25311	1078	922	6110		897	223	5821				40362
	16 Total		79572	3478	2825	23365	0	4083	3655	38065	0	0	0	155043
	17	1	16749	975	853	6272		548	295	10874				36566
		2	25069	876	842	5733		610	379	7135				40644
	17 Total		41818	1851	1695	12005	0	1158	674	18009	0	0	0	77210
	18	1	724		61			128						913
		2	990					201						1191
	18 Total		1714	0	61	0	0	329	0	0	0	0	0	2104
	24	1	387		345									732
		2	968		50						965			1983
	24 Total		1355	0	395	0	0	0	0	0	965	0	0	2715
	25	1	203	1546	292	0	510		37					2588
	25 Total		203	1546	292	0	510	0	37	0	0	0	0	2588
	27	1	972	6370	2268	438	0	0	1654	0	0	134	0	11836
	27 Total		972	6370	2268	438	0	0	1654	0	0	134	0	11836
	28	1	64		173									237
	28 Total		64	0	173	0	0	0	0	0	0	0	0	237

SECTION J - LIS ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft.	Area 9 Sq. Ft.	Area 10 Sq. Ft.	Area 10 Sq. Ft.	Total Sq. Ft.
29	N	1	3742		407	2209		161	88	985				7592
		2	5221	2573	408	1295		462	24					9983
		1	2345	276		426		153	21884					25084
	S	2	1358					347			1256			2961
		3						95						95
		12666	2849	815	3930	0	1218	21996	2241	0	0	0	45715	
	30 A	1	16336	2950	988	6125		237	81	6502				33219
		2	20470	795	980	4844		525	82	9241				36937
		3	21058		978	4853		525	82	9758				37254
	L	1	236	750	183	56	2960	122	49					4356
2		1148			861		200			2561			4770	
3			2241		130	308	210				1643		4532	
M	1	758		564	2614		360	34	29265				33595	
	2	944		927	5596	165	417	2487	12500	10731			33767	
	2M	744					295	2035					3074	
S	3	797		870	5793		477	2486	22371	3758			36552	
	1		1261	860	1371	3026	477	190		3695			10880	
	2		2289	526	1963		434	485	33	10482			16232	
2M	3	60	1491	381	199	3227	659	39					6056	
	4		669	528	1638		320	56	1138	13897			18246	
	5			530	1469		319	54	11055	3028			16455	
V	1			504	1475		324	53	13767	482			16605	
	1MP			432	1399		228	36					2095	
	2			199			185						384	
30	Total	2		1317		220		201					1738	
		3				220		201					421	
		62551	13763	9251	41045	9686	6716	8249	118191	47716	0	0	317168	
31 E	1	12092	659	414	4538		387	37					18127	
	2	13910		440	2847		439						17636	
N	1	4571			797		513						5881	
	2	847			595		326						1768	
W	1	4102		50	772		161	7919					13004	

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
		2	3467		151	564		303						4485
31 Total			38989	659	1055	10113	0	2129	7956	0	0	0	0	60901
	32	1		409	108	973		289	1520					3299
		2	763		125	567		279	29	3270				5033
	A	1	7044	3945	956	4322		550	124		451			17392
		2	8806	293	489	1700	248	413	53	3250	1653			16905
	C	1	1486			314		36	317					2153
		2	4237		33	630		1009	4044	1245				11198
32 Total			22336	4647	1711	8506	248	2576	6087	7765	2104	0	0	55980
	33	1	6235		366	468		54	57	381				7561
33 Total			6235	0	366	468	0	54	57	381	0	0	0	7561
	34	1	810	626	45			98	2090					3669
		2		259				113	1848					2220
34 Total			810	885	45	0	0	211	3938	0	0	0	0	5889
	35 N	1	2019	1973	429	1355		281	45	6380	215			12697
		2		5223	578		1305	482	48					7636
	S	1	4123	995	301	982			37		2266			8704
35 Total			6142	8191	1308	2337	1305	763	130	6380	2481	0	0	29037
	36 A	1	6186	385	485	2701								9757
	H	1	11653			1547		537	4145	5545				23427
		2	5182	2118	259	1305		552		2558				11974
		3	4982		294	1389		217						6882
36 Total			28003	2503	1038	6942	0	1306	4145	8103	0	0	0	52040
	37	0	1034					81	25					1140
		1	36077	892	2111	9320		448	80	1535		3671		54134
		2	3133		40	425		393	146					4137
		3	1895					164						2059
37 Total			42139	892	2151	9745	0	1086	251	1535	0	3671	0	61470
	41	1	258	426	124	114								922
41 Total			258	426	124	114	0	0	0	0	0	0	0	922
	42	1			34				19					53
42 Total			0	0	34	0	0	0	19	0	0	0	0	53
	44	1	6686		451	3458		221	315	19576	196			30903

