

AVIARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)

RATING

PAGE 1 OF 46 PAGES

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.

CODE

See G.3

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)

Delta Services, Inc.
1309 York Street
Metairie, LA 70003

8. DELIVERY

FOB ORIGIN OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:

ITEM

See G.2

11. SHIP TO/MAR (FOR) CODE FACILITY CODE

See D.1

12. PAYMENT WILL BE MADE BY CODE

National Finance Center, Financial Services Division
FFIS Operations & Reporting Branch, Section 1
PO Box 53326, New Orleans, LA 70153

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

10 U.S.C. 2304(c) 41 U.S.C. 253(c)

14. ACCOUNTING AND APPROPRIATION DATA
5016435930 \$415,068.00 (Obligate)

15A. ITEM NO.	18C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
000A Phase-in Period	1	lot	0.00	0.00
0001 Base Period	1	lot	415,088.00	415,088.00
0002 Option Period I		lot	2,517,725.00	2,517,725.00
0003 Option Period II			2,543,709.00	2,543,709.00
0004 Option Period III			2,573,772.00	2,573,772.00
0005 Option Period IV			2,601,551.00	
	1	lot	2,191,922.00	2,191,922.00
15G. TOTAL AMOUNT OF CONTRACT				\$12,843,747.00

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20A. NAME OF CONTRACTING OFFICER

Anthony S. Wimbush

19B. NAME OF CONTRACTOR

BY *Lynette D. Montero*
Signature of person authorized to sign

19C. DATE SIGNED

7/14/05

20B. UNITED STATES OF AMERICA

BY *Anthony S. Wimbush*
Signature of Contracting Officer

20C. DATE SIGNED

7-15-05

FACILITY OPERATION AND MAINTENANCE SUPPORT SERVICES
AT THE
SOUTHERN REGIONAL RESEARCH CENTER IN NEW ORLEANS, LA
AND THE
SUGARCANE RESEARCH UNIT IN HOUMA, LA

SECTION B - SUPPLIES OR SERVICES AND PRICE

B.1 SCOPE OF WORK

The Contractor shall furnish all necessary staff, supplies, materials, and equipment to provide facility operation and maintenance support services for the Southern Regional Research Center (SRRC) located in New Orleans, LA, and the Sugarcane Research Unit (SRU) located in Houma, LA in accordance with the terms, conditions and the Performance Work Statement (PWS) contained herein.

B.2 PRICE SCHEDULE

The Government shall pay the Contractor for accepted services in accordance with the following price schedule:

Item Number

000A	Phase In Period (07/15/2005—07/31/2005)	<u>\$0.00</u>
0001	Base Period (08/01/2005—09/30/2005)	
	Firm Fixed Price to perform routine work for operations and maintenance support including material prices.	<u>\$415,068</u>
Total Price:		<u>\$415,068</u>

0001(A) ADDITIONAL WORK / SERVICE CONTRACT ACT (Base Period):

A fully burdened labor rate for the categories that may be required in order to perform any additional work that are required in performance of this contract.

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0001(B)	Electrician, Maintenance	<u>\$29.16</u>
0001(C)	Electronics Tech	<u>\$30.15</u>
0001(D)	Electronics Tech II	<u>\$31.20</u>
0001(E)	Electronics Tech III	<u>\$33.30</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0001(F)	HVAC/R Mechanic	<u>\$28.21</u>
0001(G)	Plumber, Maintenance	<u>\$26.50</u>
0001(H)	Welder/Sheet Metal Maintenance	<u>\$26.44</u>
0001(I)	Carpenter	<u>\$25.84</u>
0001(J)	Painter	<u>\$27.34</u>
0001(K)	General Maintenance Worker	<u>\$22.59</u>
0001(L)	Maintenance Trades Helper	<u>\$17.15</u>
0001(M)	Machinist, Maintenance	<u>\$29.20</u>
0001(N)	Motor Vehicle Mechanic	<u>\$25.69</u>
0001(O)	Small Engine Mechanic	<u>\$26.05</u>
0001(P)	Vehicle Cleaner	<u>\$15.63</u>
0001(Q)	Laborer, Grounds Maintenance	<u>\$16.64</u>
0001(R)	Switchboard Operator/Receptionist	<u>\$14.97</u>
0001(S)	Stationary Engineer	<u>\$27.25</u>
0001(T1)	Housekeeping Aide	<u>\$14.19</u>
0001(T2)	Housekeeping Aide II	<u>\$15.18</u>
0001(U)	Lead Janitor	<u>\$16.14</u>
0001(V)	Janitor	<u>\$15.81</u>
0001(W)	Storeroom Clerk	<u>\$20.50</u>
0001(Y)	Greenhouse Attendant/ Grounds Maintenance	<u>\$22.25</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0001(Z)	Computer Programmer	<u>\$27.90</u>
0001(AA)	Computer Programmer II	<u>\$30.91</u>
0001(BB)	Computer Programmer III	<u>\$37.04</u>
0001(CC)	Computer Programmer IV	<u>\$41.32</u>
0001(DD)	Information Specialist	<u>\$24.99</u>
0001(EE)	Information Resource Manager	<u>\$37.04</u>
0001(FF)	LAN Administrator	<u>\$30.91</u>
0001(GG)	Key Word Processor	<u>\$19.01</u>
0001(HH)	Key Word Processor II	<u>\$20.15</u>
0001(II)	Key Word Processor III	<u>\$23.82</u>
0001(JJ1)	Graphics Artist	<u>\$30.82</u>
0001(JJ2)	Shuttle Bus Driver	<u>\$19.99</u>

ADDITIONAL WORK / DAVIS-BACON ACT (Base Period)

A fully burdened labor rate for the DAVIS-BACON categories that may be required in order to perform any additional work required in performance of this contract (Base Period):

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0001(KK)	Electrician, Maintenance	<u>\$41.22</u>
0001(LL)	Electronics Tech III	<u>\$33.30</u>
0001(MM)	HVAC/R Mechanic	<u>\$43.58</u>
0001(NN)	Plumber, Maintenance	<u>\$40.13</u>
0001(OO)	Welder/Sheet Metal Maintenance	<u>\$22.90</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0001(PP)	Carpenter	<u>\$25.84</u>
0001(QQ)	Painter	<u>\$27.34</u>
0001(RR)	General Maintenance Worker	<u>\$22.59</u>
0001(SS)	Maintenance Trades Helper	<u>\$16.13</u>
0001(TT)	Machinist, Maintenance	<u>\$29.20</u>
0001(UU)	Telephone Installer	<u>\$33.05</u>
0001(VV)	Power Equipment Installer	<u>\$27.39</u>
0001(WW)	Roofer	<u>\$20.90</u>
0001(XX)	Material Handler	<u>\$27.85</u>

Item Number

0002	Option Period I (10/01/2005—09/30/2006)	
	Firm Fixed Price to perform routine work for operations and maintenance support including material prices.	<u>\$2,517,725.00</u>

Total Price: \$2,517,725.00

0002(A) ADDITIONAL WORK / SERVICE CONTRACT ACT (Option Period I):

A fully burdened labor rate for the categories that may be required in order to perform any additional work that are required in performance of this contract.

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0002(B)	Electrician, Maintenance	<u>\$29.25</u>
0002C)	Electronics Tech	<u>\$30.15</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0002(D)	Electronics Tech II	<u>\$31.20</u>
0002(E)	Electronics Tech III	<u>\$33.40</u>
0002(F)	HVAC/R Mechanic	<u>\$28.29</u>
0002(G)	Plumber, Maintenance	<u>\$26.58</u>
0002(H)	Welder/Sheet Metal Maintenance	<u>\$26.52</u>
0002(I)	Carpenter	<u>\$25.84</u>
0002(J)	Painter	<u>\$27.34</u>
0002(K)	General Maintenance Worker	<u>\$22.65</u>
0002(L)	Maintenance Trades Helper	<u>\$17.20</u>
0002(M)	Machinist, Maintenance	<u>\$29.28</u>
0002(N)	Motor Vehicle Mechanic	<u>\$25.69</u>
0002(O)	Small Engine Mechanic	<u>\$26.05</u>
0002(P)	Vehicle Cleaner	<u>\$15.63</u>
0002(Q)	Laborer, Grounds Maintenance	<u>\$16.64</u>
0002(R)	Switchboard Operator/Receptionist	<u>\$14.97</u>
0002(S)	Stationary Engineer	<u>\$27.33</u>
0002(T1)	Housekeeping Aide	<u>\$14.19</u>
0002(T2)	Housekeeping Aide II	<u>\$15.18</u>
0002(U)	Lead Janitor	<u>\$16.14</u>
0002(V)	Janitor	<u>\$15.81</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0002(W)	Storeroom Clerk	<u>\$20.50</u>
0002(Y)	Greenhouse Attendant/ Grounds Maintenance	<u>\$22.25</u>
0002(Z)	Computer Programmer	<u>\$27.90</u>
0002(AA)	Computer Programmer II	<u>\$30.91</u>
0002(BB)	Computer Programmer III	<u>\$37.04</u>
0002(CC)	Computer Programmer IV	<u>\$41.32</u>
0002(DD)	Information Specialist	<u>\$24.99</u>
0002(EE)	Information Resource Manager	<u>\$37.04</u>
0002(FF)	LAN Administrator	<u>\$30.91</u>
0002(GG)	Key Word Processor	<u>\$19.01</u>
0002(HH)	Key Word Processor II	<u>\$20.15</u>
0002(II)	Key Word Processor III	<u>\$23.82</u>
0002(JJ1)	Graphics Artist	<u>\$30.82</u>
0002(JJ2)	Shuttle Bus Driver	<u>\$19.99</u>

ADDITIONAL WORK / DAVIS-BACON ACT (Option Period I)

A fully burdened labor rate for the DAVIS-BACON categories that may be required in order to perform any additional work required in performance of this contract (Option Period I):

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0002(KK)	Electrician, Maintenance	<u>\$41.32</u>
0002(LL)	Electronics Tech III	<u>\$33.30</u>
0002(MM)	HVAC/R Mechanic	<u>\$43.89</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0003(B)	Electrician, Maintenance	<u>\$29.34</u>
0003(C)	Electronics Tech	<u>\$30.15</u>
0003(D)	Electronics Tech II	<u>\$31.20</u>
0003(E)	Electronics Tech III	<u>\$33.50</u>
0003(F)	HVAC/R Mechanic	<u>\$28.38</u>
0003(G)	Plumber, Maintenance	<u>\$26.66</u>
0003(H)	Welder/Sheet Metal Maintenance	<u>\$26.60</u>
0003(I)	Carpenter	<u>\$25.84</u>
0003(J)	Painter	<u>\$27.34</u>
0003(K)	General Maintenance Worker	<u>\$22.72</u>
0003(L)	Maintenance Trades Helper	<u>\$17.26</u>
0003(M)	Machinist, Maintenance	<u>\$29.37</u>
0003(N)	Motor Vehicle Mechanic	<u>\$25.69</u>
0003(O)	Small Engine Mechanic	<u>\$26.05</u>
0003P)	Vehicle Cleaner	<u>\$15.63</u>
0003(Q)	Laborer, Grounds Maintenance	<u>\$16.64</u>
0003(R)	Switchboard Operator/Receptionist	<u>\$14.97</u>
0003(S)	Stationary Engineer	<u>\$27.42</u>
0003(T1)	Housekeeping Aide	<u>\$14.19</u>
0003(T2)	Housekeeping Aide II	<u>\$15.18</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0003(U)	Lead Janitor	<u>\$16.14</u>
0003(V)	Janitor	<u>\$15.81</u>
0003(W)	Storeroom Clerk	<u>\$20.50</u>
0003(Y)	Greenhouse Attendant/ Grounds Maintenance	<u>\$22.25</u>
0003(Z)	Computer Programmer	<u>\$27.90</u>
0003(AA)	Computer Programmer II	<u>\$30.91</u>
0003(BB)	Computer Programmer III	<u>\$37.04</u>
0003(CC)	Computer Programmer IV	<u>\$41.32</u>
0003(DD)	Information Specialist	<u>\$24.99</u>
0003(EE)	Information Resource Manager	<u>\$37.04</u>
0003(FF)	LAN Administrator	<u>\$30.91</u>
0003(GG)	Key Word Processor	<u>\$19.01</u>
0003(HH)	Key Word Processor II	<u>\$20.15</u>
0003(I)	Key Word Processor III	<u>\$23.82</u>
0003(JJ1)	Graphics Artist	<u>\$30.82</u>
0003(JJ2)	Shuttle Bus Driver	<u>\$19.99</u>

ADDITIONAL WORK / DAVIS-BACON ACT (Option Period II)

A fully burdened labor rate for the DAVIS-BACON categories that may be required in order to perform any additional work required in performance of this contract (Option Period II):

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0003(KK)	Electrician, Maintenance	<u>\$41.43</u>
0003(LL)	Electronics Tech III	<u>\$33.30</u>
0003(MM)	HVAC/R Mechanic	<u>\$43.80</u>
0003(NN)	Plumber, Maintenance	<u>\$40.33</u>
0003(OO)	Welder/Sheet Metal Maintenance	<u>\$23.03</u>
0003(PP)	Carpenter	<u>\$25.84</u>
0003(QQ)	Painter	<u>\$27.34</u>
0003(RR)	General Maintenance Worker	<u>\$22.59</u>
0003(SS)	Maintenance Trades Helper	<u>\$16.22</u>
0003(TT)	Machinist, Maintenance	<u>\$29.20</u>
0003(UU)	Telephone Installer	<u>\$33.05</u>
0003(VV)	Power Equipment Installer	<u>\$27.39</u>
0003(WW)	Roofer	<u>\$20.90</u>
0003(XX)	Material Handler	<u>\$27.85</u>

Item Number

0004 Option Period III
(10/01/2007—09/30/2008)

Firm Fixed Price to perform routine work for operations and maintenance support including material prices.

\$2,573,772.00

Total Price: \$2,573,772.00

0004(A) ADDITIONAL WORK / SERVICE CONTRACT ACT (Option Period III)

A fully burdened labor rate for the categories that may be required in order to perform any additional work that are required in performance of this contract.

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0004(B)	Electrician, Maintenance	<u>\$29.44</u>
0004(C)	Electronics Tech	<u>\$30.15</u>
0004(D)	Electronics Tech II	<u>\$31.20</u>
0004(E)	Electronics Tech III	<u>\$33.62</u>
0004(F)	HVAC/R Mechanic	<u>\$28.48</u>
0004(G)	Plumber, Maintenance	<u>\$26.75</u>
0004(H)	Welder/Sheet Metal Maintenance	<u>\$26.69</u>
0004(I)	Carpenter	<u>\$25.84</u>
0004(J)	Painter	<u>\$27.34</u>
0004(K)	General Maintenance Worker	<u>\$22.80</u>
0004(L)	Maintenance Trades Helper	<u>\$17.31</u>
0004(M)	Machinist, Maintenance	<u>\$29.47</u>
0004(N)	Motor Vehicle Mechanic	<u>\$25.69</u>
0004(O)	Small Engine Mechanic	<u>\$26.05</u>
0004(P)	Vehicle Cleaner	<u>\$15.63</u>
0004(Q)	Laborer, Grounds Maintenance	<u>\$16.64</u>
0004(R)	Switchboard Operator/Receptionist	<u>\$14.97</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0004(S)	Stationary Engineer	<u>\$27.51</u>
0004(T1)	Housekeeping Aide	<u>\$14.19</u>
0004(T2)	Housekeeping Aide II	<u>\$15.18</u>
0004(U)	Lead Janitor	<u>\$16.14</u>
0004(V)	Janitor	<u>\$15.81</u>
0004(W)	Storeroom Clerk	<u>\$20.50</u>
0004(Y)	Greenhouse Attendant/ Grounds Maintenance	<u>\$22.25</u>
0004(Z)	Computer Programmer	<u>\$27.90</u>
0004(AA)	Computer Programmer II	<u>\$30.91</u>
0004(BB)	Computer Programmer III	<u>\$37.04</u>
0004(CC)	Computer Programmer IV	<u>\$41.32</u>
0004(DD)	Information Specialist	<u>\$24.99</u>
0004(EE)	Information Resource Manager	<u>\$37.04</u>
0004(FF)	LAN Administrator	<u>\$30.91</u>
0004(GG)	Key Word Processor	<u>\$19.01</u>
0004(HH)	Key Word Processor II	<u>\$20.15</u>
0004(II)	Key Word Processor III	<u>\$23.82</u>
0004(JJ1)	Graphics Artist	<u>\$30.82</u>
0004(JJ2)	Shuttle Bus Driver	<u>\$19.99</u>

ADDITIONAL WORK / DAVIS-BACON ACT (Option Period III)

A fully burdened labor rate for the DAVIS-BACON categories that may be required in order to perform any additional work required in performance of this contract (Option Period III):

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0004(KK)	Electrician, Maintenance	<u>\$41.55</u>
0004(LL)	Electronics Tech III	<u>\$33.30</u>
0004(MM)	HVAC/R Mechanic	<u>\$43.93</u>
0004(NN)	Plumber, Maintenance	<u>\$40.45</u>
0004(OO)	Welder/Sheet Metal Maintenance	<u>\$23.10</u>
0004(PP)	Carpenter	<u>\$25.84</u>
0004(QQ)	Painter	<u>\$27.34</u>
0004(RR)	General Maintenance Worker	<u>\$22.59</u>
0004(SS)	Maintenance Trades Helper	<u>\$16.27</u>
0004(TT)	Machinist, Maintenance	<u>\$29.20</u>
0004(UU)	Telephone Installer	<u>\$33.05</u>
0004(VV)	Power Equipment Installer	<u>\$27.39</u>
0004(WW)	Roofer	<u>\$20.90</u>
0004(XX)	Material Handler	<u>\$27.85</u>

Item Number

0005 Option Period IV
(10/01/2008—09/30/2009)

Firm Fixed Price to perform routine work for operations and maintenance support including material prices.

\$2,601 551.00

Total Price: \$2,601 551.00

0005(A) ADDITIONAL WORK / SERVICE CONTRACT ACT (Option Period IV):

A fully burdened labor rate for the categories that may be required in order to perform any additional work that are required in performance of this contract.

