

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING DO-C9	PAGE 1 OF 126
2. CONTRACT NO. NNA04CI13C	3. SOLICITATION NO. RFP2-38210(JSB)	4. TYPE OF SOLICITATION NEGOTIATED (RFP)	5. DATE ISSUED 09/05/2003	6. REQUISITION/PURCHASE NO.
7. ISSUED BY SA AMES RESEARCH CENTER ACQUISITION DIVISION, M/S 241-1 MOFFETT, FIELD, CA 94035-1000		CODE JAC	8. ADDRESS OFFER TO (If other than Item 7)	

**NOTE: In sealed bid solicitations "offer" and "Offeror" mean "bid" and "bidder"**

**SOLICITATION**

9. Sealed offers in original and 6 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in N241/232, Code JAC until 4:30 PM local time, on October 6, 2003 (date).  
**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 Jeffrey S. Brown	B. TELEPHONE NO. (NO COLLECT CALLS) AREA CODE NUMBER EXT. (650) 604-4696	C. EMAIL ADDRESS Jeffrey.S.Brown@NASA.gov
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11. TABLE OF CONTENTS					
(X) SEC.	DESCRIPTION	PAGE(S)	(X) SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE			PART II - CONTRACT CLAUSES		
A	SOLICITATION/CONTRACT FORM	1	I	CONTRACT CLAUSES	116
B	SUPPLIES OR SERVICES AND PRICES/COSTS	5	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.		
C	DESCRIPTION/SPECS./WORK STATEMENT	12	J	LIST OF ATTACHMENTS	125
D	PACKAGING AND MARKING	87	PART IV - REPRESENTATIONS AND INSTRUCTIONS		
E	INSPECTION AND ACCEPTANCE	88	K	REPRESENTATIONS, CERTIFICATIONS AND	128
F	DELIVERIES OR PERFORMANCE	89	OTHER STATEMENTS OF OFFERORS		
G	CONTRACT ADMINISTRATION DATA	94	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	136
H	SPECIAL CONTRACT REQUIREMENTS	106	M	EVALUATION FACTORS FOR AWARD	153

**OFFER (Must be fully completed by Offeror)**

**NOTE:** 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 180 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 delivered at the designated point(s), within the time specified in the schedule.

DISCOUNT FOR PROMPT PAYMENT NONE (See Section I, clause No. 52-232-8)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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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
	1	09/30/03	4	10/21/03
	2	10/06/03	5	10/22/03
	3	10/16/03	6	10/24/03

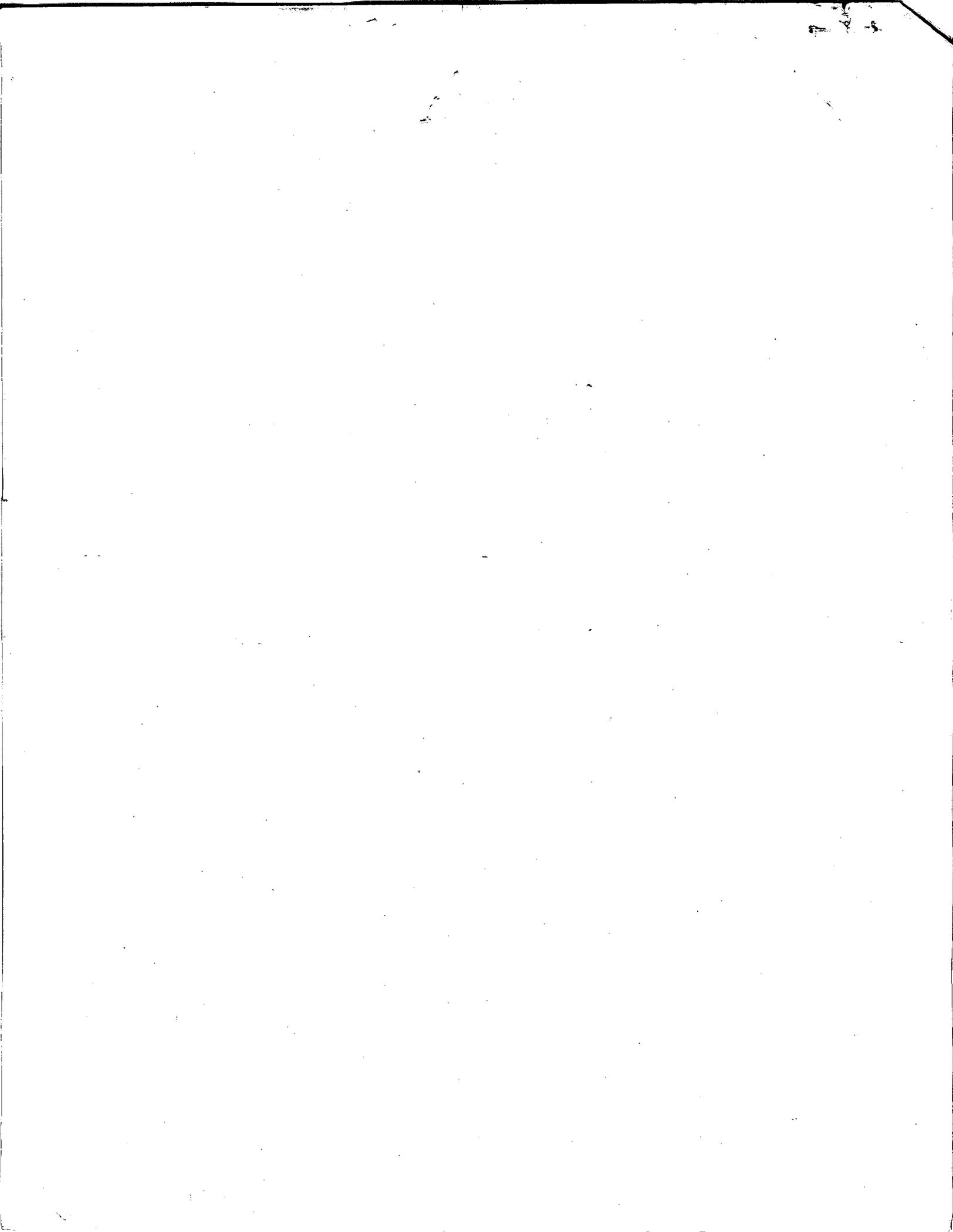
15. NAME AND ADDRESS OF OFFEROR Tessada & Associates, Inc. 8001 Forbes Place, Suite 310 Springfield, VA 22151 DUNS #: 929525509	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Enrique A. Tessada, President
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15B. TELEPHONE NO. (Include area code) 703-564-1210 x333	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE 	18. OFFER DATE 10/31/03
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**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED 01, 02	20. AMOUNT See Section B	21. ACCOUNTING AND APPROPRIATION 4200059499
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION 10 U.S.C. 2304(c)(1) 41 U.S.C. 253(c)(1) N/A	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified)	ITEM G.5
24. ADMINISTERED BY (If other than Item 7) CODE JAC Jeff S. Brown Phone: (650)604-4696 Jeffrey.S.Brown@nasa.gov	25. PAYMENT WILL BE MADE BY CODE NASA Ames Research Center Accounting Operations Branch, M/S 203-18 Moffett Field, CA 94035-1000	

26. NAME OF CONTRACTING OFFICER (Type or print) Marie E. Dorish Contracting Officer	27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE 4/13/04
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## TABLE OF CONTENTS

Section	Title of Section and Subsections	Page
<b>SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS</b>		<b>4</b>
B.1	TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)	4
B.2	SUPPLIES/SERVICES TO BE PROVIDED (ARC 52.211-94) (FEB 1997)	4
B.3	CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)	4
B.4	ESTIMATED COST AND FIXED FEE (NFS 1852.216-85) (SEP 1993)	5
B.5	FIRM FIXED PRICE (NFS 1852.216-78) (DEC 1988)	5
B.6	ORDERING (FAR 52.216-18) (OCT 1995)	5
B.7	Order Limitations (FAR 52.216-19) (OCT 1995) (ARC Modified Mar 1998)	6
B.8	INDEFINITE QUANTITY (FAR 52.216-22) (OCT 1995)	8
B.9	LIMITATION OF FUNDS (FIXED-PRICE CONTRACT) (NFS1852.232-77) (MARCH 1989)	8
<b>SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT (ARC 52.211-93) (FEB 1997)</b>		<b>11</b>
C.1	GENERAL REQUIREMENTS	11
C.2	DEFINITIONS AND ABBREVIATIONS	14
C.3	INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY	27
C.4	CONTRACTOR-FURNISHED ITEMS	30
C.5	FIRM FIXED PRICE WORK	31
C.6	INDEFINITE QUANTITY WORK	32
C.7	COST REIMBURSABLE WORK	35
C.8	MANAGEMENT AND ADMINISTRATIVE REQUIREMENTS	37
C.9	ENVIRONMENTAL HEALTH AND SAFETY (EHS) MANAGEMENT	44
C.10	SUPPLY AND WAREHOUSE MANAGEMENT SERVICES	49
C.11	EQUIPMENT MANAGEMENT SERVICES	54
C.12	JANITORIAL AND RECYCLING SERVICES	59
C.13	REFUSE COLLECTION SERVICES	67
C.14	MAIL SERVICE CENTER	70
C.15	SHIPPING, PACKING AND RECEIVING SERVICES	72
C.16	FLEET MANAGEMENT SERVICES	77
C.17	INDUSTRIAL PROPERTY MANAGEMENT	83
<b>SECTION D - PACKAGING AND MARKING</b>		<b>86</b>
D.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	86
D.2	PACKAGING AND MARKING (ALTERNATE I) (FEB 1997)	86
<b>SECTION E - INSPECTION AND ACCEPTANCE</b>		<b>87</b>
E.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	87
E.2	PERFORMANCE REQUIREMENTS SUMMARY (See Attachment J-E1)	87
<b>SECTION F - DELIVERIES OR PERFORMANCE</b>		<b>88</b>
F.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	88
F.2	PERIOD OF PERFORMANCE (ARC 52.211-100) (JUL 1997)	88
F.3	DELIVERY SCHEDULE (ARC 52.211-91) (FEB 1997)	89
F.4	DELIVERY OF REPORTS (ARC 52.211-92) (FEB 1997)	89
F.5	PLACE OF PERFORMANCE (ARC 52.237-90) (FEB 1997)	92

**SECTION G - CONTRACT ADMINISTRATION DATA ..... 93**

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE..... 93

G.2 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71, Alt 1) (JUN 1998) (ARC FILL IN)..... 93

G.3 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS 1852.245-77) (JUL 1997) ..... 94

G.4 ISSUANCE OF DELIVERY ORDERS (ARC 52.216-90) (JUL 1997)..... 96

G.5 SUBMISSION OF INVOICES--FIXED PRICE (ARC 52.232-93) (MAR 2001)..... 96

G.6 PERFORMANCE-BASED PAYMENTS (FAR 52.232-32) (FEB 2002)..... 97

G.7 SUBMISSION OF VOUCHERS FOR PAYMENT (NASA 1852.216-87) (MAR 1998) (MODIFIED MAR 2003) (Applicable only to the cost reimbursement portions of the contract.)..... 101

G.8 NFS 1852.242-70 TECHNICAL DIRECTION (SEPTEMBER 1993)..... 103

**SECTION H - SPECIAL CONTRACT REQUIREMENTS ..... 105**

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE..... 105

H.2 ORGANIZATIONAL CONFLICTS OF INTEREST (ARC 52.209-94) (MAR 1998) (MODIFIED)(SEPT 2003)..... 105

H.3 KEY PERSONNEL AND FACILITIES (NASA 1852.235-71) (MAR 1989)..... 106

H.4 (LIMITED) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (ARC 52.203-91) (JUN 2001)..... 107

H.5 MINIMUM INSURANCE COVERAGE (NASA 1852.228-75) (OCT 1988)..... 108

H.6 SECURITY REGISTRATION AND IDENTIFICATION BADGES-ON-SITE CONTRACTORS, EXCLUDING CONSTRUCTION (ARC 52.204-91) (FEB 1997) ..... 109

H.7 EMERGENCY PREPAREDNESS AND RESPONSE (ARC 52.223-90) (MAR 1999) ..... 110

H.8 DISASTER ASSISTANCE AND RESCUE TEAM (DART) PARTICIPATION (ARC 52.223-91) (MAR 1999)..... 110

H.9 CONTRACTOR-ACQUIRED PROPERTY (ARC 52.245-95) (FEB 1997)..... 111

H.10 TASK ORDERING PROCEDURE (NFS 1852.216-80)(OCT 1996) ..... 111

H.11 CONTRACTOR MONTHLY ACCIDENT REPORTING (ARC 52.223-92) (MAR 2001)..... 112

H.12 MANAGEMENT AND PROTECTION OF DATA (ARC 52.227-93) (MODIFIED SEPT 2003) ..... 113

H.13 SEVERANCE PAY (ARC 52.231-90) (MAY 1993)..... 114

**PART II - CONTRACT CLAUSES ..... 115**

**SECTION I - CONTRACT CLAUSES ..... 115**

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE..... 115

I.2 REQUIRED SOURCES FOR HELIUM AND HELIUM USAGE DATA (FAR 52.208-8) (APR 2002)..... 118

I.3 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (FAR 52.219-18) (JUNE 2003) (DEVIATION)..... 118

I.4 SPECIAL 8(A) CONTRACT CONDITIONS (FAR 52.219-11) (FEB 1990) (DEVIATION)..... 119

I.5 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)..... 120

I.6 OMBUDSMAN (NFS 1852.215-84) (JUN 2000)..... 120

I.7 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)..... 121

I.8 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42)  
(MAY 1989) (MODIFIED ARC/FEB 1997)..... 122

**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS ..... 124**

**SECTION J - LIST OF ATTACHMENTS ..... 124**

J.1 LIST OF DOCUMENTS, EXHIBITS, AND ATTACHMENTS (ARC 52.211-90) (FEB  
1997)..... 124

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

### B.1 TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)

The Government contemplates award of one (1) hybrid contract consisting of firm fixed price, indefinite delivery indefinite quantity and cost reimbursement work resulting from this solicitation.

End of Clause

### B.2 SUPPLIES/SERVICES TO BE PROVIDED (ARC 52.211-94) (FEB 1997)

The contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to furnish the items below in accordance with the Description/Specification/Work Statement set forth in Section C.

ITEM NO. DESCRIPTION

- 01 Phase-in for the period set forth in F.2 (a)
- 02 Logistics Management Services for the period specified in F.2 (b)

OPTION PERIODS: If an option is exercised, the contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to furnish the items below in accordance with the Description/Specification/Work Statement set forth in Section C.

- 03 OPTION 1: Logistics Management Services for the period specified in F.2 (c)
- 04 OPTION 2: Logistics Management Services for the period specified in F.2 (d)
- 05 OPTION 3: Logistics Management Services for the period specified in F.2 (e)
- 06 OPTION 4: Logistics Management Services for the period specified in F.2 (f)

End of Clause

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

(This applies only to CR portion of the contract)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ TBD. This allotment is for TBD and covers the following estimated period of performance: TBD.

(b) An additional amount of \$ TBD is obligated under this contract for payment of fee.

End of Clause

**B.4 ESTIMATED COST AND FIXED FEE (NFS 1852.216-85) (SEP 1993)**

(This applies only to CR portion of the contract)

- (a) BASE PERIOD: The total estimated cost and fixed fee are \$ B-4
- (b) OPTION ONE: If exercised, the total estimated cost and fixed fee are \$ B-4
- (c) OPTION TWO: If exercised, the total estimated cost and fixed fee are \$ B-4
- (d) OPTION THREE: If exercised, the total estimated cost and fixed fee are \$ B-4
- (e) OPTION FOUR: If exercised, the total estimated cost and fixed fee are \$ B-4

End of Clause

**B.5 FIRM FIXED PRICE (NFS 1852.216-78) (DEC 1988)**

- (a) PHASE IN COSTS: The total firm fixed price of this period is \$ B-4
- (b) BASE PERIOD: The total firm fixed price of this contract is B-4
- (c) OPTION ONE: If exercised, the total firm fixed price of this contract is \$ B-4
- (d) OPTION TWO: If exercised, the total firm fixed price of this contract is \$ B-4
- (e) OPTION THREE: If exercised, the total firm fixed price of this contract is \$ B-4
- (f) OPTION FOUR: If exercised, the total firm fixed price of this contract is \$ B-4

End of Clause

**B.6 ORDERING (FAR 52.216-18) (OCT 1995)**

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from \_\_\_\_\_ through \_\_\_\_\_ [*insert dates*].
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

End of Clause

**B.7 Order Limitations (FAR 52.216-19) (OCT 1995) (ARC Modified Mar 1998)**

**(a) Firm Fixed Price (FFP) Work**

(1) Minimum Order. If the Government reduces the annual quantity of work for any item of fixed price work to between eighty (80) to one hundred (100) percent of the original quantities identified throughout the FPCPS, no adjustments will be made to the contract. Should the Government reduce the work below eighty (80) percent of the original quantities identified throughout the attachments listed in the FPCPS, a negotiated cost sharing adjustment, with a contract modification, will be made for the work below eighty (80) percent of the original quantity. The Contractor may influence the Government at any time to reduce the frequency of functional quantities by providing sound justifications resulting in increasing efficiency of operations and processes beneficial to the Government, and showing improved alternatives or cost savings to the Government.

(2) Maximum Order. The Contractor is not obligated to honor – Any order for a single item in excess of the annual amounts or quantities depicted throughout the attachments listed in the FPCPS for the FFP portion of the contract except as follows:

Any line item in excess of one (1) unit or five (5) percent, whichever is greater of the quantities shown in the FPCPS for the FFP portion, will result in no change to the contract. Any quantity between one hundred and five (105) percent to one hundred and ten (110) percent of the quantities identified in the FPCPS at the start of the contract, may be ordered by the Government at the contract unit price by issuance of a delivery order after a contract modification is made to increase the total price. No orders may be split in order to avoid the maximum order limitation.

(3) Summary of FFP Minimum and Maximum Order Procedures (for each contract year):

<u>Order Size</u>	<u>Contract Adjustment</u>
Less the 80%	Negotiated cost-sharing contract modification
From 80% to 100%	No adjustment to contract
From 100% to 105%	No adjustment to contract
From 105% to 110%	Government may order at contract unit price with contract modification

(4) The Government will provide prior notice within five (5) working days of any changes to the FFP work. Any orders which affect the unit price or total price of the contract will be issued via delivery order.

**(b) Indefinite Delivery Indefinite Quantity (Including CHUP) Work**

(1) Minimum Order. The minimum amount of IDIQ work (including all CHUP work) the Government may order is as follows:

Base period:	\$60,000
Option Period 1:	\$60,000
Option Period 2:	\$60,000
Option Period 3:	\$60,000
Option Period 4:	\$60,000
Total:	\$300,000

(2) Maximum Order. The Contractor is not obligated to honor – Any order for a single item or combination of items for IDIQ work (including all CHUP work) in excess of the ceiling dollar values listed below:

Base period:	\$600,000
Option Period 1:	\$600,000
Option Period 2:	\$600,000
Option Period 3:	\$600,000
Option Period 4:	\$600,000
Total:	\$3,000,000

(3) The estimated line item annual amounts for the IDIQ portion of the contract may be unilaterally increased by the Contracting Officer by one unit or ten (10) percent, whichever is greater. Any quantity within the one unit or ten (10) percent range of the original estimated annual quantity may be ordered by the Government by exercising multiple quantities of the same line item using the Contractor's unit bid price. The Government may exercise any line item, multiples of the same line item, or combinations of different line items at any time during the contract period by delivery order. However, the maximum ceiling dollar limit in (b) above shall not be exceeded except by formal modification to the contract. The unit prices for any quantities ordered by the Government beyond the plus ten (10) percent range, within any contract year, will be negotiated with Contractor prior to a delivery order.

(4) Summary of IDIQ Minimum and Maximum Order Procedures (for each contract year)

<u>Order Size</u>	<u>Contract Adjustment</u>
Between 100% to 110%	Ordered at contract unit price
Greater than 110%	Negotiated equitable adjustment with contract modification

(5) Indefinite Delivery Indefinite Quantity, including all CHUP work, will be ordered within the time limitations as stated in Section B6.

**(c) Cost Reimbursable Work**

(1) Reimbursable Cost of Stock. The maximum amount of Cost Reimbursable Work to be acquired for issuance from inventory for each period of the contract is as follows:

Base period:	\$952,000
Option Period 1:	\$953,000
Option Period 2:	\$953,000
Option Period 3:	\$954,000
Option Period 4:	\$954,000
Total:	\$4,766,000

(2) Calculation of amount to be reimbursed. The Government will reimburse the Contractor for the vendor price including delivery and taxes, if applicable.



- (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 May 5, 2004.
- (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

Bid Schedules are posted separately as a part of Section J.

End of Section

**SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT (ARC 52.211-93)  
(FEB 1997)**

- (a) In accordance with the contract's terms and conditions the Contractor shall furnish all personnel, services, equipment, materials, facilities, and all other things necessary for, or incidental to, performance of the requirements set forth herein.
- (b) Work shall be accomplished in accordance with the Specification/Work Statement incorporated herein.

End of Clause

**STATEMENT OF WORK  
for  
LOGISTICS MANAGEMENT SERVICES**

**C.1 GENERAL REQUIREMENTS**

**C.1.1 SCOPE OF WORK**

The intention of this Performance Based Contract (PBC) is to obtain Logistics Management services for the National Aeronautics and Space Administration (NASA) Ames Research Center (ARC) and Moffett Field (MF), Camp Parks locations. ARC and MF includes on-site and off-site Government, contract tenant organizations and Annexes 1- Military housing inside Moffett, 2- Military housing located outside Main Gate, west of Moffett Blvd. Extension, and 3- Military housing located on Moffett Blvd, west of US 101. The services are to be obtained by means of a combination firm-fixed price, cost reimbursable, and indefinite delivery, indefinite quantity contract. These services shall include: (1) supply and warehouse management; (2) equipment management; (3) mail services; (4) packing, shipping and receiving services; (5) fleet management; (6) refuse services; (7) janitorial and recycling services and (8) industrial property management. The Contractor shall provide all resources, including labor, supervision, tools, equipment, materials, transportation, and management necessary to operate logistics and specialized functions as described in the Statement of Work (SOW).

**A. Logistics Management Services.**

The Contractor shall provide specific services for the following functions. All work is firm-fixed price, cost reimbursement or indefinite quantity.

**Section Function**

- C.1 GENERAL REQUIREMENTS
- C.2 DEFINITIONS AND ABBREVIATIONS
- C.3 INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY
- C.4 CONTRACTOR-FURNISHED ITEMS
- C.5 FIRM FIXED PRICE WORK
- C.6 INDEFINITE QUANTITY WORK
- C.7 COST REIMBURSABLE WORK
- C.8 MANAGEMENT AND ADMINISTRATIVE REQUIREMENTS
- C.9 ENVIRONMENTAL HEALTH AND SAFETY (EHS) MANAGEMENT
- C.10 SUPPLY AND WAREHOUSE MANAGEMENT SERVICES
- C.11 EQUIPMENT MANAGEMENT SERVICES
- C.12 JANITORIAL AND RECYCLING SERVICES

- C.13 REFUSE COLLECTION SERVICES
- C.14 MAIL SERVICE CENTER
- C.15 SHIPPING, PACKING AND RECEIVING SERVICES
- C.16 FLEET MANAGEMENT SERVICES
- C.17 INDUSTRIAL PROPERTY MANAGEMENT

B. Regular Working Hours.

For the purposes of this contract, the Contractor's regular working hours may range (with the exception of refuse) from 0600 to 1730 hours (6:00 AM to 5:30 PM), Mondays through Fridays, except (a) Federal holidays and (b) other days specifically designated by the Contracting Officer. Normal workday for Contractor consists of 8 hours a day. The hours may extend beyond regular working hours for Service Calls (SC) work, Trouble Calls (TC), various projects and programs related to NASA's mission and goals, and Swing Shift (SS) as necessary up until 0200 (2:00 a.m). Refuse Hours begin at 0500 (5:00 AM).

C. Contractor Quality Control (QC).

The Contractor shall establish and maintain a Quality Control Program (QCP) in accordance with the FAR 52.246-4, "Inspection of Services - Fixed Price" clause in Section I to ensure that the work performed under the contract conforms to the contract requirements. To achieve contract objectives and ensure quality performance, the Contractor shall provide written standards, specifications, and schedules for the principal areas of the statement of work, provide supplemental performance measures for monitoring and controlling resources, cost and schedule performance and provide schedules for regular and as needed assessments of approved quality measures and improved targets. The Contractor shall submit a Quality Plan (QP) as part of the proposal. The Contractor's QP shall develop performance metrics that will be used to audit and track trends in levels of performance and will provide Contractor management with an effective and efficient means of identifying, correcting problems and improving processes throughout the entire scope of operations and will become a part of the contract as an attachment in Section J.

A file of all inspection records both performed and scheduled, inspection results, and dates and details of corrective actions taken shall be maintained by the Contractor through the term of this contract. The file shall be the property of the Government and made available to the COTR during regular working hours. The file shall be turned over to the Contracting Officer within three (3) working days following completion or termination of this contract.

D. Government Quality Assurance (QA).

In accordance with the FAR 52.246-4, Inspection of Services, Fixed Price clause, Section I, each phase of the services rendered under this contract is subject to government inspection, during the Contractor's operations and after completion of the tasks. The Government's QA Surveillance Program is not a substitute for QC by the Contractor. All findings of unsatisfactory or non-performed work will be administered in accordance with the inspection clause located in Section I. All costs associated with rework are the responsibility of the Contractor. The Government reserves the right to choose the inspection methods to be used in implementing its QA Program and to vary the inspection methods utilized during the work, without notice to the Contractor.

E. Workmanship and Materials Standards

1. Workmanship.

All workmanship shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; Federal, State, and local codes standards; and all applicable activity.

2. Cleanup.

During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress.

F. Activity Maps and Drawings.

Activity maps for ARC and its associated sites are provided in Section J for use in conjunction with historical workload data in planning travel time impacts as described in the SOW.

G. Historical Workload Data.

Government approximate historical workload data for firm fixed price is in Section J, Firm Fixed Price Work.

H. Cooperation With Other Contractors.

The Government may undertake or award other contracts for additional work at or near the site of work under this contract. The Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the COTR.

I. Contractor Licensing, Certification, and Specific Experience Requirements.

Personnel licensing and certification shall be completed before an individual performs any work under this contract. The Contractor shall submit verification of all licensing, certifications, and any specialized experience to the COTR within 15 calendar days prior to start of the Base Period and within one (1) day upon any personnel change thereafter. All licenses and certificates shall be current and shall be kept current throughout the contract period. The Contractor shall provide personnel that have the appropriate skill for an assigned task. The degree of skill of individuals shall be commensurate with that required for the work. The Contractor shall regularly validate the staffing levels and qualifications against standards for continuous measurable improvement. All apprentices shall be supervised and have work checked by the applicable lead journeymen in their particular field. This requirement applies to all crafts. Journeymen requirements are defined in C2, entitled "Definitions."

J. Variation in Quantities for Fixed Price Services.

Quantities and inventory data depicted throughout this contract represent the Government's best estimate of the quantity of work for the period of performance. After contract award, situations may arise which impact the Government's requirements and necessitate changes to this contract. Should this occur, the CO would modify the contract in accordance with the provisions and limitations specified herein.

## C.2 DEFINITIONS AND ABBREVIATIONS

As used throughout this contract, the following terms shall have the meaning set forth below.

Where "as shown", "as indicated", "as detailed", or words of similar import are used it shall be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

Where "as directed", "as required", "as permitted", "approval", "acceptance", or words of similar import are used it shall be understood that direction, requirement, permission, approval, or acceptance by the Contracting Officer is required unless stated otherwise.

### C.2.1 DEFINITIONS

Alteration: The work required to adjust arrangements, make changes, or modify other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose.

Ames Commute Alternatives Program (ACAP): The shuttle transports commuters to and from the Mountain View CALTRAIN Station and the Light Rail Station in accordance with printed schedule.

Annex 1: Military housing inside Moffett.

Annex 2: Military housing located outside the Main Gate, west of Moffett Blvd, Extension.

Annex 3: Military housing located on Moffett Blvd, west of US 101.