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft.	Area 9 Sq. Ft.	Area 10 Sq. Ft.	Area 10 Sq. Ft.	Total Sq. Ft.
										Tile	Carpet	Tile	Carpet	
44 Total		2	17087	3875	366	3506		597	3460	521	416			29828
	45 L		23773	3875	817	6964	0	818	3775	20097	612	0	0	60731
	T	1		1895		11605								13500
		1	308	9548	511	2855	525	278	251					14276
		2	10977	1648	459	2059		354	144					15641
		3	10244	2307	458	2142		360	144					15655
		4	11519	1004	456	2162		354	144					15639
		5	6650	5984	458	2055		354	144					15645
		6	11950	603	458	2241		354	43					15649
		7	11855	1135	458	1662		354	43					15507
45 Total		P	63503	24124	3258	26781	525	2565	2167					1411
	46	1	1038	352	516	3227		466		10404	0	0	0	122923
		2			358	830		456	86	18331				16003
		3			359	562		457	86	18595				20061
46 Total			1038	352	1233	4619	0	1379	172	47330	0	0	0	20059
	48	1		583	49						0	0	0	56123
48 Total			0	583	49	0	0	0	0	0	0	0	0	632
	49	1	3295	579	631	2327		283	21487					532
		2			3315	262		470	2612					28602
		3	1939					171						6659
49 Total			5234	579	3946	2589	0	924	24099	0	0	0	0	2110
	56	1	4910		330					0	0	0	0	37371
56 Total			4910	0	330	0	0	0	0	0	0	0	0	5240
	57	1	4317		299					0	0	0	0	5240
57 Total			4317	0	299	0	0	0	0	0	0	0	0	4616
90D		1	36		506					0	0	0	0	4616
90D Total			36	0	506	0	0	0	0	0	0	0	0	542
	102	1	60							0	0	0	0	542
102 Total			60	0	0	0	0	0	0	0	0	0	0	60
	103	1	60							0	0	0	0	60
103 Total			60	0	0	0	0	0	0	0	0	0	0	60
	105	1	60							0	0	0	0	60
105 Total			0	0	0	0	0	0	49	0	0	0	0	49
									49	0	0	0	0	49

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
110		1	1422	882	283	416								3003
110 Total			1422	882	283	416	0	0	0	0	0	0	0	3003
111		1	85	1949	310		644							2988
111 Total			85	1949	310	0	644	0	0	0	0	0	0	2988
204		1	60											60
204 Total			60	0	0	0	0	0	0	0	0	0	0	60
207		1	8134	7490	2824	970	3153	36						22607
		2	2989	4167	404		2504	47						10111
	E	1	8771	684			2618		568					12641
207 Total			19894	12341	3228	970	8275	83	568	0	0	0	0	45359
211 Total		1	8108	4054	0	0	0	0	0	0	0	0	0	12162
220		1			157				11291					11448
220 Total			0	0	157	0	0	0	11291	0	0	0	0	11448
221E		1	526		50									576
221E Total			526	0	50	0	0	0	0	0	0	0	0	576
222		1	2039	211	244	694		71	6842	1147				11248
		2	1027											1027
222 Total			3066	211	244	694	0	71	6842	1147	0	0	0	12275
222N		1						72	1194					1266
222N Total			0	0	0	0	0	72	1194	0	0	0	0	1266
225		1	3144		142	425								3711
225 Total			3144	0	142	425	0	0	0	0	0	0	0	3711
226		1	4824	5352	597	2135	331							13239
226 Total			4824	5352	597	2135	331	0	0	0	0	0	0	13239
227		1	16538	6097	547		467							23649
227 Total			16538	6097	547	0	467	0	0	0	0	0	0	23649
228		1	3724		32									3756
228 Total			3724	0	32	0	0	0	0	0	0	0	0	3756
229		1	4540		244									4784
229 Total			4540	0	244	0	0	0	0	0	0	0	0	4784
230		1			80									80
230 Total			0	0	80	0	0	0	0	0	0	0	0	80
231		1							1959					1959
231 Total			0	0	0	0	0	0	1959	0	0	0	0	1959
232		1	951											951
232 Total			951	0	0	0	0	0	0	0	0	0	0	951
241		1	764	6946	247				2122					10079