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0005(B)	Electrician, Maintenance	<u>\$29.55</u>
0005(C)	Electronics Tech	<u>\$30.15</u>
0005(D)	Electronics Tech II	<u>\$31.20</u>
0005(E)	Electronics Tech III	<u>\$33.74</u>
0005(F)	HVAC/R Mechanic	<u>\$28.58</u>
0005(G)	Plumber, Maintenance	<u>\$26.85</u>
0005(H)	Welder/Sheet Metal Maintenance	<u>\$26.79</u>
0005(I)	Carpenter	<u>\$25.84</u>
0005(J)	Painter	<u>\$27.34</u>
0005(K)	General Maintenance Worker	<u>\$22.88</u>
0005(L)	Maintenance Trades Helper	<u>\$17.38</u>
0005(M)	Machinist, Maintenance	<u>\$29.58</u>
0005(N)	Motor Vehicle Mechanic	<u>\$25.69</u>
0005(O)	Small Engine Mechanic	<u>\$26.05</u>
0005(P)	Vehicle Cleaner	<u>\$15.63</u>
0005(Q)	Laborer, Grounds Maintenance	<u>\$16.64</u>
0005(R)	Switchboard Operator/Receptionist	<u>\$14.97</u>
0005(S)	Stationary Engineer	<u>\$27.61</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0005(T1)	Housekeeping Aide	<u>\$14.19</u>
0005(T2)	Housekeeping Aide II	<u>\$15.18</u>
0005(U)	Lead Janitor	<u>\$16.14</u>
0005(V)	Janitor	<u>\$15.81</u>
0005(W)	Storeroom Clerk	<u>\$20.50</u>
0005(Y)	Greenhouse Attendant/ Grounds Maintenance	<u>\$22.25</u>
0005(Z)	Computer Programmer	<u>\$27.90</u>
0005(AA)	Computer Programmer II	<u>\$30.91</u>
0005(BB)	Computer Programmer III	<u>\$37.04</u>
0005(CC)	Computer Programmer IV	<u>\$41.32</u>
0005(DD)	Information Specialist	<u>\$24.99</u>
0005(EE)	Information Resource Manager	<u>\$37.04</u>
0005(FF)	LAN Administrator	<u>\$30.91</u>
0005(GG)	Key Word Processor	<u>\$19.01</u>
0005(HH)	Key Word Processor II	<u>\$20.15</u>
0005(II)	Key Word Processor III	<u>\$23.82</u>
0005(JJ1)	Graphics Artist	<u>\$30.82</u>
0005(JJ2)	Shuttle Bus Driver	<u>\$19.99</u>

ADDITIONAL WORK / DAVIS-BACON ACT (Option Period IV)

A fully burdened labor rate for the DAVIS-BACON categories that may be required in order to perform any additional work required in performance of this contract (Option Period IV):

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0005(KK)	Electrician, Maintenance	<u>\$41.67</u>
0005(LL)	Electronics Tech III	<u>\$33.30</u>
0005(MM)	HVAC/R Mechanic	<u>\$44.05</u>
0005(NN)	Plumber, Maintenance	<u>\$40.57</u>
0005(OO)	Welder/Sheet Metal Maintenance	<u>\$23.18</u>
0005(PP)	Carpenter	<u>\$25.84</u>
0005(QQ)	Painter	<u>\$27.34</u>
0005(RR)	General Maintenance Worker	<u>\$22.59</u>
0005(SS)	Maintenance Trades Helper	<u>\$16.33</u>
0005(TT)	Machinist, Maintenance	<u>\$29.20</u>
0005(UU)	Telephone Installer	<u>\$33.05</u>
0005(VV)	Power Equipment Installer	<u>\$27.39</u>
0005(WW)	Roofer	<u>\$20.90</u>
0005(XX)	Material Handler	<u>\$27.85</u>

Item Number

0006	Option Period V (10/01/2009—07/31/2010)	
	Firm Fixed Price to perform routine work for operations and maintenance support including material prices.	<u>\$2,191,922</u>

Total Price: \$2,191,922

0006(A) ADDITIONAL WORK / SERVICE CONTRACT ACT (Option Period V)

A fully burdened labor rate for the categories that may be required in order to perform any additional work that are required in performance of this contract.

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0006(B)	Electrician, Maintenance	<u>\$29.66</u>
0006(C)	Electronics Tech	<u>\$30.15</u>
0006(D)	Electronics Tech II	<u>\$31.20</u>
0006(E)	Electronics Tech III	<u>\$33.86</u>
0006(F)	HVAC/R Mechanic	<u>\$28.69</u>
0006(G)	Plumber, Maintenance	<u>\$26.95</u>
0006(H)	Welder/Sheet Metal Maintenance	<u>\$26.89</u>
0006(I)	Carpenter	<u>\$25.84</u>
0006(J)	Painter	<u>\$27.34</u>
0006(K)	General Maintenance Worker	<u>\$22.97</u>
0006(L)	Maintenance Trades Helper	<u>\$17.44</u>
0006(M)	Machinist, Maintenance	<u>\$29.69</u>
0006(N)	Motor Vehicle Mechanic	<u>\$25.69</u>
0006(O)	Small Engine Mechanic	<u>\$26.05</u>
0006(P)	Vehicle Cleaner	<u>\$15.63</u>
0006(Q)	Laborer, Grounds Maintenance	<u>\$16.64</u>
0006(R)	Switchboard Operator/Receptionist	<u>\$14.97</u>
0006(S)	Stationary Engineer	<u>\$27.72</u>

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0006(T1)	Housekeeping Aide	<u>\$14.19</u>
0006(T2)	Housekeeping Aide II	<u>\$15.18</u>
0006(U)	Lead Janitor	<u>\$16.14</u>
0006(V)	Janitor	<u>\$15.81</u>
0006(W)	Storeroom Clerk	<u>\$20.50</u>
0006(Y)	Greenhouse Attendant/ Grounds Maintenance	<u>\$22.25</u>
0006(Z)	Computer Programmer	<u>\$27.90</u>
0006(AA)	Computer Programmer II	<u>\$30.91</u>
0006(BB)	Computer Programmer III	<u>\$37.04</u>
0006(CC)	Computer Programmer IV	<u>\$41.32</u>
0006(DD)	Information Specialist	<u>\$24.99</u>
0006(EE)	Information Resource Manager	<u>\$37.04</u>
0006(FF)	LAN Administrator	<u>\$30.91</u>
0006(GG)	Key Word Processor	<u>\$19.01</u>
0006(HH)	Key Word Processor II	<u>\$20.15</u>
0006(II)	Key Word Processor III	<u>\$23.82</u>
0006(JJ1)	Graphics Artist	<u>\$30.82</u>
0006(JJ2)	Shuttle Bus Driver	<u>\$19.99</u>

ADDITIONAL WORK / DAVIS-BACON ACT (Option Period V)

A fully burdened labor rate for the DAVIS-BACON categories that may be required in order to perform any additional work required in performance of this contract (Option Period V):

<u>Item Number</u>	<u>Labor Category</u>	<u>Fully Burdened Rate</u>
0006(KK)	Electrician, Maintenance	<u>\$41.81</u>
0006(LL)	Electronics Tech III	<u>\$33.30</u>
0006(MM)	HVAC/R Mechanic	<u>\$44.19</u>
0006(NN)	Plumber, Maintenance	<u>\$40.70</u>
0006(OO)	Welder/Sheet Metal Maintenance	<u>\$23.18</u>
0006(PP)	Carpenter	<u>\$25.84</u>
0006(QQ)	Painter	<u>\$27.34</u>
0006(RR)	General Maintenance Worker	<u>\$22.59</u>
0006(SS)	Maintenance Trades Helper	<u>\$16.39</u>
0006(TT)	Machinist, Maintenance	<u>\$29.20</u>
0006(UU)	Telephone Installer	<u>\$33.05</u>
0006(VV)	Power Equipment Installer	<u>\$27.39</u>
0006(WW)	Roofer	<u>\$20.90</u>
0006(XX)	Material Handler	<u>\$27.85</u>

PRICE SUMMARY (Routine Work Only):

Total Price Phase In Period	\$ 0.00
Total Price Base Period	\$ <u>415,068.00</u>
Total Price Option Period I	\$ <u>2,517,725.00</u>
Total Price Option Period II	\$ <u>2,543,709.00</u>
Total Price Option Period III	\$ <u>2,573,772.00</u>
Total Price Option Period IV	\$ <u>2,601,551.00</u>
Total Price Option Period V	\$ <u>2,191,922.00</u>
Total Proposed Firm Fixed Price	\$ <u>12,843,747.00</u>

B.3 OVERTIME RATE

If overtime is proposed for any additional work, it will be paid at a rate of one and a half times the normal pay rate.

B.4 RATES FOR ADDITIONAL WORK

The rates below are the maximum for each period of performance that may be applied to additional work for SRRC & SRU.

	Material Handling Charge
Base Period 08/01/05 - 9/30/05	<u>7.00%</u>
Option Period I 10/1/05 - 9/30/06	<u>7.00%</u>
Option Period II 10/1/06 - 9/30/07	<u>7.00%</u>
Option Period III 10/1/07 - 9/30/08	<u>7.00%</u>
Option Period IV 10/1/08 - 9/30/09	<u>7.00%</u>
Option Period V 10/1/09 – 7/31/10	<u>7.00%</u>

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

**AGAR 452.211-72 STATEMENT OF WORK/SPECIFICATIONS
(FEB 1988)**

The Contractor shall furnish all the necessary personnel, material, equipment, services, and facilities (except as otherwise specified), to perform the Statement of Work/Specifications referenced in Section J.

**AGAR 452.211-73 ATTACHMENTS TO STATEMENT OF
WORK/SPECIFICATIONS (FEB 1988)**

The attachments to the Statement of Work/Specifications listed in Section J are hereby made part of this solicitation and any resultant contract

SECTION D - PACKAGING AND MARKING

AGAR 452.247-71 MARKING DELIVERABLES (FEB 1988)

- (a) The contract number shall be placed on or adjacent to all exterior mailing or shipping labels of deliverable items called for by the contract.

Mark deliverables, except for reports, for:

Administrative Contracting Officer
USDA, ARS, Southern Regional Research Center
1100 Robert E. Lee Blvd
New Orleans, LA 70179

AGAR 452.247-72 PACKING FOR DOMESTIC SHIPMENT (FEB 1988)

Material shall be packed for shipment in a manner that will ensure acceptance by routine carriers and ensure safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation.

SECTION E - INSPECTION AND ACCEPTANCE

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

www.arnet.gov/far

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.246-2	Inspection of Supplies Fixed-Price	AUG 1996
52.246-4	Inspection of Services Fixed Price	AUG 1996
52.246-12	Inspection of Construction	AUG 1996
52.246-13	Inspection—Dismantling, Demolitions, or Removal of Improvements	AUG 1996
52.246-16	Responsibility for Supplies	APR 1984

AGAR 452.246-70 INSPECTION AND ACCEPTANCE (FEB 1988)

(a) The Contracting Officer or the Contracting Officer's duly authorized representative will inspect and accept the supplies and/or services to be provided under this contract.

(b) Inspection and acceptance will be performed at

Southern Regional Research Center, New Orleans, LA
Sugarcane Research Unit, Houma, LA

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

www.arnet.gov/far

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay of Work	APR 1984
52.247-34	FOB Destination	NOV 1991

AGAR 452.211-74 PERIOD OF PERFORMANCE (FEB 1988)

The contract contains a fifteen-day phase-in period, a two-month base period, four twelve-month option periods and a ten-month fifth option period.

Phase In Period	July 15, 2005 – July 31, 2005
Base Period	August 1, 2005 - September 30, 2005
First Option Period	October 1, 2005 - September 30, 2006
Second Option Period	October 1, 2006 - September 30, 2007
Third Option Period	October 1, 2007 - September 30, 2008
Fourth Option Period	October 1, 2008 - September 30, 2009
Fifth Option Period	October 1, 2009 – July 31, 2010

AGAR 452.211-75 EFFECTIVE PERIOD OF THE CONTRACT (FEB 1988)

The effective Period of Performance of this contract is from July 15, 2005 through September 30, 2005.

F.4 PLACE OF PERFORMANCE

The routine work to be performed under this contract shall be performed on-site at the following locations;

U.S. Department of Agriculture, ARS
Southern Regional Research Center
1100 Robert E. Lee Blvd
New Orleans, LA 70179

USDA/SRRC/Sugar Cane Research Unit
 800 Little Bayou Black Drive
 Houma, LA 70360

F.5 REPORTING REQUIREMENTS

The Contractor shall provide the following deliverables/reports to the individuals identified and specified due date.

DELIVERABLE	DUE DATE	PWS SECTION	SUBMIT TO
1. Work Schedule Report	Daily by 12:00 PM	2.4	ACO/COR
2. Preventive Maintenance Schedule	Every Wednesday	2.1.1	ACO/COR
3. Preventive Maintenance Report	Every Wednesday	2.1.1	ACO/COR
4. Backlog Report	Every Wednesday	2.4	ACO/COR
5. Vehicle Inspection List	15 th of Every Month	7.4	ACO/COR
6. Progress Report	15 th of Every Month	F.3 (RFP)	CO/ACO/COR
7. Vehicle Maintenance Report	Jan 15, Apr 15, Jul 15, Oct 15	7.4	ACO/COR
8. Contractor Self Evaluation Report	Jan 15, Apr 15, Jul 15, Oct 15	2.5	ACO/COR
9. Refrigerant Inventory/ Usage Report	Jan 15, Apr 15, Jul 15, Oct 15	6.3.1	ACO/COR
10. Stock Room Inventory	Jan 15, Jul 15	3.1.1	ACO/COR
11. Chiller Inspection	Jan 15	6.3.1	ACO/COR
12. Boiler and Pressure Vessel Inspection	Jan 15	6.3.1	ACO/COR
13. Elevator Inspection	Jan 15	6.1.1	ACO/COR
14. Chemical Fume Hoods	Jan 15	4.8	ACO/COR
15. Vehicle Inspection Checklist (ARS-45)	Jan 15	7.4	ACO/COR

SECTION G - CONTRACT ADMINISTRATION DATA

AGAR 452.237-76 PROGRESS REPORTING (FEB 1988)

The Contractor shall submit a progress report by the 15th of each month, covering work accomplished during the prior month of contract performance. The progress report shall be brief and factual and shall be prepared in accordance with the following format:

(a) A cover page containing:

- (1) Contract number and title
- (2) Type of report, sequence number of report, and period of performance being reported.
- (3) Contractor's name and address
- (4) Author(s)
- (5) Date of report

(b) SECTION I: An introduction covering the purpose and scope of the contract effort. This shall be limited to one paragraph in all but the first and final month's narrative.

(c) SECTION II: A description of overall progress plus a separate description of each task or other logical segment of work on which effort was expended during the report period. The description shall include pertinent data and/or graphs in sufficient detail to explain any significant results achieved.

(d) SECTION III: A description of current technical or substantive performance, and any problem(s) that may impede performance along with the proposed corrective action.

(e) SECTION IV: A planning schedule shall be included with the first progress report for all assigned work required under the contract, along with the estimated starting and completion dates for each task. The planning schedule shall be updated and submitted with each subsequent technical progress report, including an explanation of any difference between actual progress and planned progress, why the differences have occurred, and if behind planned progress what corrective steps are planned.

(f) SECTION V: If applicable, financial information shall be submitted for each additional work (task) provided. Data shall include:

- (1) Price of each additional task
- (2) Total additional work to-date expenditures.
- (3) Total remaining funds.

DELEGATION OF AUTHORITY AND ORDERING TASK/DELIVERY ORDERS

In addition to the Procuring Contracting Officer, delivery orders may be authorized and issued by the Mid South Area Ordering Official.

A. Procuring Contracting Officer (PCO):

Name: Anthony S. Wimbush
Address: USDA/ARS/APD/AB/DC Section
1280 Maryland Avenue SW, Suite 580C
Washington, DC 20024
Phone: (202) 720-3998
Fax: (202) 720-3987
E-mail: twimbush@ars.usda.gov

B. Ordering Official (OF) -- A government official with procurement authority authorized to issue task/delivery orders within their delegated limit:

Name: Diane Trice
Address: USDA/ARS/Southern Regional Research Center
1100 Robert E. Lee Blvd
New Orleans, LA 70179
Phone: (504) 286-4320
Fax: (504) 286-4216
E-mail: dtrice@srrc.ars.usda.gov

C. Contracting Officer's Representative (COR) -- A liaison between the Contractor and Contracting Officer with the authority to provide clarification, guidance and monitor contractor performance with respect to contract specifications, request corrective action, record and maintain information on contractor performance, which is forwarded to the PCO. Has no authority to issue delivery orders, obligate funds or make changes to the contract:

Name: Samuel Crabtree,
Address: USDA/ARS/Southern Regional Research Center
1100 Robert E. Lee Blvd
New Orleans, LA 70179
Phone: (504) 286-4537
Fax: (504) 286-4221
E-mail: crabtree@srrc.ars.usda.gov

D. Technical Inspectors (TI) -- A Government employee with the authority to identify technical requirements, monitor and inspect work requirements of the PWS, request corrective action, record and maintain information on contractor performance, which is forwarded to the CO through the COR:

Name: Samuel Crabtree,
Address: USDA/ARS/Southern Regional Research Center
1100 Robert E. Lee Blvd

New Orleans, LA 70179
Phone: (504) 286-4537
Fax: (504) 286-4221
E-mail: crabtree@srrc.ars.usda.gov

Name: Richard Jefferson
Address: USDA/ARS/Southern Regional Research Center
1100 Robert E. Lee Blvd
New Orleans, LA 70179
Phone: (504) 286-4530
Fax: (504) 286-4318
E-mail: rjeffers@srrc.ars.usda.gov

E. Contractor's Point of Contact:

Name: Lynette Montero
Address: Celta Services, Inc.
6309 York Street
Metairie, LA 70003
Phone: (504) 952-8446

G.3 INVOICE PREPARATION/SUBMISSION

- A. Based upon acceptance of the required contract deliverables, including an acceptable monthly report, the contractor shall submit an original invoice with three (3) copies to the following government office:

ATTN: Diane Trice, ACO
SOUTHERN REGIONAL RESEARCH CENTER
1100 ROBERT E. LEE BLVD.
NEW ORLEANS, LA 70179

An information copy of the invoice shall be provided to:

ATTN: Stephen Schaefer
USDA/ARS/APD/AB/DC Section
1280 MARYLAND AVENUE S.W., SUITE 580C
WASHINGTON, DC 20024

- B. The Contractor must include the following information to comply with proper invoice submission pursuant to FAR 32.9.
1. Name of business concern, invoice number and date
 2. Contract/Order number (DO invoices shall also include work order and contract numbers)
 3. Name, title, phone number, complete mailing address,

and signature of official authorized to submit invoice.

4. Prices in accordance with Section B.2 PRICE SCHEDULE.
 - (a) **Routine Work** - The contractor shall invoice for routine work as shown in Schedule B.2.
 - (b) **Additional Work** - The contractor shall invoice in accordance with the delivery order when the work is completed and Government acceptance has been made.
5. A list of materials (supporting data) purchased shall be included for time and material labor hour additional orders.
6. Vendor Express Number.

- C. Each monthly invoice will be in an equal installment of the specific Period price for the "routine work".

G.4 CONTRACT ADMINISTRATION

The Contracting Officer is the only person authorized to approve any changes in the scope of work of this contract. The authority remains solely with the Contracting Officer. In the event the Contractor effects any changes at the direction of any person other than the Contracting Officer, the changes will be considered to have been made without authority and NO adjustment will be made in the contract price to cover any INCREASE in price incurred as a result thereof.

A. Procuring Contracting Officer (PCO):

Name: Anthony S. Wimbush
Address: USDA/ARS/APD/AB/DC Section
1280 MARYLAND AVENUE S.W., SUITE 580C
Washington, DC 20024
Phone: (202) 720-3998
Fax: (202) 720-3987

Contract Administrator for PCO

Name: Stephen Schaefer
Address: USDA/ARS/APD/AB/DC Section
1280 MARYLAND AVENUE S.W., SUITE 580C
WASHINGTON, DC 20024
Phone: (202) 720-7365
Fax: (202) 720-3987

Administrative Contracting Officer (ACO) at Contract Site:

Name: Diane Trice
Address: USDA/SOUTHERN REGIONAL RESEARCH CENTER
1100 ROBERT E. LEE BLVD.
NEW ORLEANS, LA 70179
Phone: (504) 286-4320

Fax (504) 286-4216

B The Contracting Officer's Representative (COR) is a Government employee with the authority to administer the contract, authority to monitor and inspect work requirements of the PWS, and make technical decisions with respect thereto. The COR has no authority to obligate funds or make changes to the contract. Such authority is reserved for the Contracting Officer:

Name: Samuel Crabtree
Address: USDA/ARS/Southern Regional Research Center
1100 Robert E. Lee Blvd
New Orleans, LA 70179
Phone (504) 286-4537
Fax: (504) 286-4221
E-mail: crabtree@srrc.ars.usda.gov

C Service Provider's Point of Contact:

Name: Lynette Montero
Address: Celta Services, Inc.
6309 York Street
Metairie, LA 70003
Phone (504) 952-8446

G.5 DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION

The Administrative Contracting Officer (ACO) for the Southern Regional Research Center (SRRC) is hereby designated by the Contracting Officer to act as the authorized Government agent that oversees Contractor performance in accordance with the terms and conditions of the contract.