Area Utilization Officer: General Services Administration (GSA) regional representative responsible for promoting the maximum utilization of excess personal property.

"As-is" Condition: The present state of an object at the time it is evaluated, given, received, or exchanged.

Automatic Release Date (ARD): The date established by the PDO and Contractor to indicate the wide utilization screening/donation/sales periods.

Backlogged Service Calls: A service call issued during the previous contract which was not completed for any reason, or maintenance, repair, and minor corrective maintenance requirements which may be identified during lapses, if any, in services between this contract and the previous contract.

Bench Stock: A stock of low cost, repetitively used, consumption type supplies, and repair parts, established at or near points of consumption/use to ensure continuous and uninterrupted operations. Bench stocks are generally restricted to maintenance, repair, and fabrication type activities.

Bins: One of several common names for refuse collection containers. Two types are front-load and roll-off. Front-load bins are generally smaller capacity (less than ten yards) equipped with hinged lids, and collected by specially equipped fork load/lift compactor trucks. Roll off bins are usually 10, 20, 30, or 40 yard capacity and are handled by winch-load trailers. Roll-off bins may or may not be equipped with lids or covers. Some bins are equipped with wheels or rollers. See also "dumpsters", and "containers".

**Break Room:** An area designated as a coffee room, kitchenette, lunchroom, or any room where food is prepared for meals other than offices.

**Building:** The classification "Building" includes the basic structure, capital improvements, and fixed equipment that are normally required for the functional use of the building and becomes permanently attached to and made a part of the building and cannot be removed without cutting into the walls, ceilings, or floors, such as plumbing, heating, and lighting equipment, elevators, central air-conditioning systems and built-in safes and vaults.

**Capital Equipment:** An item of equipment with an acquisition cost of one hundred thousand dollars (\$100,000.00) or more, that has an estimated service life of two (2) years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

**Case File Number:** An eight (8) digit alphanumeric character assigned to all usable property, whether controlled or non-controlled, received as excess by the Contractor and assigned via NPDMS. The last three (3) digits in an ARC Case File Number represent the serial number unique to each piece of usable property received by Disposal.

**Clean:** Clean shall be defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, and other residue.

**Collections:** The process of picking up refuse or recycle materials for removal from the site.

**Collection Point:** The location at which refuse or recycling materials are staged for collections.

**Common Area:** A designated area not assigned to any one tenant (occupant).

**Condition Code:** An alpha or alphanumeric code designation indicating the physical condition of property.

**Containers:** Receptacles for refuse or recycling collections: See bins.

**Contracting Officer (CO):** The Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the CO.

**Contracting Officer's Technical Representative (COTR):** The person who is an authorized Government representative of the Contracting Officer acting within the limits of their authority as specified by the COTR delegation letter. This term does not include any inspector or other person not named as COTR or Alternate COTR in the delegation letter. A copy of the COTR delegation letter will be provided to the Contractor.

**Contractor:** The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor has a contract with the Government directly. The prime Contractor shall ensure that subcontractors comply with the provisions of this contract.

**Contractor Representative:** A foreman, superintendent, or manager assigned who is empowered to make day-to-day decisions related to all performance under this contract. The

contractor representative shall serve as the focal point for all work under this contract and shall be responsible for the coordination of all work activities.

**Controlled Equipment:** All equipment with an acquisition cost of five thousand dollars (\$5,000) and above, or items designated by the holding installation as sensitive equipment (Appendix C, NPG 4200.1E) with an acquisition cost of five hundred dollars (\$500) or more, that has an estimated service life of two (2) years or more, which will not be consumed or expanded in an experiment.

**Control Number:** A 12-digit number assigned to Block 1 of Standard form 120 (Report of Excess Personal Property) when reporting excess property (including ADPE) to GSA. The first six digits represent the Unit Identification Code (UIC) assigned by GSA. It is unique to each government agency. The code assigned by GSA to Ames Research Center is 809101. The next four digits represent the date the SF 120 is prepared and the last two represent the serial number assigned locally by NASA Ames Research Center. This serial number starts with 01 for the first SF 120 prepared in a calendar year and continues consecutively until the last SF 120 is prepared for that year.

**Craft Hour Unit Price (CHUP):** A Craft Hour Unit Price (CHUP) is the price proposed by the Contractor which shall include direct costs (except for construction materials and construction equipment) and indirect costs plus profit to provide one (1) craft hour of work-in-place. The CHUP includes the Contractor's burdened hourly craft wage, adjusted to allow for workforce productivity (i.e., an estimate of how the workforce will perform in relation to normal industry performance standards), and all mark-up costs including, but not limited to, craft delay allowances (union agreements, partial day influences, crew sizes, security passes and escort, and other unavoidable delays and downtime), craft travel, mobilization at site, site movement, breaks, cleanup, safety standby, and gas free certification for confined space entry (when applicable), minor materials and supplies incidental to the job (i.e., solvent, cleaners, rags, mops, bicycle repair supplies), ordering and stockpiling job material, normal and additional material handling, hand tools, portable equipment, job (field) overhead (including clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance), general administrative (home office) overhead, and profit. (Same as Work Hour or Labor Hour)

**Damp Mop:** The use of a cotton or similar yarn-type mop, which has been mechanically wrung or squeezed to remove excess solution, for the purpose of removing light soil, dirt, liquid, or other foreign matter from a floor which does not require the complete mopping of the area, or the area is not soiled sufficiently to require wet mopping.

**Debris:** Undesirable or discarded material including, but not limited to, cut or trimmed vegetation, paper, cans and bottles, otherwise referred to as "trash, and "litter", fallen tree limbs and branches, and rocks, street sweepings, maintenance, repair, and construction (including roofing) waste, and similar waste material, but not including hazardous waste.

**Defect:** A defect is composed of one (1) or more documented deficiencies of unsatisfactory work performance caused by either poor performance or non-performance.

**Disinfect:** Cleaning in order to destroy any harmful microorganisms by application of an approved disinfectant or cleaning agent.

**Disinfecting:** Various dumpsters, especially those receiving large quantities of wet trash, will require pressure washing and disinfecting to control disease and odor. These are identified on a prescribed schedule.

**Disposal:** The process of transferring NASA excess personal property to another Federal Agency, and/or donating, selling, abandoning, or destroying surplus property. This term also applies to the collection and removal of contents/refuse/waste.

**Downtime:** Downtime is that period of time during the Government's regular working hours that a unit of equipment is removed from service for maintenance.

**Dry Waste:** Refuse materials containing low moisture levels, commonly generated in offices and shops. Many dry waste materials are recyclable.

**Dump:** The activity of the removal, and disposal of, contents/refuse/waste from bins/cans/containers.

**Dumpster:** Receptacle for refuse/recycling collections. See bins.

**Emergency Operations Center:** An office that directs, coordinates, and controls all tactical activities and management functions necessary to carry out the objectives of Command and Emergency Response.

**Excess Property:** Personal property, which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation or contractor.

**Exchange Sale Property:** Personal property, not excess to the needs of the holding installation, but eligible for replacement, which is exchanged or sold in order to apply exchange allowance or proceeds of sale, in whole or part payment, for the replacement of a similar item.

**Facility:** A term used to encompass land, buildings, structures, and other real property improvements, including utility systems, collateral equipment, or assembly of units of equipment designated for a specific function. The term does not include operating materials, supplies, special function, special test equipment, or non-capitalized equipment. (See NASA Financial Management Manual 9250-32 for criteria for capitalized equipment). The term "facility" is used in connection with land, buildings (facilities having the basic function to enclose usable space), structures (facilities having the basic function of a research or operational activity), and other real property improvements.

**Facility Service Manager:** A person assigned by the Government that serves as a point of contact for the Center related to problems and issues in a designated area or building for which he/she serves as a representative responsible for relaying information and coordination of activities. A list of Facility Service Managers will be provided to the Contractor by the COTR.

**Federal Supply Classification:** A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities with respect to physical or performance characteristics, or the items included are usually requisitioned or issued simultaneously.

**Federal Standard Requisitioning and Issue Procedure Field Service (FEDSTRIP):** Field service is defined as providing field mobile scheduled and unscheduled maintenance for equipment that, because of design or immobility, cannot economically be delivered to the repair facility.

Frequency of Service:

1. Triennial Services performed once (one time) every three (3) years on a date or during the month specified.
2. Biennial (B): Services performed once (one time) every two (2) years on a date or during the month specified.
3. Annual (A): Services performed once (one time) during each twelve (12) month period of the contract at intervals of three hundred and thirty-five (335) to three hundred and ninety-five (395) calendar days.
4. Semi-Annual (SA): Services performed twice (2 times) during each twelve (12) month period of the contract at intervals of one hundred and sixty (160) to two hundred (200) calendar days.
5. Quarterly (Q): Services performed four (4) times during each twelve (12) month period of the contract at intervals of eighty (80) to one hundred (100) calendar days.
6. Bi-Monthly (BM): Services performed six (6) times during each twelve (12) month period of the contract at intervals of fifty-eight (58) to sixty-three (63) calendar days.
7. Monthly (M): Services performed twelve (12) times during each twelve (12) month period of the contract at intervals of twenty-eight (28) to thirty-two (32) calendar days.
8. Bi-Weekly (BW): Services performed twenty-six (26) times during each twelve (12) month period of the contract at intervals of thirteen (13) to fifteen (15) calendar days.
9. Weekly (W): Services performed fifty-two (52) times during each twelve (12) month period of the contract at intervals of six (6) to eight (8) calendar days.
10. Semi-Weekly (SW): Services performed one hundred and four (104) times during each twelve (12) month period of the contract at intervals of two (2) to three (3) calendar days.
11. Daily: (D5) Services performed two hundred and sixty-two (262) times during each twelve (12) month period of the contract; once each day, Monday through Friday, including holidays unless otherwise noted; or (D7) services performed every day, seven (7) days a week during each twelve (12) month period of the contract including holidays unless otherwise noted.

Freeze: Freeze order for Property on a first-come first-serve basis. No item may be frozen for a period exceeding five (5) days.

Government Property: All property owned by, or leased to, the Government or acquired by the Government.

Grounds: All areas not occupied by buildings, structures, or pavements.

Hazardous Wastes: Waste materials that are toxic/poisonous, corrosive, irritating/sensitizing, radioactive, biologically infectious, explosive, flammable, or that present a significant hazard to human health and the environment as determined by Federal, State or Local regulatory authorities/regulations. Special handling procedures and facilities are required in their disposal.

High Dusting: All horizontal and vertical surfaces above seven (7) feet up to sixteen (16) feet from floor level, including all overhead piping and ceiling areas. Surfaces shall be free of laden airborne dirt, soil, lint, or other foreign matter.

Inventory: All material being held by a Center as stores stock, program stock, standby stock, except for that material actually in process of use or consumption.

Inventory Adjustment: A transaction processed to adjust materials inventory record and any imbalances between such records and quantities in stock.

Just In Time (JIT): A method of supply support that provides frequent and timely delivery of commonly used materials as they are needed. This is in contrast to the more typical government practice of purchasing items in bulk, storing them in inventory and issuing them on demand.

Journeyman: An experienced reliable person who has served a required apprenticeship or equivalent training period (four years or more) in a designated field, craft, or trade that can be documented by a certificate or diploma from a reputable organization, school, or trade school program.

Latent Defects: Latent defects are defects that are present in a hidden or undeveloped state and are not visible or apparent at the time of inspection, but which become obvious or come into being at some future time.

Low Dusting: All horizontal and vertical surfaces at and below seven (7) feet from floor level, including partitions and internal dividers. Surfaces shall be free of laden airborne dirt, soil, lint, or other foreign matter.

Machine Mop: The use of a mechanized scrubbing/vacuuuming machine to accomplish the same result as wet mopping for use on large continuous areas, which would otherwise require extensive labor to complete in a reasonable amount of time.

Maintenance: The recurring day-to-day, periodic, or scheduled work required to preserve or restore equipment to such a condition that it may be effectively utilized for its designated purpose. The term includes work undertaken to prevent damage to equipment that otherwise would be more costly to restore.

Material: An item that is utilized to produce an end product, or incorporated into, or attached to an end item.

Military Standard Requisitioning and Issue Procedure (MILSTRIP): Uniform procedure to requisition, issue, laterally distribute, and return of DOD material.

Moffett Dispatch Office: An office housing monitoring equipment for fire, security, and facility alarms that is operated continuously, by the Protective Services Office (Code JP) at Ames Research Center.

Non-Controlled Equipment: Term for equipment not designated as sensitive that has an acquisition cost of less than five thousand dollars (\$5000.00).

Performance Requirements Summary (PRS): A tabular summary of contract requirements itemized by PRS number, work requirements (tasks), weight, and standards of performance which is used by the Government to assess monthly Contractor performance and is the primary

basis for deducting for partially performed, unsatisfactorily performed, and non-performed work. The PRS is provided as an attachment in Section J.

Personal Property: Property of any kind, including equipment, materials, and supplies, but excluding real property.

Physical Inventory: The process of physically sighting and counting quantities of materials held in inventory by an installation, reconciling the count with the recorded balance, and processing the necessary documents to adjust the inventory records and the financial accounts.

Program Stock: Material acquired by direct purchase, by issue from stock for a specific program or project, or material stored at the request of a program or project.

Pleasing Appearance: An appearance similar to the original finished appearance with only minor, unobjectionable deterioration resulting from normal use.

Preventive Maintenance (PM): The planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement, and routine repair of equipment and systems for which a specific operator is not assigned. PM consists of many checkpoint activities on items that, if disabled, would interfere with an essential operation, endanger life or property, or involve high cost or long lead time for replacement.

Quality Assurance (QA): A method used by the Government to provide some measure of evaluation over the quality of purchased goods and services received.

Quality Assurance Evaluator (QAE): A person or persons designated by the Contracting Officer to measure/monitor Contractor performance under this contract.

Quality Assurance Program (QAP): A program implemented by the Government to evaluate the output quality and responsiveness of the Contractor to ensure that the Government receives the services for which public funds are expended. It is emphasized that the Government's quality assurance program is not a substitute for the quality control program implemented and administered by the Contractor.

Quality Control (QC): A method used by the Contractor to control the quality of goods and services produced.

Quality Control Plan (QCP): A plan implemented by the Contractor to help identify, correct, and control problems throughout the entire scope of the Contractor's own operations.

Reactive Maintenance: Often called breakdown maintenance or "run to failure" (RTF). These repairs are performed only when the deterioration in a machine's condition causes a functional failure. A high percentage of unplanned maintenance work, high-placement part inventories and the inefficient use of maintenance personnel typify this strategy.

Real Property: All Government lands and rights therein; ground improvements, utility distribution systems, buildings, and structures.

Rebuilt Components/Assemblies: Components, assemblies, or subassemblies of equipment that have been disassembled and reconstructed using replacement or re-manufactured parts as necessary and reassembled to produce a serviceable product whose service life expectancy is at least equal to the original component/assembly.

Recyclables: Materials, which are separated from the regular waste stream and processed for reuse. There is generally some value placed on these commodities, providing incentive for their collection.

Redistribution: Reassignment of excess property including transfer of accountability within an installation or contractor; or from one NASA installation or contractor.

Refuse: Waste materials, wet and/or dry which are not recyclable, and must be taken to landfill dumpsites.

Repair: Repair is the restoration of a piece of equipment, a system, or a real property facility to such a condition that it may be effectively utilized for its designated purpose(s). Repair may entail overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated; or replacement of the entire unit or system if beyond economical repair.

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.

Service Call (SC): Service calls are reactive maintenance work that is generally called in by equipment users.

Service Contract Act (SCA) Work: The Service Contract Act (40 U.S.C. 351, as amended provides that contracts in excess of \$2,500.00 to which the United States or the District of Columbia is a party hereto, for the furnishing of services through the use of service employees, shall contain a clause (FAR 52.222-41) that no service employee shall receive less than the minimum prevailing wage rates and fringe benefits as determined by the Secretary of Labor.

Space: A space is an area to receive janitorial services, which may or may not be considered a room by common definition. Examples of spaces are definable sections of hallways, stairwells, lobby areas, offices, entrances, and elevators.

Special Purpose Mobile Equipment (SPME): Defined as commercially available, equipment that incorporates internal combustion or electric engine power designed for special-purpose use, but not limited to e. g., forklifts, bulldozers, cranes, fire trucks, tractors, air-compressors, electric generators (Mobile), and certain aircraft ground support equipment. In undefined areas the COTR/designee will make the final determination as to whether equipment will be treated as SPME.

Standby Stock: Material held to support emergencies.

Stores Stock: Material being held in inventory by the Center that is repetitively procured, stored, and issued on the basis of recurring demand.

Surplus Release Date (SRD): The date established by GSA to indicate the completion of the general Agency reutilization/screening/donation/sales period.

Surplus Personal Property: Personal property not required for the needs and the discharge of the responsibilities of all Federal agencies.

Sweep: The removal of loose dirt, dust, debris, and other foreign matter through either manual or mechanized methods.

Terrorist Threat Condition (THREATCON). This is also referred to as Force Protection Condition (FPC) at Ames Research Center. Identification of and recommended response to terrorist threats against US personnel and facilities. This program facilitates inter-service coordination and support for anti- terrorism activities. There are four THREATCONs above normal:

1. THREATCON ALPHA- This condition applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of THREATCON BRAVO measures. The measures in this THREATCON must be capable of being maintained indefinitely.
2. THREATCON BRAVO- This condition applies when an increased and more predictable threat of terrorist activity exists. The measures in this THREATCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities.
3. THREATCON CHARLIE- This condition applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent.
4. THREATCON DELTA- This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely.

Transient Equipment: Equipment belonging to another NASA or GSA Government activity visiting the base on official business or operation in the vicinity of the base and experiencing equipment problems requiring assistance, i.e., refueling, towing, service, or minor repairs.

Trouble Calls (TC): Trouble calls are reactive maintenance work that is generally called in by Facility Service Managers, maintenance workers, or occupants of a facility. This category is composed of work defined in Section C5, Firm Fixed Price Work: Trouble Calls, Classification of Trouble Calls.

Vacuum: The mechanical removal of loose dirt, dust, soil, debris, and other foreign matter from carpeted areas and entrance mats.

Waste Containers: Waste containers are defined as trash receptacles, wastebaskets, trash cans, wastepaper baskets, paper towels receptacles, ashtrays, or any container holding trash, paper, or refuse of any type.

Weight Ticket: Record provided for landfill deliveries. It identifies the date/time; refuse company, vehicle, driver, waste generator (source), container capacity in cubic yards, and weights (gross, tare and net).

Wet Mop: The removal of built-up dirt, soil, liquids, or other foreign matter from a floor using a cotton or similar yarn-type mop with either sufficient neutral detergent and water solution, or neutral disinfecting detergent and water solution. This shall include rinsing if recommended by the detergent manufacturer.

Wet Waste/Trash: Refuse materials having relatively high moisture content, commonly generated in restrooms and break rooms. Most wet waste materials are not recyclable, but may often be used in composting.

Work Site: The actual site where the work is performed, for example in the building where equipment is being maintained or repaired.

### C.2.2 LIST OF ABBREVIATIONS

ACAP	Ames Commute Alternatives Program
ADP	Automated Data Processing
AFV	Alternate Fuel Vehicles
AHB	Ames Handbook
AM or am	Used to designate the time from midnight to noon
AMI	Ames Management Instruction
ANN	Annual
ANSI	American National Standards Institute
AOI	Area of Investigation
APD	Ames Policy Directive
APG	Ames Procedures and Guidelines
ARC	Ames Research Center
ARD	Automatic Release Date
BAAQMD	Bay Area Air Quality Management District
BP	Bid Package
CA	California
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFC	Chlorofluorocarbons
CFR	Code of Federal Regulations
CH	Craft Hour
CHUP	Craft Hour Unit Price
CLIN	Contract Line Item Number
CMMS	Computerized Maintenance Management System
CO	Contracting Officer
CONT'D	Continued
COTR	Contracting Officer's Technical Representative
CS	Contract Specialist
CPY	Canopy
CY	Cubic Yard
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information System
DMV	Department of Motor Vehicles
DO	Delivery Order
DOD	Department of Defense
DOL	Department of Labor
DOSH	Department of Safety and Health
DRMO	Defense Reutilization Marketing Office
EA	Each
ECN	Equipment Control Number
EDC	Engineering Document Control
EHS	Environmental Health and Safety
EO	Executive Order
EPA	Environmental Protection Agency

EST	Estimate or Estimated
FAR	Federal Acquisition Regulation
FCS	Federal Catalog System
FED	Federal Disposal System
FEDSTRIP	Federal Standard Requisitioning and Issue Procedure
FLR	Floor
FMO	Financial Management Office
FMR	Federal Management Regulation
FPC	Force Protection Condition
FPCPS	Fixed Price Contract Pricing Schedule
FPMR	Federal Property Management Regulation
FOS	Found on Station
FS	Federal Specification
FSC	Federal Supply Classification
GAO	General Accounting Office
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFF	Government Furnished Facility
GFM	Government Furnished Material
GLA	General Ledger Account
GPM	Gallons Per Minute
GSA	General Services Administration
GSF	Gross Square Feet
HAZMAT	Hazardous Material
HCFC	Hydrochlorofluorocarbons
HICS	Hazardous Material Inventory Control System
HT	Height
HTH	Health
IAGE	Installation-Accountable Government Equipment
IAGF	Installation-Accountable Government Facility
IAGM	Installation-Accountable Government Material
IAM	Integrated Asset Management
IAW	In Accordance With
ID	Identification
IDIQ	Indefinite Delivery Indefinite Quantity
IFB	Invitation For Bid
IFMP	Integrated Financial Management Program
IN	Inches
IPM	Installation-Provided Material
IP	Industrial Property
IPO	Industrial Property Officer
JF	Code for Facilities Management and Logistics Division at ARC
JFS	Code for Logistics Branch at ARC
JIT	Just-In-Time
LB	Pound
LF	Linear Feet
LIMS	Logistics Information Management System
LST	Last
LT	Lot
MEW	Moffett-Ellis-Whisman
MF	Moffett Field
MFG	Manufacturer

MILSTRIP	Military Standard Requisitioning and Issue Procedure
MO	Month
MSDS	Material Safety Data Sheets
MR	Material Receipts
MWS	Monthly Work Schedule
NASA	National Aeronautics and Space Administration
NEIS	NASA Environmental Inventory System
NEMS	NASA Equipment Management System
NHB	NASA Handbook
NIB	National Institute for the Blind
NIPMIS	NASA Industrial Property Management Information System
NISH	National Institute for the Severely Handicapped
NLT	Not Later Than
NMI	NASA Management Instructions
NPD	NASA Policy Directive
NPDMS	NASA Property Disposal Management System
NPG	NASA Procedures and Guidelines
NSMS	NASA Supply Management System
NSN	National Stock Number
NSP	Not Separately Priced
OAS	Onizuka Air Station
OEM	Original Equipment Manufacturer
OFA	Other Federal Agency
OGA	Other Government Agency
OIG	Office of Inspector General
OSHA	Occupational Safety and Health Administration
PA	Property Administrators
PBC	Performance Based Contract
PCB	Polychlorinated Biphenyl
PCS	Property Control System
PDA	Property Disposal Agent
PDO	Property Disposal Officer
PE	Polyethylene
PG &E	Pacific Gas and Electric Company
PLCO	Plant Clearance Officer
PM	Preventive Maintenance
PM or pm	Used to designate the time from noon to midnight
ppm	Parts Per Million
PR	Purchase Request
PRS	Performance Requirements Summary
PVC	PolyVinyl Chloride
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QC	Quality Control
QCP	Quality Control Plan
QH	Code for Occupational Safety, Health and Medical Services Office at ARC
QTY	Quantity
RAM	Random Access Memory
RCRA	Resource Conservation and Recovery Act
RFP	Request For Proposal
ROD	Report of Discrepancy
SBL	Straight Bill of Lading

SC	Service Call
SCA	Service Contract Act
SCH	Schedule or Scheduled
SEMO	Supply and Equipment Management Officer
SF	Standard Form or Square Feet
SOW	Statement of Work
SPME	Special Purpose Mobile Equipment
SRD	Surplus Release Date
STR	Structure
Subclin	Subcontract Line Item Number
TBD	To Be Determined
TC	Trouble Call
TPHD	Total Petroleum Hydrocarbons As Diesel
TRL	Technical Reference Library
TSCA	Toxic Substances Control Act
UL	Underwriter's Laboratories
UPT	Unit Price Tasks
US or U.S.	United States
USC	United States Code
USDA	United States Department of Agriculture
VECP	Value Engineering Change Proposal

End of Section

### C.3 INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

#### 3.1 GENERAL REQUIREMENTS

A. In accordance with the Government property clauses 1852.245-71, Installation-Accountable Government Property, Alternate I, and 1852.245-77, List of Installation-Provided Property and Services, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government owned facilities, equipment, material, and utilities for use in connection with this contract. The use of Government furnished property and services for other purposes is prohibited. All such facilities, equipment, and materials will be provided in "as is" condition. The Government may at its discretion provide the Contractor additional Installation-Provided Materials (IPM) and Installation-Provided Equipment (IPE) beyond those listed in this specification, if available, throughout the term of this contract.

B. Installation-Provided Facilities (IPF).

The Government will furnish or make available to the Contractor the facilities listed in Section J. Should the Contractor choose to use the IPF, adequate precautions shall be taken by the Contractor to prevent fire hazards, odors, and pests/vermin. All IPF will receive the normal services provided at Moffett Field for the building classification. The Contractor shall obtain written approval from the Contracting Officer prior to making any modifications or alterations to the facilities. Any such modifications or alterations approved by the Government will be made at the expense of the Contractor. At the completion of the contract, all facilities shall be returned to the Government in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of any repairs caused by negligence or abuse on their part, or on the part of their employees.

C. Installation-Provided Material (IPM).

It is anticipated that the contractor shall provide all materials in the performance of the contract.

D. Installation-Provided Equipment (IPE).

The Government will furnish or make available to the Contractor the tools and equipment described in Section J. The Contractor shall maintain and repair the equipment per the Preventive Maintenance (PM) requirements in this contract and within the limits of liability specified in SOW Section C.16. Verification of the exact quantities and nomenclature of equipment shall be determined or verified by joint inventory per SOW C.3.2, Inventory.

E. Availability of Utilities.

The Government will furnish the following utility services at existing locations, for use in those facilities provided by the Government and as may be required for the work to be performed under the contract: electricity, steam, natural gas, water, sanitary sewer, storm drain, and local communications on site. Utilities specified above will be furnished at no cost to the Contractor. However, certain communication services, such as commercial telephone lines, cellular telephones, high-speed fax/data communications not available on site, etc. will be the responsibility of the Contractor. The Contractor shall comply with regulatory and energy requirements per Section, SOW C.8.2.A, General Administrative Requirements: Directives, Instructions, Policies, and Regulations.

**F. Installation-Provided First Aid Facilities.**

The Contractor shall post emergency telephone numbers at the job site. Report all emergencies by dialing 911 on Government telephones, or (650) 604-5555 on other phones. Ambulance, fire, and police services are available through this number, twenty-four (24) hours a day. The ARC Health Unit is located on the West end of Building 215, on Durand Road, across the street from the North side of the cafeteria, Building 235. It is open Monday through Friday, between 7:30 AM and 4:30 PM, for emergency care treatment.

**3.2 INVENTORY**

**A. Joint Inventory.**

Within fifteen (15) days prior to the start of the Base Period, a joint inventory shall be conducted by the Contractor and the Government of all installation provided facilities, equipment, and materials to be furnished to the Contractor.