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
241 Total			764	6946	247	0	0	0	2122	0	0	0	0	10079
259		1	636	5520	976		1476		1015					9623
259 Total			636	5520	976	0	1476	0	1015	0	0	0	0	9623
260 G		1	7303	2727	720	273			285					11308
		2						36						36
260 Total	H	1	1566		299	856			7815	859				11395
261		1	8869	2727	1019	1129	0	36	8100	859	0	0	0	22739
261 Total			6513	479	149	1437			49					8627
262A		1	6513	479	149	1437	0	0	49	0	0	0	0	8627
262A Total			830		131				1923					2884
262B		1	830	0	131	0	0	0	1923	0	0	0	0	2884
262B Total			0	0	0	0	0	0	1200					1200
263		1	345						1200	0	0	0	0	1200
263 Total			345	0	0	0	0	0	0	0	0	0	0	345
263A		1			40	26			802					868
263A Total			0	0	40	26	0	0	802	0	0	0	0	868
264		1							420					420
264 Total			0	0	0	0	0	0	420	0	0	0	0	420
265		1	1424	6204	606	517	880		27					9658
265 Total			1424	6204	606	517	880	0	27	0	0	0	0	9658
266		1	6197		526	1641								8364
266 Total			6197	0	526	1641	0	0	0	0	0	0	0	8364
267		1	1526		55				5524					7105
267 Total			1526	0	55	0	0	0	5524	0	0	0	0	7105
268		1	1648	306	251	538			653	1040				4436
268 Total			1648	306	251	538	0	0	653	1040	0	0	0	4436
269		1	43	4293	216	548								5100
269 Total			43	4293	216	548	0	0	0	0	0	0	0	5100
305		1							60					60
305 Total			0	0	0	0	0	0	60	0	0	0	0	60
321		1			319									319

SECTION J - LIS ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
321 Total			0	0	319	0	0	0	0	0	0	0	0	319
323		1	1754		219	583								2556
323 Total			1754	0	219	583	0	0	0	0	0	0	0	2556
325		1	1318		467	77		53						1915
		2	1786			312		86						2184
325 Total			3104	0	467	389	0	139	0	0	0	0	0	4099
326		1	372		124	44		42						582
326 Total			372	0	124	44	0	42	0	0	0	0	0	582
327		1	4336		224	320								4880
327 Total			4336	0	224	320	0	0	0	0	0	0	0	4880
328		1	291		63			7						361
328 Total			291	0	63	0	0	7	0	0	0	0	0	361
329		1	543		369	58		109						1079
		2	360											360
		2M						75						75
329 Total			903	0	369	58	0	184	0	0	0	0	0	1514
330		1	3537		324	655								4516
330 Total			3537	0	324	655	0	0	0	0	0	0	0	4516
336		1		338	198				21					557
336 Total			0	338	198	0	0	0	21	0	0	0	0	557
342		1			59									59
342 Total			0	0	59	0	0	0	0	0	0	0	0	59
343		1	9425		306	863								10594
343 Total			9425	0	306	863	0	0	0	0	0	0	0	10594
347		1	1312		50									1362
347 Total			1312											1362
350		1	9120		514	1908			1727					13269
350 Total			9120	0	514	1908	0	0	1727	0	0	0	0	13269
351		1	924		99	69		39	661					1792
		2	925		71	151		62		841				2050
351 Total			1849	0	170	220	0	101	661	841	0	0	0	3842
352		1	1101		188	60			1363					2712
352 Total			1101	0	188	60	0	0	1363	0	0	0	0	2712
353		1	1184		135	373			1382	707				3781