G.6 ADDITIONAL WORK

Additional work is defined as work that is not part of the routine work for operations and maintenance support for the Center, but comes within the scope of the contract. Specific work will be defined as required by SRRC in accordance with the Performance Work Statement attached to this contract.

Prior to starting any work, the Contractor shall submit to the ACO, a proposal outlining the work to be done, including a tentative start date after receiving approval and indicating the number of days to complete the work. The proposal shall also identify the methods, equipment and material to be used and the number of hours and wage rate per craft, using the fully burdened rates previously negotiated under Section B, to complete the work. ACO approval is required prior to performing any additional work.

If any other direct prices (for example; materials) are involved in performance of this work, they shall be priced out separately when submitting proposal to ACO. If work is

of such urgency that it cannot be awarded and negotiated in a timely manner, the contractor shall notify the ACO immediately.

The ACO shall determine whether the additional work shall be performed. An order will be issued for approved work citing funded or supplemental funding, and payment will be processed upon completion by Government Purchase Card, or by invoice as described in Section G.3.

SECTION H – SPECIAL CONTRACT CLAUSES

H.1 AGAR 452.224-70 CONFIDENTIALITY OF INFORMATION (FEB 1988)

(a) Confidential information, as used in this clause, means(1) information or data of a personal nature, proprietary about an individual, or (2) information or data submitted by or pertaining to an organization.

(b) In addition to the types of confidential information described in (a)(1) and (2) above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of primarily invalidated findings could create an erroneous conclusion which might threaten public health or safety if acted upon.

(c) The Contracting Officer and the Contractor may, by mutual consent, identify elsewhere in this contract specific information and/or categories of information which the Government will furnish to the Contractor or that the Contractor is expected to generate which is confidential. Similarly, the Contracting Officer and the Contractor may, by mutual consent, identify such confidential information from time to time during the performance of the contract. Failure to agree will be settled pursuant to the "Disputes" clause.

(d) If it is established that information to be utilized under this contract is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

(e) Confidential information, as defined in (a)(1) and (2) above, shall not be disclosed without the prior written consent of the individual, institution or organization.

(f) Written advance notice of at least 45 days will be provided to the Contracting Officer of the Contractor's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described in (b) above. If the Contracting Officer does not pose any objections in writing within the 45 day period, the CONTRACTOR may proceed with disclosure. Disagreements not resolved by the CONTRACTOR and Contracting Officer will be settled pursuant to the "Disputes" clause.

(g) Whenever the Contractor is uncertain with regard to the proper handling of material under the contract, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this clause, the Contractor shall obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication.

(h) The provisions of paragraph (e) of this clause shall not apply when the information is subject to conflicting or overlapping provisions in other Federal, State or local laws.

H.2 AGAR 452.228-71 INSURANCE COVERAGE (NOV 1996)

Pursuant to FAR Clause 52.228-5, Insurance-Work on a Government Installation, the Contractor will be required to present evidence to show, as a minimum, the amounts of insurance coverage indicated below:

(a) **Workers Compensation and Employer's Liability.** The Contractor is required to comply with applicable Federal and State worker's compensation and occupational disease statutes. If occupational diseases are not compressible 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 a Contractor's commercial operations that it would not be practical to require this coverage.

Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers.

(b) **General Liability.** The Contractor shall have bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

(c) **Automobile Liability.** The Contractor shall have automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per other than passenger damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

H.3 AGAR 452.236-74 CONTROL OF EROSION, SEDIMENTATION, AND POLLUTION (NOV 1996)

(a) Operations shall be scheduled and conducted to minimize erosion of soils and to prevent silting and muddying of streams, rivers, irrigation systems, and impoundments (lakes, reservoirs, etc.).

(b) Pollutants such as fuels, lubricants, bitumens, raw sewage, and other harmful materials shall not be discharged on the ground; into or nearby rivers, streams, or impoundments; or into natural or man-made channels. Wash water or waste from concrete or aggregate operations shall not be allowed to enter live streams prior to treatment by filtration, settling, or other means sufficient to reduce the sediment content to not more than that of the stream into which it is discharged.

(c) Mechanized equipment shall not be operated in flowing streams without written approval by the Contracting Officer.

AGAR 452.237-74 KEY PERSONNEL (FEB 1988)

(a) The Contractor shall assign to this contract the following key personnel

Project Manager – Patrick Gilmore
Utilities Manager – Reginald Robichaux
Facilities Manager – Pablo Mejia
Administrative Manager – Paul Houchin
IT Manager – Hans Wientjes

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial 90-day period, the contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable Qualifications to those of the persons being replaced. The Contracting Officer will notify the contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

AGAR 452.237-75 RESTRICTIONS AGAINST DISCLOSURE (FEB 1988)

(a) The Contractor agrees, in the performance of this contract, to keep all information contained in source documents or other media furnished by the Government in the strictest confidence. The Contractor agrees not to publish or otherwise divulge such information in whole or in part in any manner or form, or to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the Contractor's possession, to those employees needing such information to perform the work provided herein, i.e., on a "need to know" basis. The Contractor agrees to immediately notify in writing, the Contracting Officer, named herein, in the event that the Contractor determines or has reason to suspect a breach of this requirement. The Contractor agrees not to disclose any information concerning the work under this contract to any persons or individual unless prior written approval is obtained from the Contracting Officer. The Contractor agrees to insert the substance of this clause in any consultant agreement or subcontract hereunder.

H.6 CENTRAL CONTRACTOR REGISTRATION SYSTEM (CCR)

Contractors doing business with USDA and potential vendors are required to register in the CCR database before they can be awarded a contract. A template containing the information for registration can be found at:

<http://www.ccr.gov>

PART II – CONTRACT CLAUSES

SECTION - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

www.arnet.gov/far

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSES

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	DEC 2001
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 2003
52.204-2	SECURITY	AUG 1996
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION	Oct 2003
52.208-9	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY	FEB 2002
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-14	INTEGRITY OF UNIT PRICES	OCT 1997

52.217-8 OPTION TO EXTEND SERVICES NOV 1999

NUMBER	TITLE	DATE
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET ASIDE	JUN 2003
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	OCT 2000
52.219-14	LIMITATIONS ON SUBCONTRACTING	DEC 1996
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-2	PAYMENT FOR OVERTIME PREMIUMS	JUL 1990
52.222-3	CONVICT LABOR	JUN 2003
52.222-4	CONTRACT WORK HOURS AND SAFETY STANDARDS	SEP 2000
52.222-6	DAVIS-BACON ACT	FEB 1995
52.222-7	WITHHOLDING OF FUNDS	FEB 1988
52.222-8	PAYROLLS AND BASIC RECORDS	FEB 1988
52.222-9	APPRENTICES AND TRAINEES	FEB 1988
52.222-10	COMPLIANCE WITH COPELAND ACT REQUIREMENTS	FEB 1988
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52.246-20	WARRANTY OF SERVICES	MAR 2001
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52.247-21	CONTRACTOR LIABILITY FOR PERSONNEL INJURY AND/OR PROPERTY DAMAGE	APR 1984
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52.253-1	COMPUTER GENERATED FORMS	JAN 1991

1.2 52.216-18 ORDERING (OCT 1995) (Applies to Additional Work)

(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 date of award through the effective period of the contract.

(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.

(d) The Government will order any additional work to be furnished under this contract by issuing a time and material labor hour or firm fixed price delivery order from the effective date of this contract through the expiration date of the contract. The Contracting Officer's Representative (COR) may recommend approval of delivery/task orders.

**.3 52.216-19 ORDERING LIMITATIONS (OCT 1995)
(Applies to Additional Work)**

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount less than the price \$2,500.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Government will not issue any order in excess of \$25,000.

.4 52.216-22 INDEFINITE QUANTITY (OCT 1995) (Applies to Additional Work)

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

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make

any deliveries under this contract after June 30, 2010.

**I.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT
(MAR 2000)**

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

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

**I.6 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES
(MAY 1989)**

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

Employee Class

Monetary wage – Fringe Benefits

I.7 52.239-1 PRIVACY OR SECURITY SAFEGUARDS (AUG 1996)

(a) The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government.

(b) To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and

databases.

(c) If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

I.8 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (JULY 2004)

(a) Definitions. As used in this clause:

"Commercial item" has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c)(1) The following clauses shall be flowed down to subcontracts for commercial items.

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

(ii) 52.222-26, Equal Opportunity (FEB 1999) (E.O. 11246)

(iii) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (APR 1998) (38 U.S.C. 4212(a))

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

(v) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (JUN 2000) (46 U.S.C. Appx 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

1.9 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Agriculture Acquisition Regulation (48 CFR Chapter 4) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE

Southern Regional Research Center
New Orleans, LA

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2	List of Required Reports
3	Map/Location of Government Facilities Listings
4	Historical Pricing Data
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6	Facilities Inventory
7	List of Equipment for PM
8	Government Furnished Property/Equipment
9	Automotive Equipment List Monthly Vehicle Checklist Annual Vehicle Checklist
10	Energy Conservation Policy
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Background

The United States Department of Agriculture (USDA), Agriculture Research Service (ARS), Southern Regional Research Center (SRRC), herein after referred to as the Center is comprised of two research installations. The Southern Regional Research Center is located at 1100 Robert E. Lee Blvd., New Orleans, Louisiana, and the Sugar Cane Research Center (SRU) located approximately 60 miles from SRRC in Houma, Louisiana,

The Centers are agricultural research centers authorized by Congress in 1938 "...to conduct research into and to develop new scientific chemical and technical uses and new and extended markets and outlets for farm commodities and products and by-products thereof."

The complex at Robert E. Lee Blvd. consists of 24 buildings and a complete utilities system, sophisticated environmental controls, and a variety of specialized laboratories and rooms, all located on approximately 33 acres. The complex presently contains approximately 400,000 square feet of floor space. Basic utilities are purchased from public utility companies.

The Sugarcane Research Unit (SRU) at Houma consists of two sites approximately six miles apart and has 40 buildings, 21 of which are greenhouses.

Government scientists with the aid of research technicians and assistants conduct research at SRRC. The support of this research requires a large number of laboratories, many of which are furnished with extremely complex and expensive test equipment requiring closely controlled environments to function properly. Historically the responsiveness and skill by Contractor employees to repair and restore operation and control of the facilities is critical for the protection of the integrity of the research programs being conducted at the Center.

1 SCOPE OF WORK

The Contractor shall provide all labor, supervision, tools, equipment, spare parts, materials, and work uniforms, except those furnished by the Government, for the operation and maintenance, facilities operations, management and administrative support services to SRRC and IT support for SRU. The performance work statement (PWS) specifies the services required to provide the full range of operational and maintenance support to the Center twenty-four hours a day seven days a week. (24/7).

1.1 Responsibility

The PWS is divided into various categories for convenience only and all requirements have equal weight and significance throughout. The contract is to be read as a whole document.

Facilities operations and maintenance functions shall include the areas of work management, preventive maintenance, building maintenance, shop services, alteration and repair, ground maintenance, heating, ventilation, air conditioning, refrigeration, electrical, housekeeping, information technology and administrative services.

The Contractor shall perform all work described in this performance work statement in accordance with all applicable USA and Louisiana State laws, regulations, codes, technical manual specifications, manufacturer's guidelines, and USDA and ARS directives unless otherwise specified or directed. The Contractor shall perform all related services necessary to carry out the provisions of this contract, including quality control, financial control, maintenance of accurate, updated, and complete records, and files and libraries of documents including Appendix 6. The Contractor shall prepare and submit required reports, compile historical data, perform administrative work, and submit any necessary information as requested or specified. The Contractor may be requested to generate and provide a specific report or a portion of a report with a turn around time of as little as four hours.

The Contractor will provide assistance to other contractors on site whether they are working for them directly or for the Government. This type of assistance normally would be in the locating of various utility lines, valves, piping, switches, relocating equipment or components, moving equipment or components, shutting down or turning on of various equipment, utilities, valves, and switches. Depending on the complexity, on average this would take about one hour total per any one task. Such functions are in direct support of the research mission of the Center. In the event the Contractor is unable to fulfill any required time requirements, the Contractor will notify the Government in writing within 24 hours as to the reason why.

Title to all durable parts and construction material purchased by the Contractor in performance of this contract shall be vested in the USDA, SRRC located at 1100 Robert E. Lee Blvd., New Orleans, LA, occurring at the point of delivery to the Contractor.

1.1.2 Replacement Parts

The Contractor will be responsible for the first \$1,000 of repair and replacement parts for all types of routine work per work order. Note: Unless negligence occurs on the part of the contractor, the Government will replace all "Government provided" equipment as needed.

1.1.3 Uniforms and Safety Equipment

The Contractor shall furnish uniforms and personal safety equipment for its employees in performance of this contract. Safety equipment includes shoes or boots, eyewear, respirators, and gloves. The Contractor shall, prior to contract performance, submit to the Administrative Contracting Officer (ACO) documentation that shows the type and color of proposed uniforms. The uniforms shall be approved by the ACO and the Contractor shall ensure that all employees are in proper attire within 30 days of contract start date. The follow are suggestions to types of uniforms:

Maintenance:

Shirt, long or short sleeve button down type with no less than one breast pocket, may be solid in color or fine pin stripe; trousers shall be solid in color to enhance the shirt.

Janitorial:

Male janitors may be attired same as maintenance employees, female janitors may utilize a smock.

Administrative and Management: (Includes IT)

Shirt, long or short sleeve, Polo, skirt or dress. May be solid in color or fine pin stripe. Skirts and trousers color will enhance shirt. Vest or Blazers shall be solid in color with the ARS insignia in contrasting color.

All uniforms shall have a permanent name patch / embroidery with the employee's first name on the right breast and company logo on the left breast. Uniforms shall be consistent throughout the staff. Uniforms will be clean, presentable and in good repair upon start of shift.

1.1.4 Compliance

- (A) The contractor shall be solely liable for acts of errors and omission in regard to compliance with Federal, state, and local environmental statutes, regulations and applicable guidelines which lead to fines, penalties, or prices associated with enforcement actions, removal actions, corrective actions, or remedial actions.
- (B) The contractor shall assume full liability for the release of any hazardous substance to air, soil, or water resulting from its own or its subcontractor's actions. The contractor shall be responsible for the prices associated with the cleanup of any such release. In the event the contractor is removed from the duties at the facility, the contractor shall also be responsible for latent defect caused while performing work while on property.
- (C) The Government retains the right to initiate and complete cleanup actions for which the contractor shall reimburse the Government for prices associated with cleanup and disposal.

1.2 General Information

The on-site Government personnel observe the listed dates as holidays:

New Year' Day	January 1
Martin Luther King, Jr.'s Birthday	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans' Day	2nd Monday of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th of December
Mardi Gras	Tuesday prior to Lent/Ash Wednesday

Any other day designated by
Federal statute, executive order,
or Presidential proclamation.

As required

When any holiday falls on a Saturday, the preceding Friday is observed.
When any holiday falls on a Sunday, the following Monday is observed.
Observance of such days by Government personnel shall not by itself be cause for an additional period of performance, or entitlement of compensation except as set forth within the contract.

The Government reserves the right to close the facilities due to weather conditions, safety, health, or medical emergencies as necessary. Contractor personnel may be required to remain on duty to maintain the facility in the event of such adverse weather conditions or emergencies. Services are required 24 hours per day, 365 (or 366) days per year, on an uninterrupted basis, including all National and religious holidays.

Note: Unless otherwise noted, regular hours of work at SRRC are from 7:30am to 4:00pm.

Two weeks advance written notice is required for any planned absence of key personnel from the project exceeding ten consecutive workdays. An absence exceeding a two-week period requires the appointment of a suitable fulltime replacement with the concurrence of the Government.

2. WORK MANAGEMENT

The Contractor will provide a paperless automated work management system for the submission, approval, and tracking of all work requests and preventive maintenance. System will track quality control, estimates, material, labor, equipment, scheduling and priorities. Completed work orders shall be visible electronically via the LAN with all required data. Access to the Contractor's work management system will be available to the Government at anytime during normal duty hours through the Centers' LAN system. The current file format utilized is generated by MP2.

2.1 Routine Work

Routine Work is defined as recurring services that are scheduled frequently or repetitively throughout the term of the contract and should be accomplished without further input from the Government. No work that substantially alters, modifies, or otherwise changes buildings, structures, or equipment is considered routine work. Routine work/recurring services require planning, scheduling, and frequent quality control monitoring by the Contractor. Work that is considered routine but requires the Government to procure material shall be treated as routine work. The price for routine work shall include all labor, overtime, supplies, materials, equipment and subcontracts deemed necessary to perform the requirements of the PWS, including alterations, renovations, repair and maintenance. This includes work required due to updated technology and changes in research needs. Examples of routine work include maintenance of facilities research support equipment (e.g. facilities electrical, plumbing, building automation, communications, HVAC/R equipment and systems maintenance, grounds and grounds equipment maintenance, vehicles maintenance, PM work , and administrative support, etc.)

2.1.1 Preventive Maintenance

The Contractor shall perform preventive maintenance (PM) of buildings and structures, plants, tools, and equipment. The contractor shall develop and maintain a PM plan and schedule that will include a listing of items and components to be maintained along with inspection, maintenance and shutdown schedules. The schedules will remain constant except for additions, deletions and updates. Contractor will notify the Government within ten days of any changes to the PM schedule or listing. Government approval is required for additions and deletions. All updates shall be accomplished within 30 days of that approval. Historical data indicating average quantities of PM is shown in Attachment 1, Appendix 7.

The PM plan shall be developed in accordance with the following order of precedence:

- (1) Manufacturers' recommendations and standards
- (2) National and State of Louisiana codes
- (3) Industry standards
- (4) Good Laboratory Practices

The Contractor shall maintain PM records that include scheduled and completed dates, work performed, noted observations, craftsman and time expended. This information shall be available to the Government via the Center's LAN. The records shall include scheduled and accomplished dates, equipment ID, equipment description and craftsman notes. The Contractor shall submit weekly a report of planned PM's for the following week. A deficiency report shall be submitted weekly of PM's not completed as scheduled, along with the reason why and a schedule of when they will be completed.

Additional Work

Additional work is defined as work that is not part of the routine operations and maintenance support for the Center, but is within the scope of the contract. Proposals shall be completed within ten workdays of work request submission by the requestor. The proposal shall include a verification of the completion date with the customer, a start date, and a breakdown of price that includes type of labor and hours, material and subcontract price. Additional work shall not interfere with routine work.

2.2 Work Priorities

Work will be prioritized using the following guidelines. The ACO may change work order priority at anytime.

Priority 1

Priority 1 work requires immediate action essential for the protection of critical equipment, facilities, environmental conditions, health, safety or security. Immediate corrective action shall be taken and will be pursued on a continuous basis until permanent repairs are completed or otherwise directed by the ACO.

2.2.2 Priority 2

Priority 2 work shall be accomplished by the first available craftsman. Personnel shall not be diverted from scheduled work. Work shall start within one workday, and be completed within five working days, unless otherwise directed by the ACO.

2.2.3 Priority 3

Priority 3 work shall be accomplished in the most economical and efficient manner on a "first come, first served" basis. At a minimum, work on 50 percent of these requests shall be completed within one working day of receipt. The remainder shall be completed within five working days, unless otherwise directed or authorized by the ACO.

2.2.4 Alterations and Changes.

The customer may make minor alterations and changes to approved additional work requests as long as it does not change the scope of the original work request. Additional requirements will require another work request to be submitted. The ACO has final determination whether the change is within the original scope.