1. During the inventory, the Contractor shall determine which items they choose to accept as Government furnished and the exact quantity, condition, and serviceability of those items.
2. Items not desired for use by the Contractor shall be identified by written notification on the contract start date. Equipment not desired shall be staged by the Contractor at an on-site location indicated by the COTR for Government pick-up during the first five (5) days following the start of the Base Period.
3. The Contractor shall prepare and certify a detailed inventory listing (jointly approved by the Government and the Contractor), and maintain the inventory in a current status for the Base Period and for any option years.
4. The initial inventory is due within two (2) weeks of the start of the base period, as the Delivery of Reports. Current status means this inventory shall be updated by the Contractor within five (5) working days of any changes or discovery of any inventory discrepancies (See below Paragraph SOW C.3.2.B, Inventory Discrepancies). An electronic or hardcopy of the updated inventory shall be provided to the COTR with any changes clearly identified. No further distribution of the updated inventory is required until performance of the interim or final inventory. Inventory records shall include a PM schedule and reflect maintenance performed on accepted IPE throughout the term of the contract.
5. Interim Inventories:  
One (1) month prior to expiration of the Base Period and each option period, a joint inventory shall be conducted by the Contractor and the Government of all Government facilities and equipment entrusted to the Contractor. Interim inventories shall include the actions discussed in Paragraphs one (1) through three (3) above. Any Government property turned over to the Government for disposal shall be clearly identified. Interim inventory reports are due within two (2) weeks prior to expiration of the Base Period and each option period, as per the Delivery of Reports.

**B. Inventory Discrepancies.**

The Contractor shall provide a report electronically or by hardcopy of inventoried discrepancies as they are discovered or suspected which shall be forwarded to the COTR within five (5) working days of the reported discrepancy. The Contractor as described in Paragraph SOW C.3.2.C, Inventory at Contract Completion shall make reimbursement to the Government.

**C. Inventory at Contract Completion.**

One (1) month prior to expiration of the contract, or at the direction of the Contracting Officer, a final joint inventory shall be conducted by the Contractor and the Government of all Government facilities and equipment entrusted to the Contractor. The final inventory report is due upon contract completion, or at the direction of the Contracting Officer, as per the Delivery of Reports. At the completion of the contract (including option periods, if any), the Contractor shall return the same property equal in type, kind, quality, and quantity of items as originally furnished by the Government and accepted by the Contractor, exclusive of those items of equipment turned over to the Government for disposal during the course of performing the contract.

- D.** At contract termination, the Contractor shall return all Contractor replaced equipment for which title was vested in the Government. Such property shall be in the same or better condition as when originally furnished except for normal wear and tear. The final inventory, jointly conducted, will determine equivalent monetary value required by the Government to repair or replace facilities and/or equipment. The Contractor shall reimburse the Government at the value or estimated amount established at the initial inventory. This amount shall be withheld from the Contractor's invoice and shall be deducted from the final contract payment by the government.

End of Section

## C.4 CONTRACTOR-FURNISHED ITEMS

### 4.1 GENERAL REQUIREMENTS

Except for items listed in Section J, as Installation-Accountable Government Property and Services, the Contractor shall provide all facilities, equipment, materials, and services to perform the requirements of this contract. The Contractor shall assure that all required materials and parts are readily available within the time frames required for recurring work, including preventive maintenance (PM), trouble call (TC) and service call (SC) requirements.

#### A. Materials.

All contractor furnished materials used for maintenance, repair or replacement shall be of quality equal to or better than the items to be replaced

#### B. Communications.

The Contractor shall maintain a local telephone number at which they can be reached at all times (twenty four (24) hours per day, seven (7) days per week) during the contract period. A telephone message-recording device is not acceptable. Acceptable methods for after regular working hours include: a paging beeper, cell phone, voice page, etc. The Contractor shall respond verbally to all calls within ten (10) minutes following initial notification. The Contractor shall immediately notify the COTR of any change in the telephone number or contacting procedures.

End of Section

## C.5 FIRM FIXED PRICE WORK

### 5.1 GENERAL REQUIREMENTS

- A. The Contractor shall provide comprehensive logistics management services covering all aspects of supply and warehousing services, equipment management, mail, packing, shipping and receiving, fleet management, refuse, recycling, janitorial services, and industrial property management. During the phase-in period, the Contractor shall assess the needs of the contract so that, on the first day of the base period, the Contractor shall perform the work program satisfactorily in a safe manner. Recurring services work constitutes the majority of the FFP portion of this contract. The Contractor shall ensure recurring services work is given the priority and staffing resources it deserves in order to accomplish all assigned work within the specified parameters or frequencies. Lack of required labor or materials which delays work shall not be an acceptable cause for non-performance of work.
- B. The Contractor shall perform all work prescribed by the PRS in accordance with the contract requirements referred to in SOW Sections C8, 9, 10, 11, 12, 13, 14, 15, 16, and 17.
- C. In addition to satisfying the technical requirements associated with this program, the Contractor shall also perform all related functions such as work control and scheduling, customer support, development and maintenance of internal operating procedures and systems, data gathering, records maintenance, report preparation, and problem follow-up and resolution described in the Statement of Work.

### 5.2 RECURRING SERVICES

Recurring services are defined as specific items of non-technical, but highly visible maintenance type work performed on scheduled frequencies or repetitively throughout the term of the contract. Although routine, recurring services require planning, scheduling, and frequent quality control monitoring by the Contractor and are accomplished without further input from the Government.

End of Section

## C.6 INDEFINITE QUANTITY WORK

### 6.1 GENERAL REQUIREMENTS

#### A. Definition.

Indefinite quantity work is non-routine, e.g. transportation (vehicle, equipment and other), moving, receiving inspection of high-strength fasteners, custodial storage services, metal cutting and burning, GSA sales and courier service consisting of Unit Priced Tasks (UPT) and Craft Hour Unit Price (CHUP) work, trouble calls which may be ordered by the Government as separate items, combination of items, or multiples of the same item, from the schedule of indefinite quantity work (bid schedule) in Section B on an as-needed basis during the course of this contract. The requirement for indefinite quantity work may be proposed by either the Contractor or initiated by the Government but work shall not begin without an approved "Delivery Order" in Section G, ARC 52.216-90, Issuance of Delivery Orders. The DO package, which may include attached sketches and additional specification sheets, will clearly identify the scope and location of desired work. The Contractor shall include the planning, estimating, and scheduling efforts of indefinite quantity work as part of the unit prices and CHUP rate for indefinite quantity work. Estimating ranges from developing and submitting preliminary cost estimates for budgeting purposes to extensive detailed cost estimates for larger projects. Up to ten (10) percent of the cost estimates prepared by the Contractor are for future requirements and may never be ordered by the Government. The Contractor will be paid a fixed price for each DO issued following final completion and acceptance of work.

#### B. Work Requirements.

The Contractor shall complete indefinite quantity work within the time frame specified on the DO unless modified by the Government in writing from the COTR. Completion requirements will be based on the Government's needs, impact on mission or project requirements, management interest, and when possible, the impact on the Contractor. Completion date determinations can only be made by the COTR at the time each DO is issued. If the DO does not specify a timeframe, the Contractor shall complete indefinite quantity work within fifteen (15) calendar days following receipt of the DO. Lack of labor, materials, and all necessary equipment, tools, and transportation shall not be an acceptable cause for unsatisfactory performance or failure to complete indefinite quantity work. Noncompliance with scheduled completion dates shall be subject to deductions per the inspections clause in SECTION E - INSPECTION AND ACCEPTANCE.

### 6.2 UNIT PRICED TASKS (UPT)

UPT is defined as an indefinite quantity work item, which includes all direct and indirect costs plus profit associated with the particular unit of work in place. Materials and equipment required for the accomplishment of individual UPT shall be included in the contract line item prices. All UPT work will be requested via DO. The accepted bid schedule line item unit price multiplied by the quantity ordered becomes the firm fixed price for the DO. UPT do not require submission of cost estimates by the Contractor.

### 6.3 CRAFT HOUR UNIT PRICE (CHUP)

CHUP work is defined as indefinite quantity work, non-routine, which exceeds the firm fixed price work. The Contractor shall prepare and furnish a cost estimate identifying proposed labor, material, and equipment costs, which, upon approval by the Contracting Officer, become a firm fixed price. The Contractor shall prepare either a preliminary cost estimate to be used for

planning and budgeting purposes, or a detailed cost estimate for accomplishment of work, when requested by the COTR.

A. Preliminary Cost Estimate Preparation.

The Contractor shall provide a preliminary, "scoping" type cost estimate for each CHUP work job within two (2) working days following verbal or written request by the COTR. The preliminary estimate shall identify summarized labor, material, and rental equipment costs.

B. Detailed Cost Estimate Preparation.

The Contractor shall prepare an independent estimate of the labor, material costs, and equipment required to complete work identified by written request of the COTR using the latest Industries Standards. If cost data is not available, quotes from local licensed suppliers and/or contractors shall be used in preparing the cost estimate. Any portions of DOs bid, as UPT shall be priced using the accepted bid schedule unit prices. Estimates and all supporting information, documentation, and calculations shall be submitted to the COTR within five (5) working days following the COTR's written request.

1. Total Labor Cost Estimate.

The total labor cost estimate shall be the sum of the required individual craft times multiplied by the SCA CHUP from the Schedule of Indefinite Quantity Work shown in the Bid Schedule, Section B.

2. Material Estimate.

The Contractor should receive and record price quotes from at least two (2) vendors that regularly engage in the supply of the required part or item. The estimated material cost should either be the lower of the two (2) quotes, or if the higher quote is selected, the best value to the Government. The vendor's name and corresponding price quote should be included in the estimate. The material price should be reduced by all discounts and rebates for core value or salvage value that accrue to the Contractor. Minor materials and supplies incidental to the job and any material handling costs should not be included since these costs are included in the CHUP.

3. Special Purpose Mobile Equipment (SPME).

For required SPME the Contractor shall include a detailed price listing, stating size, capacities, quantity, number of units, and unit prices. If rented, the equipment cost should be based on the lowest periodic price available considering the time constraints of the job, including applicable operator personnel, if commercially furnished by the lesser. The equipment rental price should be the lowest price of at least two (2) recorded vendor quotes, or if the higher quote is selected, the best value to the Government. The vendor's name and price quote should be included in the estimate. If Contractor owned, the equipment cost should be determined using industries standards cost data for the local region.

C. Cost Estimate Evaluation and Approval.

The Contractor's detailed cost estimate will be evaluated and compared to an independently prepared Government cost estimate to determine if:

1. The Contractor has clearly and accurately identified the scope.
2. The craft hours have been accurately applied.
3. Equipment and material estimates are reasonable and properly documented.

4. UPT work has been estimated using the accepted unit prices.

Given no estimating errors or changes in scope, the estimate may be accepted as proposed without further discussion or negotiation with the Government. All estimates prepared by the Contractor for the Government shall be good for a minimum of thirty (30) days from the submittal date. An approved estimate will become a firm fixed price for the work described on the DO signed by the Contracting Officer. If the Contractor and Government fail to agree on the price for any CHUP work, the Government reserves the right to unilaterally establish the price and the Contractor may dispute the action as provided in FAR clause 52.233-1, Disputes, included in Section I. The established price by the Government will be based on current price quotes from local vendors. Repeated failure by the Contractor to negotiate in good faith with the Government for CHUP work may be cause for default of the contract per the FAR clause 52.249-8, Default (Fixed-Price Supply and Service), in Section I.

#### 6.4 CHANGES TO SCOPE OF WORK

If, during performance of indefinite quantity work, the Contractor encounters unforeseen conditions which impact the work and could not be evaluated during the initial estimating procedures, the Contractor shall not proceed without obtaining the Contracting Officer's or COTR's authorization. The Contracting Officer or COTR will direct the Contractor to estimate the change of scope for the unforeseen condition only, or prepare a new estimate for the total job as revised. The Contracting Officer will, after review and approval of the estimate, issue a modification to the DO for the change in scope.

#### 6.5 ACCEPTANCE OF INDEFINITE QUANTITY WORK

The Contractor shall notify the COTR within one (1) working day following completion of each DO to schedule a joint final inspection. The Contractor shall allow a minimum of three (3) working days after the Contractor's request for the Government to schedule the joint final inspection. The Government will thoroughly inspect and accept indefinite quantity work only after all work has been completed and noted discrepancies have been corrected. A complete DO package, including a statement of corrective action taken and revised sketches or drawings (if other than originally provided in the scope of work), shall be returned to the COTR within three (3) days following the joint final inspection. Following final acceptance by the Government, the Contractor shall invoice for payment as specified in Section G, ARC 52.232-93, Submission of Invoices – Fixed Price.

End of Section

## C.7 COST REIMBURSABLE WORK

### 7.1 GENERAL REQUIREMENTS

- A. Cost reimbursement provides for payment to the contractor all incurred, allowable, allocable, and reasonable costs to the extent prescribed or provided in the contract. Cost reimbursable establishes an estimate of total costs for the purpose of obligating and establishing ceilings that the contractor shall not exceed, except at its own risk, without approval of the Contracting Officer, (FAR 16.301-1).
- B. The Contractor shall provide Water, Linen, and Dry Ice Services; and Stores Stock/JIT materials/commodities using a Cost Reimbursable line item on the contract.
1. Bottled Water Service.  
The Contractor shall provide commercial bottled water services to include the delivery and replenishment of drinking and distilled water, water dispensers and bottled water. The service is provided Monday through Friday, except for designated holidays, for approximately two hundred and fifty (250) specific areas located in approximately fifty (50) different buildings throughout ARC. There are approximately two hundred (200) vendor owned water dispensers currently in use, twenty-eight thousand (28,000) bottles of drinking water, and two hundred and fifty (250) bottles of distilled water delivered to customers on an annual basis. The Contractor shall validate bottled water services with each customer on a monthly basis. The Contractor shall maintain a computerized spreadsheet to track information such as delivery point, building, room number, job order, organization code, quantity, water and number, point of contact and their telephone number. Informational/Historical Data on bottled water can be found in Section J-C6.
  2. Laundry Service.  
The Contractor shall provide and monitor the laundry services by maintaining records of current customer point of contact, and guaranteed weekly pickup of dirty laundry, delivery of laundered articles, as well as accurate quantity levels and sizes. The Contractor shall obtain laundry service validation with each customer on a monthly basis. The Contractor shall maintain a computerized spreadsheet to record inventory discrepancies maintain usage records, and provide estimated customer laundry service requirements on a regular basis. Informational/Historical Data on laundry services can be found in Section J-C6.
  3. Dry Ice Service.  
The Contractor shall manage the dry ice services for ARC customers. ARC has used approximately twenty thousand (20,000) pounds of dry ice per year in approximately ten (10) buildings. The Contractor shall identify needs with the customers throughout the year. The Contractor shall maintain a computerized spreadsheet to track the building and room number delivery points, point of contact, telephone number, quantity, and total weight. Informational/Historical Data on dry ice can be found in Section J-C6.
  4. Stores Stock/JIT material/commodities. (see IDIQ CHUP for the associated labor)  
The contractor shall purchase Stores Stock/JIT related material/commodities as required. Annually there are approximately thirty-seven thousand (37,000) item requests (on approximately five thousand (5,000) ARC 45 request forms) from the Stores Stock/JIT catalog that contains approximately eight thousand (8,000) store stock, which includes approximately four thousand (4,000) JIT commodities.
  5. Travel and Training. The Contractor shall provide the required travel and training as required. All required travel and training shall be approved in advance by the CO.

**7.2 REPORTS AND DOCUMENTATION**

The Contractor shall provide a report on bottled water, linen and dry ice which has the following: Amount ordered, delivered, organization code, building number, delivery point/room number, job order number or amount charged to the customer. These reports are on an as needed basis when requested by the COTR.

End of Section

## C.8 MANAGEMENT AND ADMINISTRATIVE REQUIREMENTS

### 8.1 FIXED PRICE REQUIREMENTS

The Contractor shall institute and maintain an effective, efficient, and responsive program management organization, which is responsible for management and oversight of contractor personnel, other contract resources, and contract performance, deliverables, and cost. The Contractor shall promptly alert the COTR and/or CO of any problems, which may adversely impact the timely and cost-effective delivery of quality products or services under this contract. The Contractor shall support all audits, VPP initiatives, investigations, Business Strategy Plan, President's Management Agenda, Quality Management Reviews, Heightened Security Measures, and Functional Self-Assessments as identified by the government.

#### A. Work Control.

The Contractor shall implement all necessary work control procedures to ensure fully adequate and timely completion of work requirements, as well as tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. The Contractor shall provide a functioning position (Project Manager) to act as liaison between Contractor and government representatives to provide on-site direction and supervision, and who will take an active role in the operational and administrative processes. In addition, the Contractor shall assign project management teams with defined responsibilities and authorities. To ensure that general contract requirements are fully integrated and coordinated within the contract the Contractor's management team will maintain a variety of communication systems among and between contract management and Contractor employees. The Contractor's managers also will employ "hands-on" management of daily activities through regular, direct contact with each employee. The Contractor shall develop and maintain efficient computer systems compatible with NASA systems. The Contractor shall expand and enhance the use of ARC's Logistics Branch Web Site Home Page (1) to collect information and automate processes such as requests for office movement and excess property pickup; (2) to disseminate information such as the mail services guide, office movement planning info, and ACAP info; and (3) to create a Relational Database (using Microsoft Access or equivalent) with Intranet interchange capability for the purpose of disseminating custodial storage information. The web site shall be updated by the Contractor at least quarterly. Verbal scheduling and status reports shall be provided when requested by the COTR. The status of any item of work must be provided within two (2) hours, except as may otherwise be specified.

#### B. Allowable Work Hours:

Except as may otherwise be specified, all work shall be performed during regular working hours as defined in SOW Section C.1B, General Requirements; Scope of Work; Regular Working Hours. If the Contractor is required to perform work on Saturdays, Sundays, holidays, or outside the hours specified above, they must obtain prior approval from the CO/COTR.

#### C. Work Schedule.

The Contractor shall schedule work so as not to cause 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 and its effects on the occupants or users. The intent of the Government is to

allow the Contractor to develop a flexible schedule facilitating the efficiency of operations and services.

**D. Initial Work Schedule:**

**1. Base Period:**

The Contractor shall submit to the COTR, electronically the names and phone numbers of the site manager and alternate(s) authorized to act for the contract fourteen (14) calendar days following contract award and thereafter as changes occur. The Contractor shall provide an electronic copy of all assigned personnel to the COTR fourteen (14) calendar days following contract award. The list shall be updated whenever change occurs to the permanent, full and part-time staff members. The Contractor shall furnish sufficient personnel to perform all work specified within the contract.

**2. Option Periods:**

Within fourteen (14) calendar days prior to the start of each Option Period, the Contractor shall submit to the COTR a general work schedule of planned work to be performed for that option period. The initial work schedule should be submitted as one (1) legible copy and one (1) computer disk in a format acceptable to the COTR. The above work schedules shall serve as the baseline general work schedule for each of the Base and Option Periods. Any changes to these schedules shall be discussed with and approved by the COTR. The Contractor shall then submit updated work schedules, in electronic format to the COTR.

**E. CONDUCT:**

Contractor employees shall conduct themselves in a proper, efficient, courteous, and businesslike manner. The Contractor shall remove from the site any individual whose continued employment is deemed by the Contracting Officer or the COTR to be contrary to the public interest or inconsistent with the best interests of Government security.

**F. RESIDENCY:**

No employee or representative of the Contractor will be admitted to the site of work unless he/she furnishes satisfactory proof that he/she is a citizen of the United States, or if an alien, their residence within the United States is legal.

**G. EMPLOYEE IDENTIFICATION:**

All Contractor/subcontractor employees working under the contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for NASA required passes or badges.

**H. RECORDS AND REPORTS:**

**1. Records.**

The Contractor shall maintain historical records of all work performed, and prepare and submit all reports and operating procedures specified herein. Daily, weekly, monthly, and other recurring operating records, reports, logs, and other documents are either specified as contract requirement submissions in the technical sections of this specification under documentation and reporting requirements, as summarized in the PRS Table, SECTION J or specified within the bid package as inherent performance requirements under the firm fixed price portion of the contract.

Reports:

All correspondence, records, reports, logs, and other documents submitted by the Contractor to the Government shall be provided electronic Form where feasible and software compatible, unless otherwise specified. Acceptable formats are Microsoft Word, Excel or formats by either one. Delivery shall be made on a media agreeable to the COTR/designee in PC or Macintosh format, except as otherwise specified in the delivery reports.

3. Contract Completion:

All records and copies of reports shall be turned over to the COTR within five (5) calendar days following contract completion.

4. Media:

All information and the media (if applicable) on which it is delivered to the Government becomes the property of the Government and will not be returned to the Contractor except for correction of errors.

8.2 GENERAL ADMINISTRATIVE REQUIREMENTS

A. Directives, Instructions, Policies, and Regulations:

1. Regulatory Requirements.

The Contractor and all his employees shall become acquainted with and obey all Government directives, instructions, policies, and regulations. See Section J, for a listing of applicable NASA and other Federal agency directives, instructions, policies, and regulations.

2. Energy Conservation.

The Contractor shall participate actively in the ARC energy conservation program. The Contractor shall comply with the NASA energy conservation program and shall become familiar with NPG 8831.2D (Facilities Maintenance Management). Use of high-energy consuming tools, lighting fixtures, or equipment shall be minimized as much as possible by using the most efficient technology available, which fully meets the requirements of the application.

B. Emergency Procedures.

The Contractor shall ensure that his/her employees know how to report any accident, fire, toxic chemical, electrical, security, flooding, or police emergency. All mishap, incidents, near misses/close calls as well as occupational injuries and illness must be reported to the government on NF 1627, "Mishap Report", and completed IAW NPG 8621.1.

C. Environmental Protection and Policies.

The Contractor shall comply with all applicable Federal, State, and local laws, and with the regulations and standards listed in Section J. All environmental protection matters shall be coordinated with the COTR. Inspection of any of the facilities operated by the Contractor may be accomplished by the Government or authorized officials without notice at any time. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine and other related costs incurred by the Government. The Contractor shall also clean up any hazardous waste spills, which result from the Contractor's operations. The Contractor shall comply with the instructions to the cognizant NASA Environmental Services Office (Code Q) and or the Safety Health and Medical Services

Office (Code Q) with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health and safety of onsite personnel. The Contractor shall observe and adhere to all requirements for handling and storage of combustible supplies, materials, waste, and trash.

D. Documentation Reduction.

The Contractor shall ensure to the maximum extent practical, that documents be transferred electronically, documents printed internally be double-sided, and contracts, grants, and cooperative agreements include provisions that require documents to be printed double-sided on recycled paper meeting or exceeding the standards established in Executive Order (EO) 12873 of October 20, 1993, or in future EPA guidelines.

E. Disposal.

Debris, rubbish, and non-usable material resulting from the work under this contract shall be disposed of by the Contractor at his expense off Government property unless otherwise directed by the COTR. Hazardous waste must not be removed from Government property and shall be turned over to the Government for disposal as detailed in Section C.9, Environmental Health and Safety Management.

F. Safety Requirements and Reports

1. Safety:

The Contractor shall provide all safety equipment required to perform the work specified in this contract. All work shall be conducted in a safe manner and shall comply with all NASA requirements.

2. Conference:

Prior to commencing work under this contract, the Contractor shall meet in conference with the Contracting Officer and COTR to discuss and develop mutual understandings relative to administration of the Environmental Health and Safety (EHS) Program.

3. Inspections:

The Contractor's workspace may be inspected periodically for OSHA and NASA violations. Abatement of violations will be the responsibility of the Contractor as determined by the Government. The Contractor shall provide assistance to Code Q representative(s) and the Federal or State inspectors if a complaint is filed. Any fines levied on the Contractor by Federal or State offices due to health and safety violations shall be paid as required by the agency issuing the fine/citation.

4. Accidents:

The Contractor shall report to the COTR, exposure data collected from industrial hygiene monitoring/sampling. All mishap, incidents, near misses/close calls as well as occupational injuries and illness must be reported to the government on NF 1627, "Mishap Report", and completed IAW NPG 8621.1. All accidents shall be reported to the COTR within four (4) hours of their occurrence. All mishap, incidents, near misses/close calls as well as occupational injuries and illness are defined in NPG 8621.1.

## 5. Damage:

The Contractor shall submit to the COTR a full report of damage to Government property and equipment by Contractor employees. All damage reports shall be submitted to the COTR within twenty-four (24) hours of the occurrence.

G. Security Requirements.

## 1. Security:

The Contractor shall comply with all NASA and local security requirements. Upon request, the Contractor shall submit the name and address of each employee hired for work on this contract and shall ensure all questionnaires and other forms as may be required are completed in a timely manner. Two (2) secret level security clearances will be required at the Contractor's expense.

## 2. Heightened Security Measures.

The Contractor shall follow ARC Protective Services security requirements during the heightened alert. When the THREATCON (or FPC) level changes the contractor shall have an appropriate operating procedure in place.

## 3. Disclosure of Information:

Neither the Contractor nor any of its employees shall disclose or cause to be disseminated any information concerning Government operations, including those performed by contractors to the Government, which, could result in or increase the likelihood of the possibility of a breach of security or interrupt the continuity of operations. Disclosure of information relating to the services hereunder to any person not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor or any person under his/her control in connection with work under this contract, may subject the Contractor, his/her agents, or employees to criminal liability under 18 U.S.C. Sections 793 and 798. All inquiries, comments, or complaints arising from any matter observed, experienced, or learned as a result of or in connection with the performance of this contract, the resolution of which may require the dissemination of official information will be directed to the COTR.

## 4. Violations:

Deviations from, or violations of, any of the provisions of these Security Requirements, will, in addition to all other criminal and civil remedies provided by law, subject the Contractor to immediate termination for default.

H. Passes and Badges:

All Contractor employees shall obtain the required employee passes or badges. The Contractor shall, prior to the start of the contract, submit to the COTR/CO an estimate of the number of personnel expected to be utilized at any one time on the contract. The Government will issue badges without charge. Each employee shall wear Government issued badge over the front of their outer clothing at all times on Government property, except when this presents a safety hazard in which case the badge must be kept in the employee's possession. When an employee leaves the Contractor's service, the employee's pass or badge shall be returned before final termination of employment. Passes and badges issued to Contractor employees shall not negate the requirement for employee identification required in SOW Paragraph C.8.1.G, Employee Identification.

I. Access to Buildings:

1. Access.

It shall be the Contractor's responsibility to obtain authorized access to buildings and facilities, and arrange for them to be opened and closed to accomplish work under this contract.

2. Keys:

Keys may be issued to the Contractor; however, it shall be the Contractor's responsibility to arrange for adequate security of the buildings and facilities at the end of each workday. The Contractor shall be responsible for the cost of replacing any keys that are furnished to and lost by his/her employees. If the COTR decides that a lock must be replaced because of the loss of a key by the Contractor's employees, the Contractor shall pay the cost of that replacement. Similarly, the Contractor shall pay the cost of changing a combination if the COTR has reasonable cause to believe that the combination has been compromised.

J. Identification of Vehicles.

The Contractor's company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All Contractor vehicles shall display a valid State license plate, and shall be maintained in good repair.

K. Training, Appointments, Certifications, Licenses and Permits.

The Contractor shall, without additional expense to the Government, obtain all appointments, licenses, training, certifications and permits required for the execution of all contract work, unless such training, certification, etc. is determined and approved by the CO as task-unique, and is in the best interest of the government. The Contractor shall comply with all applicable Federal, State, and local laws. Evidence of such permits and licenses shall be provided to the CO before work commences.

L. Price Adjustments in the Option Years for Changes in Wage Determinations.

1. General:

Where, as a result of the Department of Labor (DOL) determination of minimum prevailing wages and fringe benefits applicable at the beginning of the renewal option period, the Contractor increases or decreases wages or fringe benefits of employees working on this contract to comply with the wage determination, the affected contract unit prices will be adjusted to reflect such increases or decreases. Any such adjustments will be limited to increases or decreases in wages or fringe benefits as described above, and the concomitant increases or decreases in social security and unemployment taxes and workmen's compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profits.

2. Payroll Records and Documentation:

When requested, the Contractor shall provide to the Contracting Officer any payroll records and documentation for Service Contract Act work required by the Contracting Officer to verify information concerning wages, hours expended, or price adjustments.

3. Payroll Information:

The Contracting Officer will notify the Contractor of any increase or decrease in the wage determinations applicable to this contract. The Contractor shall provide to the Contracting Officer, upon request, for each item in the Schedule of Indefinite Quantity

Work and the FPCPS (Section J), by trade the wage rate paid and the direct labor hours expended.

4. Computation of Adjusted Unit Prices for Schedule of Indefinite Quantity Work:

The unit price adjustments for each unit price in the Schedule of Indefinite Quantity Work, Section B, will be determined independently following the procedure described. For each trade involved in accomplishing the work item, the difference between the rate paid and the new wage determination rate will be multiplied by the actual hours expended. This product for each trade will be totaled and then divided by the actual number of units ordered. The resulting figure will be the unit price adjustment.