SECTION J - LIST ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft.	Area 9 Sq. Ft.	Area 10 Sq. Ft.	Area 10 Sq. Ft.	Total Sq. Ft.
										Tile	Carpet	Tile	Carpet	
353 Total			1184	0	135	373	0	0	1382	707	0	0	0	3781
354		1	483		152	77			479	622	0	0	0	1813
354 Total			483	0	152	77	0	0	479	622	0	0	0	1813
355		1	415											415
355 Total			415	0	0	0	0	0	0	0	0	0	0	415
356A		1	145			58			65	1618				1886
356A Total			145	0	0	58	0	0	65	1618	0	0	0	1886
356B		1	365		247	219			1211					2042
356B Total			365	0	247	219	0	0	1211	0	0	0	0	2042
359		1	114											114
359 Total			114	0	0	0	0	0	0	0	0	0	0	114
361		1	1549	601	297	168			3522					6137
361 Total			1549	601	297	168	0	0	3522	0	0	0	0	6137
380		1	506		58									564
380 Total			506	0	58	0	0	0	0	0	0	0	0	564
383		1	407		385				383					1175
383 Total			407	0	385	0	0	0	383	0	0	0	0	1175
416		1	101	5661	606		496							6864
416 Total			101	5661	606	0	496	0	0	0	0	0	0	6864
417		1	495	164	185	66	49							959
417 Total			495	164	185	66	49	0	0	0	0	0	0	959
419		1	10001	2577	473	3074								16125
419 Total			10001	2577	473	3074	0	0	0	0	0	0	0	16125
420		1	5869	294	537	1933			1038					9671
420 Total			5869	294	537	1933	0	0	1038	0	0	0	0	9671
421		1	1376		438				52					1866
421 Total			1376	0	438	0	0	0	52	0	0	0	0	1866
422		1	1772		283	769		146	43	1313				4326
422 Total			1772	0	283	769	0	146	43	1313	0	0	0	4326
423		1	793	2481	233									3507
423 Total			793	2481	233	0	0	0	0	0	0	0	0	3507
424		1	3096		76									3172
424 Total			3096	0	76	0	0	0	0	0	0	0	0	3172
24TRLR		1	657		15									672

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
24TRLR Total			657	0	15	0	0	0	0	0	0	0	0	672
TNLTRLR		1	644		28									672
TNLTRLR Total			644	0	28	0	0	0	0	0	0	0	0	672
T585		1	129	15838	574		2243							18784
T585 Total			129	15838	574	0	2243	0	0	0	0	0	0	18784
T586		1			309									309
T586 Total			0	0	309	0	0	0	0	0	0	0	0	309
T587		1	277		23									300
T587 Total			277	0	23	0	0	0	0	0	0	0	0	300
T589		1												300
T589 Total			0	0	0	0	0	0	53	0	0	0	0	53
E135	H	1	4571	1825	254	40		232		53				53
		2	99	5406	850	736	647							6922
	L	1	4739	392	240				92	9156				8052
		2		4430					40					14619
	S	1	2305						73					4470
		2	1699	143		32		146						2378
E135 Total			13413	12196	1344	808	647	897	9156	0	0	0	0	2020
E136		1	564		308				5377					38461
E136 Total			564	0	308	0	0	0	5377	0	0	0	0	6249
E137		1							1126					1126
E137 Total			0	0	0	0	0	0	1126	0	0	0	0	1126
E137b		1							532					532
E137b Total			0	0	0	0	0	0	532	0	0	0	0	532
E139		1	57											57
E139 Total			57	0	0	0	0	0	0	0	0	0	0	57
E150		1	1133		113									57
E150 Total			1133	0	113	0	0	0	6770					8016
E261		1							46					46
E261 Total			0	0	0	0	0	0	46	0	0	0	0	46
E267		1	2990	5334	371	107	69							46
E267 Total			2990	5334	371	107	69	0	0	0	0	0	0	8871
E270		1	7477	1239	182									8871
E270 Total			7477	1239	182	0	0	0	0	0	0	0	0	8898
E271		1		814	142									8898
E271 Total			0	814	142	0	0	0	0	0	0	0	0	956
E272		1												956
									954					954