Transition of Contract Performance

The Contractor shall assist the Government in the transition of contract performance within 30 days of the start of the contract.

Examples of transition work include:

- inventory of storeroom
- site and facilities inspections
- records passed on from previous contractor
- Government furnished property inventory
- security inventory

General Work Management Duties

The Contractor shall:

- (A) maintain a point of contact on-site for receipt of work requests.

- (B)** review work request for completeness, understanding and clarity. Vague and incomplete work requests shall be returned to the customer for clarification.
- (C)** provide "marked up" drawings quarterly to the Quality Assurance Specialist (QAS) of any mechanical, electrical or structural changes or alteration done by the contractor or its sub-contractors.
- (D)** develop and submit weekly to the ACO and QAS a schedule to include routine and additional work by assigned priority and identify those that have an impact on the Center or customers such as utilities, closing of areas, equipment, or safety.
- (E)** notify ACO, QAS, and affected personnel within 24 hours of any planned interruption of utilities, services or closures.
- (F)** submit a Backlog Report weekly to ACO and QAS on all work not completed.
- (G)** submit a schedule of planned work daily to the ACO and QAS by 9:00 am. Schedule shall contain work order number, craftsman assigned, location and a brief description of the work.
- (H)** ensure that work to be redone is not assigned and treated as "new" work.
- (I)** inform initiator when their work order is completed, have customer sign off and indicate if they are satisfied or dissatisfied.
- (J)** raise and lower flags as when required, maintain a flag inventory to ensure that at least one new replacement flag is available at all times and that National Ensigns that are worn or tattered are disposed of in accordance with USC; Title 36; Section 10 or given to a local scouting or military affiliation for proper disposal.
- (K)** prior to May 15th of each year inventory the Center's hurricane supplies, conduct a review of the Center's hurricane plan, propose changes if necessary, and conduct an inspection of SRRC to ensure it is ready for the hurricane season. As needed, plot active storms identified by NOAA and coordinate meetings with the ACO, QAS, General Engineer and Administrative Officer (AO) of any storms that enter the Gulf of Mexico.
- (L)** submit malfunction report on major equipment or systems failure verbally to the ACO and QAS within 30 minutes and in writing within 24 hours after repairs are completed; classification of reports shall be maintained in a consistent orderly manner for ease of monitoring,

- (M)** immediately notify the Center in a broadcast manner of any unplanned closures or loss of utilities/facilities, after obtaining government approval.
- (N)** maintain a warranty log and file to include description of equipment, its location, warranty clauses, date installed and expiration date for all equipment installed by facility contractor or subcontractor. Conduct warranty inspections and investigations to verify any issue under warranty. Brief the ACO or designated representative on warranty coverage for equipment. Notify the ACO or designated representative to obtain warranty servicing assistance if necessary.

2.5 Quality Control Work

The Contractor shall develop, maintain and provide a Quality Control (QC) plan and program that:

- (A)** ensures the requirements of the contract are provided as specified and provides a record of performance that can be inspected by the Government.
- (B)** Includes a quality control inspection system covering all required contract services, a method of identifying deficiencies in the quality of services performed, and corrective actions taken to prevent performance from becoming unsatisfactory. An adapted commercial system such as ISO 9000 series is an example if all work are addressed.
- (C)** maintains a record of all QC inspections, results and any corrective actions taken.
- (D)** utilizes the work management system for the entry of all QC inspection reports.
- (E)** includes a quarterly random, five question minimum survey of twenty-five percent of customers
- (F)** includes an eight question minimum customer satisfaction questionnaire. Ten percent of all work orders will be sampled with results available to the Government on the LAN. The Government may request a higher sampling rate if it perceives a problem.

3. ADMINISTRATIVE SERVICES

The Contractor performs administrative services to support requirements for researchers and maintain accountability and price control. Storeroom items are commonly used in substantial quantities and savings from volume orders exceed storage prices.

3.1 Storeroom Operations

The Contractor shall operate and maintain the SRRC storeroom eight hours daily continuously from 7:30 am - 3:30 pm. The storeroom issues administrative and scientific parts, supplies and materials. The Contractor will track and notify customers within one hour of receipt of any items addressed to them.

3.1.1 Storeroom Work

The Contractor shall:

- (A)** unpack and store materials, supplies, and equipment upon proper receipt of items. Distribute shipping documentation (including acceptance verification and date) to customer and update storeroom records within 3 days of receipt.
- (B)** refrigerate perishable items immediately; notify recipient telephonically and by email within one hour of receipt.
- (C)** order, receive and store dry ice in the five storage containers located at the Center and ensure dry ice is distributed and balanced evenly in all containers.
- (D)** operate, maintain and keep current a computerized inventory system that labels and assigns stock numbers to items, this includes a continuous process of validating issue and ordering quantities for material and supplies.
- (E)** evaluate inventory composition (Items and quantities) and make recommendations to the ACO for changes based upon usage, demand, obsolescence, or ordering quantities. ACO will advise Storeroom Committee.
- (F)** receive and maintain all standard and government issued forms required by the Center.

- (G)** establish item re-order points (use current unit of issue and ordering quantities) and submit order requests weekly to the acquisition office.
- (H)** publish catalog of storeroom items electronically and have a printed catalog available for use in storeroom.
- (I)** ensure loss prevention measures are used to avoid loss and damage.
- (J)** pack, crate, and weigh outgoing shipments (Material or equipment). Coordinate shipment arrangements with SRRC customer (Customer provides any necessary RMA – Return Material Authorization).
- (K)** conduct a full inventory of storeroom annually and a random inventory of 20 percent of items 6 months later.
- (L)** assist customers within five minutes of arrival in storeroom.
- (M)** operate and maintain an in house electronic order system for the storeroom where customers may use a shopping cart method to order supplies for pickup.
- (N)** operate, maintain and keep current the Chemical Tracking System (CTS). Perform inventory annually.
- (O)** receive /ship and unload/load items at courtyard gate for security reasons; this may be required on the average three time a day.
- (P)** coordinate receipt, storage, return, and inventory of gas cylinders from customers and external vendors, gas cylinder turnover averages eight per week.

3.1.2 Available Government Property, Materials and Services

The initial source of supply shall be Government owned parts, supplies and materials on hand. The Contractor is responsible for any government property in their possession or that they are responsible for maintaining security over. The contractor shall be responsible for full replacement price of any government property that is damaged or stolen due to their neglect while under their control. The Government incurs all expenses for repair or replacement of government property due to normal wear and tear.

3.2 Duplication and Publication Services

The Contractor shall maintain and operate the centralized copying and duplicating center, the convenience copiers and general use areas. This includes providing copier paper, toner and ink cartridges, binding material, forms, equipment training, formatting, and supporting data entry. The Contractor shall ensure its personnel are familiar with the use, care and operation of equipment.

3.2.1 Duplication and Publication Work

The Contractor shall:

- (A)** provide duplication services at the centralized duplication center.
- (B)** provide maintenance at the eight general user convenience copier locations.
- (C)** check operation, clean, add paper toner or ink to copiers as required, prior to 8:30 am, and maintain a daily log of each copier serviced.
- (D)** respond to calls for assistance at convenience copiers within 15 minutes, maintain log of all calls, record problem and solution.
- (E)** provide and maintain paper, toner, motor, belts, and paper cutter blades sufficient to support Center operations in an uninterrupted manner. Approximately 240 cases of various type paper are used per year.
- (F)** provide duplicating, coping and binding support. The normal workload is 35 jobs per month averaging 100 pages per job.
- (G)** maintain production standards of 30 minutes for documents 1-10 pages in length, 2 hours for 11-50 pages, 3 hours for 50-125 pages, 5 hours for 125-250 pages and 24 hours for documents over 250 pages.
- (H)** complete all work within the time frame designated by the customer. Work marked "Urgent" requires ACO approval.
- (I)** maintain a log of duplicating, coping and binding jobs indicating customer, Group (MU), date submitted, type of job, number of copies requested and completion date.
- (J)** transmit and receive facsimile messages and assist in transmission if necessary. Notify facsimile recipients of messages or leave voice mail notice immediately.

- (K)** provide typing, formatting, and data entry support (Average weekly production is 52,900 lines) which includes composition and production of the Center's weekly newsletter, written reports, memos, statistical layout forms, and manuscripts.
- (L)** ensure documents adhere to the Government Printing Office Style Manual and USDA Correspondence Manual(s).
- (M)** maintain record of word processing activities on the LAN.

Security Operations

The Contractor shall perform the following services that include assisting Center visitors, key issuance, key control, key entry cards, security control, and physical security (Walking patrols, maintaining surveillance system-CCTV, card access, card issuance, fire alarms, intrusions alarms, vehicle registration, making of government I.D. badges, etc), and receipt of deliveries and packages. Perform regular audits of all security systems and generate usage reports annually.

Security Related Work

The Contractor shall

- (A)** perform these services on a wide range of security parameters to include shed storage, restricted fields, greenhouses, agricultural structures, laboratories, and multistory buildings.
- (B)** ensure all Contractor personnel prominently display a building access badge at all times between the waist and neck when on Center premises.
- (C)** ensure all personnel are familiar with all areas of the Center for security and emergency requirements.
- (D)** ensure all personnel are familiar with the location of fire and evacuation alarms and procedures to properly activate them.
- (E)** monitor all entry and exit building doors 24 hours per-day, 7 days per-week (24/7) at the times provided by the ACO.
- (F)** ensure designated roadway gates on Wisner Avenue, courtyard and compound open and close at the times provided by the ACO. All gates except for compound are currently automated on timer devices.

- (G)** permit access to the courtyard and boiler room, upon proper authorization, and monitor entrance and exit of personnel.
- (H)** maintain information and visitor assistance desk in the lobby of the Center's main building from 7:30 am to 5:30 pm, Monday through Friday, except Federal holidays.
- (I)** program and maintain all intrusion detection and access control systems. Establish and maintain a preventive maintenance program to ensure that building access control card readers (including battery back-up), exterior and automatic door operation automatic gates (Vehicle and pedestrian), interior and exterior lighting systems, interior and exterior CCTV systems and alarm systems continue to operate at the proper efficiency without interruption. Monitor each intrusion alarm system, fire and environmental zone system 24/7.
- (J)** maintain the Center's Electronic Card Entry System, provide entry to authorized personnel during non-duty hours, and in the event of a system failure provide staff for security and manual operations.
- (K)** organize and implement a system to issue temporary passes and vehicle permits to contractors / sub-contractors. Ensure that badges and permits are issued in accordance with Homeland Security and facility regulations and guidelines. Badges and passes may consist of temporary daily and multi-day.
- (L)** maintain the CCTV system, and maintain recording system to enable review of 90 calendar days of data for investigative review.
- (M)** maintain the intrusion and fire alarm system, 24 hours a day, 7 days a week.
- (N)** establish and implement control and accountability for all Center keys and key cards, report all lost keys and key cards immediately to the AO for authority to duplicate, and maintain a history log.
- (O)** conduct no less than one roving patrol (tour) around the entire facility every four hours during non-duty hours to approximately 45 check point locations; personnel shall verify security of all buildings doors and windows; check for good energy conservation practices, check for proper operation of vital equipment, various other systems and lighting operation; check for alarms, hazards, spills, floods and record any abnormal conditions. Notify appropriate personnel and take corrective action. Contractor shall submit list of proposed check points 5 days after contract award

for government approval. *(There shall be no changes to round locations without ACO approval)*

- (P)** perform exterior light survey weekly to identify problems, report and correct any problems. Provide report upon request.
- (Q)** maintain guard round check point report database file for 90 days accessible to the government via the LAN.
- (R)** submit security incident report within one work day of incident and report results of the investigation in writing within five working days to the ACO and QAS
- (S)** assist Center management in facility security by submitting a list of all personnel violating prescribed security rules; e.g., improper or no parking decal, improper or not wearing of the Center access badge, lost or forgotten keys to the AO and ACO weekly.
- (T)** respond to all system alarms. Provide personnel for initial response to trouble, faults and emergencies 24/7. Response time for emergencies during normal working hours shall be immediately; during other times qualified personnel will be onsite within two hours to commence repairs unless the situation is deemed critical then response shall be immediate. Meet and assist emergency personnel.

3.4 Public Relations

The Contractor shall provide public relations support to the Center. This work vary from simple telephonic or electronic contacts to complex international technical seminars. The Contractor shall provide prompt, accurate, complete and courteous service. This work includes conference room scheduling, providing supporting files and documents, and licenses.

3.4.1 Public Inquiry Work .

The Contractor shall:

- (A)** maintain handbooks, guides and reference materials and provide responses to routine inquiries and requests.
- (B)** document the nature of all information requests to include the name of the requester, affiliation, type of response, and other relative data.
- (C)** respond to oral requests within one hour.

- (C) respond to written requests within one working day.
- (E) refer non-routine inquiries to the proper ARS activity for reply as required.

3.4.2 Technical Meetings, Tours, Seminars and Conference Work

Technical Meetings

The Contractor shall:

- (A) plan, coordinate, arrange and schedule technical meetings which average 16 per year with approximately 200 participants.
- (B) set up room at designated facility including audio-visual equipment. Verify registration materials and set-up place cards prior to meeting.
- (C) ensure provided materials, including programs, badges, place cards, slides, charts and visual aids conform to the USDA Visual Management Manual AD-791.
- (D) prepare technical meeting program plan.
- (E) provide group leaders with list of names and titles of SRRC participants.
- (F) notify ACO of printed materials required for procurement.
- (G) escort visiting attendees to the meeting location upon arrival

Tours

The Contractor shall;

- (A) plan, coordinate, arrange, schedule and conduct tours of the Center that average 58 per year with approximately 1,300 participants in total.
- (B) prepare a 20-30 minute presentation for tours covering the SRRC research organization, objectives and accomplishments.
- (C) demonstrate commercialized developments originated at SRRC as directed.

- (D)** arrange with research leaders at least one week in advance for tour guides on escorted tours.
- (E)** notify the AO and DO office in advance of tour groups over 25 people; schedule times and arrange technicians for tours.

Seminars and Conferences

The Contractor shall;

- (A)** plan, coordinate, arrange and conduct seminars or poster presentations held at the Center; which average 50 per year with approximately 3,000 participants in total.
- (B)** obtain approval from Director to participate in or provide support for seminars conducted at but not sponsored by SRRC.
- (C)** verify schedules to avoid conflicts.
- (D)** coordinate and assist in planning for unscheduled or unanticipated conferences.
- (E)** conduct a count of participants at all events by type and submit a report to the ACO and QAS for the preceding year by January 15.

3.4.3 Foreign Visitor Related Work

The Contractor shall:

- (A)** coordinate and plan foreign personnel visits that average 52 visitors annually to the Center.
- (B)** make necessary contacts in writing or by telephone with scheduled foreign visitors at the request of the Government sponsor.
- (C)** verify with visitor's sponsor that the FBI has been informed of planned visitors from communist countries or other countries designated for monitoring by an appropriate government agency.
- (D)** coordinate the obtaining of interpreters as requested, make arrangements for hotel reservations and transportation, coordinate and arrange itineraries, plan week-end activities and arrange lunches.
- (E)** compile and maintain correspondence for foreign nationals and provide copies of all background information and correspondence pertaining to

foreign nationals to the USDA/ARS Human Resources Division located in Beltsville, MD in accordance with Directive 121.2 dated May 8, 1984.

(F) maintain a foreign visitor log upon entry to the Center

3.4.4 Industrial Development and Speaker File Support

Industrial Development

The Contractor shall plan, schedule and arrange support as directed for major scientific meetings held either at SRRC or various locations within the United States Historically SRRC has sponsored or co-sponsored an average six sessions per year.

Provide estimates for meeting prices as directed to determine registration fees, collect pre-registration and registration fees, account for funds, make payments for facilities as required, visit proposed conference sites not sponsored by SRRC as directed, and coordinate conference dates, locations and facilities upon approval by the Director of SRRC.

The Contractor shall

- (A)** make all logistical arrangements to support the conferences including accommodations and travel arrangements for visitors.
- (B)** prepare invitations to participants, prepare biographical sketches and maintain contact with program chairpersons and speakers.
- (C)** contact participants who serve as chairman by telephone and/or written correspondence to confirm acceptance of invitation.
- (D)** edit abstracts, verify information, prepare printed material, review galley proofs and release materials for final printing as directed.
- (E)** edit, compile, and format summaries, preprint booklets, and submit manuscripts for publication.
- (F)** update mailing lists and mail programs.
- (G)** prepare and mail thank you letters to conference participants

Speaker File Support

The Contractor shall maintain a list of SRRC personnel who volunteer for speaker assignments outside the Center, determine requirement matches and provide contact information to the requesting activity.

3.5 Mail and Messenger Support Work

The Contractor shall provide mail service Monday through Friday, excluding Federal holidays. Average time required for trip to post office is 45 minutes. Internal mail runs average about 1 to 1-1/2 hours each. All mail shall be handled in accordance with U.S. Postal Regulations.

3.5.1 Mail Service

The Contractor shall:

- (A)** pick up and deliver mail daily at the USPS located at 501 Jefferson Davis Parkway, 70179 prior to 3:30 each work day.
- (B)** pick up, sort and deliver internal mail to all offices in the administrative wing twice a day by approximately 10:00 am and 2:00 pm daily.
- (C)** stamp or meter all out going mail prior to dispatch
- (D)** wrap outgoing parcels and address "pouch mail".
- (E)** perform a semi-annual survey of mail sent and received.

3.5.2 Messenger Service

The Contractor shall:

- (A)** provide messenger services daily from 8:00 am to 4:00pm which average about 2 hours daily and 200 runs per year.
- (B)** as directed, pick up and deliver supplies and equipment (examples include documents, articles, paint, chemicals, GSA store items, film, and tickets).
- (C)** maintain current routing and distribution indicators.
- (D)** maintain activity log of trips.

(E) perform semi-annually a survey of messenger runs for number of hours utilized and miles traveled.

3.6 Inventory, Property, and Disposal

The Contractor shall

(A) perform duties related to the identification, reporting, and control of personal property. Ensure that all Government properties are accounted for, properly transferred, or disposed in accordance with the Federal Government standards and procedures. Maintain documentation files on nonexpendable personal property. Document the Personal Property Management System (PROP), inventory reconciliation, employee exit clearance inventories, and suspense report reconciliation. Document the acquisition, reallocation, and disposal of excess personal property. Reconcile, review, and inventory adjustment forms every 30 days. Identify and determine discrepancies. Receive and screen purchase orders (AD-838). Prepare and review inventory adjustment forms, including Report of Unserviceable, Lost, or Damaged Property (AD-112), and Report of Transfer or Other Disposition or Construction of Property (AD-107). Maintain various inventory lists and assist in performing periodic inventories as required.

(B) Conduct the required periodic physical inventories with the Accountable Property Officers (APO). There are approximately ten APO's with an average size of 100 items in inventory. Inventories are conducted on average every 18 months. Initiate the inventory and walk through the services organization / laboratory with the APO or designee while the physical inventory is being conducted. Work with the APO to reconcile inventory and follow up as necessary. Work with APO and Property Management Officer in matters relating to acquisition and disposal of excess and surplus property and the reporting of lost, damaged or destroyed property. Visit laboratories, offices, and work sites to assist in determining the most economical means to meet the requirements and to inspect and survey excess property. Contact General Service Administration (GSA), APO's and other supply sources periodically to determine availability of excess and surplus property for identified facility needs. Advise requesters of excess property or surplus availability. Screen excess property documents received to determine the appropriate action to take on the disposition of excess / surplus property. Coordinate the removal or transfer of excess property using necessary means. Notify certified technicians to remove refrigerant from unserviceable refrigeration equipment prior to disposition. Provide requesters appropriate forms in matters regarding acquisition, disposition, and transfer of nonexpendable personal property. Coordinate removal of property and

recycling efforts . Contact designated GSA or other representative to dispose of scrap material and make determination as to whether items have scrap value, should be disposed of in dumpsters, or made available for recycling.