8.3 DOCUMENTATION AND REPORTS

Work Schedule Database:

The Contractor shall continuously maintain a database of services scheduled and performed. The database shall indicate all information specified in Paragraph C.8.2, General Administrative Requirements, plus fields for unit cost, quantity, work performed, labor hours, and materials used in a format acceptable to the COTR. Specific fields in the database will be agreed upon at the pre-performance conference. Quarterly reports shall be provided to the COTR.

End of Section

## C.9 ENVIRONMENTAL HEALTH AND SAFETY (EHS) MANAGEMENT

### 9.1 FIXED PRICE REQUIREMENTS

#### A. General Intention.

The Contractor shall establish and maintain internal safety, health and environmental compliance controls encompassing both management and functional responsibilities for its own operations at NASA on MF and Camp Parks locations, including on-site and off-site Government, contract tenant organizations and Annexes 1, 2, and 3. The work performed under this contract shall include, but is not limited to, providing timely responses and appropriate corrective or remedial actions, as required, to address EHS requirements; and designating responsibility for prevention, control, and abatement of environmental pollution to appropriate individuals. All work performed under this contract shall be done by conforming to applicable EHS statutes, orders, and regulations. The Contractor shall notify the Government prior to operation, whenever an operation will result in the storage of hazardous materials, emission of pollutants or contaminants, generation of hazardous waste, or have an effect on protected natural or cultural resources; inspecting hazardous materials storage locations including above ground tanks, and secondary containment; tracking and recording in an orderly fashion the amount of waste water that is pumped, treated, or discharged; and keeping up-to date Material Safety Data Sheets (MSDS) files and inspection records to be maintained in an orderly fashion with incumbent database. All hazardous classes as identified in CFR 49 are applicable.

#### B. Planning.

The Contractor shall develop plans, drawings, work statements, specifications and/or other product descriptions involving EHS management as required. The following factors shall be considered during acquisition planning: (1) elimination of virgin material requirements; (2) use of recovered materials; (3) reuse of products; (4) life cycle assessments (including toxicity reduction or elimination); and (5) ultimate disposal, as appropriate. These factors should be considered in acquisition planning for all procurements and in the evaluation and award of subcontracts, as appropriate.

#### C. Responsibility.

All Contractor employees shall be responsible for the following:

1. Conducting work in compliance with all applicable EHS requirements; including the Ames Safety Accountability Program (ASAP), the Ames Safety Manual and attending all required training courses.
2. Reporting identified EHS problems through Contractor line management to the Government.
3. Reporting statistics to the Contractor's Monthly Accident Report (CMAR) system.
4. The Contractor shall provide support, guidance, and assistance to its employees in interpreting EHS polices, requirements, and standards, including the preparation of plans and reports where applicable.

## 9.2 DOCUMENTATION AND REPORTING REQUIREMENTS

### A. EHS Plan.

The Contractor shall develop a written EHS plan for employees involved in hazardous operations that are a part of this contract. The EHS plan shall include: (1) an organizational structure, (2) a comprehensive work plan, and (3) implementation plan for the Ames Safety Accountability Program. The plan shall be designed to identify, evaluate, and control safety and health hazards, and provide for emergency response for hazardous chemical spill and contaminated parcels. The EHS plan shall be submitted to the COTR within fourteen (14) calendar days prior to the start of the Base Period and updated annually as warranted by changes in requirements. The contractor's implementation of this plan shall be subject to periodic review by the COTR/designee.

#### 1. Organizational Structure.

Outline the specific chain of command and specify the overall responsibilities of supervisors and employees. The organizational structure shall include, as a minimum, the following elements:

- (a) A general supervisor who has the responsibility and authority to direct all hazardous waste operations in cooperation with the Government.
- (b) A safety and health supervisor who has the responsibility and authority to develop the site safety and health plan and verify compliance in cooperation with the Government.
- (c) Other personnel required for emergency response to hazardous operations and their general functions and responsibilities.
- (d) The lines of authority, responsibility, and communication.

#### 2. Comprehensive Work Plan.

The EHS plan shall address the tasks and objectives of the site operations, the logistics and resources required to accomplish those tasks and objectives, and also various plans.

- (a) The EHS plan shall address anticipated clean-up activities as well as normal-operating procedures, which need not repeat the employer's procedures available elsewhere.
- (b) The EHS plan shall define work tasks and objectives and identify the methods for accomplishing those tasks and objectives.
- (c) The EHS plan shall establish personnel requirements for implementing the plan.
- (d) The EHS plan shall identify and provide for the implementation of the training required for compliance with NASA, OSHA, or ARC requirements.
- (e) The Contractor shall establish goals compliant with the current federal, state, local and NASA policy requirements (i.e. in 2002, NASA policy goal was that 35% of the solid waste stream be diverted from the landfill) for solid waste prevention and recycling to be achieved by the end of each calendar year. This report shall be submitted to the COTR. The first report is due no later than February 2, 2004, and annually thereafter.

- (f) The Contractor shall be responsible for adequate signage, publicity, and/or education to accomplish recycling and affirmative procurement goals.

3. Implementation Plan of the Ames Safety Accountability Program.

The Program shall reduce and ultimately eliminate all occupational injuries and illnesses through increased awareness, accountability and responsibility by managers, supervisors, employees and contractors. The primary results of such a program includes:

- (a) A reduction in accidents.
- (b) The building of a "Safety Culture" (The institutionalization and belief that accidents are preventable).
- (c) Each person thinks and takes actions that avoid unwanted consequences later.
- (d) A program driven by ethics and not by compliance.
- (e) A team approach to eliminating all accidents.
- (f) Managers and employees feel equally responsible for safety.
- (g) Employees shall participate and take responsibility for their own actions.

B. Environmental Protection.

The Contractor shall comply with all environmental directives, instructions, policies, and regulations as listed in Section J. Specifically, the Contractor shall comply with the FAR Part 23.4, Use of Recovered Material and FAR clause 52.223-4, Recovered Material Certification.

C. Hazardous Materials.

All hazardous materials shall be stored, used, and disposed of in accordance with Federal, State, and local environmental laws and regulations listed in Section J.

1. Asbestos.

All "Potentially Asbestos Containing Material" as defined by OSHA shall be tested prior to disturbance or removal.

2. Lead.

All painted surfaces shall be tested for lead prior to disturbance or removal.

D. Storm Drain Discharge.

No items shall be discharged into the storm drain system except rainwater, fire hydrant water, non-contaminated drinking water, and industrial potable water that has been tested by the Government to be below waste discharge levels for the local community. All wastewater produced by mopping and cleaning activities shall be disposed of into the sanitary sewer system.

E. Ames Safety Accountability Program Schedule.

1. Monthly (12/year)

Each support service contract manager/supervisor shall complete a safety survey in each of their areas, (buildings/facilities where their employees work) of responsibility. Code QH will provide the safety checklist to be used. There will be three (3) potential Safety survey checklists to use: one for offices, one for shops and one for laboratories. The contractor shall provide a photocopy of the completed inspection(s) to the COTR no later than the last working day of the month.

2. Bi-Monthly (6/year)

Each support service contract manager/supervisor shall present a basic safety meeting to all of their employees. The Ames Safety Office will provide monthly safety meeting topics that are downloadable from the web site: <http://dq.arc.nasa.gov/gh/sap/fy2000/safety-meetings.htm>. The contractor shall provide a photocopy of the completed bi-monthly safety meetings sign-in sheet(s) to the COTR or designee no later than the last working day of the month.

3. Quarterly (4/year)

Each support services contract manager/supervisor shall present a quarterly safety training course to all their employees. The contractor shall provide a photocopy of the completed quarterly safety training sign-in sheets to the COTR or designee no later than the last working day of the quarter.

4. Monthly (12/year)

All safety hazards identified/listed in the "Safety Improvement Tracking System" will be presented monthly to the Executive Safety Committee or as requested. The "Safety Improvement Tracking System" is comprised of both safety and health hazards found during routine visits from the Ames Safety Office as well as from "Close Call" reports. Contractors are encouraged to resolve all of the action items assigned in the "Safety Improvement Tracking System" with their corresponding NASA Branch/Division Chief or COTR as quickly as possible. Monthly or as requested, unresolved safety hazards identified/listed in the "Safety Improvement Tracking System" will be forwarded to the Executive Safety Committee for review.

Table 1. Summary of Safety Accountability Program Metrics and Schedule

Safety Survey/Inspections of Your Areas	Safety Meetings	Safety Training	Safety Improvement Tracking System
Monthly	Bi-Monthly	As required	Monthly

The metrics, listed across the top of the table, are to be completed by the Contract Manager/Supervisor within the schedule for completion shown.

F. Hazardous Material Inventory and Tracking Report.

The Contractor shall complete Santa Clara County Environmental Office web-based report located at [http://128.102.89.219/4DAAction/Web\\_HMIS\\_ListItem/4772&All&start=1](http://128.102.89.219/4DAAction/Web_HMIS_ListItem/4772&All&start=1). The Contractor shall generate and submit to the COTR a hard copy of this report. This Hazardous Material Inventory Report, which includes information on the amount of each

hazardous material procured, used, and inventoried, shall be completed, processed and submitted no later than January 20 of each year.

End of Section

## C.10 SUPPLY AND WAREHOUSE MANAGEMENT SERVICES

### 10.1 FIXED PRICE REQUIREMENTS

#### A. General Intention.

The Contractor shall provide resources (except as may be expressly stated in this contract as furnished by the Government) and management for a supply program in accordance with the NPG 4100.1D. All activities shall be performed in accordance with other applicable NASA, Federal, State, and local regulations, in addition to satisfying the technical requirements associated with the program. These contract requirements shall be performed in accordance with the Performance Requirements Summary (PRS), Attachment J, at the frequencies and/or performance criteria specified within the contract requirements.

#### B. Supplies, Materials, Services, Equipment and Regulations.

The Contractor shall furnish all supplies, materials, services and any necessary equipment not identified as GFE to support the operations of other Agencies within the confines of Moffett Field (MF) and Camp Parks locations, on-site and off-site Government, contract tenant organizations, and annexes 1, 2, and 3 as necessary and the daily operations described in this section. The Contractor shall comply with NPGs, NPDs, 41 CFR Chapter 101, Subchapters E and H; and all applicable NASA and ARC instructions, guidelines, handbooks, and other policy and procedures where applicable, which are available through the Internet. The Government will provide those addresses upon Contractor's request.

#### C. Data Base Control (NASA Supply Management System (NSMS)).

The Contractor shall utilize and maintain the NSMS database system in supply management. This is a system developed and prescribed for use throughout NASA to standardize, simplify and reduce/control management cost. The NSMS is changed from time to time to accommodate new requirements. The Contractor shall test all changes and enhancements prior to implementation. This requirement is intended to apply to any future asset management systems developed or prescribed for its designed purposes (e.g. IFMP, IAM). In the absence of any such system prescriptions, the Contractor is free to utilize whatever means they find appropriate to accomplish these functions without disruption in services but with COTR's approval.

#### D. Program and Standby Stock Management.

The Contractor shall manage program stock (to include Animal Care Facility support) and stand by stock including pick-up, delivery, shipping, receiving, storing, binning, issuing, data entry, and management for approximately fifteen hundred and fifty (1,550) program stock items and three hundred sixty-four (364) standby stock items annually. The NSMS shall be utilized to support these functions. The Contractor shall ensure the timely delivery of requested items and provide pick-up of merchandise from vendors in emergency situations

#### E. Inventory Maintenance for Program and Standby Stock.

The Contractor shall schedule and conduct inventory for approximately fifteen hundred and fifty (1,550) program stock and three hundred and sixty-four (364) standby stock line items. The Contractor shall conduct a 100% inventory of stock and maintain a 98% inventory accuracy rate during the life of the contract. The Contractor shall provide the Government a copy of the inventory schedule ten (10) days prior to initiating action.

F. Program and Standby Stock Cataloging.

The Contractor shall prepare the request for Cataloging Support Action, item reduction report, and any other cataloging reports when requested by the COTR/designee and submit to GSA when necessary. Approximately five to ten (5-10) requests for such reports are submitted annually. The number of items managed includes fifteen hundred and fifty (1,550) program stock and three hundred and sixty-four (364) standby stock.

G. Hazardous Material (HM) and Material Safety Data Sheets (MSDS).

The Contractor shall in the course of performance of this contract, be required to handle some hazardous materials upon clearing with shipping and receiving. The Contractor shall ensure the proper handling, storage, inventory, distribution, and clean-up of all HM. The Contractor shall ensure receipt of all applicable MSDS and update the central file accordingly. The vast majority of chemical products shall be inspected and accepted at Building 255. The Material Receipts (MRs) shall not be considered complete until the MSDS are received.

H. Gas Cylinders/Dewars.

The Contractor shall manage, and control all gas cylinders/Dewars in accordance with NPG 4100.1D. The Contractor shall maintain and coordinate the existing or any future gas/Dewars cylinder program. The Contractor shall verify compliance with existing government purchase order/DO and contract specifications and prepare all documentation related to acceptance or rejection. The Contractor shall maintain a computerized spreadsheet to track gas cylinders/Dewars. The spreadsheet shall include categories such as the shipment number, order number, date received, date returned, serial number, quantity in tons, and the total quantity in liters/cubic feet.

I. Warehouse Management and Custodial Storage.

The Contractor shall provide storage support to include but not limited to, approximately 100,000 square feet of materials, supplies, and equipment including those of hazardous or potentially hazardous nature such as those identified in CFR 49 and re-warehousing (i.e. removing and rebuilding racks/shelving). Approximately 14,000 storage transactions are processed in the storage system annually relating to the storage or release of materials, supplies, or equipment. Transactions shall occur within two (2) working days of receipt.

10.2 DOCUMENTATION AND REPORTING:

A. Shelf-Life Assessment Report (Quarterly).

The Contractor shall prepare the Shelf-Life Assessment Report, which is due on the 10th working day after the end of each quarter.

B. Reports on NASA Form 1324.

The Contractor shall prepare and submit the following report on NASA Form 1324 and it shall be submitted to NASA headquarters and/or the COTR semiannually by May 15 and annually by November 15. This Report includes, but not limited to, the following:

1. Materials Inventory Management System Data

2. Materials Acquisition Activity

3. Federal Cataloging Inventory Data.

4. Performance Measures.

### 10.3 INDEFINITE QUANTITY WORK:

Indefinite quantity work shall be ordered in accordance with Section C6, Indefinite Quantity Work.

A. Material Retention In Custodial Storage.

The Contractor shall conduct an annual review, justify and photograph all items for the continued retention in custodial storage. The Contractor shall conduct periodic reviews to ensure that hazardous materials are not stored in custodial storage areas.

B. Custodial Storage Requests and Delivery.

The Contractor shall maintain the designated storage areas/facilities (i.e. Camp Parks). The Contractor shall coordinate withdrawal requests and delivery of requested items from custodial storage and assist Ames personnel in accessing and using the Authorized Custodial Storage System. The Contractor shall maintain records and coordinate the movement and storage of approved items in designated areas at Moffett Field and Camp Parks locations, including on-site and off-site government and contract tenant organizations.

C. Alert, Safe Alerts, and Problem Advisory Report.

The Contractor shall prepare the Alert, Safe Alerts, and Problem Advisory Report, per occurrence, and shall submit it to the SEMO, through the COTR, for approval.

D. Metal Cutting and Burning.

The contractor shall perform metal cutting and burning operations in a government equipped facility. The contractor shall provide rough cuts of metal from government stock based on requester's written dimensions, sketches, or drawings, set up and operate equipment including mobile and fixed lifting devices necessary to position heavy plate metal, and make final cuts in accordance with specifications.

E. Stores Stock/Just-In-Time (JIT) Supply Management.

The Contractor shall manage general supply and warehousing including pick-up, delivery, shipping, receiving, storing, binning, issuing, data entry, and management for approximately eight thousand (8,000) store stock, which includes approximately four thousand (4,000) JIT commodities annually. The Contractor shall manage the associated shelf-life program for ARC customers and programs. The Contractor shall perform special tasks related to stock management, support affirmative buying under the Federal Resource Conservation and Recovery Act and EO's 12856, 13101, and 13148. The NASA Supply Management System (NSMS) shall be utilized to support these functions.

1. Files Maintenance Rejection Delinquency Receival and Inspection. The contractor shall maintain hardcopy files of approximately five (5) ARC Purchase Requests/Purchase Orders for non-stock Fed/Mil orders and approximately twenty (20) Issue Release/Receipt Documents for all Fed/Mil orders per month. The Contractor shall process approximately two hundred (200) purchase orders and five thousand (5,000) ARC-45s annually. The contractor shall manage the supply and equipment rejection process involving approximately ten (10) rejections per year. The contractor shall process Rejection and Delinquency (ARC 276) or

submit a Receivable and Inspection Report (ARC 76) within eight (8) working hours upon receipt of assets. The Contractor shall process transactions and maintain liaison with the ARC Financial Management Division. Federal, State and local regulations govern all purchases where applicable.

2. JIT Process. The Contractor shall provide timely desktop delivery of commonly used materials and other assets as required by utilizing the JIT process. The cost of the products itself is not included in the Fixed Price portion of this contract. The Contractor shall draw down on the store stock material and coordinate its efforts with the inventory management section. The time between request and acceptance to time-of-issue shall not exceed two (2) working days for regular issues, five (5) working hours for urgent issues, and four (4) working hours for work stoppage issues. These timelines are only applicable if materials and other assets are available in stock. The Contractor shall update NSMS with the current pricing from the vendors as applicable. The Contractor shall be required to process returns to the vendor within three (3) working days upon receipt/rejection. There are approximately one hundred and fifty (150) returns per year. The Contractor shall obtain best value on all commodities purchased. JIT Method of Supply Inventory Concept. The Contractor is required to utilize a JIT method of supply inventory. Data related to stock issue/JIT shall be entered into the NSMS. Services include processing forms utilizing NSMS. The Contractor shall ensure necessary authorizations have been secured for issuance of commodities in store stock and JIT. The Contractor shall ensure special items, safety-related items, and those requiring functional or supervisory approval are maintained at proper stock levels. The contractor shall coordinate excess quantity requests with the customers.

F. Store Stock and Stock Catalogs.

The Contractor shall maintain the established ARC Stores Stock Cataloging system in accordance with NPG 4100.1D and Chapter 3 of FPMR 101 30.3. Approximately twenty-five (25) requests for such reports are submitted annually.

G. Agency Interaction.

The Contractor shall interact with the General Services Administration (GSA) and/or the Defense Logistics Agency (DLA) regarding registration and withdrawal actions, collaborations, and item reduction studies. The Contractor shall input commercial direct-buys monthly using NSMS. In addition, the Contractor shall manage the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP), Military Standard Requisitioning and Issue Procedures (MILSTRIP), and commercial acquisitions; and process inventory adjustments.

H. Monthly Data Analysis Reports and Detail Indicators.

The Contractor shall provide monthly metric data in formats requested by the COTR and detail analysis of indicators of success for processes and results relating to performance of activity. The information shall be maintained in spreadsheet format and in specified formats, bar and line graphs, or in such other formats as specified by the government. Information shall be developed and maintained on a software package compatible with Microsoft Office. The Contractor is required to maintain, but not limited to, the following type of information:

1. Incoming Supplies
  - (a) Number of items received
  - (b) Number of line items defective and dollar value

- (c) Inspected items and dollar value
- (d) Number of items rejected and dollar value
- (e) Number of special tests performed

2. Inspections on Existing Stock

- (a) Number of items pulled from stock from government for inspection.
- (b) Number of defective government items pulled from stock for inspection.
- (c) Number of items pulled from stock from commercial for inspection.
- (d) Number of defective commercial items pulled from stock for inspection.
- (e) Number of items pulled from stock from unknown sources for inspection.
- (f) Number of defective items pulled from stock from unknown sources.

I. Resource Conservation and Recovery Act Report/Questionnaire.

The Contractor shall prepare and submit this report/questionnaire to the COTR/designee annually by January 31.

End of Section

## C.11 EQUIPMENT MANAGEMENT SERVICES

### 11.1 FIXED PRICE REQUIREMENTS

#### A. General Intention.

The Contractor shall provide all labor, supervision, materials, tools, equipment, computer software/hardware and management necessary to maintain, enhance, account, track, control, and provide equipment management from "cradle to grave" support at ARC. The Contractor shall manage all equipment for which ARC is accountable in accordance with NASA/Federal/local policies identified in this contract. The quantity of ARC equipment changes daily with acquisitions and disposal of equipment. In the NASA Equipment Management System (NEMS) and NASA Property Disposal Management System (NPDMS), there are approximately fifty thousand (50,000) transactions per year, against more than twenty-seven thousand (27,000) line items, which are worth more than four hundred (400) million dollars. The Contractor shall be subject to special audits, vulnerability assessments, and functional internal control reviews conducted by various Government review teams, and shall consistently keep the SEMO/designee informed.

1. Equipment management support includes, but is not limited to maintaining equipment records, performing equipment physical inventories, providing reports and statistics, resolving problems, affixing decals, initiating and processing equipment control transactions, administering equipment loans/leases/borrows, testing software, maintaining documentation cataloging, and archiving.
2. Property Disposal support includes, but is not limited to receiving, screening, warehousing, displaying, accounting, reporting, donations, sales, scrapping, abandonment/destruction, redistribution, and shipment processing of approximately four hundred and fifty (450) line items per month of excess equipment including those items under contract property disposal.

#### B. Regulatory Factors.

The Contractor shall perform all equipment management and disposal functions, in accordance with the NASA Equipment Management Manual (NPG 4200 series), NASA Personal Property Disposal Manual, (NPG 4300 series), Code of Federal Regulations 41 (CFR 41) subchapter H, Utilization and Disposal, local government procedures, and all other terms and conditions of this contract. All changes to the NPG 4200/4300 series and all specified policies and regulations shall be implemented by the Contractor. The Contractor is not authorized to receive and store any hazardous material for disposal. The Contractor shall coordinate with all ARC equipment users to ensure that proper documentation is submitted within a prescribed time frame. The Contractor shall educate all ARC personnel of the proper procedure for all equipment/disposal management functions/actions as necessary. All contract requirements must comply with the general intentions specified in SOW Section C.11.1. Contract requirements must comply and abide by the timelines specified; and the contract requirements are all subject to review by the ARC Property Manager, Supply and Equipment Management Officer (SEMO), Industrial Property Officer (IPO), and/or the Property Disposal Officer (PDO) as appropriate. Where appropriate, the Contractor shall secure approval signatures and concurrence from the ARC Property Manager, SEMO, IPO, and/or the PDO. The Contractor shall identify any artifact of possible historic interest and shall ensure disposal in accordance with NPG 4310.1 and the NFS.

C. Database Control NASA Equipment Management System (NEMS) and NASA Property Disposal Management System (NPDMS).

The Contractor shall utilize and maintain NEMS and NPDMS database systems to perform equipment and disposal management functions. These systems are developed and prescribed for use throughout NASA to standardize, simplify and reduce control management costs. The Contractor shall use the NEMS and NPDMS databases in maintaining equipment identification, accountability and shall maintain effective procedures that ensures all equipment transactions which are generated throughout ARC are properly processed and entered timely. All files maintained or filmed shall be readable and easily accessible and are subject to periodic review. Both NEMS and NPDMS databases are changed from time to time to accommodate new requirements (i.e. Plant Clearance Automated Reutilization Screening System (PCRSS)). The Contractor shall test all changes and enhancements prior to implementation. This requirement is intended to apply to any future asset management systems developed or prescribed for equipment or disposal functions. In the absence of such system prescriptions and with COTR approval, the Contractor is free to utilize whatever means they find appropriate to accomplish these functions without disruption in services.

D. NASA Equipment Management System (NEMS) Control.

The Contractor shall use the NEMS database or equivalent government approved database in maintaining equipment identification and equipment accountability and shall maintain an effective procedure that ensures all equipment transactions that are generated throughout ARC are properly processed and timely entered in NEMS. All files maintained or filmed shall be readable and easily accessible and shall be subject to periodic review. Contractor input to the NEMS database should be error-free. The Contractor shall maintain a current register of Equipment Control Numbers (ECNs). Any discrepancy, such as in a case where a previously issued ECN does not appear in NEMS, shall be resolved within five (5) working days of discrepancy discovery. On a monthly basis, the contractor shall ensure that all capitalized equipment records are maintained properly and reconciled in a timely fashion with ARC's financial accounts. The Contractor shall ensure that all adjustments resulting from reconciliation are reflected in NEMS within five (5) working days and shall ensure that the Financial Management Office is provided a copy of these adjustments.

E. Property Management Program (PMP).

The Contractor shall develop and implement a Property Management Program (PMP), IAW NPG 4200 series that provides comprehensive, efficient, and effective property management services. The Contractor shall submit to the COTR a written PMP that fully describes the processes and procedures of its program within thirty (30) days of the inception of the new performance period. Also in the PMP, the Contractor shall include a current Property Custodian Register, which lists the names of cognizant full time custodians, organizations supported, telephone/cell/pager numbers and a current work schedule. The PMP will be updated periodically and all changes shall be submitted to the COTR with the changes within five (5) working days. The PMP shall include, at a minimum, the following:

1. Develop and implement a methodology to complete all decaling functions. The Contractor shall within ten (10) days after receipt of source document, decal all new items received.
2. Develop, maintain and submit to the COTR/designee a biennial physical inventory schedule that will ensure a wall-to-wall, floor-to-ceiling, 100% physical inventory of all property accounts.

3. Track, inventory and manage all ARC property loans/borrows to employees, profit/non-profit institutions in accordance with NPG 4200 series. The Contractor shall ensure that each loan/borrow-out case file is verified annually by the recipient.
4. Develop a plan and schedule appropriate training to users at least annually, to ensure users' compliance with all the NASA and ARC directives relative to property management. The Contractor shall provide an equipment user handbook to all new designated users.
5. The Contractor shall complete a User Validation annually.

F. NASA Property Disposal Management System (NPDMS).

The Contractor shall use and maintain the NASA Property Disposal Management System (NPDMS) to manage the ARC excess property. The NPDMS is used in performing disposal functions and to reconcile the data with the general ledger accounts maintained by the Financial Management Office. This applies to any future asset management systems prescribed for these purposes and shall also include any Federal Agency-wide system, which may be developed to consolidate excess inventories to facilitate government-wide screening. The Contractor shall ensure that:

- Controlled excess property has proper documentation, is picked-up and transported to the designated disposal area by the respective custodian within forty-eight (48) hours of receipt of excess property.
- NPDMS inputs are entered error-free, and property is racked/warehoused to facilitate proper screening/transfers.
- Records on case files including hard copies of NF 1602, ARC 428 and other related documents/registers for each item of excess property received shall be filed and retained by the Contractor and made available upon request from the COTR, SEMO or PDO.
- That ADP equipment is software-free IAW APG 2410.1.

A random sampling of approximately ten (10) ADP computers will be performed monthly. The sampling includes screening for installation of data/software on disposed equipment. Failed computer systems will be reported to the PDO and purged of data by the Contractor. Approximately five hundred (500) non-controlled and four thousand five hundred (4,500) controlled items are received and processed annually. The Contractor shall ensure proper warehouse maintenance is enforced including cleanliness, organization, racking and proper labeling of material and equipment for disposal. This shall be done on a daily basis.

G. Disposal Property Web-site maintenance.

The Contractor shall provide updated information weekly describing the ARC available disposal services, current excess inventory, and "Installation Want List" for an existing web page. The want list shall include the name, address and telephone number of the person requesting the property along with the commercial description of the property. Disposal's web page shall include links for NASA installations, donations, sales and public notices.

H. Donations of Disposal items.

The Contractor shall employ and maintain an effective means to make the government donation programs known and encourage active participation by the prospective eligible recipients in such programs. NASA participates in: 1) the Stevenson–Wydler Technology Innovation Act of 1980 for the donation of scientific related equipment; 2) “Computers for Learning” administered by GSA for the donations of computer related equipment IAW EO 12999; and 3) Donation of Surplus Personal Property, FMR part 102-37, State Agency Donations administered by GSA using the Federal Disposal System (FEDS) availability system.