SECTION J - LIS ATTACHMENTS

ATTACHMENT G1  
 INTERIOR SQUARE FOOTAGE DATA BY BUILDING  
 AND AREA TYPE

Bldg. No.	Wing	Floor	Area 1 Sq. Ft.	Area 2 Sq. Ft.	Area 3 Sq. Ft.	Area 4 Sq. Ft.	Area 5 Sq. Ft.	Area 7 Sq. Ft.	Area 8 Sq. Ft.	Area 9 Sq. Ft. Tile	Area 9 Sq. Ft. Carpet	Area 10 Sq. Ft. Tile	Area 10 Sq. Ft. Carpet	Total Sq. Ft.
E272 Total			0	0	0	0	0	0	954	0	0	0	0	954
E273		1		8145	533		90							8768
E273 Total			0	8145	533	0	90	0	0	0	0	0	0	8768
E276		1	7047	2126	395	857	209	504	351					11489
		2	3244	6692	1046	126	423	433						11964
E276 Total			10291	8818	1441	983	632	937	351	0	0	0	0	23453
E278		1	1327		66				1402					2795
E278 Total			1327	0	66	0	0	0	1402	0	0	0	0	2795
C920	A	1	2796	4631	972	1568	542	432	65	11208				22214
		2	5302	16707	823	3422	7776	454						34484
	L	1		145	44	60	51	729	67182					68211
		2		4025	359		2090	502						6976
	N	1	118	4633	418	1788	305	808	2984					11054
		2		1364	2082		1591	476	1010					6523
		2M						363						363
		3	40	3932	2462		4883	931	88				73	12409
C920 Total			8256	35437	7160	6838	17238	4695	71329	11208	0	0	73	162234
E990	A	1	3209	1654	657	166		300						5986
		2	5003		510	869		337	141					6860
E990 Total			8212	1654	1167	1035	0	637	141	0	0	0	0	12846
E993		1		1146	188				1499					2833
E993 Total			0	1146	188	0	0	0	1499	0	0	0	0	2833
E994		1	937		130				1742					2809
E994 Total			937	0	130	0	0	0	1742	0	0	0	0	2809
Rounding			1											1
Rounding Total			1	0	0	0	0	0	0	0	0	0	0	1
Grand Total			1050474	633468	102882	316114	113622	62205	424811	371111	75141	9255	1262	3160395

**ATTACHMENT G2 – EXTERIOR BUILDING WINDOWS**

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BUILDING NUMBER	WINDOWS - SQUARE FT.	BUILDING NUMBER	WINDOWS - SQUARE FT.	BUILDING NUMBER	WINDOWS - SQUARE FT.
<b>SITE</b>					
1	70,200	49	1,808	322	12
2	12,481	50	12	323	126
* 3	5,407	56	12	324	0
4	66,197	57	2	325	12
5	24	102	120	326	74
7	11,430	103	120	327	66
8	11,128	105	120	328	6
9	3,224	110	1,471	329	63
10	10	111	1,130	330	18
11	3,699	204	120	333	0
12	15,901	207	Not Included	334	0
13	11,538	210	Not Included	335	0
14	4,122	220	0	336	0
15	14,655	221	36	337	0
16	21,489	222	1,064	338	24
17	6,837	223	24	342	10
18	112	225	36	343	46
24	Not Included	226	725	348	0
25	1,363	227	123	349	0
28	0	228	24	350	981
29	5,770	229	2	351	0
30	27,367	230	0	352	0
31	7,910	231	0	353	0
32	6,431	232	30	354	0
32q	0	241	0	355	0
33	957	259	124	356	2
34	0	260	191	358	0
35	42	261	810	359	4
36	2,396	262	48	361	20
37	4,818	263	15	380	0
38	12	264	0	381	0
39	8	265	0	382	0
41	27	266	36	383	0
42	0	267	12	384	0
43	0	268	24	411	0
44	4,301	269	42	412	0



**ATTACHMENT G3 – EXTERMINATION**

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APPROXIMATE SQUARE FOOTAGE OF BUILDING INTERIORS THAT ARE NOT CLEANED BUT MAY REQUIRE EXTERMINATION ON AN AS NEEDED BASIS

Building	Square Footage	Building	Square Footage
9S	1,602	348	4,802
10	3,165	349	4,802
13	405	351	3,797
14	196	352	1,794
16	397	353	3,172
24	40,195	354	1,975
25	3,358	356A	1,935
28	8,046	356B	1,167
31N	4,400	357	142
32	2,046	358A	144
32C	73,636	359	4,785
32Q	5,867	361	467
33	1,683	380	2,265
38	4,111	412	4,800
42	2,791	413	4,753
43	3,615	415	423
48	27,400	417	5,428
49	21,390	420	30,516
50	5,761	421	40,132
222N	272	422	23,054
304	1,063	425	4,798
321	10,953	C920	82,614
323	3,516	E135	24,532
325	10,416	E140A	39
326	4,159	E140B	39
326D	906	E142	149
328	1,143	E265	9,056
329	11,130	E266	9,059
333	29,754	E276	24,436
334	4,802	E278	86
335	4,787	E380	20,291
336	29,126	E990	41,182
337	4,802		
338	2,825	Totals	683,527
342	4,752		

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