(C)Gather and compile data from property transactions processed during the month to contribute to the Area Property monthly Activity Report. Ensure that information is accurate and updated in the automated system.

(D)Utilize the current Property Management Information System (PMIS) / Personal Property (PROP) database system to manage facility and shop inventories, suspense report purchases, National Financial Center (NFC) bar code assignments, motor vehicle and equipment acquisitions, disposal, excess, and transfers. Ensure that new accountable acquisitions are bar coded and entered into database.

4. SAFETY

The Contractor shall conduct all work in a safe manner and adhere to all required regulations, submit incident reports of all Center incidents, within one work day, and results of the investigative report in writing within five working days, to the Government Safety Manager (GSM) and any other government personnel as required. The Contractor shall operate and maintain the Chemical Tracking System (CTS).

The Contractor shall provide comprehensive assistance to the GSM with clerical and technical support in the administration of SRRC's safety program. Assistance may be required in various areas; some examples are:

- Asbestos Program
- Accident Program
- Administration of Controlled Substances
- Chemical Storage Activities
- Safety Training Activities.
- Noise Monitoring / Hearing Conservation Program
- Safety Library Work
- Safety Equipment Support
- Safety Advisory and Assistance
- Hazardous Communications

4.1. Smoke / Fire Service Maintenance and Detection

The Contractor shall:

- (A)** Maintain and monitor the fire alarm smoke detection and sprinkler systems 24/7. Maintain, inspect, test, and certify in accordance with pertinent codes and guidelines. Inspection and servicing shall be conducted by qualified personnel certified by, federal, state or local authority, or by personnel / organization listed by a national testing laboratory for the servicing of fire alarm systems. Perform visual examinations of fire panels, annunciators, smoke and duct detectors, pull stations, bells, strobes / horns, and magnetic door holders. Replace zone labels if missing or out-of-date, as required, on panels and annunciators. Clean and wipe any

accumulated dust, insects or varmints inside panels and annunciators. Thoroughly clean any accumulated corrosion. Replace corroded battery disconnect terminal wiring as necessary. Inspect and test batteries with and without load for proper output. Thoroughly clean all smoke detectors and duct detector chambers, screens, and terminal bases annually with NFPA-approved compressed air smoke detector cleaner. Inspect and test all fire alarm supervisor circuits, control panels, and annunciators for normal operation including ground fault detection circuit and magnetic door release. Replace all burned out bulbs as required. Inspect and test all manual pull stations. Replace all missing glass or plastic rods for pull down switches. Inspect and test all alarm bells and strobe / horns. Inspect and test all smoke, duct, and heat detectors. Adjust smoke detectors sensitivity as required for proper functionality. Provide inspection, testing and maintenance for chemical extinguishing systems by trained personnel. Testing of all system components in these rooms shall not cause discharging of agent. Contractor shall assume full liability for any accidental discharge of chemical caused during system testing.

- (B)** Perform inspection, testing, and maintenance for the facilities' automatic fire alarm sprinkler systems (wet and dry) and fire and jockey pumps. Assume the responsibility for any water damage to Government laboratory equipment, research, and property due to contractor negligence. Conduct work semi-annually and annually as required by Federal, local, and state regulations and guidelines and NFPA. Ensure that the system is operating properly at all times.
- (C)** Perform inspection, testing, and maintenance of the facilities' chemical fire extinguishers. Ensure that extinguishers are present and possess adequate charge. Comply with all pertinent codes and guidelines. Replace extinguishers as necessary to comply with pertinent codes.
- (D)** Submit 2 weeks after award a written monthly schedule indicating which alarm systems, chemical fire extinguishers, and fire and jockey pumps will be inspected, tested, and maintained through each month. Indicate dates on which each system will be inspected, tested, and maintained.
- (E)** Submit a report to the ACO as occurrence of any found deficiency, safety hazard, or code violation in the existing fire protection system, equipment, and devices. Report to the ACO of any sprinkler heads subject to manufacturer recall.
- (F)** Accurately document each inspection, testing, and maintenance performed on any fire alarm detection, sprinkler system, chemical suppression system, and fire pump. Sign and deliver documentation to the ACO within 3 days of task completion.

(G) Respond to all system alarms. Provide personnel for initial response to trouble, faults and emergencies 24/7. Response time for emergencies during normal working hours shall be immediately; during other times qualified personnel will be onsite within two hours to commence repairs unless the situation is deemed critical then response shall be immediate. Meet and assist emergency personnel.

5. INFORMATION TECHNOLOGY SUPPORT

The Contractor shall operate and maintain information technology resources twenty-four (24) hours per day, seven (7) days per week and shall be manned daily between the hours of 7:30am to 4:00pm. The Contractor shall comply with all requirements of the Privacy Act of 1974 and the current Computer Security Act, and applicable vendor and manufacturer warranties.

5.1. IT Services

The Contractor shall provide maintenance, repair, and training services for all IBM and IBM-PC compatible microcomputers and peripheral equipment located on-site at SRRC and SRU; approximately 550 computers. Microsoft Windows 98, 2000 and XP are the predominant workstation operating systems, with some Mac OS, Linux, Free BSD, Sun, and Silicon Graphics operating systems installed. A list is provided in Appendix 8.

5.1.1 IT Equipment Requirements

The Contractor shall:

- (A)** troubleshoot and correct equipment malfunctions;
- (B)** install printers, monitors, circuit boards and chips;
- (C)** relocate IT equipment as needed;
- (D)** provide technical support and representation in acquisition, evaluation and testing of equipment;
- (E)** maintain equipment status, maintenance and repair records;
- (F)** serve as Center representative in coordinating equipment in need of repair;
- (G)** maintain facility Information display system and keep current with data provided by the Government;

5.1.2 Software Requirements.

The Contractor shall train SRRC personnel on both commercially packaged and Government custom developed software. The price for training on custom software will be at Government expense. The predominant commercial software packages used are GroupWise, Microsoft Office Suites, WordPerfect Office Suites, Adobe Acrobat Reader, Adobe Acrobat Professional, and Symantec

Corporate Edition Antivirus. Various scientific based programs are used as well as graphic programs such as Adobe Illustrator, Adobe Photoshop, and Micrografix Designer.

5.1.2 Software Support Work .

The Contractor shall

- (A)** maintain commercial software packages to keep systems current and updated so that they function properly; notify government personnel of any necessary upgrades and recommend a course of action; install and maintain software; and provide support and training to Center staff;
- (B)** provide system security consistent with best commercial and government practices or as directed by the ACO;

5.1.3 LAN Requirements.

There are nine Windows 2000 servers in two separate Windows 2000 Active Directory Domains with various software packages installed, three NT 4.0 servers (one RAS), eleven NAS servers, one Linux Web server, and two Novel 5.1 servers with GroupWise 6.0. Backups are performed on seven of the 25 servers. The Network has 500 nodes with 325+ users. The network uses Cisco switches and routers with a gigabyte Ethernet fiber backbone and is 100MB to the desktop. Two sub locations in Houma, Louisiana are connected to the Center using frame relay WAN links with an additional frame relay WAN link connecting the facility to the USDA LAN. Support to Houma shall mirror that of SRRC with two visits per month at a minimum by technical personnel for on site computer maintenance.

5.1.3.1 LAN Support Work

The Contractor shall:

- (A)** perform the services necessary for the efficient and effective operation and maintenance of the SRRC LAN on a 24 hour, 7 day per week unattended basis;
- (B)** install, configure, and maintain file servers, network operating systems, and related items;
- (C)** respond to network malfunctions within one hour of notification;
- (D)** create batch administration scripts;

- (E)** conduct systems backup daily;
- (F)** review and analyze requests for network connectivity;
- (G)** resolve problems with LAN;
- (H)** install LAN for new users within 48 hours of notification;
- (I)** maintain Internet and WAN connections as required;
- (J)** assist in developing security and disaster recovery LAN policies as required;
- (K)** provide assistance to ACO and QAS in development and evaluation of technical specifications for proposals and bids;

5.1.4 IT Support Services.

The Contractor shall:

- (A)** staff a Help Desk for computer assistance, respond to requests within 30 minutes; maintain an electronic log of requests, actions, and history that shall be accessible via the LAN;
- (B)** prepare and produce annually, no later than January 15th, the SRRRC phone book printed copy including an electronic copy accessible via the LAN;
- (C)** prepare and produce, by the 15th day of each quarter, the SRRRC phone cards including an electronic copy accessible via the LAN;
- (D)** maintain the SRRRC telephone voice mail system;
- (E)** assist with or produce custom made graphics and posters;
- (F)** train new employees on USDA, ARS and SRRRC IT policies and procedures, proper use of the SRRRC IT systems, its peripherals and basic computer operations.
- (G)** provide computer repair services;
- (H)** coordinate with ACO and QAS, specifications for procurement of IT items;
- (I)** provide video and teleconference support including set-up and assistance, maintenance and repair of teleconferencing equipment.

5.1.5 Electronic Support

The contractor shall maintain in proper operating order a wide variety of computerized and sophisticated electronic scientific and non-scientific equipment, which includes electro-mechanical and mechanical research instruments and other ancillary equipment. To accomplish this the Contractor may be required to support this effort by designing, evaluating, specifying, modifying, troubleshooting and repairing circuits and mechanisms to change and improve function, range, characteristics, components, reliability or use according to the requirements of the research mission at SRRRC. The government will be responsible for material prices over \$100. The Contractor shall ensure communication gear (wireless radio system) is maintained, including furnishing rechargeable batteries and antennas.

5.1.6 Satellite dish antennas and equipment

The Contractor shall operate and adjust satellite dish antenna and equipment to exact coordinates and tune equipment to achieve optimum signal clarity in order to receive satellite broadcast programs. Perform various technical troubleshooting techniques to ensure satellite programming is down linked and recorded. Ensure satellite program monitors in various locations are connected and receiving a proper signal. Monitor and control satellite dish antenna maintenance agreement and ensure monthly checks are performed on the system to keep it operating at peak performance. Ensure that periodic maintenance on dishes is performed as required.

6. UTILITIES SERVICES

The Contractor shall install, modify, repair, monitor and maintain all plumbing, safety, HVAC/R, and electrical systems, facilities, and distribution equipment. Services include electric, motor control centers, controls, lines, systems, fixtures, outlets, panel boxes, switchboard, power circuits, transformer vaults, switchgears, and other related equipment. The Contractor shall maintain facilities utilities and monitor lighting, essential building functions and critical equipment such as building and equipment environmental alerts, alarms, and malfunctions for facilities and specified equipment 24/7. Provide personnel for initial response to trouble, faults and emergencies 24/7. Response time for emergencies during normal working hours shall be immediately; during other times qualified personnel will be onsite within two hours to commence repairs unless the situation is deemed critical then response shall be immediate. Electric can be accessed from the main switchgear located behind the Service building. Incoming power is 13.8kva. Main lines feed underground to the Service building, North and South loops, the Main building, Compound, Cotton Storage building, Textile building, Greenhouse, portable or out buildings. Once every eight hours during non regular duty hours the facility environment conditioning shall be physically checked and twice during regular duty hours; for good energy conservation practices, for proper operation of vital equipment, lighting operation and various other systems; for alarms, hazards, spills, floods and record any abnormal conditions. Notify appropriate personnel and take corrective action.

6.1 Electrical Work .

The Contractor shall:

- (A)** install and maintain high and low voltage electrical equipment such as distribution systems, motors, fans, blowers, raceways, conduit, generators, signal equipment, elevators, lighting-fluorescent, incandescent, mercury, sodium, sensors, HVAC/R controls, research equipment-centrifuges, freezers, fume hoods, bio-hoods, dishwashers, switches, disconnects, breakers, receptacles, relays, wiring, and related parts;
- (B)** perform annual inspection and maintenance on high voltage switch gear and transformers, this will require a power outage to the facility and needs to be coordinated in advance to prevent disruption of research; notify the Facility Engineer and ACO 60 days in advance of planned date, upon approval of the date notify Center personnel 30, 14, 7, 3 and 1 day in advance of the actual shutdown, the Contractor may do the north and south loops separately, but both must be completed within 180 days of each other;

- (C)** test and troubleshoot power circuits, and correct trends to preclude deterioration and malfunction;
- (D)** measure resistance at all building locations, vaults, transformers, control center and switchgears, and maintain a permanent file of resistance values;
- (E)** install, maintain, modify, adjust and repair all high-voltage electrical equipment to include inspecting and testing substations and equipment and maintaining generators;
- (F)** secure all utility distribution lines prior to work;
- (G)** install, maintain, adjust, and repair all facility electrical, distribution, control, alarm, annunciation, energy management, power generating, timer operated systems and their components including: power circuits, controls, switches, thermostats and relays; connecting wires to outlets, switches, receptacles and sources; test, maintain and repair permanently installed hoists; installing, testing, maintaining, and repairing electric motors and fans; checking controls and components of motor controls and circuits; repairing electrical equipment and machinery; troubleshooting and repairing electrical controls for HVAC/R equipment such as: flow meters, temperature and pressure recorders, magnetic starters, variable speed drives, pump controls, individual heating unit systems, and electrical components of air conditioning and refrigeration equipment; maintain emergency generators, substations, and transformers; maintain emergency lighting, backup battery power system and troubleshoot scientific equipment;
- (H)** correct equipment malfunctions that are recognized;
- (I)** inspect and test substations and equipment;
- (J)** within 30 minutes of a malfunction verbally inform the ACO and QAS of the incident, a written report of the incident shall be provided to the ACO and QAS within 24 hours; any malfunction that causes disruption of service or equipment that affects Center activity is considered an incident;
- (K)** respond to failures of the system within four hours for non emergencies (something that does not impact the research mission) and immediately to emergencies.
- (L)** dispose of fluorescent, incandescent, mercury & sodium lighting -bulbs and fixtures as per Federal, State and local regulations.

6.1.1 Elevator Service and Maintenance

The Contractor shall:

- (A)** maintain, assess, recommend and perform repairs / renovations and safety inspections, as needed for the facility elevators and dumbwaiter systems in accordance with the latest edition of ANSI / AMSE 17.1 and 17.2 equipment specifications and manufacturer's instructions. Elevators and dumbwaiters shall be certified as required.
- (B)** provide and install certificate in elevators and dumbwaiters to indicate that safety inspections have been performed or that documentation is current and where documentation is located.
- (C)** provide personnel for initial response to trouble, faults and emergencies 24/7 and re-instate elevator services. Response time for emergencies during normal working hours shall be immediately; during other times qualified personnel will be onsite within two hours to commence repairs unless the situation is deemed critical then response shall be immediate. Meet and assist emergency personnel.

6.1.2 Metal Fabrication

The Contractor shall design, fabricate, construct, alter, assemble, install, repair, and maintain system, laboratory, and building equipment and fixtures in accordance with accepted methods and techniques of the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) and welding trade in support of facility maintenance and research requirements. Trade practices shall include facility "Open Flame" policy, NFPA, Federal, state, and local regulations. Ensure welders possess ASME Welding Certification as it applies to procedures. Fabrication may include boiler making, heating, air conditioning, and ventilation ductwork; vents and special hoods for laboratory equipment; equipment guards, metal table and countertops; drawers, shelves, doors, and storage areas. Fixtures may include such items as supports, frames, gates, research laboratory equipment and specialty items; pipe lines (Gas, steam, and water) and pipe supports; tanks and other equipment. Fabricate and machine equipment parts and various components that are obsolete or are "special" or custom for research and laboratory needs.

6.2 Plumbing and Pipefitting

The Contractor shall:

- (A)** install, maintain, modify, test, adjust and repair all plumbing, piping, distribution systems and equipment including domestic and inhouse

water systems, sanitary and storm drain lines, compressed air systems, deionized water system, water softeners, acid dilution systems, vacuum systems, steam and condensate systems, vent and drain systems, lavatories, eyewash stations, emergency and domestic showers, faucets, automatic and manual flush units and fixtures; garden and lawn sprinkler systems and gas and fuel systems.

- (B) maintain all facility steam traps. Locate and repair failed traps. Survey and test approximately 100 steam trap population annually, blow out 50% of the traps with the remaining 50% blown out within the following year. Test steam traps and maintain data of the failed traps and any conducted maintenance. Maintain steam and condensate pipe lines and insulation. Replace insulation as necessary to return it to its original condition. Provide copy of results to ACO and QAS 15 days after testing is completed.

6.2.1 Deionization Water System

- (A) The Contractor shall provide and maintain the DI water at the required quality of no less than 1.0 mega ohm resistivity , samples shall be taken at the main process point in room 0019. Repair or replace all equipment on the Center pure water system. Maintain and adjust all plumbing and electrical systems associated with the facilities deionization system. The system shall have the minimum service: replace all water filters and pre-filters, replace all tank filters, ultraviolet lights.

6.2.2 Fire Hydrants

- (A) Maintain facility fire hydrants. Flush and flow test existing fire hydrants between 1 April and 31 May. Hydrant flow testing shall be accomplished in accordance with NFPA STD 24, Sec. 7.3.8. Results shall be suitably documented and filed. Copy of flow test results shall be provided to the ACO upon request. Results shall be provided in electronic format (computer disc or e-mail) upon request.

6.3 Heating, Ventilation Air Conditioning (HVAC) and Refrigeration Work .

The Contractor shall ensure the Heating, Cooling, Refrigeration, Hot Water Services, steam and chilled water services are provided 24 hours a day, 7 days a week, in accordance with all United States of America, State of Louisiana and any applicable standards. A steam pressure of 80 psig +/- 5 psig and a chilled water temperature of 42 degrees F +5 or -2 degrees F leaving the service building shall be maintained, unless otherwise stated in writing from authorized Government representative. On occasion steam pressure of 120 psig may be

required. In Administration and laboratory areas during the heating season in occupied areas or during normal working hours temperatures of no more than 72 F, +/- 3 degrees, in unoccupied areas or after normal working hours building temperatures of no more than 68 F, +/- 3 degrees and not exceed a building temperature less than 55 degrees F after normal hours shall be maintained. In Administration and laboratory areas during the cooling season in occupied areas or during normal working hours temperatures of no less than 72 F, +/- 3 degrees, in unoccupied areas or after normal working hours building temperatures of no less than 75 F, +/- 3 degrees and a building temperature not to exceed temperature of 78 degrees F after normal hours shall be maintained. Research laboratories may require special conditioning that will vary from the standard. Building humidity shall be maintained at 60 percent, +/- 5 percent where applicable. Any changes to these conditions shall be documented in writing before implementation.