1. Stevenson–Wydler provides for the donation of scientific related equipment to schools and non-profit organizations. The Contractor shall ensure that proper documentation is received from each school by providing the necessary information to assist schools in registering, on-site screening and donation process, and the reporting of the final disposition of donated items to GSA via the NPDMS system and preparation of the SF-122, transfer document.
2. The Contractor shall assist the Computers For Learning (CFL) Agent in the staging and processing of computers and computer related equipment only, as defined in NPG 4300 series. This computer related equipment is offered by the Government CFL Agent through the “Computers for Learning” website process. This assistance includes reports of final disposition into NPDMS using the NPDMS data dictionary transfer code, maintain an active school transfer file, and process the donations through the PDO and GSA.
3. Donation of Surplus Personal Property as outlined in FMR part 102-37 is a means by which government property is donated to a qualified recipient registered through a State Agency for Surplus Property (SASP). Donations are made by GSA using the FEDS. The Contractor shall ensure that proper documentation is received from GSA for the transfer of equipment, maintain reports of final disposition transfer documents SF-122, transfer the equipment as directed by the state agency, and record the disposition into NPDMS using the NPDMS data dictionary transfer code.

I. Disposal Sales.

The Contractor shall provide the labor, equipment, and materials to support the GSA in conducting sales of excess property in accordance with the Code of Federal Regulations 41, chapter 101, Subchapter H, Utilization and Disposal, and the NPG 4300 series, NASA Personal Property Disposal Procedures and Guidelines. The Contractor shall prepare equipment for sale by GSA auctions (web-based sales) when the equipment disposal life cycle dictates. The life cycle of disposal equipment is normally twenty-one (21) days. The Contractor shall arrange for the disposition/pickup of sold inventory and record all sales in NPDMS.

J. Disposal of Scrap.

The Contractor, within two (2) weeks of receipt of property identified as scrap or salvage, shall complete the disposal process, in accordance with the NPG 4300 series. The disposal process includes, but is not limited to, receiving, inspecting, and reporting for classification determinations, staging for redistribution/sale, maintaining/managing scrap yard and all scrap and salvage property. Historically, approximately one hundred and fifty (150) line items of scrap material are processed annually.

**K. Exchange/Sale-Trade-in.**

The Contractor shall upon receipt of equipment designated as exchange sale or trade-in, process such equipment for completion within one (1) week, including NASA and Federal screening of three (3) days and record the disposition into NPDMS using the NPDMS data dictionary transfer code.

**11.2 DOCUMENTATION AND REPORTING REQUIREMENTS**

The Contractor shall prepare all reports as required under the NPG series. In addition, upon request from the SEMO, Property Manager or designee, and approved by the COTR, the Contractor shall submit special generated reports other than those reports specifically required by this contract. The Contractor shall prepare reports in the formats specified by the PDO/Property Manager/SEMO. The Contractor shall submit/distribute all generated reports within five (5) working days of the required submission dates or unless otherwise stated.

**A. Semi-Annual Report of Personal Property Management Operations NF 1324.**

The Contractor shall prepare and submit to the SEMO/Designee via the COTR, a Personal Property Management Operations report utilizing the LMIS. This report is semi-annually due on April 10th and October 10th of each year.

**B. Annual Survey Status/Inventory Report for Equipment.**

The Contractor shall prepare and submit to the SEMO/Designee via the COTR, an Annual Report covering the results of Survey Reports and Inventory Progress. This report is forwarded by the SEMO to the Center's Property Survey Officer and is due annually on April 10. On a separate cover, the Contractor shall prepare and submit to the SEMO/Designee via the COTR, the Annual Inventory Report covering the results of physical inventory activities during the preceding calendar year. This report is due annually on March 1.

**11.3 INDEFINITE QUANTITY WORK****A. Disposal Management Physical Inventory and Reconciliation.**

The Contractor shall conduct and complete a 100% physical inventory of all items in disposal on an annual basis. Within thirty (30) days following each physical inventory, the Contractor shall provide a written report of all items inventoried and of all the items not found to the PDO. The Contractor shall ensure that all discrepancies (items lost, misplaced, out of location, etc.) found during this effort are resolved within two (2) weeks. The physical inventories shall be completed, including reports and resolution of all discrepancies, no later than June 30 of the calendar year.

**B. Disposal Abandonment and Destruction.**

The Contractor shall process all requests to abandon or destroy property at the discretion of the Property Disposal Officer in accordance with CFR 41, 101, Subchapter H and the NPG 4300 series. Property reporting shall be completed on NF 812 and sent to the Property Disposal Review Board for determination to abandon or destroy as appropriate.

End of Section

## C.12 JANITORIAL AND RECYCLING SERVICES

### 12.1 FIXED PRICE REQUIREMENTS

#### A. General Intention.

The Contractor shall furnish all necessary labor, supervision, materials, tools, equipment, transportation, and management necessary to perform janitorial and recycling services to include the coordination of recyclables at ARC and MF. The work shall include, but not be limited to, floor maintenance including elevators; trash removal; cleaning drinking fountains and restrooms; sweep, mop, and clean building entrances and stairways; dusting; emptying waste containers; emptying recycled containers; removing recyclables to the proper collection points, and, after they have been received and coded as scrap, recycling of scrap metal and electrical equipment (i.e. monitors, computer, etc). Additional janitorial services may be required (See section C.12.5).

#### B. Environmental Health and Safety Services.

The Contractor shall abide by all regulations in accordance with SOW Section C.9, Environmental Health and Safety Management. In addition, all personnel shall be required to attend an Asbestos Awareness and Bloodborne Pathogen training seminar within the first six (6) weeks following contract award. This training will be arranged for the Contractor by the Government at Government expense. The Contractor shall interface with the Government Environmental Health and Safety Coordinator in Code JFS.

#### C. Replacement of Trash Can Liners.

The Contractor shall replace with new trash can liners when the liner is soiled (e.g. by wet waste or food items). If any waste container is soiled after liner removal, the container shall be washed inside and outside utilizing a disinfectant and shall be free of odors before liner is replaced. After washing, container shall be wiped dry and a new trash can liner installed. Historically, soiled waste containers represent less than five (5) percent of the total population.

#### D. Wet Mop.

The Contractor shall place warning signs typically stating, "Caution, Wet Surfaces or Floor", when wet mopping any areas. Signs shall remain in place until wet surface is completely dry and does not present a hazardous condition.

#### E. Disposal of Used Mop Water.

The Contractor shall comply with all environmental regulations pertaining to disposal of wastewater in accordance with SOW Section C.9, Environmental Health and Safety Management.

#### F. Refuse and Recycle Bins.

The Contractor shall remove and dispose of all trash items and empty into refuse bins located outside the buildings in designated areas. Cardboard shall be flattened and placed in the proper recycle bins provided by the Government. During fiscal year 2002, NASA-ARC recycled an average of ten thousand (10,000) pounds of cardboard per month, of which approximately twenty-five percent (25%) of this amount is generated by janitorial service

requirements. All containers used for recycled materials shall be provided, labeled to identify the contents, maintained and replaced by the Contractor.

G. Air Fresheners.

The Contractor shall supply air fresheners for all restrooms with a pleasant scent to last a minimum of three (3) months. Air fresheners shall be replaced in all restrooms every three (3) months.

H. Refills.

The Contractor shall accomplish all refills of dispensers (soap, toilet paper, hand towels, toilet seat covers, excluding tampons) with acceptable products as stated in Section C.4, Contractor-furnished Items.

I. Floor Polishing Machine and Pads.

Floor polishing machines shall not exceed three hundred (300) rpm when in use. All floor polishing pads used shall be low abrasive.

## 12.2 MATERIALS AND EQUIPMENT

Materials and equipment shall be of the type and quality used in large-scale commercial cleaning operations performed under contract, shall meet the requirements specified herein, and shall be approved by the COTR before use.

A. Material Requirements.

All toilet supplies, janitorial materials, and other supplies provided by the Contractor shall conform to the requirements of the latest edition of the applicable Federal specifications listed herein. Those not covered shall be of commercial grade and quality. Fifteen (15) calendar days prior to contract start, the Contractor shall submit to the COTR a list of the materials with current MSDS to be used. The list shall include the manufacturers' name, brand name, and statement certifying that materials supplied meet or exceed contract requirements.

1. Toilet Supplies.

Toilet supplies to be furnished by the Contractor shall conform to requirements specified below:

(a) Soaps.

Soaps for restrooms shall conform to the following requirements.

(1) Liquid soap for dispenser use shall be undiluted, mildly scented, approximately fifteen (15) percent solution.

(2) Toilet soap in cake form for hand use shall be white and mildly scented.

(b) Paper Towels and Toilet Paper.

Paper towels and toilet paper shall conform to the following requirements.

(1) Paper towels shall suit the existing paper towel dispensers, or the Contractor shall install new dispensers. The Contractor shall furnish adapters as required to suit existing paper towel dispensers or install completely new dispensers at no additional cost to the Government. Approximate size of a paper towel shall be 4-1/2 inch diameter and 11-inch wide, commercial grade, highly absorbent, wet strength type. Factory reject type paper shall not be used in this contract. If new dispensers are installed, they become the property of the Government.

(2) Toilet paper shall be medium soft two ply, uncompressed rolls of four hundred and eighty (480) sheets or more, consisting of perforated sheets wound around a core. The approximate size of rolls shall be of standard commercial grade. Factory reject type paper shall not be used in this contract. The Contractor shall furnish adapters as required to suit existing toilet paper dispensers or install completely new dispensers at no additional cost to the Government. Paper towels and toilet tissue shall meet the EPA recommended minimum content standards for recovered materials.

(c) Toilet Seat Covers.

Toilet seat covers shall suit the existing dispensers or the Contractor shall install new dispensers at no additional cost to the Government. If new dispensers are installed, they become the property of the Government.

(d) Deodorants.

Cake deodorants shall be furnished by the contractor and fit existing dispensers.

(e) Disinfectant Germicidal.

Disinfectant shall conform to Federal Specification O-D-1277.

2. Waste Container Liners.

Liners shall be medium duty and proper size to fit the containers, and meet the EPA recommended recovered materials content levels.

3. Floor Wax.

Floor wax shall be an acrylic slip resistant wax.

4. Floor Wax Stripper.

Floor wax stripper shall be ammonia free and one hundred (100) percent biodegradable.

B. Equipment.

All power driven equipment for vacuuming, floor scrubbing, waxing, and polishing shall be of the industrial type, mechanically sound, safe to operate, and in a condition that will not harm or excessively wear existing finishes and floor coverings. Storage and use of the equipment shall be acceptable to the COTR/designee.

### 12.3 SCHEDULE OF OPERATIONS

#### A. General Janitorial Services.

The Contractor shall perform general janitorial services three (3) times per workweek at frequencies appropriate to maintain acceptable service level. One of the workweek service days shall be a Friday.

1. Empty all wastebaskets including wet trash in break rooms.
2. Replace liners with new when necessary.
3. Keep the area around waste receptacles clean of all debris.
4. Wash waste containers with disinfectant and dry when necessary.
5. Break down cardboard cartons/boxes and place in recycling receptacles outside of buildings or designated areas.

#### B. Standard Janitorial Daily Services: Restrooms and Showers.

The Contractor shall perform daily standard janitorial services as specified below:

1. Wet mop and disinfect floors.
2. Refill all dispensers (soap, towels, toilet paper, etc., excluding tampons).
3. Clean and disinfect all fixtures (toilets, urinals, sinks, etc.). All exposed and hidden surfaces shall be clean and free of stains, encrustation, and water rings.
4. Clean mirrors and mirror framing.
5. Clean and disinfect walls, partitions, doors, and showers including trims, framings, kickplates, etc.
6. Empty waste containers and pick up debris in area.

#### C. Special Janitorial Daily Services.

The Contractor shall perform daily special janitorial services as specified below in addition to the regular services previously mentioned in A-B above. **Note:** The fitness center in Building 221 comprises only 5,609 square feet of the total area of the building (3,847 sq ft carpet; 1,175 sq ft sealed cement; 432 sq ft tile floor, and 155sq ft ceramic tile).

1. Buildings N215 (Health Unit), N235 (Ames Café), and Child Care Center (Swing Shift):
  - (a) Clean and disinfect restrooms/showers.
  - (b) Wet mop hard floor areas, vacuum carpet, and empty waste containers.
2. Building 221 – Fitness Center (Two (2) times per day):
  - (a) Clean and disinfect restrooms/showers.
  - (b) Wet mop hard floor areas.
  - (c) Vacuum fitness center carpet areas.

- (d) Empty waste containers and pick up debris in area.
- 3. Building 003 – Moffett Training and Conference Center (MTCC) (Evenings)
  - (a) Vacuum all carpeted areas including conference rooms. Spot clean as required.
  - (b) Wet mop fireside bar tile, patio room tile, and kitchen tile.
  - (c) Wipe down bar and kitchen countertops.
  - (d) Empty all waste containers including outside patio area.
  - (e) Clean all brass surfaces in Mezzanine Room.
- 4. Building 026 – Visitor Pass and Identification Office (Public access areas only)
  - (a) Clean and disinfect restrooms (two times per day).
  - (b) Vacuum all carpeted areas.
  - (c) Sweep and damp mop hard surface floors.

**D. General Janitorial Weekly Services.**

The Contractor shall perform weekly general janitorial services as specified below:

- 1. Vacuum or sweep all entrance mats to buildings.
- 2. Wet mop hallways and stairs.
- 3. Sweep and damp mop elevator floors and door tracks.
- 4. Sweep and remove debris at all entryways and landings, both inside and outside the buildings.
- 5. Empty cigarette urns of cigarette butts and all debris.
- 6. Clean and disinfect all drinking fountains.

**E. Special Janitorial Monthly Services.**

The Contractor shall perform monthly special janitorial services as specified below:

Buildings N215 (Health Unit), N221 (Fitness Center), N235 (Ames Café), 003 (Moffett Training and Conference Center), 026 (Visitor Registration and Pass Office) (public access areas only), and the Child Care Center (all services performed on Swing Shift):

- 1. Perform low dusting.
- 2. Shampoo carpets in accordance with SOW Paragraph 12.5.B, Shampooing Carpets and Rugs.

3. Strip and wax floors in accordance with SOW Paragraph 12.5.A, Stripping and Rewaxing Floors.

F. Recycling.

The Contractor shall establish, maintain, and execute a qualified recycling program in support of Executive Order 12101, Federal Acquisition Regulations, and Recycling and Waste Management Regulations. The Contractor shall provide training information and update to ARC personnel on recycling through the use of flyers, newspaper articles, e-mails, web page, or environmental newsletter. All moneys received from payment of recycled products of wastes shall be submitted to the Government. All recycling shall be done in accordance with Federal, State, Local, and NASA regulations. The program shall establish an adequate amount of collection bins (receptacles) for the materials and a regularly established schedule for pick up of the bins.

G. Recyclable Products.

The recyclable materials include, but are not limited to metals, cardboard, paper, glass, plastic, toner cartridges, furniture, wood pallets, etc. The Contractor shall remove recyclable products such as, i.e. paper, cardboard, cans, and plastics, etc, from interior/exterior collection points and deliver them to designated on-base exterior pickup containers for collection. The contractor shall ensure that recyclables are properly segregated to facilitate vendor pick-up and ensure the redistribution and utilization facilities are free of material other than recyclables. Contaminated materials may be handled as REFUSE ONLY.

H. Floor Drains Weekly PM.

The Contractor shall perform weekly PM on floor drains as specified: Add one (1) quart clean potable water to all restroom and shower open floor drains weekly.

#### 12.4 DOCUMENTATION AND REPORTING REQUIREMENTS

A. Janitorial Services Monthly Report.

The Contractor shall prepare a monthly summary report containing the following information: for each contract requirement, the facility number, number of days serviced, time of day service performed, problems and discrepancies detected, and any corrections made during the month. In addition, a list of quantities of supplies purchased during the preceding month shall be included. Reports shall be submitted to the COTR or designee no later than the monthly invoice.

B. Recycle Services Monthly Report.

The Contractor shall prepare monthly summary reports in accordance with the Sample Report in Section J. Reports shall be submitted to the COTR no later than the monthly invoice.

#### 12.5 INDEFINITE QUANTITY WORK

Indefinite quantity work shall be ordered in accordance with SOW Section C.6, Indefinite Quantity Work. All work shall be completed within the number of calendar days specified on the DO.

A. Stripping and Rewaxing Floors.

Resilient flooring shall be swept/dust mopped and stripped to remove all built-up wax and imbedded dirt prior to re-waxing. After application of wax, areas shall be buffed (if required) sufficiently for maximum gloss and uniform sheen from wall to wall, including corners. The re-waxed floor shall present a clean appearance free from scuffmarks, dirt smears, and leaving no injurious effects. After drying, movable furniture or other equipment such as chairs, waste containers, and boxes moved during floor stripping and rewaxing shall be returned to their original positions.

B. Shampooing Carpets and Rugs.

Prior to shampooing, carpets and rugs shall be vacuumed free of all loose soil and debris. Carpets and rugs shall be shampooed free of streaks, stains, and spots, and shall have a bright uniform color. Shampooing shall be done by the water extraction method leaving no injurious effects. After drying, furniture or other equipment moved for the shampooing shall be returned to their original positions.

C. Cleaning Light Fixtures.

Globes, lamps, reflectors, covers, diffusers, and plastic side panels shall be removed when necessary and washed. After cleaning and reassembling, light fixtures shall be free of bugs, dirt, dust, grease, and other foreign matter.

D. Low Dusting/Cleaning.

Low cleaning includes cleaning horizontal and vertical surfaces at and below seven (7) feet from floor level. All dust, lint, litter, and soil shall be removed from all surfaces. Walls and partitions shall be free of dirt, smudges, and markings.

E. High Dusting/Cleaning.

High cleaning includes cleaning horizontal and vertical surfaces above seven (7) feet and up to sixteen (16) feet from floor level including all overhead piping and ceiling areas. All dust, lint, litter, and soil shall be removed from all surfaces. Walls and partitions shall be free of dirt, smudges, and markings. Ceilings are to be free of cobwebs and loose dirt.

F. Low Cleaning Exterior Glass.

The Contractor shall thoroughly clean all exterior glass surfaces, glass doors, window frames, sills, screens (if applicable), and sashes, from the ground line up to and including the second floor. All glass surfaces shall be cleaned and left free of streaks and stains, and shall be wiped dry. All paint, putty, film, and foreign matter found on glass surfaces shall be removed. Where storm windows exist, exterior window cleaning shall include both sides of the storm window and the outside of the inner glass and shall be counted as three (3) separate surfaces for reimbursement purposes.

G. High Cleaning Exterior Glass.

High cleaning exterior glass is considered anything above the first floor. The Contractor shall thoroughly clean all exterior glass surfaces, window frames, sills, and screens (if applicable). All glass surfaces shall be cleaned and left free of streaks and stains, and shall

be wiped dry. All paint, putty, film, and foreign matter found on glass surfaces shall be removed.

H. Cleaning Interior Glass.

Clean all interior glass surfaces, glass doors, and associated window frames, sills, and sashes. All glass surfaces shall be cleaned and left free of streaks and stains, and all adjacent surfaces wiped dry. All paint, putty, film, and foreign matter found on glass surfaces shall be removed.

I. Cleaning Window Blinds.

Cleaning window blinds, including mini-blinds and vertical blinds, shall be removed when necessary and cleaned free of all dust and embedded dirt and re-hung in working order.

J. Special Events.

Special events (i.e. Air Show, Earth Day, Employee Appreciation Day, etc) may occur each year that require an extra effort on the part of the Contractor. The Contractor shall meet with the COTR/designee to plan necessary levels of support/participation requirements prior to the event.

K. Shredding.

The Contractor shall pick-up, shred, and dispose of all sensitive material for approximately five thousand (5,000) pounds per year.

L. Trouble Calls (TC).

Approximately twenty (20) to twenty-five (25) times per year the Contractor shall perform emergency janitorial services (i.e. toilet overflow cleanup, leaking water pipe, etc).

M. Additional General Janitorial Service Days.

Provide additional general janitorial service days as specified in C.12.3A on a per day basis.

End of Section

### C.13 REFUSE COLLECTION SERVICES

#### 13.1 FIXED PRICE REQUIREMENTS

##### A. General Intention.

The Contractor shall provide all labor, supervision, materials, equipment, transportation, and management necessary to perform refuse collection and disposal services at Ames Research Center (ARC) and Moffett Field (MF). The Contractor shall organize, schedule and perform all refuse work, deriving his schedule from information provided in Section J, and shall identify area designations, container types and sizes, number of containers for each location, identification of commodities (*i.e.* recycled materials, refuse materials), and the frequency of pick-ups (daily, weekly, semi-weekly, bi-weekly, etc.). Past historical records showing location, size, and frequency of pick-up are located in Section J. The Contractor shall oversee, track, and evaluate these tasks. As refuse collection points are added, deleted, or changed, the Contractor may be directed to include increased, decreased, or modified services as stated in the DO as part of the indefinite quantity work or per the Fixed Price Contract Pricing Schedule.

##### B. Maps.

Location maps will be provided upon request and will show areas where refuse receptacles and collection points are located under the existing contract. The Contractor shall compare all maps and field verify the maintenance areas and contract quantities before laying out the new work schedule, and shall be responsible for any errors which may have been avoided otherwise.

##### C. Work Progression.

The Contractor shall develop a regular work schedule and adhere to that schedule throughout the entire contract period. Submittals shall be per Section SOW C.8.1C, Work Schedule. The Contractor shall notify the COTR and receive approval of all schedule change requests.

##### D. Obstructions.

The Contractor shall report all blockages, conditions under which bins cannot be accessed, to the COTR the same day, giving description of the problem, vehicle license number, if applicable, etc.

##### E. Damage Liability.

All damage resulting from Contractor's work shall be repaired or replaced by the Contractor at no additional cost to the Government.

#### 13.2 MATERIALS AND EQUIPMENT

The Contractor shall perform the following contract requirements adhering to the regular work schedule. The Contractor shall be responsible for all licenses and permits required for the performance of the work specified herein. The Contractor shall provide and maintain all collection receptacles.

**A. Furnishment of Bins**

1. The Contractor shall furnish collection receptacles per Section J or as designated by the COTR. All receptacles shall be in place and operational by 6:00 am on the first day of this contract. A one time staging area or areas will be provided on-site by the Government for this purpose. Refuse collection receptacle area location map is located in Section J.
2. All collection receptacles shall be in good condition, all painted one (1) consistent hue and color whose overall appearance is found to be acceptable by the COTR prior to the start of the contract.
3. All dumpster type bins under ten (10) cubic yards capacity shall be equipped with lightweight hinged lids (*i.e.* molded weather resistant plastic), two (2) lids per bin hinged at the rear. Lids shall conform to industry standards and/or be accepted by the COTR prior to the start of the contract.
4. All containers used for recycled materials shall be provided, labeled to identify the contents, and maintained/replaced by the Contractor.
5. All roll-off bins shall be removed from Government property for disposal of the contents, and the Contractor shall provide in its place a clean empty bin of equal size, shape and features, at the time of removal.
6. The Contractor shall maintain all Contractor provided bins and containers in good working condition and good appearance. Any bins which have broken, bent, missing lids or casters shall be replaced within forty-eight (48) hours of Contractor observation or notification from the Government.
7. The bins at Buildings 3, 12, 235, 476, 554, and 943 shall be removed from Government property and power-sprayed with disinfectant and deodorized as necessary to keep foul odors, insect hatches, or undesirable residue accumulations from occurring within the bins as defined by the COTR.

**13.3 SCHEDULE OF OPERATIONS AND DISPOSAL**

- A. The operation shall include emptying the dumpster/container into appropriate collection vehicles along with any boxes or other trash or rubbish that is located immediately adjacent to, behind or underneath the bin, up to a 15-foot radius. The Contractor shall replace the dumpster container and close any lids/enclosures.
- B. The Contractor shall prevent refuse materials from blowing or scattering over areas adjacent to all collection sites. If there is any spillage, the Contractor at the time of collection shall clean up that spillage prior to leaving each building or area.
- C. The Contractor shall perform scheduled operations outside of regular working hours, Monday through Friday for bins under ten (10) cubic yards. Scheduled collection times for site-specific collections may be rearranged within this required timeframe for the convenience of the Government. Refuse container pick-up schedule is located in Section J.

- D. In the event that any hazardous waste materials are discovered in any bin, that bin will not be picked up. Immediate notification to the COTR is required.
- E. Externally located trash containers/cans, normally of a thirty (30) gallon capacity, shall be emptied at least once per week.
- F. The Contractor shall be required to monitor trash levels and adjust pickup/disposal frequency as required to meet all applicable environmental, health, and safety codes and regulations.
- G. The Contractor shall dispose of contents in accordance with State and local laws and regulations, off Government premises.

#### 13.4 DOCUMENTATION AND REPORTING REQUIREMENTS

Refuse and Recycle Disposal Monthly Report. The Contractor shall prepare a monthly report on refuse disposal in accordance with the Sample Report in Section J. This report shall be submitted with the monthly invoice to the COTR/designee.

#### 13.5 INDEFINITE QUANTITY WORK

##### A. Refuse Services

The Contractor shall furnish additional roll off bins, perform scheduled operations, furnish disposal of bins, and perform maintenance of bin(s) to reflect a change in the service levels per Section C.13 of the SOW. The estimated annual quantities shown in the Indefinite Quantity Contract Pricing Schedule, reflect the additional frequency of disposal per size of bin that may be ordered by the Government.

##### B. Special Events Collection

Special events (i.e. Airshow, Earth Day, Employee Appreciation Day, etc.) may occur each year that require an extra effort on the part of the Contractor. The Contractor shall meet with the COTR/designee to plan necessary levels of support/ participation requirements prior to the event.

End of Section

## C.14 MAIL SERVICE CENTER

### 14.1 FIXED PRICE REQUIREMENTS

#### A. General.

The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) and management to operate a comprehensive Mail Service Center (MSC) in accordance with the following:

- APD 1450.11, NASA Mail Management Program
- APD 2190.1, Ames Research Center Export Compliance Program
- APG 1620.1, Security Procedures and Guidelines
- CFR Title 39, Chapter 1, Subchapter E, USPS International Mail Manual
- NPD 1450.12B, Handling Correspondence and Information from the Executive Office of the President
- NPD 1490.1F, NASA Printing, Duplication, Copying, Forms, and Mail Management
- NPG 1450.10C, NASA Correspondence Management and Communications Standards and Style
- NPG 6000.1E, Requirements for Packaging, Handling, and Transportation...
- NASA Mail Management Guide
- USC Title 18, s1691, et seq.
- USC Title 39, s401, et seq.
- USC Title 39, s601, et seq.
- U.S. Postal Service (USPS) Regulations Domestic Mail Manual

The contractor shall be responsible for all related functions such as work control, scheduling, customer support, development and maintenance of internal operating procedures, including procedures for processing/handling of suspected contaminated mail/parcels, information systems, data gathering, keep records maintained and current, report preparation, and problem follow-up and resolution. These contract requirements shall be performed at the frequencies specified within the contract requirement.

#### B. Mail Service.

The Contractor shall provide mail services to include sorting, processing, x-raying all inbound mail/parcels, preparing, and delivering mail within ARC and near off-site locations. The type of mail includes first class and standard mail, air, pouch, priority, special delivery, express, registered, certified, insured, Privacy Act, and Freedom of Information Act materials. The Contractor shall process approximately seven-hundred thousand (700,000) pieces of incoming mail, nine hundred thousand (900,000) pieces of outgoing mail, and ten thousand (10,000) of internal mail associated with an ARC complement of approximately four thousand (4,000) personnel on an annual basis. A list of mail stops, delivery points, and floor plans with physical location shall be maintained by the Contractor.

#### C. Mailing.

The Contractor shall process all in-bound and out-bound mailings within eight (8) working hours and apply bulk pre-sort mailings when appropriate. The Contractor shall coordinate and track the cost of all callback mail (Flyers/Letters for Safety). There are approximately 1200 pieces of callback mail a month. The Contractor shall coordinate mailing efforts with the Center Mail Manager or designee and the Shipping Section to determine the most cost-effective mode of transportation.