6.3.1 HVAC and Refrigeration Work

The Contractor shall:

- (A)** operate, maintain, repair, overhaul, replace, and secure equipment providing steam, hot and chilled water, compressed air, vacuum, refrigeration, and ice making services;
- (B)** operate three (3) 325 ton and two (2) 280 ton screw type chiller compressors and related equipment consistent with the requirement to remove no more than one chiller from service at any time. Inspect equipment, regulate makeup water, maintain water levels, adjust valves, change feed pumps, observe and record meter readings, adjust controls, clean tubes, and change gauges and meters;
- (C)** operate, install, repair, adjust, overhaul and maintain commercial and industrial air conditioning systems, compressors, pumps, motors, control systems, blowers, refrigeration monitoring system and all related equipment to allow for maximum operating efficiency of all equipment during all seasons of the year;
- (D)** operate the 1 automatic gas fired 200 HP boiler and one 1 100 HP boiler, keeping one boiler in operation and one boiler on standby;
- (E)** plan annual inspection, safety checks and cleaning 6 months in advance of actual date with the approval of the ACO, submit annual report on Boiler Overhaul/Boiler and Pressure Vessel Inspection 30 days after the inspection is completed; inspections shall be performed between May and September and include pressure testing the vessel, testing all safety components for proper operation and documentation of the results submitted to SRRC Engineer, ACO and QAS;

- (F)** provide a water treatment program which includes chemicals and an application plan to support efficient operation of equipment;
- (G)** maintain a water treatment program to provide the most economical, effective and thorough protection available; monitor water conditions and provide treatments as necessary, perform quality tests of boiler water, cooling tower water, feed water, condensate return water and water softeners at minimum of three times a week, interpret test results to determine compliance with recommended limits and verify appropriate treatment, record results and provide continuous supply of treatment chemicals to maintain proper conditioning as per industry standards or Government requirements, if subcontractor services are utilized to accomplish this requirement testing shall be performed by the prime contractor to verify quality of services being provided, annual independent water quality testing shall be performed by a certified testing company with a report sent to the ACO and QAS within 15 days of testing. The Government before implementation shall approve limits proposed by the contractor.
- (H)** perform minor installations, repair and overhaul of boilers, chillers, cooling towers, and auxiliary equipment to include steam generating equipment such as replacing discs, packing valves, packing expansion joints, and replacement of gaskets;
- (I)** maintain and repair laboratory equipment such as environmental chambers, refrigerators, freezers, ultra-low freezers, walk-in units, humidifiers, dehumidifiers, centrifuges, freeze dryers, cooling/heating baths, incubators, shakers, and small apparatus that may have heating or cooling elements;
- (J)** maintain inventory of refrigerant on hand and refrigeration equipment on site, report to be submitted semi-annually to the ACO in compliance with EPA guidelines and requirements;
- (K)** operate the gas fired (with fuel oil backup) medium and low pressure steam generators(boilers) when specified by the Government and auxiliary equipment to include inspecting, regulating feed water, maintaining water levels, adjusting dampers, changing feed pumps, observing gauges and meters, adjusting controls, cleaning tubes, and changing meters as required;
- (L)** notify the ACO at least one week in advance of the need for a delivery of fuel oil; ensure that the fuel storage tank for the boilers and generator is full prior to the start of hurricane season; tank shall not exceed less than 25 percent capacity at any time,

- (M)** provide and maintain in the Service Building a refrigerant stock for the main chillers of no less than 1500 lbs. in 125 lb. cylinders, with refrigerant price not to exceed \$10,000.00 per fiscal year,
- (N)** perform annual chiller safety check of all electrical safety shutdowns for proper operation utilizing personnel certified by manufacture, identify points checked and record results for report to be submitted annually 30 days after inspection, inspections shall be performed between November and April.
- (O)** perform annual chiller performance test utilizing personnel certified by manufacturer. Tests shall be performed between June and August to identify any problems, report shall follow within 30 days,
- (P)** perform cooling tower inspection and cleaning at least annually, cleaning and inspection shall be performed between October and April, report shall follow within 30 days of inspection completion;
- (Q)** maintain the Haloguard™ refrigerant detection system in proper operational condition and certify as required; perform annual certification / calibration of existing refrigerant monitoring stations as required by EPA requirements regulating cooling equipment utilizing Hydro-Chlorofluorocarbon (HCFC) refrigerants.
- (R)** recover refrigerant on surplus air conditioning, automotive, refrigeration boxes, and window units prior to disposal per EPA guidelines. Replenish various refrigerant mixtures as required in accordance with the EPA requirements for universal technician certifications and regulations. Respond to all system alarms.
- (S)** Provide personnel for initial response to trouble, faults and emergencies 24/7. Response time for emergencies during normal working hours shall be immediately; during other times qualified personnel will be onsite within two hours to commence repairs unless the situation is deemed critical then response shall be immediate.

6.3.2 Logs and Records

The Contractor shall prepare and maintain monthly meter reading logs and records necessary to manage the entire HVAC/R system, utilizing the capabilities of the Building Automation System when applicable. The format for the following logs shall be made available for review and approval by the ACO or other designee and reports shall be submitted to ACO upon request. The following logs are required:

- (A)** Fuel oil and gas consumption log (all meters)

- (B)** Electricity consumption log (all meters)
- (C)** Water consumption log (all meters)
- (D)** Chiller operation logs
- (E)** Boiler operation log
- (F)** Emergency generator log
- (G)** Water treatment log
- (H)** Temperature and humidity profiles from (BAS)
- (I)** Major equipment history log (secured to equipment)

6.3.3 Fume Hood

Maintain and test all of the facility approximately 70 chemical fume hoods semi-annually for noise, proper sash operation, and the proper operation of permanently attached monitoring digital readout and purge units. Conduct repairs, maintenance, and emergency service of the chemical fume hoods. Maintenance of the hoods includes but is not limited to controls, exhaust, fan sets, bearings, belts, motors, EMS controls and programming, electrical connections, plumbing, ductwork, starters, VSDs, equipment leveling, measuring air flow, measuring intensity of lights, and proper operation of lights, water, gas, air, and vacuum outlets.

Perform annual certifications as required on approximately 20 chemical fume hoods that are not equipped with the monitoring digital readout and purge units. Approximately 21 biological safety cabinets, and 4 laminar flow cabinets.

Provide copy of results to ACO and QAS 15 days after testing is completed.

6.4 Energy Management System (EMS)

The Insight Apogee EMS is a direct digital control Building Automation System (BAS) for SRRC, which performs all automatic temperature and energy management functions for the Center. The Contractor shall maintain, and update an on-site computer-operated building automation system monitoring lighting, essential building functions and critical equipment such as building and equipment environmental alerts, alarms, and malfunctions for facilities and specified equipment 24/7. Provide personnel for initial response to trouble, faults and emergencies 24/7. Response time for emergencies during normal working hours shall be immediately; during other times qualified personnel will be onsite within two hours to commence repairs unless the situation is deemed critical then response shall be immediate.

6.4.1 Energy Management System Work

The Contractor shall;

- (A)** maintain and repair the direct digital EMS control system and its approximately 50 field panels throughout the site, 7 work stations, associated cabling and components shall also be maintained;
- (B)** make recommendations consistent with mission requirements to implement the conservation policies of the ARS Energy Policy and Conservation Act as amended by the ARS Energy Policy Act of 1992. Ensure all Center and contractor personnel are cognizant of the recommendations of ARS policy with emphasis on low or no price actions. (SEE APPENDIX 10)
- (C)** practice energy conservation in accordance with Industry Standards and ARS Energy Policy in accordance with applicable executive and congressional mandates. The contractor shall coordinate with and obtain approval from the Facility Engineer, ACO or designated Government representative prior to implementing energy conservation measures in order that research-mandated conditions are not altered.
- (D)** respond to failures of the system within four hours for non emergencies (something that does not impact the research mission) and immediately to emergencies
- (E)** provide programming, hardware, software and or operational system changes upon authorized requests, such as modifying graphics, set-points, trend collection/reports, programming line or logic addition, deletion or other changes;
- (F)** perform PM's as per manufacture; make recommendations as well as provide any necessary parts and labor to accomplish the work.
- (G)** ensure that no points are in operator priority or that no points have been changed unless written justification has been submitted to the Government and approved by the Government for implementation.
- (H)** interpret all alarm messages upon request
- (I)** respond to emergency situations immediately.

7. FACILITIES SERVICES

The Contractor shall perform carpentry, masonry, painting, locksmith maintenance, moving of furniture, equipment, materials, loading and unloading of shipped or received items and repair services. The Contractor shall remove all debris from the facility. Response time shall be 24/7.

7.1. Maintenance and Repair Services.

The Contractor shall:

- (A)** cut, shape, erect, repair, maintain and modify wood and non-wood items and structures such as brick, block, stone, tile, glass block structures and surfaces; repair holes, chips, cracks in walls, roadways and sidewalks; replace bricks, stones, and glass blocks in buildings and sidewalks; mix mortar, cut, shape and lay bricks, stone and blocks; washing bricks, stones, glass blocks in buildings, sidewalks and roadways;
- (B)** maintain, modify, adjust, and repair roofs that are built-up, shingle, single-ply, rolled, metal, or membrane to include flashings, gutters, down spouts and maintaining lightning protection systems;
- (C)** maintain, repair and replace SRRC floor and floor coverings including linoleum, wood, tile, carpet, concrete and other masonry products in accordance with accepted trade and industry standards;
- (D)** install, maintain, repair, rekey and adjust locks for doors, closets, desks and file cabinets; new locks will be furnished by the Government;
- (E)** keep all areas and structures free of mold and mildew;

7.1.1 Trash Removal Services

The Contractor shall:

- (A)** maintain a facility trash removal system; provide all service elements designated for the collection and proper disposal of trash and recyclable materials (autoclave trash, construction trash, recycle trash when applicable, and regular trash).
- (B)** ensure that the facility has an adequate number of dumpsters;

- (C)** maintain a pick-up and delivery schedule for removing trash from the premises;
- (D)** ensure all trash is disposed of using an EPA approved landfill in accordance with Federal, state, and local regulations and guidelines governing the removal, hauling, and disposal of waste material.
- (E)** monitor trash receptacles to ensure that no spilled waste is left behind and that no hazardous materials or any other indicated type materials are disposed of in these trash disposal units. The removal of hazardous waste shall remain as an element of the Government and shall not be the responsibility of the contractor.

7.2 Housekeeping

The Contractor shall perform housekeeping services for SRRC including operating the glassware washing facility, keeping Center free from trash, litter, dirt, lint, scuff marks, spots, and any foreign matter that might preclude an acceptable appearance. The Center shall be cleaned in a manner that is visibly becoming to employees and visitors. The Contractor shall ensure at a minimum at least one person is present daily during normal working hours to spot clean and freshen up areas in the Center.

7.2.1 Housekeeping Work .

The Contractor shall

- (A)** notify ACO and QAS in a timely manner of problems or items of concern beyond the contract scope that require repair or maintenance;
- (B)** store cleaning supplies and materials properly;
- (C)** replace mops, cloths and sponges as appropriate;
- (D)** empty all trash receptacles daily throughout the facility and upon request including cigarette butt receptacles and trash receptacles located on the grounds; remove daily any boxes, cans, or other items identified as trash and place in dumpsters; empty and clean daily all sanitary napkin disposal containers; clean and treat trash collection containers to be free of odors or unsightly appearance.
- (E)** ensure the Center is free of pests, (example; rodents, vermin, insects)

- (F) sweep and damp mop daily all non-carpeted common area floors; sweep twice weekly and damp mop weekly non-carpeted floors in laboratories, studies, offices, conference and general use rooms.
- (G) vacuum daily the administrative wing corridors, the Director's office and foyer; vacuum all other carpeted areas weekly and as needed;
- (H) shampoo annually all carpeted areas in the Center; remove furniture and equipment where practical; avoid soap or water marks;
- (I) vacuum daily all entrance mats; remove soil and moisture underneath all mats and return to their normal location;
- (J) refinish non-carpeted floors as follows:

Class A Floor Refinishing: Refinish all exposed floor covering in the Main Building, Service Building, and Textile Building. Class A refinishing shall be performed as required, but minimally every 12 months. The floor covering shall first be cleaned to remove all previous floor finish, dirt, and sealer down to the bare floor covering. The finish applied to the floor shall consist of no less than two coats of sealer and no less than two coats of floor finish or as recommended by the manufacture. The result should be a uniform, clean and clear appearance.

Class B Floor Refinishing: Refinish all exposed floor covering in the Main Building, Service Building, and Textile Building. Class B refinishing shall be performed six months after Class A refinishing. After cleaning, the floor shall be scrubbed with a mild, non-stripping detergent to remove all dirt, and scuff marks without removing the sealer on the floor covering. The finish applied to the floor shall consist of two coats of floor finish. The result should be a uniform, clear and clean appearance.

Class C Floor Refinishing: Refinish, clean and patch the finish on all corridors, stairs, elevators and cafeteria area on a weekly basis except during the period when Classes A or B refinishing is being done in that area. The finish shall be applied such that buildup in non-traffic areas does not occur.

- (K) dust weekly, surfaces such as brass fixtures, office door panels, lower doorways, all display cabinets, phone booths, fire extinguishers and sills; dust all surfaces monthly in the Main building lobby and foyer that are above seven feet, including Venetian blinds. All other rooms, stairways, hallways and other common areas quarterly; ensure any papers or books are not disturbed;

- (L)** clean daily all restrooms, locker rooms and changing rooms which include fixtures, washbasins, showers, urinals, toilets, traps, floor drains, mirrors, shelves and dispensers; polish metal fixtures and plumbing; replenish paper towels, toilet paper, sanitary toilet seat covers and sanitary napkins; replenish paper supplies and freshen up Admin Wing rest rooms in the afternoon before 2:30 pm.
- (M)** clean daily all glass partitions, interior glass doors, display cases, directory boards, mirrors and adjacent trim with special care given to plastic surfaces such as Lexan™;
- (N)** clean and disinfect daily all polished metal surfaces of drinking fountain including orifices and drains;
- (O)** spot clean all areas daily to remove smudges, fingerprints, marks, streaks, spills, or tracks; paying particular attention to the Lobby area of the main building;
- (P)** clean all interior windows, blinds, and sills annually; notify room occupants in advance; clean sills and stone panels of spots, streaks and runs; maintain log of occupants who decline cleaning;
- (Q)** clean light fixtures when bulbs are replaced; remove loose dirt, wash coverings, open and secure the fixtures properly;
- (R)** clean, transport and deliver glassware to Center personnel in accordance with schedule established by customer (Normally can be established within one day), remove labels, markings and pipette plugs prior to cleaning; comply with special instructions and procedures for heavily soiled items; inspect glassware and advise customer if broken, chipped or cracked;
- (S)** maintain the service building, which includes cleaning supply and exhaust fans, toilets, wash-stands, urinals, floors, windows, and general work area;
- (T)** clean daily emergency and exercise rooms which includes picking up trash, cleaning fixtures, mirrors, bright metal fixtures and windows; mop or vacuum floors where applicable;

7.3 Grounds Maintenance

The Contractor shall maintain all grounds, road and parking surfaces, sidewalks, terraces, breezeways, walkways, patios, storm drainage systems, fencing and signs at the Center. The Government shall provide to the Contractor herbicides, pesticides, and replacement trees and bushes as needed.

7.3.1 Grounds Maintenance Work .

The Contractor shall:

- (A)** maintain grounds in a manner that is appealing to Center employees and visitors;
- (B)** mow all lawn areas in a uniform fashion of 1.5 to 3 inches in height while leaving no patches of uncut grass; trim and edge when area is mowed;
- (C)** clean all sidewalks, steps and walkways of grass and debris after mowing;
- (D)** prune bushes, hedges and plants monthly during the growing season;
- (E)** prune all trees twice a year or as needed; normally in the Spring and Fall months;
- (F)** provide and plant annuals and perennials approximately four times per year; ensure bed covering is maintained for all exposed parts of beds;
- (G)** wash down the north-south roadway and sidewalk in front of the main building using high pressure water with a mild cleaner if needed; water pressure should not be so high as to aid premature wearing of concrete, this work shall be performed annually between March 1 and April 30 without interruption to Center activities.
- (H)** remove weeds and grass from flowers bed; leaves from the grounds, parking areas and roadways; police all areas of litter and debris.
- (I)** provide and apply grass seed and sod to maintain uniform appearance throughout the site;
- (J)** remove excess vegetation as needed for aesthetic, construction, or other purposes so that grounds are not unsightly in appearance;
- (K)** apply pesticides as necessary to maintain pest control in accordance with applicable regulations;
- (L)** apply herbicides only on weekends; or if required daily after 6 pm;
- (M)** water all flower beds prior to 6:00am and an average of 3 to 4 times a week or as needed; watering of all other areas near vehicle parking lots shall be completed by 6:30 am. (Flowerbeds utilize an automated sprinkler system)
- (N)** police the grounds and empty outside trash containers;

- (O)** make repairs of damage caused by storms, floods, wind, hail, or other natural events;
- (P)** sweep roadways and parking lots twice weekly or as required; keep storm drains and field drains free of debris at all times;

7.4 Automotive, Lawn, and Farm Vehicle Work

The Contractor shall:

- (A)** provide properly trained and licensed personnel to operate and maintain automotive and farm vehicles; (see Appendix 10).
- (B)** provide licenses and maintain currency of insurance for operators of vehicles up to and including 15 passenger, pick-up and transport to and from personnel and equipment within a 100 mile radius of the Center; most activity is performed within 20 miles approximately 14 times per year. See Appendix 9 for vehicle listing.
- (C)** maintain vehicle fuel levels at a minimum of one-half tank;
- (D)** ensure the interior and exterior of all vehicles are maintained in a clean and tidy state;
- (E)** ensure vehicles are in proper operating condition and maintained in accordance with manufacturer's prescribed standards;
- (F)** preclude operation of vehicles with mechanical problems;
- (G)** complete monthly vehicle checklist, See Appendix 9(A)
- (H)** provide vehicle maintenance reports quarterly to the AO;
- (I)** submit the vehicle inspection (ARS-45) report to AO annually for each vehicle maintained; See Appendix 9(B);
- (J)** maintain schedule for the use of the Center's Government vehicles
- (K)** submit monthly vehicle usage report to the AO;

7.4.1 Vehicle / Equipment Maintenance

The Contractor shall inspect, maintain, and clean all Government vehicles and equipment. Conduct safety checks and road-tests to ensure safety and proper operation. Ensure that the engine and other mechanical components are clean to avoid undue heat stress. Perform preventive maintenance on a scheduled basis

in accordance with manufacturer's requirements and guidelines in order to retain warranty status. Perform associated duties in accordance with Federal, state, and local regulations, guidelines, and permits. Dispose of all waste oil, antifreeze, and related products in accordance with Federal, state, and local regulations and guidelines.

Maintain and submit vehicle reports (ARS 45–Safety Inspection Checklist, annual mileage) and daily activities to ensure a current record of vehicle and equipment condition and maintenance prices.

Pickup and deliver vehicles as necessary.

Carpentry Services.

The Contractor shall cut, shape, erect, repair, assemble and maintain wood and non-wood items and structures which may include doors and door frames, structural joints, staircases, awnings, shades, cabinets, bookcases, sub-flooring, shelving, roofing, gutters, flashing, exterior ground level walls, window frames, windows, window hardware (Locks, hinges and closures), interior ceilings, walls, trim, trusses, beams, rafters, masonry structures, tiling, sheet metal and trim;

Painting

The Contractor shall keep the facilities in a well maintained appearance. Painting of main structures, offices, laboratories, storage buildings (Interior and exterior), and other structures in a manner so as not to show peeling, cracking, chipping, running or flaking; prepare a specific painting schedule for interior and exterior walls, floors, fire hydrants, fences, signs, ceilings, piping, overheads and structures, etc. Schedule shall include all buildings, structures and pavement markings for five years with duration for each event. Laboratories and studies are painted at customer request. Updated schedule shall be submitted annually no later than October 15th. to the ACO.

Painting Work

The Contractor shall:

- (A)** move equipment, furniture, and other items in the work area prior to beginning to paint;
- (B)** remove highly sensitive and valuable laboratory equipment only upon approval by ACO;

- (C)** cover equipment and furniture that cannot be removed with protective covering to prevent splatter damage;
- (D)** return items to their original arrangement or to meet occupant's satisfaction upon completion of painting work ;
- (E)** prepare, paint and finish office and laboratory furnishing, equipment and construct and paint signs as required;
- (F)** observe safety and bio-security precautions at all times when working in laboratory modules and restricted areas;
- (G)** maintain the Center's exterior and interior walls in a manner free from runs and misses, remaining smooth and free from defects;
- (H)** maintain at an acceptable level all painted surfaces, interior and exterior, including fire hydrants, signs, parking lots and pavement markings.

8. GREENHOUSE AND PLOT SERVICES

The Contractor shall operate and maintain the greenhouse and plot facilities located at SRRRC. These facilities currently consist of two greenhouses and approximately five field planting plots. The Contractor shall use only techniques, chemicals, and materials approved by SRRRC and in accordance with manufacturers specifications. The ACO may direct the use of specific materials for agricultural research purposes. The Contractor shall comply strictly with the directions for use of such materials and specific written research requests in the operation and maintenance of the greenhouses and garden plots.

8.1 Greenhouse Requirements.

The Contractor shall operate and maintain two greenhouse facilities and a headhouse. One greenhouse encloses approximately a 44'x 96' area consisting of four 24'x44' bays. The second greenhouse encloses approximately a 44'x 96' area consisting of two 48'x42' bays. The headhouse consists of approximately a 124'x 12' area containing four walk-in environmental growth chambers.

The Contractor shall maintain and monitor each of the four greenhouse bays as directed by scientists for temperature; install, setup, maintain and monitor supplemental heating devices when requested (Usually during extreme weather conditions). The Contractor shall conduct potting, seeding, watering, particular treatment, tagging and harvesting; bench assembling, disassembling and maintain any electronic communication capability between the greenhouse and main bldg.

8.1.1 Sterilization Work .

The Contractor shall:

- (A)** move soil to and from the sterilization bins in leak free carts;
- (B)** sterilize a minimum of 1 cubic yard of soil for a minimum of 45 minutes three times a month;
- (C)** sterilize contaminated soil and use that soil as a landfill as directed by the ACO;
- (D)** sterilize for reuse monthly 100 potting containers with household bleach after cleaning with water;

- (E) cleanse all equipment with soap and water after use and sterilize with household bleach .

Potting and Seeding Work

The Contractor shall:

- (A) mix soil components and mixtures and place soil mixtures a prescribed by research specifications;
- (B) place soil and soil mixtures in proper sized potting containers or seed flats; planting at a rate of approximately 1,000 to 2,000 seeds per flat; and pot at least 100 to 200 items per month as directed by ACO;

8.1.3 Watering and Treatment Work .

The Contractor shall:

- (A) water and treat all plants in the greenhouse daily;
- (B) check and water any plant in the greenhouse daily that appears wilted, or the top 1/3 of the soil appears dry;
- (C) apply fertilizer, insecticide, and fungicide in accordance with state and local regulations upon the researchers written request; and coordinate prior to application of pesticides or fungicides in areas where research may be jeopardized;
- (D) maintain greenhouses free from pests at all times unless otherwise directed by the ACO.

8.1.4 Tagging and Harvesting Work .

The Contractor shall:

- (A) tag all plant parts and harvest plant tissues as directed by the researcher's written requests, which average about four hours per week.

Assembly and Disassembly Work .

The Contractor shall:

- (A) disassemble benches as directed by the researcher's written request;

- (B)** clean and sterilize the benches and adjacent greenhouse floor; and
- (C)** reassemble and reinstall the dried benches.

8.1.6 Plot Requirements

The Contractor shall maintain research garden plots which consists of approximately 5 units, each being 80'x100'. The contractor shall:

- (A)** perform plot maintenance work which include tagging, mowing, weeding, plowing, planting, sowing, and harvesting, as directed;
- (B)** coordinate with ACO and QAS, based upon request from cognizant researcher; and identify unsightly plots and request maintenance instructions monthly;
- (C)** mow and/or weed fallow plots and unsightly plots, unless otherwise directed

APPENDIX 1

GLOSSARY

Definitions and terms. As used throughout this document, the following terms will have the meaning set forth below.

A. Acceptable Quality Level (AQL). AQL is the level below the standard that the Government will accept before being rejected. The designation of an AQL does not imply, nor should it be interpreted to mean, that the Contractor has the right to intentionally perform in a defective manner; the Government expects the Contractor to attempt to meet all standards at all times.

B. Administrative Contracting Officer (ACO). Refers to a contracting officer who is administering contracts.

C. Alteration. Alteration is the work required to adjust interior arrangements, exterior characteristics of an existing real property facility.

d. Bio-security. The procedures (including maintenance), equipment and facilities that prevent intentional or unintentional escape of infectious agents from the Centers or introduction of a pathogen from outside to animals housed or plants maintained in the Centers.

E. Bio-safety. Procedures (including maintenance, equipment), and facilities that prevent intentional and unintentional infection of employees by agents used in research laboratories at the Center.

F. Compound. Fenced-in area surrounding the Quonset hut and other out buildings used for chemical and waste storage areas, gasoline storage areas, tractor and lawn/farm equipment storage areas, scrap storage, and garage. They will be referred to as the Chemical Waste Compound and Equipment Compound.

G. Conduct of Contractor Employees. Each employee is expected to adhere to standards of competency, conduct, appearance, and integrity that reflects credit to the employee, the Contractor, and the Government. The Contractor is responsible for disciplinary action with respect to their employees as necessary.

H. Construction. Means construction, alteration, or repair of buildings, structures, or other real property. Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing, or assembling of vessels, aircraft, or other kinds of personal property.

I. Contract Discrepancy Report. A written documentation of Contractor non-conformance or lack of performance for contracted work. This document will reflect the time the Contractor was notified of unacceptable performance. If the

Contractor fails to meet the Correction Time, this report will reflect the deduction to be taken on the Contractors invoice.

J. Contractor. Refers to both the Prime Contractor and all Subcontractors. The Prime Contractor shall be responsible for ensuring that its Subcontractors comply with the provisions of this contract.

K. Contractor Furnished Property (CFP). All property and supplies other than Government Furnished Property (GFP), required by the Contractor to perform the specified services of this contract.

L. Contracting Officer (CO). Means 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 contracting officer. (See also ACO)

M. Contracting Officer's Representative (COR). A government employee or representative designated by the Contracting Officer to oversee the technical administration of the contract for the purpose of making required inspections and acceptance of completed work.

N. Critical Equipment and Facilities. Those items of equipment and facilities that must operate continuously to support critical missions. Failure of the equipment or facilities in meeting the design requirements may affect the Government mission capabilities; the health and welfare of Government personnel; or damage Government equipment, property, or research programs. Emergency or urgent service calls are often required to restore the critical equipment to optimum operating condition and to provide the output required.

O. Davis-Bacon Work. Determinations as to the applicability of the Davis-Bacon Act to specific work will be made by the Government. Davis-Bacon work exceeds \$2,000 (labor, material and overhead) for construction, alterations or repair (including painting and decorating) of all buildings or facilities. All work of this type will be subject to the provisions of the Davis-Bacon wage determination. The Contractor shall be responsible for ensuring that the minimum wages specified in the wage determination is paid to the employee working on this type work.

P. Equipment Maintenance Log. Log of repair dates and description of work performed on critical or vital equipment, machinery, system or facility. Log shall be secured of specific at location and attached to critical or vital equipment, machinery, system or facility.

Q. Government Furnished Property (GFP). All Government facilities, property, and supplies provided to the Contractor to be used and/or expended by the Contractor carrying out responsibilities set forth in this contract (See Appendix

B). Ownership of GFP remains that of the Government at all times (unless and until consumed or expended in the normal course of business) and all GFP must be returned or accounted for upon completion of the contract terms as set forth in this contract.

R. Hazardous Waste. Materials that are toxic, poisonous, corrosive, irritating, sensitizing, radioactive, biologically infectious, explosive, or flammable and present a potential hazard to human health or environment. Special handling procedures and disposal facilities are required for their disposal in compliance with Federal, state and local regulations.

S. Industry Standards. Practices, procedures, or standards that are common within an industry or trade and which a reasonable and prudent person knowledgeable of that industry or trade would find acceptable as a measure of quality or acceptable procedure; and which may or may not be defined in writing. May also be referred to as "standard commercial procedures" or "standard industry procedures."

T. Intentional or Negligent Defective Performance. Performance which is rendered by the Contractor under circumstances where the Contractor knows or should have known that its action or inaction would result in defective performance. Performance which is determined by the Government to be Intentional or Negligent Performance can be rejected by the Government notwithstanding that it does not meet the AQL. The Contractor must re-perform all intentional or negligent defective work.

U. Maintenance. Includes the recurring day-to-day, periodic, scheduled, or unscheduled work required to preserve or restore a piece of equipment, a system, or a real property facility to such condition that it may be effectively utilized for its designated purpose.

U. Maintenance. Includes the recurring day-to-day, periodic, scheduled, or unscheduled work required to preserve or restore a piece of equipment, a system, or a real property facility to such condition that it may be effectively utilized for its designated purpose.

W. Manufacturers' Recommendations and Standards. Procedures recommended by the manufacturer which provides the most effective maintenance or best use, which shall preserve warranty rights, if available.

X. Moving. In support the research mission moving of furniture, equipment, shipping and receiving items, materials shipped/ received at the courtyard gate, construction related material and equipment, facility support equipment and machinery (such as refrigerators, freezers [conventional and low temperature], dishwashers, fume hoods, ice makers, incubators, ovens, water stills, water purification systems, and walk-in coolers), shop machinery and equipment, and

plant machinery and equipment. Generally, these items are not critical and normally can be routinely scheduled for maintenance.

Y. Non-process Equipment. Non-scientific equipment used throughout the SRRC Location laboratories, support areas, and administrative areas. This category includes, but is not limited to, facility support equipment and machinery (such as refrigerators, freezers [conventional and low temperature], dishwashers, fume hoods, ice makers, incubators, ovens, water stills, water purification systems, and walk-in coolers), shop machinery and equipment, and plant machinery and equipment. Generally, these items are not critical and normally can be routinely scheduled for maintenance.

Z. Operational Support. The providing of all services other than maintenance and craft shop services in accordance with applicable statutes, regulations, and standards as are herein prescribed; and in such a manner that programs are allowed to function at optimum levels. For example, operating the utility plants. In the event the options are exercised, this support would continue during the period of performance specified in the solicitation.

AA. Operator Checks and Services. Routine inspections of and services to plant and equipment performed by the operator as a standard part of the operation of the plant or equipment; while similar to preventive maintenance, it is not included in the definition of preventive maintenance. Operator Checks and Services are documented in the normal daily log and records maintained by the operating personnel in the performance of their duties.

BB. Performance Period. The period immediately following the phase-in period, during which the Contractor shall have full responsibility for carrying out all of the technical requirements of this Performance Work Statement.

CC. Performance Requirements Summary. Identifies key performance indicators and acceptable quality levels (AQL) of the service to be performed under this contract, and which will be evaluated by the Government to assure that contract performance standards are met by the Contractor. Identifies those requirements where performance is quantifiable and where defective performance is not rectified within the stated minimum correction time and results in deductions from monies paid to the Contractor.

DD. Phase-in Period. A period prior to actual start date where the Contractor shall coordinate and maintain all aspects required to perform the effort and carry out the responsibilities and requirements of the Performance Work Statement.

EE. Physical Security. Those actions taken to preserve property from loss or damage.

FF. Preventive Maintenance. Scheduled checks and services including, but not limited to, adjustments, cleaning, calibration, inspection, and equipment servicing of buildings and installed equipment, utility systems, and process and non-process equipment at intervals recommended by the manufacturer or standards within the industry to ensure proper and efficient operation with minimum breakdowns, deterioration, or other deficiencies. Preventive maintenance shall include repairs or other actions taken to correct deficiencies discovered during preventive maintenance inspections.

II. Quality Control. Those actions taken by the Contractor to control the quality of services to meet the requirements of this PWS.

JJ. Quality Control Plan. A document in which all measures taken by the Contractor to ensure that the quality of an end item service shall meet the contract requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to appropriate standards and/or specifications. It includes, but is not limited to, a written set of self-inspection checklists developed by the Contractor which comprehensively detects variations from the contract requirements; recording of work data; trend analysis; feedback and control systems for correcting deficiencies; and the necessary documentation to record findings. The Quality Control System used to implement the plan shall be automated using current computer aided techniques that are compatible with existing on-site Government systems.

KK. Remedial Maintenance. Repair of buildings and structures and their installed equipment, utility systems, and process and non-process equipment, in accordance with manufacturers, recommendations or standards within the industry, to restore it to its proper operating condition. This term may be used interchangeably with "repair."

LL. Repair. Repair is the restoration of a piece of equipment, a system, or a real property facility to such condition that it may be effectively utilized for its designated purposes. Repair may be overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance. In replacing constituent parts of utility systems, improvements can be made in the design of materials utilized, provided that such improvement will result in lower maintenance or operating prices over the projected life of the system equal to or greater than the price of the improvement over replacement in kind. The prices involved in the modernization of utility systems to improve the production or use of utilities, within the existing plant, shall be chargeable as a repair. Improvements shall be approved by the **ACO** before prices are incurred.

Examples of work falling within the category of modernization repair include:

- (1) Replacement of corroded pipe with pipe having a higher resistance to corrosion.

(2) Replacement of unreliable and obsolete equipment.

MM. Response. The time required to dispatch a worker to begin work to correct or repair an emergency condition or to meet a required time frame.

NN. Shall. Denotes the imperative.

OO. Shop Services. Those repetitive, craftsman-type services to satisfy the full spectrum of daily operational needs of research, research support, and administrative programs. Includes, but is not limited to, fabrication, alteration, and modification of prototype devices, equipment, and instruments; removing, moving, and installing laboratory and office furniture and equipment; fabrication of special safety equipment; remanufacture of shafts and parts no longer commercially available; and minor demolition and removal of abandoned equipment.

PP. Standard. An acknowledged measure of comparison.

QQ. System. Includes all of the mechanical and electrical equipment; supporting structures; pneumatic, electrical and mechanical types of controls; and auxiliary equipment required to provide a specific function or output.

RR. Unintentional or Non-Negligent Defective Performance. Defective performance rendered by the Contractor which is not covered by the definition of intentional or negligent defective performance.

SS. Stock Level. The normal operating quantity maintained in the Contractor Stock to support the maintenance operation. This quantity will be used as a guide when reordering spare parts or material. The direct material plug number shall be used to maintain Contractor stock.

TT. Stock Re-order Point. The established quantity of a spare part or material that allows for the time of purchasing and delivery of the items to ensure a constant supply of the item.

UU. Stock Minimum Level. The minimum quantity of a spare part or material maintained in stock at which a risk of running out of that item is high. Action should be taken to purchase or expedite delivery of the item.

VV. Transitional Work During the phase-in period, the Contractor will be responsible for evaluating work in progress and schedule the completion of work in the base period of performance.

WW. Performance Requirements Summary (PRS). A PRS identifying the required services and the standards for acceptance and rejection are included as Exhibits in their respective sections.

XX. Wait Queue (WQ). The wait queue is a work management tool to provide the Contractor with a tracking device for Routine Work and Additional Work (time and materials) that cannot be accomplished for various legitimate reasons within the time frames.

YY. Water purification system. Any system or operation of removing impure, noxious, foreign, or unwanted matter.

ZZ. Vital Functions (VF). Vital functions are those considered to be most essential for SRRC's mission to be maintained on a 24-hour a day basis.

APPENDIX 2

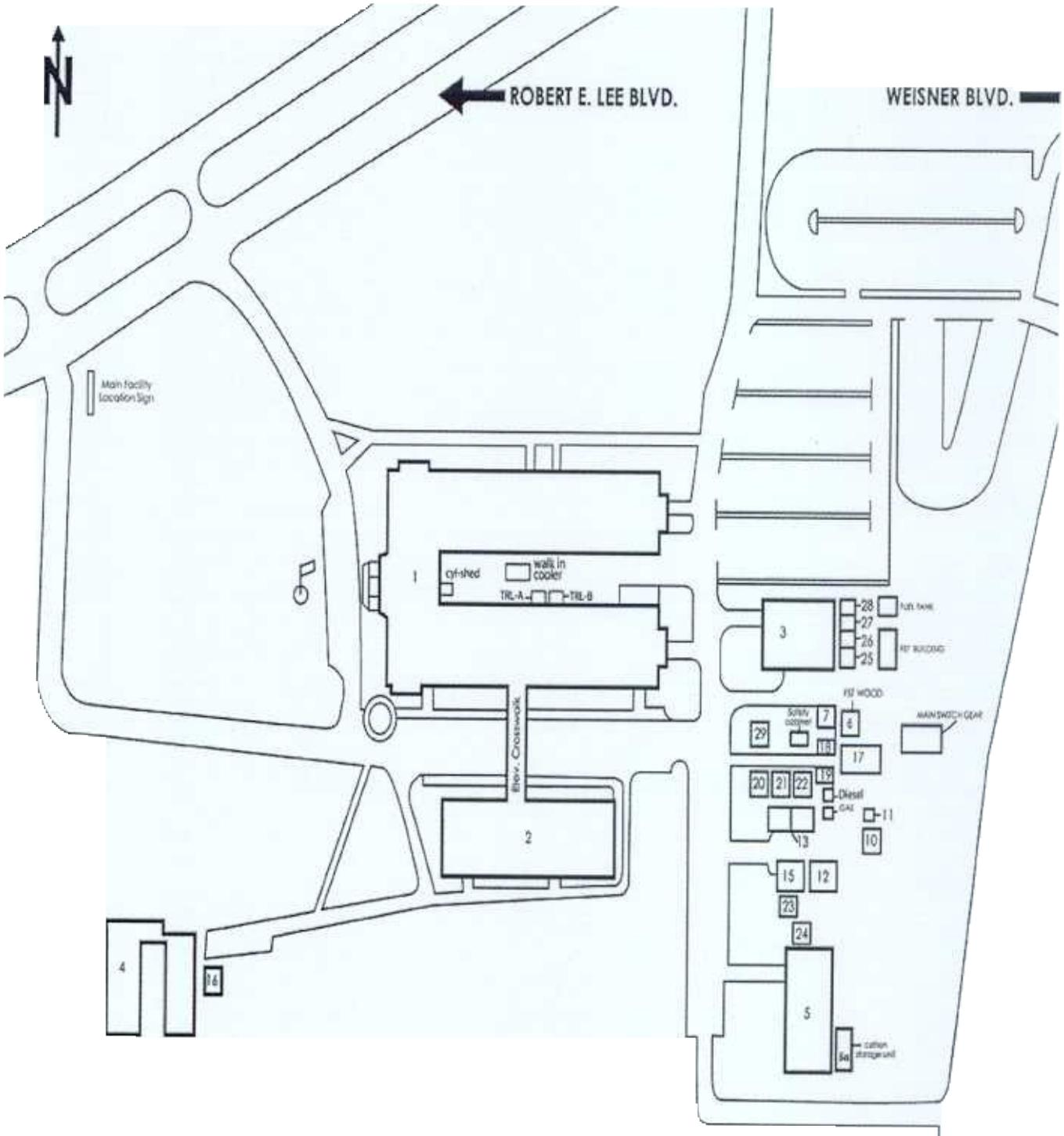
LIST OF REQUIRED REPORTS

REPORT	DUE DATE	PWS SECTION	SUBMIT TO
Work Schedule Report	Daily by 12:00 PM	2.4	ACO/COR
Preventive Maintenance Schedule	Every Wednesday	2.1.1	ACO/COR
Preventive Maintenance Report	Every Wednesday	2.1.1	ACO/COR
Backlog Report	Every Wednesday	2.4	ACO/COR
Vehicle Inspection List	15 th of Every Month	7.4	ACO/COR
Progress Report	15 th of Every Month	F.3 (RFP)	CO/ACO/COR
Vehicle Maintenance Report	Jan 15, Apr 15, Jul 15, Oct 15	7.4	ACO/COR
Contractor Self Evaluation Report	Jan 15, Apr 15, Jul 15, Oct 15	2.5	ACO/COR
Refrigerant Inventory / Usage Report	Jan 15, Apr 15, Jul 15, Oct 15	6.3.1	ACO/COR
Stock Room Inventory	Jan 15, Jul 15	3.1.1	ACO/COR
Chiller Inspection	Jan 15	6.3.1	ACO/COR
Boiler and Pressure Vessel Inspection	Jan 15	6.3.1	ACO/COR
Elevator Inspection	Jan 15	6.1.1	ACO/COR
Chemical Fume Hoods	Jan 15	4.8	ACO/COR
Vehicle Inspection Checklist (ARS-45)	Jan 15	7.4	ACO/COR