D. Mail Schedule.

The Contractor shall perform one (1) daily (Monday thru Friday) scheduled mail/package pick-up, delivery, and distribution to the U.S. Post Offices at Moffett Field. The Contractor shall deliver/distribute mail once a day to, approximately two hundred and fifty (250) on-site mail stops and one hundred and fifty (150) delivery points. The Contractor is required to process regular incoming mail/parcels within a one-day period, overnight mail/parcels within two hours of receipt. The Contractor shall process routine outbound mail shipments within one (1) workday, overnight mail/parcels within one (1) workday and deliver overnight mail/parcels within two (2) hours of receipt.

E. Database Tracking.

The Contractor shall establish and maintain a computerized database to track, control, develop, and maintain records for overnight packages. The Contractor shall perform data gathering, records maintenance, postage metering, and report preparation including the management of the budget established by the Center Mail Manager. At completion of the contract, the Contractor shall provide to the COTR one disc copy of all maintained data. In addition, the Contractor shall maintain daily, weekly and monthly logs for all inbound/outbound mailings.

F. Security.

The Contractor is required to maintain a secret level security clearance for all personnel handling classified inbound and outbound mail/parcels, including registered and certified mail. The Contractor shall get a signature for all accountable mail/parcels at the final point of delivery. The Contractor shall not leave any accountable mail/parcels at an unoccupied desk/mail stop or delivery point. The Contractor shall isolate all unidentified/suspicious mail/parcels by utilizing the glove box or container. The Contractor shall then notify security immediately for further instruction and follow internal procedures.

G. Mail Documents.

The Contractor shall review all ARC Forms 65/66 for completeness and assign an ARC outbound shipment number to each form. In addition, the Contractor shall complete the Outgoing Shipment Control Register, and the appropriate shipping label for shipments under 70 lbs. The Contractor shall maintain all of these forms and any associated documentation for distribution and subsequent filing. The Contractor shall maintain accurate records and prepare shipping labels error-free. The Contractor shall provide completed copies of all ARC Forms 65/66 for international shipments to the Transportation Office/Export Office.

14.2 DOCUMENTATION AND REPORTING REQUIREMENTS

NASA Headquarters Postal Charges Report. The Contractor shall prepare the NASA Headquarters Postal Charges Report. This cumulative report is due on the 7<sup>th</sup> working day after the end of each quarter, which includes Mail Processing/Meter Activity, Mail Center Activity and Permit Mailings.

End of Section

## C.15 SHIPPING, PACKING AND RECEIVING SERVICES

### 15.1 FIXED PRICE REQUIREMENTS

The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) and management for a comprehensive transportation program. All activities shall be performed in accordance with NPG 6000.1 E, APD 4530.1, AMI 4210.1, APG 1620.1 (Security Procedures and Guidelines), APD Export Control Program (APD) 2190.1, and other applicable Federal, State, and local regulations not listed above; in addition to satisfying the technical requirements associated with the program. The Contractor shall perform all related functions such as work control, scheduling, customer support, development and maintenance of internal operating procedures, and systems, data gathering, records maintenance, report preparation, and problem follow-up and resolution. The contractor shall be responsible for developing internal operation procedures, keeping current centralized logistics records, monitoring, directing, and reporting on the progress of work being accomplished throughout the logistics organization. These contract requirements shall be performed per the PRS, Section J, at the frequencies and/or performance criteria specified within the contract requirement.

#### Shipping and Receiving Coverage (Daily, Weekend and Holidays):

The Contractor shall provide shipping coverage on a daily basis and in accordance with SOW Section C.1B, Regular Working Hours. Occasional weekend and holiday work may be required on an IDIQ basis.

#### A. Shipping.

1. The Contractor shall provide centralized shipping services, material, and equipment in processing all domestic and international shipments, including packing items and preparing shipping documents for outbound shipments by way of all transportation modes for ARC. The Contractor shall ensure that all hazardous material Transportation Handlers are trained and certified (in hazardous material classes 1-9) for all three (3) modes of transportation, such as those requirements defined in CFR 49 Part 172 Subpart H-Training, and International Air Transport Association (IATA) Subsection 1.5 Training Requirements. The Contractor shall package all shipments to ensure protection from damage and submit the shipping document, complete with shipping data such as weight, dimensions, and hazardous requirements, to the Freight Rate Office for approval. There have been approximately four hundred and fifty (450) shipments for fifteen hundred (1,500) pieces, comprised of two hundred and seventy-five thousand (275,000) pounds in weight annually.
2. The Contractor shall process those shipments that meet the size and weight limitations by small parcel carriers. Upon selection the documentation will be returned to the Contractor who shall contact the carrier for pickup. The Contractor shall be responsible for ensuring that all carrier pick-ups are accomplished as scheduled. The Contractor shall notify the Freight Rate Office immediately if unable to adhere to the shipping schedule and attach a brief written statement detailing the incident to the shipping document. The Contractor shall process all priority outbound shipments received by 11:00 am the same day. The Contractor shall process all routine shipments within two (2) days of receipt.

#### B. Packing.

The Contractor shall direct overall packing activities to include assigning priorities, scheduling, monitoring activities and handling extraordinary requirements. The Contractor shall follow NPG 6000.1E, Requirements for Packaging, Handling, and Transportation, Equipment Associated Components; CFR 49 (Code of Federal Regulations) and IATA when applicable.

1. Hazardous Material:

The Contractor shall ensure that all nine (9) classes of hazardous materials being shipped are properly packed, marked, labeled, and certified as required by applicable transportation regulations.

2. Containers and Shipments:

The Contractor shall procure all necessary packing materials. The Contractor shall handle all shipments in accordance with regulations and guidelines including those addressing the prevention of physical damage, protection from natural elements, and rough handling.

3. Export Controls and Regulations:

The Contractor shall pack and ship export-controlled material in accordance with all applicable federal regulations. The Contractor shall coordinate all export material with the Center Export Control Office and forward a completed copy of the ARC Forms 65/66 to the Export Control Office and the Freight Rate Office.

C. Receiving.

1. The Contractor shall provide all receiving services for ARC. The Contractor shall off-load material from all carriers, inspect for damage, x-ray all incoming shipments, and deliver the received goods to recipients. The Contractor receives all goods and verifies piece count with the Government purchase order/contracts, tags capitalized or sensitive equipment, and prepares receiving documentation for acceptance. The Contractor shall contact customers (if necessary) to identify oversized packages. Extra attention shall be made for shipments going to Senior Officials. Upon acceptance, the Contractor shall distribute the receiving documentation, immediately report all freight damage to the Freight Rate Office, and prepare discrepancy reports applicable to any and all receipts when appropriate. The Contractor shall ascribe a date and time stamp the outside front flap of all receiving folders. The inbound receivables annual average is approximately thirty thousand (30,000) pieces. Government purchase orders/contracts account for approximately 20% of all received goods.

2. The Contractor must isolate all unidentified/suspicious shipments by utilizing a safety container or setting it aside. The Contractor shall notify security immediately for further instruction and follow internal procedures.

3. Freight Bill, UPS and Federal Express.

The Contractor shall sign and date receipts for all inbound shipments and forward to the Freight Rate Office on the morning following the receipt date. The Contractor shall log all stock items received into the document tracking system. The Contractor shall annotate all shipments from incoming carriers in the Inbound Shipment Control Register. The contractor shall notify the Freight Rate Office immediately after a discrepancy is found.

4. Documentation.

The Contractor shall review all receiving files to ensure that items have been tagged, the closing documentation is complete, and that all files are purged on a quarterly basis.

5. Database, Inspection, and Compliance.

The Contractor shall enter the order number into the NSMS for stock and/or NASA FED/MIL orders, verify packing list descriptions against NSMS description, count, and verify quantities. Discrepancies shall be reconciled with the respective inventory

manager. The Contractor shall furnish limited receiving services to other ARC employees who are authorized to utilize ARC's central receiving facility. In addition, the Contractor shall maintain accurate quantity counts in order to ensure that the integrity of the NSMS is achieved. Material shall be inspected for compliance with order specifications. The Contractor shall process a vast majority of chemical products, which shall be inspected and accepted at central receiving. All other drop-shipped products at other buildings shall be processed according to current standard procedures.

## 15.2 DOCUMENTATION AND REPORTING REQUIREMENTS

### A. Shipping and Receiving Documentation.

The Contractor shall review all ARC Forms 65/66 for completeness and assign an ARC outbound shipment number to each form. In addition, the Contractor shall complete the Outgoing Shipment Control Register and the appropriate shipping label. The Contractor shall maintain all forms and any associated documentation for distribution and subsequent filing. The Contractor shall maintain accurate records and prepare shipping labels error-free. The Contractor shall provide completed copies of all ARC Forms 65/66 for international shipments to the Transportation Office/Export Office

### B. Transaction Files and Billing .

The Contractor shall prepare and process accurate freight bills and complete the Inbound Shipment Control Register. The Contractor shall segregate bills by type of shipment. In addition, the Contractor shall log and distribute freight bills and other appropriate documentation, as well as maintain a suspense file until invoices are received. The Contractor shall provide all proper documentation and invoicing to the Freight Rate Office and Finance as required. The Contractor is required to maintain a history file of all shipping and receiving transactions through the term of the contract. Freight bills shall be processed daily with corrective action taken within thirty-six (36) hours. The Reports of Discrepancy (ROD) shall be processed within thirty-six (36) hours of receipt. The Contractor shall maintain a hardcopy file for all-shipping documents and freight bills.

### C. Reports.

The Contractor shall process Rejection & Delinquency (R&D) Reports (ARC-276), Disposition Report (DISREP), Report Of Discrepancy (ROD), and maintain a discrepancy register. The Contractor shall contact the NASA procurement agent to resolve the discrepancy identified on the reports above. Annually there are approximately twenty-four (24) R&Ds/DISREPs and two hundred (200) RODs processed.

### D. Database Control.

The Contractor shall maintain the current and any future databases to include identification of all domestic and international shipments by air, water, truck, rail, and any other mode of transportation.

### E. Hazardous Material (HM) Handling.

The Contractor shall in the course of performance of this contract be required to handle some hazardous materials upon clearing with shipping and receiving. The Contractor shall ensure the proper handling, storage, inventory, and distribution of all HM. The Material

Receipts (MRs) shall not be considered complete until the MSDS are received. Annually there are approximately four hundred (400) MRs processed.

### 15.3 INDEFINITE QUANTITY WORK

#### A. Property Pick-Up, Delivery, Moving, and Set-Up.

The Contractor shall provide various services, set forth below. The services shall include, but not limited to, assembling and disassembling of component-type furniture, which includes unique or special instructions; uncrating and assembling of new furniture prior to delivery or pick-up; servicing office moves; picking up and delivering of excess to the Logistics Support Facility, etc.

#### B. Moving Property.

The Contractor shall develop a moving schedule on a daily basis of office moves that involves the least amount of disruption to the customer. The Contractor shall coordinate and confirm the moves with the customer. The Contractor shall establish and maintain current computerized database to track, control, schedule, and prepare reports for all moves. The contractor shall provide to the government upon request, move activity schedules, status reports, and workload data information. The government will at any time have the option to coordinate and schedule a move not utilizing the contractor.

1. The Contractor shall track all associated costs ensuring that competitive pricing have been utilized for performing moves; verifying that all billing documents received are completed and accurate before processing for payment.
2. Pick-Up and Delivery of non-controlled excess property shall be inclusive of a move. The Contractor shall ensure non-controlled excess property when included with a move has proper documentation, (NASA Form 428/1602/1149/TCMD1348-1 as appropriate) and is transported to the designated disposal site.
3. The Contractor shall provide a customer survey questionnaire to the customer at time of completion of moves. Forward all customer surveys to the COTR/designee weekly.

#### C. Tables and Chairs Set-Up.

The Contractor shall deliver and set-up tables and chairs for special events, conferences, training, etc. as described in a service request, and upon completion of such events, the Contractor shall return all used items to the designated storage area. All events are held at Moffett Field, generally at the Moffett Training and Conference Center, and occasionally, at other buildings.

#### D. Receiving Inspection for High-Strength Fasteners.

The Contractor shall validate all high-strength fastener orders upon delivery to ensure that the items match the physical descriptions on the existing government purchase order, the required Material Test Report documentation is available, and the items are from suppliers on the current Approved Fastener Supplier List. The Contractor shall ensure that non-compliance orders are rejected and held for disposition. The Contractor shall provide a copy of the rejection document to the ARC Service Requestor and the Safety Reliability & Quality Assurance Support Service Contractor(s) for data analysis and development of corrective action. All fastener orders found to be acceptable at this stage shall be transported by the Contractor to the ARC Service Requestor and the Safety Reliability & Quality Assurance Support Service Contractor(s) manufacturing inspection office for

receiving inspection. The Contractor shall provide copies of the existing government purchase orders and the Material Test Report documents with the fasteners.

End of Section

## C.16 FLEET MANAGEMENT SERVICES

### 16.1 FIXED PRICE REQUIREMENTS

#### A. General Intention.

The Contractor shall provide the managerial, administrative, supervisory, direct overhead personnel as necessary to accomplish all of the maintenance, repair, and operation functions included in this contract. The Contractor shall provide equipment, repair parts, materials, supplies, and tools, except as specified herein as Installation-Accountable Government Property (material, equipment including Alternate Fuel Vehicles (AFV), electric cars when applicable, and equipment services). The Contractor shall perform the full function of providing transportation operations and maintenance support to ARC, including but not limited to, roadside service calls, equipment lease/rental service, and shuttle bus service as required. Performance shall be in accordance with the standards contained herein, including but not limited to Executive Orders (e.g. EO 13149), directives (e.g. NPG 6200.1), instructions, polices, notices (e.g. PN 97-85), and regulations.

#### B. Vehicle and Equipment Listing.

The number of vehicles and mobile equipment inventory (see inventory Section J) may vary as much as five (5) percent without a change order. Vehicles and equipment removed from the fleet, or transferred, are considered to be removed from the contract. Fleet size shall be based upon the actual quantity of vehicles and equipment in the contract at a given time, and is not a cumulative total of the vehicles and equipment maintained throughout the duration of the contract.

#### C. Vehicle/Equipment.

Each vehicle pending removal from the fleet and its designated replacement shall be counted as a single unit for inventory purposes while the replacement unit is prepared for service (equipment installation, identification, establishment of records, etc.). Repairs to keep vehicles or equipment safe and reliable while pending disposition shall be required. Any equipment, which exceeds life expectancies, shall be maintained as if it were in its last year of life expectancy. The Contractor shall develop and provide a system by which vehicles can be programmed in a standardized, pre-determined life-cycle methodology. In addition, the Contractor shall provide a phased plan for replacement of various vehicles over the next five (5) years to the COTR or designee. All maintenance performed on friction products such as brake pads and clutches, shall be performed in accordance with OSHA and all environmental requirements in automotive operations.

#### D. Government Furnished Vehicle/Equipment Fuel.

The Government will furnish unleaded and diesel fuel as required for all Government-owned general purpose and special purpose mobile equipment (SPME) at no cost to the Contractor. The Contractor shall implement stringent safeguards, controls, accountability, and security of Government furnished equipment to prevent pilferage, theft, and abuse of Government furnished fuels. Fuel shall be controlled and issued at the existing Government self-service operated dispensing stations.

E. Certifications/Licenses.

The Contractor shall accomplish all certifications on the equipment referred to in this section, as required by all Federal, State, and local regulations. The Contractor shall ensure that proper licensing (i.e. Class A/B if required) is shown prior to checking out vehicle/equipment.

F. Tow Truck (Wrecker)/Road Side Service.

This service shall consist of towing disabled vehicles and removing improperly parked vehicles (including non-Government vehicles) when requested by police or authorized Government representative. The Contractor shall respond to phone-in service calls during normal duty hours. Service calls (SC) are limited to Government vehicles and SPME and within a 5-mile radius from ARC. Contractor shall respond to after hours service calls within the next working day, unless an immediate response is required. Roadside services shall include, but not limited to, jump starting and/or replacing batteries, repairing/changing tires, and performing minor repairs and adjustments necessary to return the equipment to an operational status. Annually there are approximately thirty (30) SCs.

G. Work Completion.

When the Contractor completes work on a piece of equipment, that system, shall be free of missing components or defects which would prevent it from functioning as originally intended and designed. Corrective repair and replacement work shall be carried to completion including operational checks and cleanup of the job site. Except where otherwise noted, all replacement materials shall match the existing materials in dimensions, finish, color, design, and intended function.

H. Equipment Under Manufacturer's or Installer's Warranty.

Equipment, components, and parts, other than that installed under this contract, shall not be removed or replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the Vehicle Transportation Officer (VTO). All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the COTR/designee so that necessary action may be taken. The Contractor shall be knowledgeable of the equipment, parts, and components that are covered by warranty and the duration of such warranties. The COTR/designee will furnish available warranty information to the Contractor. The COTR/designee may elect not to honor the installer's warranty and instead, choose to have the repair completed by the Contractor.

I. Preventive Maintenance.

At the frequencies and/or performance criteria specified within the contract requirements, the Contractor shall perform preventive maintenance including maintenance/repair on the following:

1. SPME Trucks, ½ Ton through 10 Ton.
2. SPME Trucks, Tractor 2 and 3 Axles.
3. SPME Construction Equipment.
4. SPME Material Moving Equipment.
5. SPME Trailers, 1 Through 4 Axles.

6. SPME Mobile Cranes.
7. Emergency generators
8. Bus
9. Alternate Fuel Vehicles.
10. Electric Cars.

J. Schedule Maintenance and Replacement Standards.

The Contractor shall develop a schedule for annual motor vehicle preventive maintenance, and shall perform such preventive maintenance on all government motor vehicles in the ARC fleet, excluding GSA vehicles, in accordance with Industry and Manufacturers' Standards, CFR 41, Chapter 101, and C.16.1.N, Dispatching Services. The Contractor shall provide dispatching services and maintain current dispatching log sheet in accordance with Paragraph C.16.1.N, Dispatching Services. Prior to dispatching equipment, the Contractor shall ensure the driver has a NASA badge and current and appropriate California Driver's License for the type of equipment. The Contractor shall ensure the SPME equipment has been certified for operation prior to dispatching.

K. Maintenance and Repair.

The Contractor shall ensure that vehicles and equipment are safety inspected, maintained, repaired, and overhauled in accordance with industry and manufacturers standards and meet all VPP requirements. The Contractor shall perform inspections (including safety), maintenance, calibrations, load tests, repairs, overhaul, and other such related tasks as set forth herein for vehicles/equipment listed in Section J at least once every six (6) months. Each vehicle maintained in the fleet shall go through a diagnostic review process. It is the intent of this SOW that all repairs should be made on site. For those repairs that require off-site service a request with rationale shall be submitted to the COTR/designee for approval. The Contractor shall be responsible for all on-site labor/material cost.

1. Large Vehicle Repair.

There are some large SPME vehicles that may not physically fit into the service bays. If the Contractor elects to take these vehicles off base for repairs, the Contractor shall be responsible for security and conveying such vehicles to an off-base facility and their return when repairs are complete. The Contractor shall maintain a current record system to track this action and is subject to review by the COTR/designee on request.

L. Ames Commute Alternatives Program (ACAP).

The Contractor shall perform all related functions for managing Ames' Commute Alternative Program. This includes:

1. Shuttle Bus Service.

Establish and provide scheduled ACAP shuttle bus service in accordance with the route determined by the government. The Contractor shall provide shuttle service(s) Monday through Friday between the Mountain View Caltrain station, Ellis Street Light Rail, and ARC. Service shall be required as per SOW Paragraph C.16.1A General Intention, and

Section C.1.1B, Regular Working Hours. The Contractor shall provide the COTR an updated copy of the route(s) and schedule(s) as changes occur during the performance of this contract. The Contractor shall maintain a daily journal of usage activities with arrival and departure time and head-count;

2. Bicycle Lockers.

Institute and maintain an effective and efficient program issuing bicycle lockers to personnel commuting by bike.

3. Updating ARC ACAP Website when changes occur; and refer customers to various commute alternatives websites when requested.

M. Dispatching Services.

All vehicles and equipment issued by the dispatcher must undergo both a checkout and check-in inspection. The inspection of the vehicle shall be in the presence of the operator and all discrepancies shall be noted on the inspection form generated by the Contractor. The dispatcher shall ensure all vehicles/equipment checked out are clean and in a safe and serviceable condition. The Contractor shall issue equipment dispatch (trip tickets), ARC 323, for any vehicle leaving the confines of Moffett Field. The Contractor shall generate and control a Motor Vehicle Utilization Record dispatch log on all vehicle/equipment dispatched from pool controlled equipment. The Contractor shall ensure that dispatchers are instructed to be conscious of the Government fuel conservation program and to assign vehicles most suitable to the job they are to perform and to consolidate trips whenever possible. Approximately four thousand-two hundred (4,200) dispatches are made annually.

N. Database Systems.

The motor pool fuel management system, FuelMASTER®, is integrated with ExtraFLEET® for the purpose of tracking quantities of diesel/unleaded fuel/other fuels dispensed to each vehicle or piece of equipment. No data, except data entered in error by the Contractor, shall be deleted from the database without the written consent of the COTR. The database systems shall be backed up daily by external media. The Contractor shall electronically transfer/download the FuelMASTER® Rule Management System data for data integration with the CMMS database (ExtraFLEET® system). All other modules available in ExtraFLEET® are available for the Contractor's use at its discretion. The Contractor, provided the COTR gives written permission, may modify the configuration of the database.

O. General Service Administration (GSA) Support.

The Contractor shall provide to GSA delivery and pick-up services involving vehicles requiring exchange, termination, preventive maintenance, repair and/or other action.

## 16.2 DOCUMENTATION AND REPORTING REQUIREMENTS

A. Equipment Operations Certification.

The Contractor shall be responsible for conducting or obtaining current equipment operation certification for each SPME (heavy equipment used for lifting, fuel trucks, etc) currently in operation. The Contractor shall submit to the VTO two (2) copies of all required equipment certifications no later than one (1) week following completion of each certification.

B. Monthly GSA Mileage Report.

The Contractor shall complete and submit to COTR/designee, a hard copy GSA web-based Monthly Motor Vehicle Mileage Usage Report. This Mileage Report is due no later than the last business day of each month. A hard copy shall be generated and retained. A sample of the mileage report is shown in Section J.

C. Vehicle Productivity Report.

The Contractor shall submit to the COTR/designee a monthly vehicle EXTRA FLEET® database system report no later than the third business day following the month being reported. A sample is provided in Section J.

D. California State Required Fuel Smog and Smoke Test and Reports.

The Contractor shall develop an annual schedule to be approved by COTR/designee for required vehicle smog and smoke tests and shall ensure such tests are conducted as scheduled and at a state-certified testing station. Hard copies of test results shall be retained in each vehicle service folder. The Contractor shall prepare and submit to the Bureau of Automotive Repair Fleet Operations Unit, a completed Form 79-21 or an equivalent form prescribed by the Bureau. This annual report, which is a consolidated report of all smog and smoke certifications on ARC's motor vehicle fleet during the reporting year, is due no later than the last business day of December each year and shall be sent to: Bureau of Automotive Repair Fleet Operations Unit 10240 Systems Parkway, Sacramento, Ca 95827. The Contractor shall retain a hard copy of this report. The VTO forwards applicable reports to the California Department of Energy.

E. Motor Pool Hazardous Materials Annual Inventory Report.

The Contractor shall conduct an annual inventory of the Motor Pool hazardous material as of December 31. The results of this inventory shall be submitted for consolidation of a report required under SOW Section C-9.2 F of this contract. The Contractor shall retain, for Motor Pool records, a copy of this inventory report. Sample report listed in Section J.

F. Annual Federal Automotive Statistical Tool (FAST) Report.

The Contractor shall complete and submit a Department of Energy web-based FAST report to the VTO in accordance with NFS 1852.223-76.

G. Annual OMB Budget Report.

The Contractor shall prepare and submit to the COTR/designee an OMB Budget Report that contains fiscal data on ARC's motor vehicle fleet.

H. ACAP Shuttle Bus Usage Report. The Contractor shall provide a written quarterly report, which includes a bar graph depicting passenger usage of the ACAP system by month. This ACAP report shall be submitted to the COTR/designee no later than the fifth working day following the reporting period.

I. Motor Vehicle Cost Per Mile Quarterly Report.

The Contractor shall complete and submit to the VTO a Motor Vehicle Cost Per Mile Report no later than the twentieth day following each quarter in accordance with NPD 6000.1.

J. Vehicle Inspection Report.

The Contractor shall prepare and submit to the VTO a consolidated Vehicle Inspection Report of vehicle inspections performed during a week. This report is due no later than first business day following the reporting period.

K. Fuel Usage Report Monthly.

The Contractor shall prepare and submit to the VTO the fuel report to include propane, diesel, and unleaded fuel usage report that is due on the tenth working day after the end of each month.

16.3 INDEFINITE QUANTITY WORK

A. Unscheduled Shuttle Service.

The Contractor shall provide unscheduled shuttle bus service as required in support of a variety of events (e.g., tours, symposiums, meetings, training classes, and student programs) sponsored by, but not limited to, the Public Affairs Office (PAO), Management Education Center (MEC) and Equal Employment Opportunity (EEO) Offices.

B. Bicycle Repair Service.

The Contractor shall provide bicycle repair service for government owned bicycles.

End of Section

## C.17 INDUSTRIAL PROPERTY MANAGEMENT

### 17.1 FIXED PRICE REQUIREMENTS

#### A. General Intention.

The Contractor shall provide all labor, supervision, materials, equipment, and management necessary to perform the industrial property management functions at ARC. Industrial property (IP) is property provided by the government or acquired under a contract, grant or cooperative agreement, title to which vests in the government. The Contractor shall manage all IP in accordance with NASA/Federal/local policies identified in this contract. The Contractor shall coordinate property matters with the Financial Management Office (FMO), various contracting officers (CO), contract specialists (CS), grant officer/specialists, contracting officer's technical representatives (COTRs), contractor officials, delegated Department of Defense (DoD) property administrators (PAs) and plant clearance officers (PLCOs), and other personnel involved in property management. Historically, ARC has an annual average of ninety-five (95) active off-site contracts, forty (40) active on-site contracts and about twenty (20) of three hundred (300) grants and cooperative agreements that require property administration. Additionally, there are approximately forty (40) inactive contracts and fifty (50) inactive grants/cooperative agreements that are pending property closure. It must be noted that NASA's Industrial Property Management Program is subject to audits and reviews conducted by various Government review teams; such as the General Accounting Office (GAO), the NASA Office of Inspector General (OIG) and NASA supply and equipment management functional review teams.

#### B. Regulatory Factors.

The Contractor shall perform the Industrial Property Management functions, in accordance with the following:

- DOD 4172.2-M (DOD Property Manual)
- FAR Part 45
- NFS 1845
- NFS 1852.245-73
- NPG 4100.1A
- NPG 4200.1E
- NPG 4300.1
- NPG 5800.1E

#### C. Database Control.

The Contractor is required to use and maintain the NASA Industrial Property Management Information System (NIPMIS) in the management of all ARC off-site contracts, and off-site grants/cooperative agreements (with performance off-site or with IP off-site accountable under these procurement instruments). The NIPMIS, a web-based system developed and prescribed for use throughout NASA, is changed from time-to-time to accommodate new requirements. The Contractor shall implement the system changes as they occur. The Contractor shall update the NIPMIS as new contracts are added, and as other administrative changes are received. For on-site contracts (contracts, grants, cooperative agreements with on-site performance or with installation-provided government property), a different electronic software system (Excel spreadsheet) is currently maintained to aid in monitoring those contracts/grants/cooperative agreements. However, the Contractor is not precluded from developing and using an alternative system without disruption of services for the management of on-site contracts, grants and cooperative agreements. Prior approval must be obtained from the IPO or SEMO through the COTR.

D. NF 1018 and Annual/Final Inventories.

NASA's contractors are generally required to submit to NASA an annual financial report (NF 1018) of government property in their custody no later than October 31. However, certain contractors are required to submit an NF1018 at other dates during the fiscal year that are determined by HQ's data call. Educational institution recipients of grants and cooperative agreements are required to submit annual inventories of government property no later than October 31. The Contractor shall collect and analyze, for accuracy, completeness and timeliness, all NF 1018s (including negative reports) and annual inventories. In addition, the Contractor shall ensure that all the NF 1018s and annual inventories are entered in the web-based NASA Electronic Submission System (NESS) and ensure that all required electronic validations/approvals are made. The Contractor shall generate and maintain hard copies of the NF 1018s for other report and audit purposes. ARC receives an annual average of one hundred-fifteen (115) NF 1018s. See samples in Section J.

E. Summaries of Property Control System Analyses (PCSA).

The Contractor shall obtain, review and enter in NIPMIS all required annual summaries of contractors' PCSA or written waivers, correcting deficiencies and discrepancies. The Contractor shall notify the ARC Procurement Officer and each cognizant contract specialist of the delinquent PCSA summaries for resolution no later than April 15. Annually there are approximately sixty-five (65) summaries required.

F. Oversight of Property Management under Off-Site Contracts, Grants and Cooperative Agreements.

The Contractor shall coordinate with the cognizant PAs, PLCOs, contractors, COTRs/COs and other personnel to ensure that off-site contractors adhere to the applicable FAR and NFS provisions and other property related provisions in their individual contracts. The Contractor shall use the NIPMIS to maintain a current list of off-site contracts, grants and cooperative agreements (with government property). The Contractor shall obtain from Acquisition Division copies of all new contracts, contract modifications, Letters of Delegation of Property Administration and other relevant documents. Within three (3) days of receipt of a copy of a new contract, the Contractor shall obtain from the cognizant contract specialist administrative information required for establishing new contract files (NIPMIS and working copy, and coordinate delegation to DOD property administration and plant clearance responsibility. The Contractor shall document in the appropriate contract file all property management activities made under such contract.

G. Property Closeouts.

The Contractor shall initiate the closeout process within two (2) days of receipt of each request for property closeout from the Acquisition Division, in accordance with applicable regulations found in Paragraph C.17.1B. The Contractor shall perform a final review of the contract, grant or cooperative agreement file to ensure completion of all final property close-out actions (including title transfer as appropriate) and completion of appropriate final documents (e.g., ARC 76, final NF 1018, SF 1424, DD Form 1593, DD Form 250, and JFS close-out form). The Contractor shall complete this process and send the closed property file to the Acquisition Division within five (5) working days of receipt of closeout request.

## 17.2 DOCUMENTATION AND REPORTING REQUIREMENTS

### Performance Measures Report (Semi-Annual).

The Contractor shall collect all required data (the majority of which are already available from the NESS/NIPMIS), prepare a web-based Performance Measures Report (see samples in Section J), and submit that report to the NASA-ARC IPO for review and approval prior to electronic submission. Upon receipt of IPO approval, the Contractor shall electronically submit this report. The report is due no later than May 15 and November 15.

## 17.3 INDEFINITE QUANTITY WORK

### Screening of Excess Government Property.

The Contractor shall process within five (5) working days of receipt, each report of contractor's excess government property in accordance with applicable regulations found in Paragraph C.17.1B. The Contractor shall send a written notification (via e-mail or mail) to the cognizant CO and the COTR of the availability of excess property for possible reutilization and provide a copy of the list of excess government property to ARC's Property Disposal Officer for further disposal action. The Contractor shall coordinate all transfers of government property, ensure transfers are properly authorized, shall ensure receipt of relevant documents and shall document disposal actions in the appropriate contract files. For property returned to ARC, the Contractor shall coordinate with ARC's Equipment Manager, cognizant COTR and contractor on arrangements for pick up, shipping and/or receiving in accordance with NPG 4200.1E. ARC annually processes approximately six (6) contractor's inventory schedules for disposal.

End of Section

End of SOW

## **SECTION D - PACKAGING AND MARKING**

### **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**

<b>NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
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None included by reference.

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

##### **CLAUSE**

<b>NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
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None included by reference.

### **D.2 PACKAGING AND MARKING (ALTERNATE I) (FEB 1997)**

- (a) The contractor shall preserve, pack, and mark for shipment all items deliverable under this contract in accordance with good commercial practices and adequate to ensure both acceptance by common carrier and safe transportation at the most economical rate(s).
- (b) The contractor's markings on shipping containers shall be clearly legible from a distance of thirty-six (36) inches. The contractor may mark by stencil, rubber stamp, or lacquer over a coated gummed label.

End of Clause

End of Section

**SECTION E - INSPECTION AND ACCEPTANCE**

**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
52.246-2	AUG 1996	INSPECTION OF SUPPLIES--FIXED PRICE
52.246-3	MAY 2001	INSPECTION OF SUPPLIES--COST REIMBURSEMENT
52.246-4	AUG 1996	INSPECTION OF SERVICES--FIXED-PRICE
52.246-5	APR 1984	INSPECTION OF SERVICES--COST REIMBURSEMENT

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

CLAUSE NUMBER DATE TITLE  
None included by reference.

**E.2 PERFORMANCE REQUIREMENTS SUMMARY (See Attachment J-E1)**

- J-B1 Bid Schedules (Totals)
- J-B2 Fixed Price Contract Pricing Schedule (FPCPS)
- J-B3 Indefinite Delivery, Indefinite Quantity Pricing Sheet

End of Clause

End of Section

**SECTION F - DELIVERIES OR PERFORMANCE**

**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
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS
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 PERIOD OF PERFORMANCE (ARC 52.211-100) (JUL 1997)**

**(a) PHASE-IN PERIOD**

The Phase-in period of this contract shall be for thirty (30) to sixty (60) days beginning on the effective date of contract award.

**(b) BASE PERIOD**

The period of performance of this contract shall be for twelve (12) months from the end of the Phase-In Period.

**(c) OPTION PERIOD ONE**

If exercised, the period of performance shall be for twelve (12) months from the end of the Base Period.

**(d) OPTION PERIOD TWO**

If exercised, the period of performance shall be for twelve (12) months from the end of Option Period One.

**(e) OPTION PERIOD THREE**

If exercised, the period of performance shall be for twelve (12) months from the end of Option Period Two.

(f) **OPTION PERIOD FOUR**

If exercised, the period of performance shall be for twelve (12) months from the end of Option Period Three.

End of Clause

**F.3 DELIVERY SCHEDULE (ARC 52.211-91) (FEB 1997)**

(a) Unless specified otherwise below, all items shall be delivered to:

Ames Research Center  
Moffett Field, CA 94035-1000

Deliver to: Receiving Dept. 255-3 Marked For: Contract NAS2-TBD

(b) The Contractor shall deliver the items required to be furnished by the Statement of Work and/or individual task/DOS.

(c) All documentation shall be submitted in accordance with clause ARC 52.211-92, "Delivery of Reports."

End of Clause

**F.4 DELIVERY OF REPORTS (ARC 52.211-92) (FEB 1997)**

Unless otherwise specified, all reports shall be addressed to NASA-Ames Research Center, Moffett Field, CA 94035-1000, marked with the contract number, to the attention of the listed recipients, and in accordance with the following delivery schedule. A copy of the transmittal letter for each report shall be forwarded to the Contracting Officer. The Government prefers to receive all reports electronically in standard MS Office (e.g. Word, Excel, etc.) or compatible file format either via e-mail or on a standard disk (ZIP, CD, DVD, etc.) that is readable by either a Mac or PC. Additional requirements are noted below.

The following reports are not all inclusive. The following list includes major and/or recurring reports. It does not include letters or reports such as limitation of funds notification, Collective Bargaining Agreement (CBA) notification, etc.

<u>Administrative Reports</u>	<u>Delivery Date</u>	<u>Qty</u>	<u>Recipient</u>
(a) Initial Report	Ten (10) working days after	1	CO, JAC:241-1
(NF 533I)	start of the contract	1	COTR, JFS:255-1
(Section G)		1	Financial Management Division, M/S 203-18
		1	Resources Management Office M/S 237-9

(b) Monthly Report (NF 533M) (Section G)	NLT ten (10) working days following the close of the Contractor's monthly accounting period (starting with Phase-In period)	1 CO, JAC:241-1 1 COTR, JFS:255-1 1 Financial Management Division, M/S 203-18
(c) Quarterly Report (NF 533Q) (Section G)	Not later than the fifteenth day of the month preceding the quarter being reported	1 CO, JAC:241-1 1 COTR, JFS:255-1 1 Financial Management Division, M/S 203-18
(d) Phase-Out Plan (Section L)	Ninety (90) days before contract completion date, or as directed by the Contracting Officer	1 COTR, JFS:255-1 1 CO, JAC:241-1
(e) Certificate of Insurance (Section H)	Prior to starting contract performance and updated as required to keep in effect	1 CO, JAC:241-1
(f) Contractor Monthly Accident Report (CMAR) (Section H)	No later than fifteenth calendar day following month being reported	1 CO, JAC:241-1 1 COTR, JFS:255-1 1 QH: 218-1
(g) NASA Mishap Report (Section C)	One (1) working day after each mishap	1 COTR, JFS:255-1 1 CO, JAC:241-1 1 QH: 218-1
(h) Quarterly Report of Purchases (Section G)	No later than fifteenth calendar day following the quarter being reported	1 CO, JAC:241-1 1 COTR, JFS:255-1 1 IPO, JFS:255-2

**Section C Programmatic Reports**

	<u>Delivery Date</u>	<u>Qty</u>	<u>Recipient</u>
(a) Quality Control Program (QCP)	Include with proposal and update annually no later than thirty (30) days following the anniversary of the contract start date	1 1 1	COTR, JFS:255-1 CO, JAC:241-1 QH: 218-1
(b) Quality Control (QC) Inspections File	Three (3) working days following contract completion or at the direction of the Contracting Officer	1	COTR, JFS:255-1
(c) Contractor Licensing, Certs & Experience Requirements	Fifteen (15) calendar days prior to start of the contract, and within one (1) day after any personnel changes	1	COTR, JFS:255-1
(d) Initial Inventory	Within two weeks of the start of the contract	1 1	COTR, JFS:255-1 CO, JAC:241-1

	and within five (5) working days of changes or discovery of discrepancies		
(e) Interim Inventories	Two (2) weeks prior to expiration of <u>each option period</u>	1	COTR, JFS:255-1
		1	CO, JAC:241-1
(f) Final Inventory at Completion of Contract	Upon contract completion or at the direction of the Contracting Officer	1	COTR, JFS:255-1
		1	CO, JAC:241-1
(g) Environmental Health & Safety (EHS) Plan	Fourteen (14) calendar days prior to start of the contract and updated annually as warranted by changes in requirements	1	COTR, JFS:255-1
		1	CO, JAC:241-1
(h) Hazardous Matl Inventory and Tracking Report	NLT January 20 of each calendar year	1 hard copy	COTR, JFS:255-1
(i) NF 1324 reports (supply)	Semiannually on May 15 and November 15	1	COTR, JFS:255-1
(j) Property Management Program	Within thirty (30) days after the start of the contract and within thirty days after the start of an option period	1	COTR, JFS:255-1
(k) NF 1324 reports (property)	Semiannually on April 10 and October 10	1	COTR, JFS:255-1
(l) Survey Status/ Inventory	Annually on March 1	1	COTR, JFS:255-1
(m) Janitorial Services and Recycle Services	Monthly, NLT submission of invoice	1	COTR, JFS:255-1
(n) Refuse and Recycle Disposal Report	Monthly, NLT submission of Invoice	1	COTR, JFS:255-1
(o) NASA HQ's Postal Charges Report	Quarterly, seven days following Reporting Period	1	COTR, JFS:255-1
(p) GSA Mileage Report	Monthly, last business day of each month	1	COTR, JFS:255-1
(q) Vehicle Productivity Report	Monthly, third business day following month being reported	1	COTR, JFS:255-1
(r) FAST Report	Annually as specified	1	COTR, JFS:255-1

(s) OMB Budget Report	Annually as specified	1 COTR, JFS:255-1
(t) Shuttle Bus Usage Report	Quarterly, fifth working day following the reporting period	1 COTR, JFS:255-1
(u) Vehicle Cost/Mile Report	Quarterly, NLT twentieth day following each quarter	1 COTR, JFS:255-1
(v) Performance Measures Report	Semi-Annually NLT May 15 and November 15	1 IPO, JFS:255-1

End of Clause

F.5 PLACE OF PERFORMANCE (ARC 52.237-90) (FEB 1997)

The contractor shall perform the work under this contract at NASA ARC, MF, Camp Parks, and at such other locations as may be approved in writing by the Contracting Officer.

End of Clause

End of Section

**SECTION G - CONTRACT ADMINISTRATION DATA****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
None included by reference.		

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

CLAUSE NUMBER	DATE	TITLE
1852.242-73	JUL 2000	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	JUL 1997	CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT
1852.245-72	MAR 1989	LIABILITY FOR GOVERNMENT PROPERTY FURNISHED FOR REPAIR OR OTHER SERVICES

End Of Clause

**G.2 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71, Alt 1) (JUN 1998) (ARC FILL IN)**

- (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 user responsibilities set forth in NPG 4200.1E:

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 record keeping, 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's purchase order shall require the vendor to deliver the property to the installation central receiving area;

- (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.
  - (3) 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.

End of Clause

**G.3 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS 1852.245-77) (JUL 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 as an attachment in Section J. 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) Supplies from stores stock.
- (d) Publications and blank forms stocked by the installation.
- (e) Computer time and storage to be made available to the Contractor for use in performance of this contract is identified on Attachment \_\_\_not applicable\_\_\_. An identification number and all necessary operating and access instructions for the provided system(s) will be supplied to the Contractor within \_\_\_not applicable\_\_\_ calendar days after the effective date of the contract. Questions concerning use or access of these system(s) should be directed to the NASA Project Manager.
- (f) Safety and fire protection for Contractor personnel and facilities.
- (g) Installation service facilities: \_\_\_library, childcare facility \_\_\_\_.
- (h) Fitness Center facilities under the following conditions:
- (1) Applications shall be submitted to, and shall be processed by, the support service contractor currently operating the Fitness Center for the Government.
  - (2) The procedure for receiving and processing applications, obtaining a medical authorization from a licensed physician, and selection of applicants for participation will be similar to the procedure for Government employees.
  - (3) All individuals applying for participation shall sign a statement waiving the Government from any liability for personal injury during participation in Fitness Center activities.
- (i) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty. In all instances of severe injury, or sudden life threatening illness (e.g. heart attack), the Emergency Medical Technician Squad shall be summoned immediately, by dialing 911. Referrals to tertiary care centers and for private physicians will be made in cases requiring long term follow-up, or when specific services required are unavailable on-site.
- (j) Cafeteria privileges for Contractor employees during normal operating hours.
- (k) Building maintenance for facilities occupied by Contractor personnel.
- (l) 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.
- (m) 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.4 ISSUANCE OF DELIVERY ORDERS (ARC 52.216-90) (JUL 1997)

- (a) As requirements are generated during the contract period, the Contracting Officer, or duly authorized representative, shall issue DOs for the supplies and/or services identified in the contract schedule. The Contractor shall perform its obligation under this contract in accordance with the DOs issued. Each DO is subject to the terms and conditions of this contract.
- (b) Each DO shall include the following:
- (1) Numerical designation of the DO.
  - (2) Description, quantity and price of the item(s) ordered.
  - (3) Required time within which the DO is to be completed.
  - (4) Other information which may be appropriate.

End of Clause

G.5 SUBMISSION OF INVOICES--FIXED PRICE (ARC 52.232-93) (MAR 2001)

- (a) Invoices shall be submitted to the Accounting Operations Branch, M/S 203-18, Ames Research Center, Moffett Field, CA 94035-1000, in quadruplicate (an original and three copies).
- (b) Reporting Requirements under Taxpayer Relief Act of 1997
- (1) The Taxpayer Relief Act of 1997, enacted August 5, 1997, requires Federal executive agencies to file information returns (i.e., Form 1099-MISC) for payment of \$600 or more to corporations for services. Payments for services under certain confidential or classified contracts that meet the requirements of Internal Revenue Code Section 6050M(e) are excluded from the reporting requirements. This change became effective as of January 1, 1997.
  - (2) In order to comply with the Act, the contractor shall separately subtotal taxable services and nontaxable materials and supplies on each invoice. If subtotals are not specified on the invoices, the Government will presume that the entire invoice amount is reportable and will be shown on the Form 1099-MISC generated by NASA and provided to the contractor and the Internal Revenue Service.
  - (c) Invoices shall denote the numerical sequence of the invoice, and shall include the contract number, DO number (if any), Taxpayer Identification Number (TIN#), Banking Information for Electronic Funds Transfer (EFT), contract line item number(s), description of supplies or services, quantities, unit prices, and extended totals. If shipped on Government Bill of Lading, indicate Bill of Lading number and weight of shipment.
  - (d) This contract [X] does ~~not~~ provide for partial payments. If applicable, payments will be made in accordance with the following schedule:
    - Partial payments (monthly) are authorized upon receipt of invoice and Government acceptance.

End of Clause

**G.6 PERFORMANCE-BASED PAYMENTS (FAR 52.232-32) (FEB 2002)**

**(a) Amount of payments and limitations on payments.**

Subject to such other limitations and conditions as are specified in this contract and this clause, the amount of payments and limitations on payments shall be specified in the contract's description of the basis for payment.

**(b) Contractor request for performance-based payment.**

The Contractor may submit requests for payment of performance-based payments not more frequently than monthly, in a form and manner acceptable to the Contracting Officer. Unless otherwise authorized by the Contracting Officer, all performance-based payments in any period for which payment is being requested shall be included in a single request, appropriately itemized and totaled. The Contractor's request shall contain the information and certification detailed in paragraphs (l) and (m) of this clause.

**(c) Approval and payment of requests.**

(1) The Contractor shall not be entitled to payment of a request for performance-based payment prior to successful accomplishment of the event or performance criterion for which payment is requested. The Contracting Officer shall determine whether the event or performance criterion for which payment is requested has been successfully accomplished in accordance with the terms of the contract. The Contracting Officer may, at any time, require the Contractor to substantiate the successful performance of any event or performance criterion which has been or is represented as being payable.

(2) A payment under this performance-based payment clause is a contract financing payment under the Prompt Payment clause of this contract and not subject to the interest penalty provisions of the Prompt Payment Act. The designated payment office will pay approved requests on the 30th day after receipt of the request for performance-based payment. However, the designated payment office is not required to provide payment if the Contracting Officer requires substantiation as provided in paragraph (c)(1) of this clause, or inquires into the status of an event or performance criterion, or into any of the conditions listed in paragraph (e) of this clause, or into the Contractor certification. The payment period will not begin until the Contracting Officer approves the request.

(3) The approval by the Contracting Officer of a request for performance-based payment does not constitute an acceptance by the Government and does not excuse the Contractor from performance of obligations under this contract.

**(d) Liquidation of performance-based payments.**

(1) Performance-based finance amounts paid prior to payment for delivery of an item shall be liquidated by deducting a percentage or a designated dollar amount from the delivery payment. If the performance-based finance payments are on a delivery item basis, the liquidation amount for each such line item shall be the percent of that delivery item price that was previously paid under performance-based finance payments or the designated dollar amount. If the performance-based finance payments are on a whole contract basis, liquidation shall be by either predesignated liquidation amounts or a liquidation percentage.

(2) If at any time the amount of payments under this contract exceeds any limitation in this contract, the Contractor shall repay to the Government the excess. Unless otherwise determined by the Contracting Officer, such excess shall be credited as a reduction in

the unliquidated performance-based payment balance(s), after adjustment of invoice payments and balances for any retroactive price adjustments.

(e) *Reduction or suspension of performance-based payments.*

The Contracting Officer may reduce or suspend performance-based payments, liquidate performance-based payments by deduction from any payment under the contract, or take a combination of these actions after finding upon substantial evidence any of the following conditions:

- (1) The Contractor failed to comply with any material requirement of this contract (which includes paragraphs (h) and (i) of this clause).
- (2) Performance of this contract is endangered by the Contractor's-
  - (i) Failure to make progress; or
  - (ii) Unsatisfactory financial condition.
- (3) The Contractor is delinquent in payment of any subcontractor or supplier under this contract in the ordinary course of business.

(f) *Title.*

- (1) Title to the property described in this paragraph (f) shall vest in the Government. Vestiture shall be immediately upon the date of the first performance-based payment under this contract, for property acquired or produced before that date. Otherwise, vestiture shall occur when the property is or should have been allocable or properly chargeable to this contract.
- (2) "Property," as used in this clause, includes all of the following described items acquired or produced by the Contractor that are or should be allocable or properly chargeable to this contract under sound and generally accepted accounting principles and practices:
  - (i) Parts, materials, inventories, and work in process;
  - (ii) Special tooling and special test equipment to which the Government is to acquire title under any other clause of this contract;
  - (iii) Nondurable (*i.e.*, noncapital) tools, jigs, dies, fixtures, molds, patterns, taps, gauges, test equipment and other similar manufacturing aids, title to which would not be obtained as special tooling under paragraph (f)(2)(ii) of this clause; and
  - (iv) Drawings and technical data, to the extent the Contractor or subcontractors are required to deliver them to the Government by other clauses of this contract.
- (3) Although title to property is in the Government under this clause, other applicable clauses of this contract (*e.g.*, the termination or special tooling clauses) shall determine the handling and disposition of the property.
- (4) The Contractor may sell any scrap resulting from production under this contract, without requesting the Contracting Officer's approval, provided that any significant reduction in the value of the property to which the Government has title under this clause is reported in writing to the Contracting Officer.
- (5) In order to acquire for its own use or dispose of property to which title is vested in the Government under this clause, the Contractor must obtain the Contracting Officer's advance approval of the action and the terms. If approved, the basis for payment (the events or performance criteria) to which the property is related shall be deemed to be not in compliance with the terms of the contract and not payable (if the property is part of

or needed for performance), and the Contractor shall refund the related performance-based payments in accordance with paragraph (d) of this clause.

- (6) When the Contractor completes all of the obligations under this contract, including liquidation of all performance-based payments, title shall vest in the Contractor for all property (or the proceeds thereof) not-
  - (i) Delivered to, and accepted by, the Government under this contract; or
  - (ii) Incorporated in supplies delivered to, and accepted by, the Government under this contract and to which title is vested in the Government under this clause.

- (7) The terms of this contract concerning liability for Government-furnished property shall not apply to property to which the Government acquired title solely under this clause.

(g) *Risk of loss.*

Before delivery to and acceptance by the Government, the Contractor shall bear the risk of loss for property, the title to which vests in the Government under this clause, except to the extent the Government expressly assumes the risk. If any property is damaged, lost, stolen, or destroyed, the basis of payment (the events or performance criteria) to which the property is related shall be deemed to be not in compliance with the terms of the contract and not payable (if the property is part of or needed for performance), and the Contractor shall refund the related performance-based payments in accordance with paragraph (d) of this clause.

(h) *Records and controls.*

The Contractor shall maintain records and controls adequate for administration of this clause. The Contractor shall have no entitlement to performance-based payments during any time the Contractor's records or controls are determined by the Contracting Officer to be inadequate for administration of this clause.

(i) *Reports and Government access.*

The Contractor shall promptly furnish reports, certificates, financial statements, and other pertinent information requested by the Contracting Officer for the administration of this clause and to determine that an event or other criterion prompting a financing payment has been successfully accomplished. The Contractor shall give the Government reasonable opportunity to examine and verify the Contractor's records and to examine and verify the Contractor's performance of this contract for administration of this clause.

(j) *Special terms regarding default.*

If this contract is terminated under the Default clause, (1) the Contractor shall, on demand, repay to the Government the amount of un-liquidated performance-based payments, and (2) title shall vest in the Contractor, on full liquidation of all performance-based payments, for all property for which the Government elects not to require delivery under the Default clause of this contract. The Government shall be liable for no payment except as provided by the Default clause.

(k) *Reservation of rights.*

- (1) No payment or vesting of title under this clause shall-
  - (i) Excuse the Contractor from performance of obligations under this contract; or

- (ii) Constitute a waiver of any of the rights or remedies of the parties under the contract.
- (2) The Government's rights and remedies under this clause-
  - (i) Shall not be exclusive, but rather shall be in addition to any other rights and remedies provided by law or this contract; and
  - (ii) Shall not be affected by delayed, partial, or omitted exercise of any right, remedy, power, or privilege, nor shall such exercise or any single exercise preclude or impair any further exercise under this clause or the exercise of any other right, power, or privilege of the Government.
- (l) *Content of Contractor's request for performance-based payment.*  
The Contractor's request for performance-based payment shall contain the following:
  - (1) The name and address of the Contractor;
  - (2) The date of the request for performance-based payment;
  - (3) The contract number and/or other identifier of the contract or order under which the request is made;
  - (4) Such information and documentation as is required by the contract's description of the basis for payment; and
  - (5) A certification by a Contractor official authorized to bind the Contractor, as specified in paragraph (m) of this clause.
- (m) *Content of Contractor's certification.* As required in paragraph (l)(5) of this clause, the Contractor shall make the following certification in each request for performance-based payment:

I certify to the best of my knowledge and belief that-

  - (1) This request for performance-based payment is true and correct; this request (and attachments) has been prepared from the books and records of the Contractor, in accordance with the contract and the instructions of the Contracting Officer;
  - (2) (Except as reported in writing on \_\_\_\_\_), all payments to subcontractors and suppliers under this contract have been paid, or will be paid, currently, when due in the ordinary course of business;
  - (3) There are no encumbrances (except as reported in writing on \_\_\_\_\_) against the property acquired or produced for, and allocated or properly chargeable to, the contract which would affect or impair the Government's title;
  - (4) There has been no materially adverse change in the financial condition of the Contractor since the submission by the Contractor to the Government of the most recent written information dated \_\_\_\_\_; and
  - (5) After the making of this requested performance-based payment, the amount of all payments for each deliverable item for which performance-based payments have been requested will not exceed any limitation in the contract, and the amount of all payments under the contract will not exceed any limitation in the contract.

G.7 SUBMISSION OF VOUCHERS FOR PAYMENT (NASA 1852.216-87) (MAR 1998) (MODIFIED MAR 2003) (Applicable only to the cost reimbursement portions of the contract.)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the contract number and the contractor's Taxpayer Identification Number (TIN#).

(b) Reporting Requirements Under Taxpayer Relief Act of 1997:

(1) The Taxpayer Relief Act of 1997, enacted August 5, 1997, requires Federal executive agencies to file information returns (i.e., Form 1099-MISC) for payment of \$600 or more to corporations for services. Payments for services under certain confidential or classified contracts that meet the requirements of Internal Revenue Code Section 6050M (e) are excluded from the reporting requirements. This change became effective as of January 1, 1997.

(2) In order to comply with the Act, the contractor shall separately subtotal taxable services and nontaxable materials and supplies on each voucher. If subtotals are not specified on the vouchers, the Government will presume that the entire voucher amount is reportable and will be shown on the Form 1099-MISC generated by NASA and provided to the contractor and the Internal Revenue Service.

(c) DCAA Program for Contractor Direct Submission of Interim Vouchers to NASA Paying Offices:

(1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

Accounting Operations Branch  
NASA Ames Research Center  
M/S 203-18  
Moffett Field, CA 94035-1000

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(d) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (c), the contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment, and three (3) copies to:

Accounting Operations Branch  
NASA Ames Research Center  
M/S 203-18  
Moffett Field, CA 94035-1000

- (2) Six (6) copies of SF 1034A, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block the names and addresses as follows and distribute to the respective addressees:

- (i) Copy 1 -- NASA Contracting Officer, STAMPED "INFO COPY"

NASA Ames Research Center:  
M/S: 241-1  
Moffett Field, CA 94035-1000

- (ii) Copy 2 -- Auditor  
Defense Contract Audit Agency

TBD

- (iii) Copy 3 -- Contractor

- (iv) Copy 4 -- Contract Administration Office (if applicable), STAMPED "INFO COPY"

- (v) Copy 5 -- Project Management Office, STAMPED "INFO COPY"

- (vi) Copy 6 -- NASA Equipment Management Branch, M/S 255-2, STAMPED "INFO COPY"

(For Contractor-Acquired Property and/or Centrally Reportable Equipment, if applicable – see paragraph (4) below)

- (3) As authorized by FAR 52.216-7(a), the Contractor shall also include the following in its vouchers submitted for payment of costs incurred for any Contractor-Acquired Property or Centrally Reportable Equipment that has an acquisition cost exceeding \$1,000.00;

- (i) Date of Purchase

- (ii) Purchase Order Number

- (iii) Item Description

- (iv) Quantity

- (v) Purchase Price

- (4) "Centrally Reportable Equipment" is defined at NFS clause 1852.245-70.

- (e) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (c) or (d) of this clause, whichever is applicable, and be forwarded to:

Accounting Operations Branch  
NASA Ames Research Center  
M/S 203-18  
Moffett Field, CA 94035-1000

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

- (f) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

End of Clause

**G.8 NFS 1852.242-70 TECHNICAL DIRECTION (SEPTEMBER 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

End of Section

SECTION H - SPECIAL CONTRACT REQUIREMENTS

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	APR 1998	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

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

CLAUSE NUMBER	DATE	TITLE
1852.204-74	MAY 2002	CENTRAL CONTRACTOR REGISTRATION
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
1852.223-76	JUL 2003	FEDERAL AUTOMOTIVE STATISTICAL TOOL (FAST) REPORTING
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS

End Of Clause

H.2 ORGANIZATIONAL CONFLICTS OF INTEREST (ARC 52.209-94) (MAR 1998) (MODIFIED)(SEPT 2003)

- (a) The Contracting Officer has concluded that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of the Contractor is directed to FAR Subpart 9.5, "Organizational and Consultant Conflicts of Interest."
- (b) The nature of the potential organizational conflict of interest in this acquisition is described below:  
The Contractor may have access to Government sensitive information; sensitive, confidential, proprietary, or restricted/limited information of other entities interacting with NASA; as well as personal information protected by the Privacy Act. (See FAR 9.505-4.)
- (c) To avoid, neutralize, or mitigate the potential organizational conflict of interest, the Contractor shall not, during the performance of the contract and for a period of three years following completion of performance thereof, engage in the following activities:

The Contractor and its subcontractors shall not disclose or utilize any sensitive, confidential, proprietary, restricted/limited, or Privacy Act protected information it may have been authorized or gained access to for any purposes other than contract performance, and shall not engage in any marketing or consulting activity using any sensitive or proprietary data obtained.

The Contracting Officer may specifically approve an exception to this prohibition.

- (d) (1) If, in the performance of work under this contract, the Contractor has access to Government sensitive information; or sensitive, confidential, proprietary, restricted/limited, or Privacy Act protected information of other companies, entities, or individuals interacting with ARC, the Contractor shall protect such information from unauthorized use or disclosure so long as it retains its protected status. In addition, the Contractor shall not be permitted to use such information in performing any other contract.
- (2) If, in the performance of work under this delivery order, the Contractor enters into a separate agreement with a company for the protection of sensitive, confidential, proprietary, restricted/limited, or Privacy Act protected information, the Contractor shall furnish a copy of that agreement to the Contracting Officer.
- (3) The Contractor must educate its employees, through formal training, not to divulge the sensitive, confidential, proprietary, restricted/limited, or Privacy Act protected information received in connection with the performance of work under this contract. The Contractor shall provide a plan to implement this training for the approval of the Contracting Officer.
- (4) The Contractor shall obtain from all employees having access to sensitive, confidential, proprietary, restricted/limited, or Privacy Act protected information under this contract, a written agreement which shall prohibit those employees, during the term of their employment and thereafter, from disclosing to others or using for their own behalf, sensitive, confidential, proprietary, restricted/limited, or Privacy Act protected information received in connection with the performance of work under this contract.
- (e) The term "Contractor" as used in this clause shall include (i) the corporate or other entity executing this contract with the Government; (ii) such entity's parent, subsidiary, affiliate, or successor entities to the extent that the parent, subsidiary, affiliate, or successor entity has responsibility for the performance of work under this contract; and (iii) the Contractor's subcontractors that handle, receive, reduce, interpret, or transmit information obtained, used, or produced during performance of work under this contract at Ames Research Center.
- (f) The term "contract" as used in this clause shall include options, extensions, and any successor contracts performed or to be performed by the Contractor without any other contractor intervening.
- (g) The Contractor shall include paragraphs (a) through (f) of this clause in every subcontract.

End of Clause

### H.3 KEY PERSONNEL AND FACILITIES (NASA 1852.235-71) (MAR 1989)

- (a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification

(including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

- (b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.
- (c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

KEY POSITION	KEY PERSON

End Of Clause

**H.4 (LIMITED) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (ARC 52.203-91) (JUN 2001)**

- (a) NASA may find it necessary to release information submitted by the Contractor, either in response to this solicitation or pursuant to the provisions of this contract to other NASA contractors and their subcontractors. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these contractors and their subcontractors. Accordingly, by submission of this proposal, or signature on this contract or other contracts, the Contractor hereby consents to a limited release of its Confidential Business Information (CBI).
- (b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to, the following:
  - (1) To other Agency contractors and subcontractors tasked with assisting the Agency in handling and processing information and documents in the evaluation, the award or the administration of Agency contracts, such as providing both pre-award and post award audit support and specialized technical support to NASA's technical evaluation panels;
  - (2) To NASA contractors and subcontractors engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.
- (c) NASA recognizes its obligation to protect the contractor from competitive harm that could result from the release of such information to a competitor. Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) or (2) only pursuant to non-disclosure agreements signed by the assisting contractor and its subcontractor. The assisting contractor and its subcontractors will be required by their contract or subcontracts to obtain nondisclosure agreements from their individual employees who may require access to the CBI to perform their responsibilities.

- (d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.
- (e) The Contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of confidential business information by the subcontractor.

H.5 MINIMUM INSURANCE COVERAGE (NASA 1852.228-75) (OCT 1988)

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

- (a) Worker's compensation and employer's liability insurance as required by applicable Federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.
- (b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.
- (c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.
- (d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:  
"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."
- (e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

End of Clause

**H.6 SECURITY REGISTRATION AND IDENTIFICATION BADGES-ON-SITE  
CONTRACTORS, EXCLUDING CONSTRUCTION (ARC 52.204-91) (FEB 1997)**

- (a) All persons engaged in work at Ames Research Center are required to be registered and badged by Protective Services, and to follow all security regulations and requirements.
  
- (b) The Contractor is responsible for assuring that each employee or company representative wears his/her issued identification badge at all times while they are within the boundaries of Moffett Field. Badges shall be worn above the waist in such a manner as to be clearly visible.
  
- (c) (1) The Contractor shall ensure that all employees who are terminated or who are no longer connected with the work being performed under this contract are processed out through Protective Services. Badges, keys, and other Government property must be accounted for and returned. If a computer account has been established, the account must be deactivated.  
  
(2) The Government shall notify the Contractor if any terminated employee has not been processed out through Protective Services. The Contractor then has 30 days in which to process the terminated employee without penalty. After 30 days, a Bill of Collection will be issued by the Government in the amount of \$500 for each terminated employee that has not been properly processed out.
  
- (d) U.S. Citizens and Permanent Resident Aliens. On the first day of work, the employee will check in at the NASA Visitor Badging Office, Building 26. A temporary badge will be issued and the employee will be directed to the work site. As soon as practical, the employee must bring the completed "Non-Government Employee Security Badging Packet," NASA Form 531 and AOM Form 500, to the Employee Badging Office, Building 15. Employees will need to submit a completed packet for each badge issued, including renewals. Fingerprints will be taken if necessary and a permanent badge will be issued. All terminating employees must check out through the Employee Badging Office.
  
- (e) Foreign Nationals (Passports, Visas, Non-Immigrant Aliens). A National Agency Check (NAC) is a prerequisite for a foreign national, making it necessary that all paperwork be submitted to JP:15-1:4-4651/Foreign National Processing at least 60 days in advance of the anticipated entry date (NAC processing can take as long as 180 days to process). JP/Foreign National Processing will provide guidance as to what paperwork and type of visa are required.
  
- (f) Reserve Gate Procedure. In the event of a labor dispute the Government may restrict entrance and exit of the Contractor's employees and the Contractor's suppliers to a specified gate at Ames Research Center, pursuant to Chapter 4 of NASA Handbook 5200.1A, "Industrial Labor Relations Manual." The Contractor agrees to have all employees rebadged and to direct them and their suppliers to utilize only the designated gate.

End of Clause

#### H.7 EMERGENCY PREPAREDNESS AND RESPONSE (ARC 52.223-90) (MAR 1999)

In the event of an emergency that requires a Level 1, 2, or 3 response, as defined in Paragraph 106, "Levels of Response," in the Ames Handbook and Emergency Preparedness Plan (AHB 1600.4), the contractor shall follow the emergency procedures (e.g., shut down equipment, conduct damage assessments, etc.) shown in Paragraph 202, "Responsibilities," of the Handbook. Responsibilities are assigned on an organizational basis; therefore, Contractors must refer to the section(s) of the Handbook that correlate with their respective COTR organization(s).

End of Clause

#### H.8 DISASTER ASSISTANCE AND RESCUE TEAM (DART) PARTICIPATION (ARC 52.223-91) (MAR 1999)

Contractor employees are eligible to participate in the Disaster Assistance and Rescue Team (DART) if approved in writing by the Contractor and appointed by the Government. If a Contractor approves of an employee's participation, the contractor agrees to modify the employee's position description to include participation in DART, and to provide additional indemnification (e.g., worker's compensation insurance, general liability, etc.) as may be necessary to protect its employee and/or the Government while the employee is participating in the program.

##### DART Definition

This 90-person team is comprised of civil service, contractor, and military personnel that work at Ames Research Center and Moffett Federal Airfield. The team composition includes scientists, engineers, wind tunnel mechanics, aircraft mechanics, facility maintenance personnel, computer specialist, industrial hygienist, safety professionals, heavy equipment operators, administrative personnel, managers, procurement officials, and data specialists. DART is an umbrella organization that has six functional groups. The groups are Rescue, Hazardous Materials Response, Damage and Utility Control, Structural Assessment, Emergency Communications, and Emergency Operations Center Administrative Support. The Emergency Services Office is responsible for the Moffett Field Emergency Operations Center as well as the Emergency Communications Facility. Typically, participation will involve approximately 5% of the employee's (full) time, except for initial training/orientation, which will involve approximately 10% of the employee's (full) time. The executive management at Ames Research Center strongly encourages contractor participation on DART, which needs all of our support, as it has proven to be a valuable element of the Center's Emergency Service Program.

End of Clause

H.9 CONTRACTOR-ACQUIRED PROPERTY (ARC 52.245-95) (FEB 1997)

(a) Pursuant to the FAR 52.245 Government property clause of this contract, the Contractor is authorized to purchase the following equipment:

Item/Quantity	Estimated Value
_____TBD_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(b) Title of the property cited above shall be vested in accordance with the terms of the clause cited in paragraph (a).

(c) If during the performance of this contract, the Contractor must purchase items not explicitly stated in the contract, the Contractor shall comply with the applicable Government property clause and with the procedures outlined in NFS 1845.502-71.

End of Clause

H.10 TASK ORDERING PROCEDURE (NFS 1852.216-80)(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 10 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 3 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.

End of Clause

**H.11 CONTRACTOR MONTHLY ACCIDENT REPORTING (ARC 52.223-92)**  
**(MAR 2001)**

In accordance with the Safety and Health Clause - NFS 18.52.223-70, and the Ames Health and Safety Manual - AHB 1700.1, the Contractor shall report accident and lost time injuries. Ames Research Center (ARC) collects this data in the Contractor Monthly Accident Reporting (CMAR) web-based system, through the submission of a monthly ARC 15 CMAR form which is located at <http://cmar.arc.nasa.gov/>. The CMAR system will assist the user via built in hyperlinks, to log into the system, complete the ARC 15 Form and other administrative activities.

The contractor shall ensure that accurate and complete data entry of the ARC 15 information is input monthly to the CMAR web-based system for its firm as well as all applicable

subcontractors no later than the 10<sup>th</sup> day of the subsequent month. The contractor shall be responsible for input into the CMAR system of all changes (additions and/or deletions) for its applicable subcontractors.

End of Clause

**H.12 MANAGEMENT AND PROTECTION OF DATA (ARC 52.227-93) (MODIFIED SEPT 2003)**

(a) In the performance of this contract it is anticipated that the Contractor may have access to, be furnished, use, or generate the following types of information:

- (1) information (including, but not limited to, financial, administrative, cost or pricing, or management information as well as technical information or computer software) submitted to the Government with proprietary markings;
- (2) information (including, but not limited to, financial, administrative, cost or pricing, or management information as well as technical information or computer software) of third parties which the Government has agreed to handle under protective arrangements; and
- (3) information generated by or on behalf of the Government which the Government intends to control the use and dissemination thereof.

(b) In order to provide management appropriate for protecting the interests of the Government and other owners of such information, the Contractor agrees with respect to information in category (a)(1) above, and with respect to any information in categories (a)(2) and (a)(3) when marked with a restrictive legend or when so identified by the Contracting Officer as being subject to this clause, to:

- (1) use and disclose such information only to the extent necessary to perform the work required under this contract, with particular emphasis on restricting disclosure of the information to those persons who have a definite need for the information in order to perform under this contract;
- (2) not reproduce the information unless reproduction of the information is specifically permitted elsewhere in the contract or by the Contracting Officer;
- (3) refrain from disclosing the information to third parties without the written consent of the Contracting Officer; and
- (4) return or deliver the information including all copies thereof to the Contracting Officer or his designated recipient when requested by the Contracting Officer.

(c) Notwithstanding the above, the Contractor shall not be restricted in the use and disclosure of any information that becomes generally available without breach of clauses of this contract by Contractor, is known to or is developed by Contractor independently of any disclosure of proprietary, restricted, or confidential information hereunder, or is rightfully received by the Contractor from a third party without restriction.

End of Clause

H.13 SEVERANCE PAY (ARC 52.231-90) (MAY 1993)

In conjunction with FAR 31.205-6(g), the severance pay cost shall not exceed 40 hours pay for each year of employment per employee up to a maximum of \_\_\_\_\_ hours per eligible employee. Severance cost eligibility computation for reimbursement shall also be limited to only the period of employment on the service contract at Ames Research Center. In no event shall the Government reimburse the Contractor for severance cost for employees who voluntarily accept employment in place with the succeeding contractor within ninety (90) days after completion of the current contract.

End of Clause

End of Section

PART II - CONTRACT CLAUSES  
SECTION I - CONTRACT CLAUSES

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	DEC 2001	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION 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	JUN 1997	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
52.208-9	FEB 2002	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY AND SERVICES
52.209-6	JUL 1995	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.212-4	MAY 1997	CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS
52.215-2	JUN 1999	AUDIT AND RECORDS-NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-14	OCT 1997	INTEGRITY OF UNIT PRICES
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA -- MODIFICATIONS (ALTERNATE IV) (OCT 1997)
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT
52.216-18	OCT 1995	ORDERING
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT
52.219-8	OCT 2000	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
52.222-2	JUL 1990	PAYMENT FOR OVERTIME PREMIUMS
52.222-4	SEP 2000	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - OVERTIME COMPENSATION
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-35	DEC 2001	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	DEC 2001	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	MAY 1989	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.222-44	FEB 2002	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE ADJUSTMENT
52.222-47	MAY 1989	SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS ___TBD___ is the incumbent Contractor. ___TBD___ is the labor union.
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995) Insert "___TBD___" in paragraph (b).
52.223-4	OCT 1997	RECOVERED MATERIAL CERTIFICATION
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-12	MAY 1995	REFRIGERATION EQUIPMENT AND AIR CONDITIONERS
52.223-14	OCT 2000	TOXIC CHEMICAL RELEASE REPORTING
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.225-1	MAY 2002	BUY AMERICAN ACT - SUPPLIES
52.225-13	JUL 2000	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
52.228-5	JAN 1997	INSURANCE--WORK ON A GOVERNMENT INSTALLATION
52.232-1	APR 1984	PAYMENTS
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-17	JUN 1996	INTEREST
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-20	APR 1984	LIMITATION OF COST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	FEB 2002	PROMPT PAYMENT
52.232-33	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER-CENTRAL CONTRACTOR REGISTRATION
52.233-1	JUL 2002	DISPUTES

52.233-3	AUG 1996	PROTEST AFTER AWARD
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATIONS OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES—COST REIMBURSEMENT (ALTERNATE II) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	MAY 2002	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-1	APR 1984	PROPERTY RECORDS
52.245-2	DEC 1989	GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS)
52.245-5	JAN 1986	GOVERNMENT PROPERTY (COST REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS)
52.246-4	AUG 1996	INSPECTION OF SERVICES – FIXED PRICE
52.246-25	FEB 1997	LIMITATION OF LIABILITY-- SERVICES
52.247-1	APR 1984	COMMERCIAL BILL OF LADING NOTATIONS
52.247-64	JUN 2000	PREFERENCE FOR PRIVATELY OWNED U.S.- FLAG COMMERCIAL VESSELS
52.249-2	SEP 1996	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)
52.249-6	SEP 1996	TERMINATION (COST REIMBURSEMENT)
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
1852.203-70	JUN 2001	DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS
1852.204-76	JUL 2002	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES Insert "within 30 days" in paragraph (c).
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.243-71	MAR 1997	SHARED SAVINGS

End Of Clause

I.2 REQUIRED SOURCES FOR HELIUM AND HELIUM USAGE DATA (FAR 52.208-8) (APR 2002)

(a) Definitions.

"Bureau of Land Management," as used in this clause, means the Department of the Interior, Bureau of Land Management, Amarillo Field Office, Helium Operations, located at 801 South Fillmore Street, Suite 500, Amarillo, TX 79101-3545. "Federal helium supplier" means a private helium vendor that has an in-kind crude helium sales contract with the Bureau of Land Management (BLM) and that is on the BLM Amarillo Field Office's Authorized List of Federal Helium Suppliers available via the Internet at [http://www.nm.blm.gov/www/amfo/amfo\\_home.html](http://www.nm.blm.gov/www/amfo/amfo_home.html). "Major helium requirement" means an estimated refined helium requirement greater than 200,000 standard cubic feet (scf) (measured at 14.7 pounds per square inch absolute pressure and 70 degrees Fahrenheit temperature) of gaseous helium or 7510 liters of liquid helium delivered to a helium use location per year.

(b) Requirements--

- (1) Contractors must purchase major helium requirements from Federal helium suppliers, to the extent that supplies are available.
- (2) The Contractor shall provide to the Contracting Officer the following data within 10 days after the Contractor or subcontractor receives a delivery of helium from a Federal helium supplier:
  - (i) The name of the supplier;
  - (ii) The amount of helium purchased;
  - (iii) The delivery date(s); and
  - (iv) The location where the helium was used.

(c) Subcontracts. The Contractor shall insert this clause, including this paragraph (c), in any subcontract or order that involves a major helium requirement.

End of Clause

I.3 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (FAR 52.219-18) (JUNE 2003) (DEVIATION)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer-

- (1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and
- (2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

- (c) (Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.)
- (d) (1) Agreement . A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.
- (2) The \_\_\_\_\_ [insert name of SBA's contractor] will notify the NASA Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

End of Clause

I.4 SPECIAL 8(A) CONTRACT CONDITIONS (FAR 52.219-11) (FEB 1990)  
(DEVIATION)

- (a) (This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Memorandum of Understanding between the Small Business Administration (SBA) and the National Aeronautics and Space Administration. Accordingly, the SBA is not a party to this contract. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

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[insert name and address of cognizant SBA office]

- (b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract; provided, however, that the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with the SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.
- (c) The contractor agrees --
  - (1) To notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Public Law 100-656, transfer of ownership or control shall result in

termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

- (2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.)

End of Clause

I.5 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.6 OMBUDSMAN (NFS 1852.215-84) (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,

NASA Ames Research Center  
Mr. Thomas Moyles,  
Director of Center Operations, M/S 200-9  
Moffett Field, CA 94035-1000  
Telephone: (650) 604-5073  
FAX: (650) 604-0031  
E-MAIL: Thomas.J.Moyles@nasa.gov

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) 358-0422, facsimile (202) 358-3083, e-mail [sthomps1@hq.nasa.gov](mailto:sthomps1@hq.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.7 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)

The Contractor shall make the following notifications in writing: (1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days. (2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

The Contractor shall- (1) Maintain current, accurate, and complete inventory records of assets and their costs; (2) Provide the ACO or designated representative ready access to the records upon request; (3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and (4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

End of Clause

**I.8 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989) (MODIFIED ARC/FEB 1997)**

- (a) 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	Wage (\$)
Administrative Specialist	20.59
Bus Driver	13.90
Dispatcher, Motor Vehicle	17.02
Equipment Specialist Lead	24.68
Equipment Specialist	13.91
Forklift Operator	13.90
Fuel Distribution Specialist	22.59
Inventory/Stock Clerk	20.59
Janitor Lead	13.90
Janitors	11.10
Mail Carrier/Clerk Lead	18.74
Mail Carrier/Clerk, Delivery Drivers	17.02
Material Control Specialist	21.43
Motor Vehicle Mechanic Lead	22.59
Motor Vehicle Mechanic	22.59
Motor Vehicle Helper	15.29
Property Disposal Specialist Lead	24.68
Property Disposal Specialist	24.68
Recycle Processor Lead	15.29
Recycle Processor	13.90
Receiving/Shipping Clerk Lead	24.93
Receiving/Shipping Clerk	22.69
Refuse/Garbage Collector Lead	15.29
Refuse/Garbage Collector	13.90
Truck Driver/Mover Lead	24.03
Truck Driver/ Mover	21.68
Bicycle Repair Technician	13.90
Purchasing Buyers	20.61
System Analyst	29.88

(b) Costs to the Government for employee fringe benefits for the class of service employees described above are estimated as follows. Total fringe benefit costs are estimated at an average of 26% of salary for all permanent employees.

	% of Salary
Federal Employees Retirement System	11.5
Thrift Saving Plan	3.4
Social Security (FICA)	6.2
Medicare	1.5
Employee Life Insurance (FELI)	.1
Employee Health Insurance (FEHB)	3.3
<b>Combined Fringe Benefit Cost</b>	<b>26.0</b>

(c) The amount of vacation or paid leave provided by law that would be given to Federal Employees is as follows:

- (1) Two hours of annual leave each week for an employee with less than three years of service.
- (2) Three hours of annual leave each week for an employee with three, but less than fifteen years of service.
- (3) Four hours of annual leave each week for an employee with fifteen or more years of service.

End of Clause

End of Section

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

**J.1 LIST OF DOCUMENTS, EXHIBITS, AND ATTACHMENTS (ARC 52.211-90)  
(FEB 1997)**

(a) The following documents, exhibits, and attachments are included in the solicitation and resulting contract. Representations and certifications completed by the contractor in response to this solicitation are incorporated by reference in the resulting contract at time of award.

<b>J-1</b>	<b>Wage Determinations .....</b>	<b>J-1</b>
<b>J-2</b>	<b>Collective Bargaining Agreement (CBA) .....</b>	<b>J-2</b>
	Cube CBA.....	J-2.1
	SCSC CBA .....	J-2.2
	Machinist CBA .....	J-2.3
	Janitorial CBA .....	J-2.4
<b>J-B1</b>	<b>Bid Schedule Totals.....</b>	<b>J-B1</b>
<b>J-B2</b>	<b>Fixed Price Contract Pricing Schedule (FPCPS) .....</b>	<b>J-B2</b>
<b>J-B3</b>	<b>Indefinite Delivery, Indefinite Quantity Pricing Sheet .....</b>	<b>J-B3</b>
<b>J-C1</b>	<b>Facility Location Maps and Listing .....</b>	<b>J-C1</b>
	Location Map - State of California .....	J-C1.1
	Brief History of Moffett Field .....	J-C1.2
	San Francisco Bay Area Regional Map.....	J-C1.3
	Moffett Field Vicinity Map .....	J-C1.4
	Ames Research Center Map .....	J-C1.5
<b>J-C2</b>	<b>Not Used</b>	
<b>J-C3</b>	<b>Installation Accountable Government Property .....</b>	<b>J-C3</b>
	Janitorial Installation Provided Equipment (IPE).....	J-C3.1
	Motor Pool Tools and Equipment (IPE) .....	J-C3.2
	Equipment Provided to Contractor .....	J-C3.3
<b>J-C4</b>	<b>Not Used</b>	
<b>J-C5</b>	<b>Not Used</b>	
<b>J-C6</b>	<b>Cost Reimbursable .....</b>	<b>J-C6</b>
	Bottled Water Delivery Points/Customer List.....	J-C6.1
	Laundry Service Delivery Points/Customer List .....	J-C6.2
	Dry Ice Delivery Points/Customer List .....	J-C6.3

J-C7	Not Used	
J-C8	<b>Directives, Instructions, Policies, and Regulations</b> .....	<b>J-C8</b>
J-C9	Not Used	
J-C10	<b>Informational/Historical Data (Supply and Warehousing)</b> ....	<b>J-C10</b>
	Resource Conservation and Recovery Act (RCRA) Report Sample	J-C10
J-C11	<b>Informational/Historical Data (Equipment Management)</b> .....	<b>J-C11</b>
	Property Accounts in NEMS.....	J-C11.1
J-C12	<b>Informational/Historical Data (Janitorial Services)</b> .....	<b>J-C12</b>
	Ames Moffett Buildings Serviced.....	J-C12.1
	Facilities Serviced and Restroom Count Listing .....	J-C12.2
	Facility Floor Covering Inventory.....	J-C12.3
	Janitorial Room Type Square Footage.....	J-C12.4
	Facilities Type Services .....	J-C12.5
	Custodial Trouble Calls .....	J-C12.6
	Recycle Monthly Report.....	J-C12.7
	Janitorial Services Checklists (Sample).....	J-C12.8
	Glassware Cleaning Procedures.....	J-C12.9
	Janitorial Products .....	J-C12.10
	Trouble Call Sample Form .....	J-C12.11
J-C13	<b>Informational/Historical Data (Refuse Services)</b> .....	<b>J-C13</b>
	NASA Refuse Container Pick-Up Schedule .....	J-C13.1a
	Moffett Field Refuse Container Pick-Up Schedule.....	J-C13.1b
	On-call Disposal Bins: Refuse Container Pick-Up Schedule.....	J-C13.1c
	Refuse Bin Area Location Maps.....	J-C13.2
	Refuse and Recycle (Annexes) Disposal Report (Sample).....	J-C13.3
	External Enclosures and Collection Schedule .....	J-C13.4
	External Trash Can Inventory (Moffett Field).....	J-C13.5
	External Trash Can Inventory (NASA).....	J-C13.6
J-C14	Not Used	
J-C15	Not Used	
J-C16	<b>Informational/Historical Data (Fleet Management Services).</b>	<b>J-C16</b>
	Motor Pool Monthly Productivity Report .....	J-C16.1
	16 Point Preventive Maintenance Service (Sample).....	J-C16.2
	Annual Maintenance Service Checklist (Sample).....	J-C16.3
	Smog Report (Sample) .....	J-C16.4
	Motor Pool Hazardous Materials Annual Inventory Report.....	J-C16.5
	GSA Mileage Report.....	J-C16.6

	ACAP Shuttle Report	
	NASA Ames Daily Shuttle Service Tracking .....	J-C16.7a
	NASA Ames Shuttle Service Tracking Report .....	J-C16.7b
	Shuttle Bus Usage .....	J-C16.7c
	Average Daily and Weekly Passengers.....	J-C16.7d
	Shuttle Data for CALTRAIN Reporting .....	J-C16.7e
	NASA Ames Shuttle Service Tracking Spreadsheet FY2003...	J-C16.7f
	Equipment and Vehicle Listing	
	Equipment (ARC).....	J-C16.8a
	Vehicles (NASA) .....	J-C16.8b
	Vehicles (GSA) .....	J-C16.8c
	Smoke Testing Vehicles.....	J-C16.9
	Smoke Test Report .....	J-C16.9a
	California EPA Regulations for Periodic Smoke Inspection Program .....	J-C16.9b
	Fuel Usage Report.....	J-C16.10
	FAST Report (Sample).....	J-C16.11
<b>J-C17</b>	<b>Informational/Historical Data (Industrial Property Management)</b>	<b>J-C17</b>
	Samples.....	J-C17
<b>J-E1</b>	<b>Performance Requirements Summary .....</b>	<b>J-E1</b>
<b>J-L1</b>	<b>Past Performance Questionnaire.....</b>	<b>J-L1</b>
<b>J-L2</b>	<b>Estimated Staffing Matrix.....</b>	<b>J-L2</b>
<b>J-L3</b>	<b>Cost Reimbursable Work Only (exhibits).....</b>	<b>J-L3</b>
<b>J-L4</b>	<b>Proposal Cover Sheet.....</b>	<b>J-L4</b>

End of Clause

End of Section