APPENDIX 3

SRRC FACILITIES LISTING

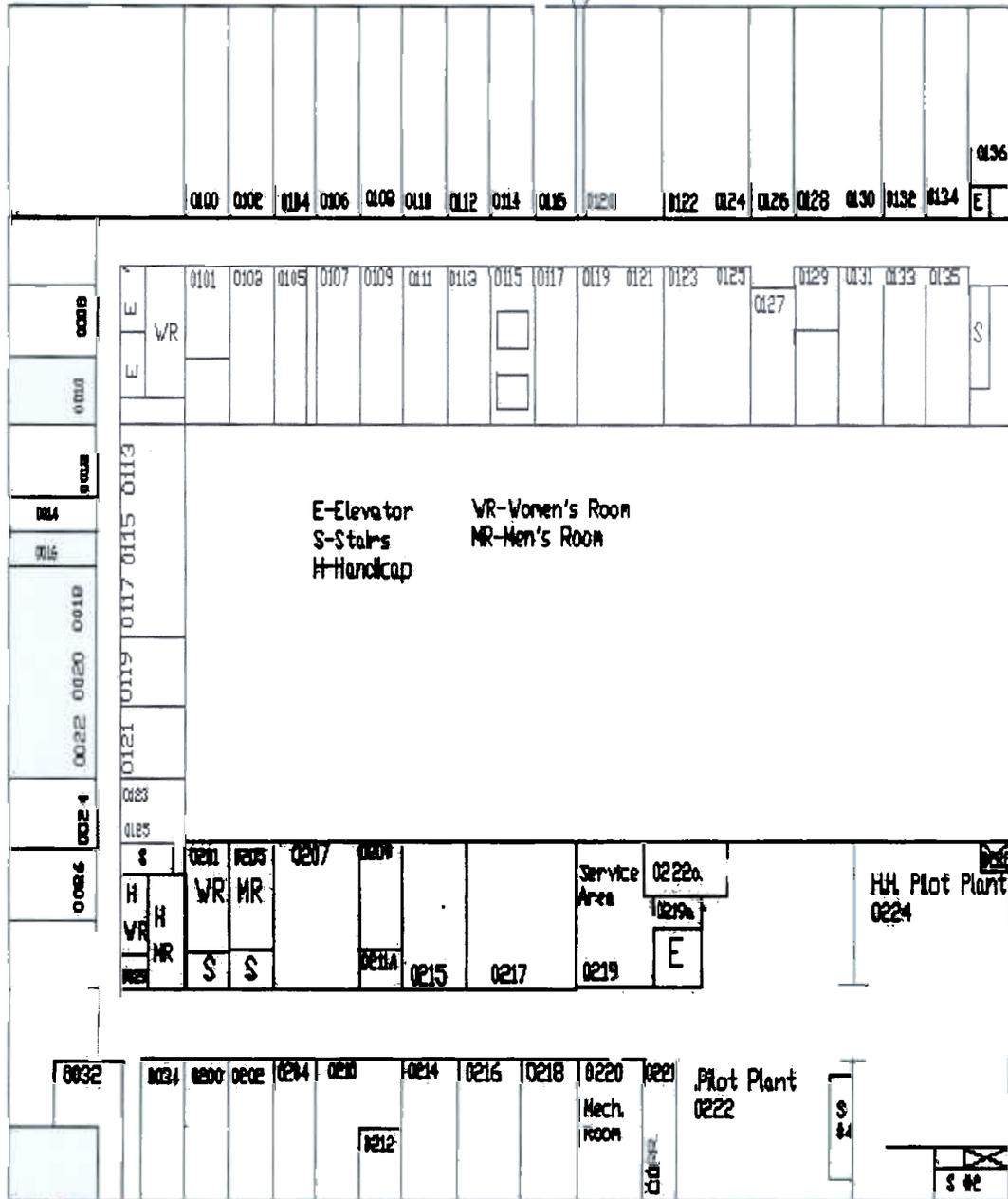
<u>Building No.</u>	<u>Building Description</u>	<u>Area</u>
1.	Main Building	266,895 sq ft
2.	Textile Building	30,420 sq ft
3.	Service Building	6,975 sq ft
4.	Greenhouse	5,552 sq ft
5.	Cotton Storage Building	7,260 sq ft
6.	Chemical Storage Building	400 sq ft
7.	Paint Shop (Deleted)	820 sq ft
8.	Aquaculture (Deleted)	1,404 sq ft
9.	Radiation Building	160 sq ft
10.	Mechanic's Shop	624 sq ft
	Ether Building	80 sq ft
12.	Lawn Equipment Shed	546 sq ft
13.	Tractor Shed	800 sq ft
14.	Cold Storage Building (Deleted)	192 sq ft
15.	Aflatoxin Building	900 sq ft
16.	Soil Sterilization Shed	288 sq ft
17.	Quonset Hut	1,200 sq ft
	Chemical Disposal Storage Bldg.	200 sq ft
19.	Chemical Disposal Storage Bldg.	200 sq ft
20.	Morgan Building Storage 1	400 sq ft
21.	Morgan Building Storage 2	400 sq ft
22.	Morgan Building Storage 3	400 sq ft
23.	Heavy Equipment Garage	450 sq ft
24.	Gang Mower Shed	550 sq ft
25.	Morgan Building Storage 4	600 sq ft
26.	Portable Bldgs. (FST) (5)	



N ↑



BASEMENT

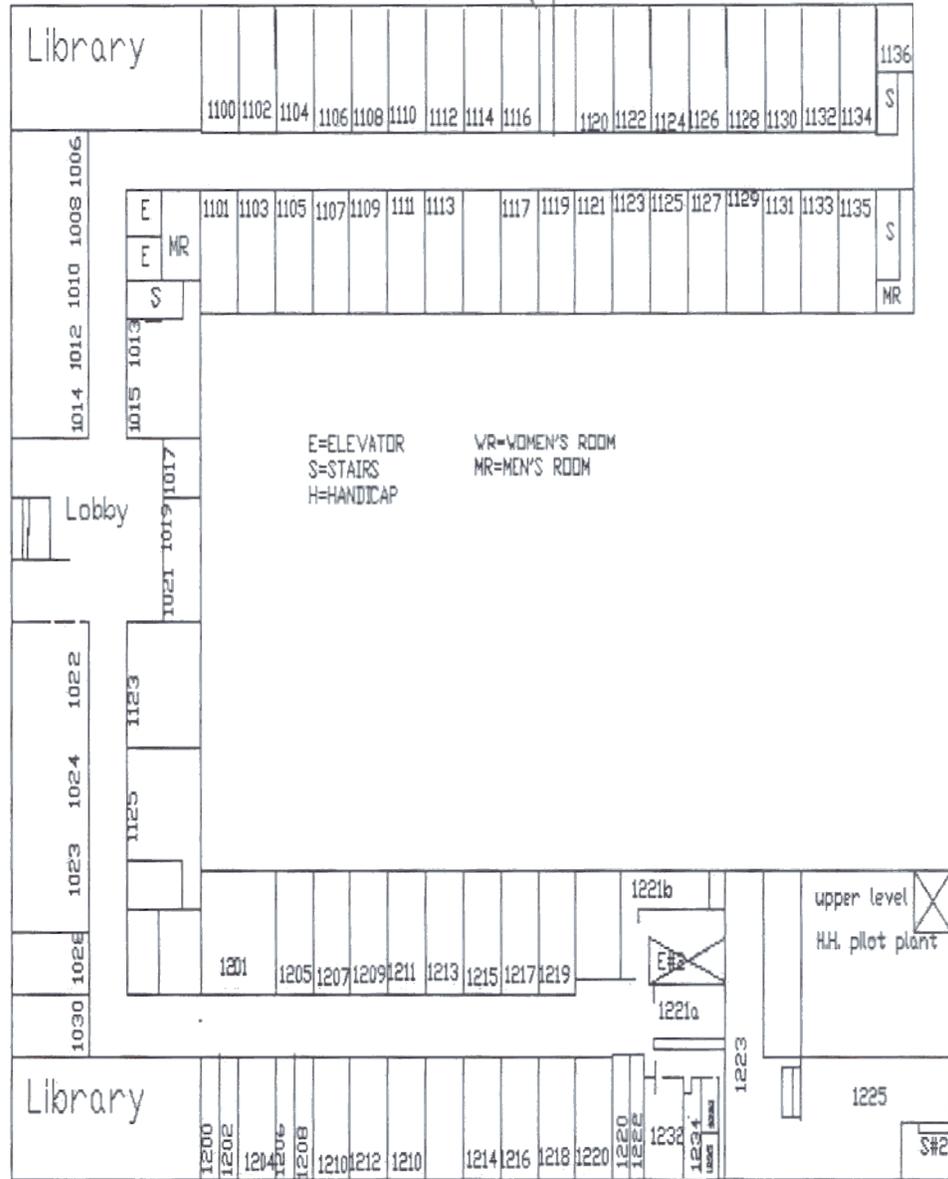


REV. 4/15/84

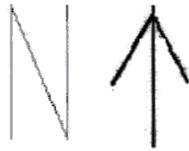
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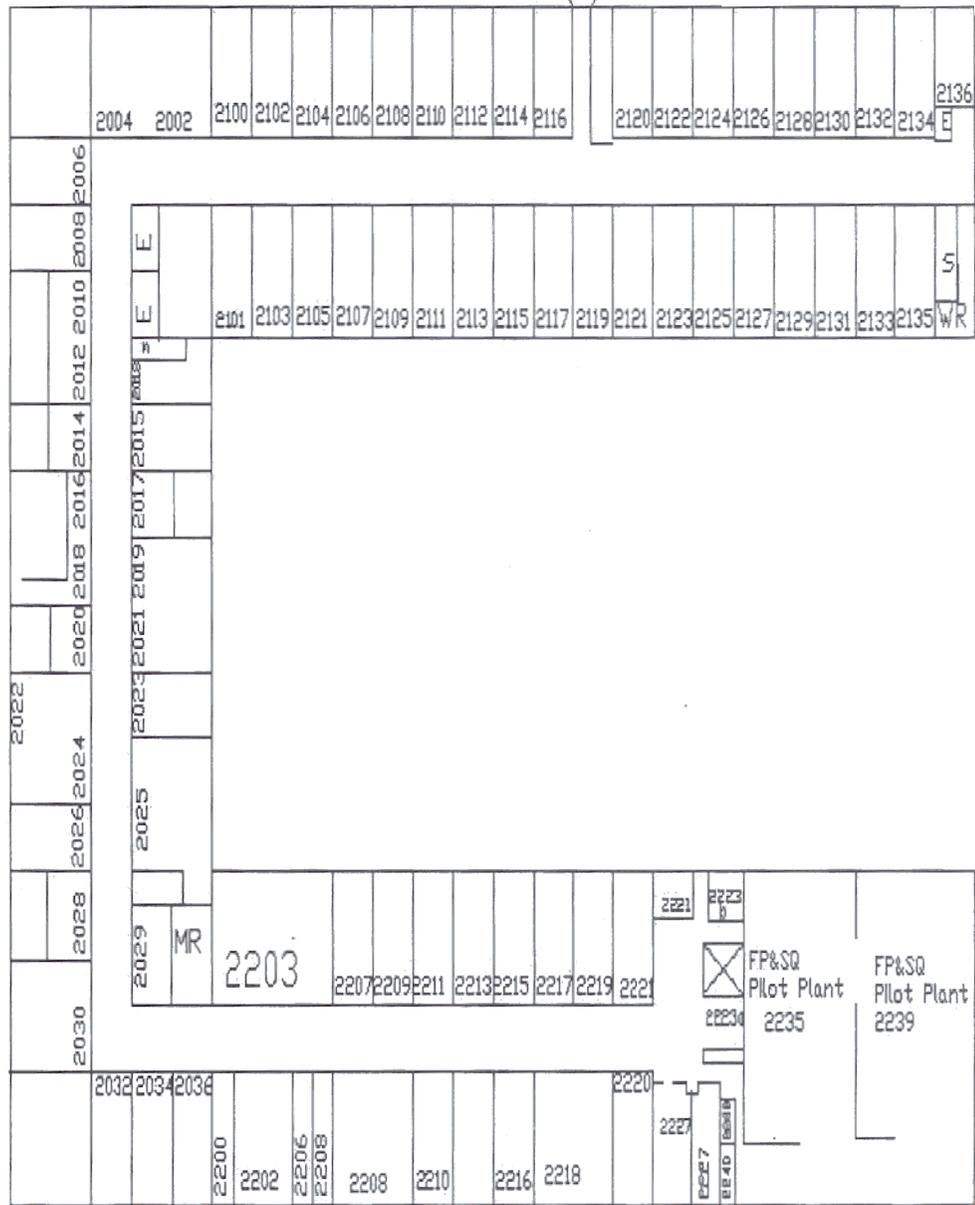
FIRST FLOOR



7/15/04

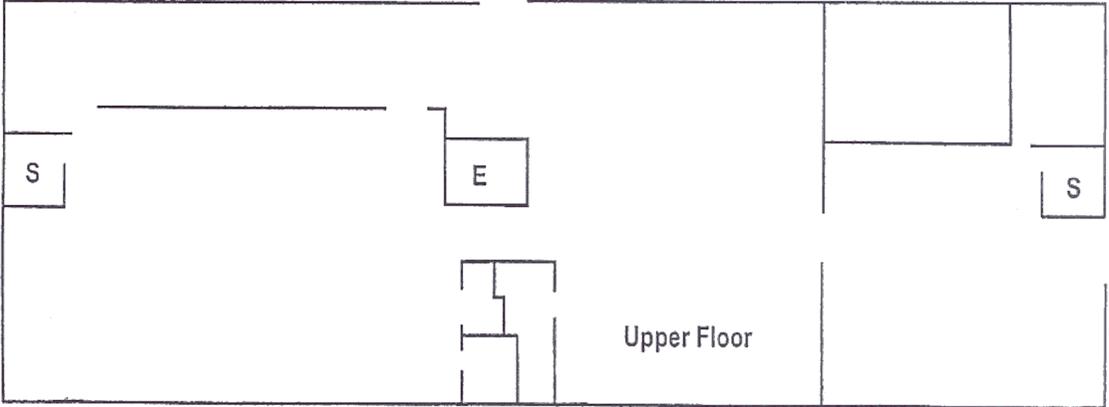
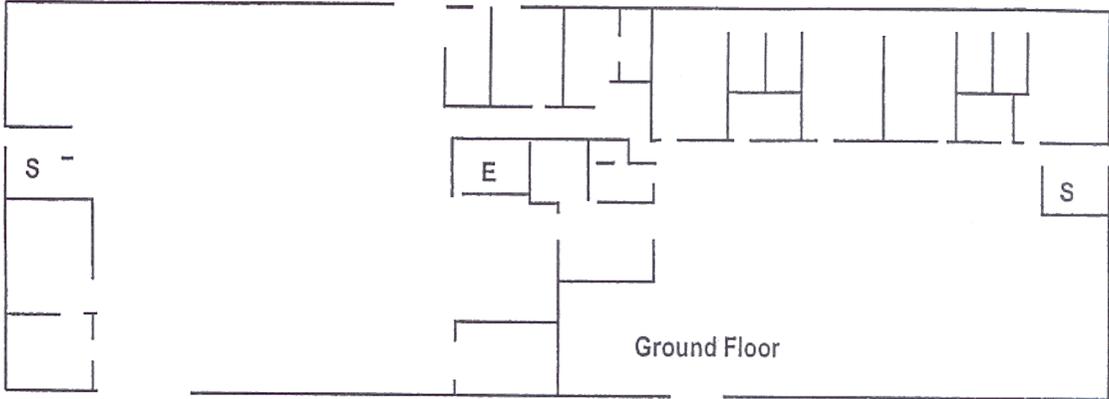


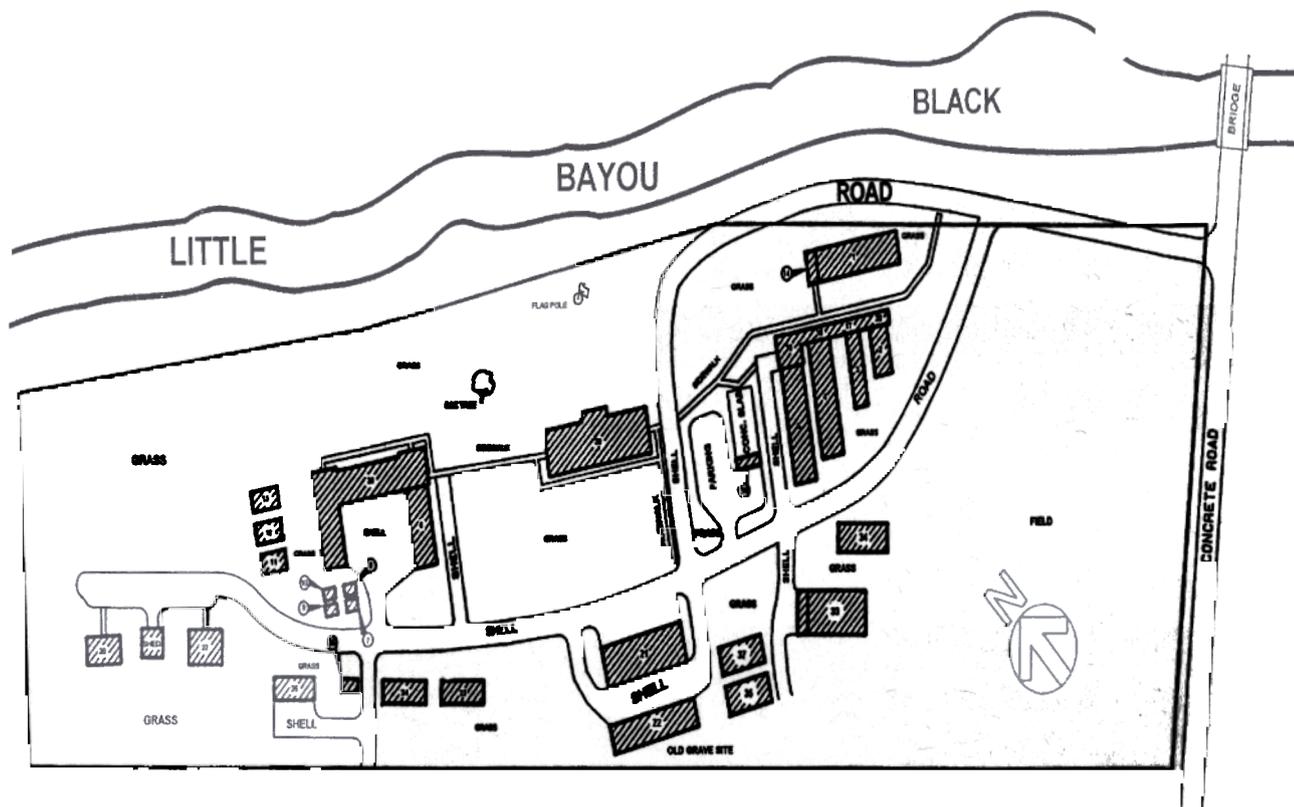
Second Floor



7/15/04

Textile Bldg.

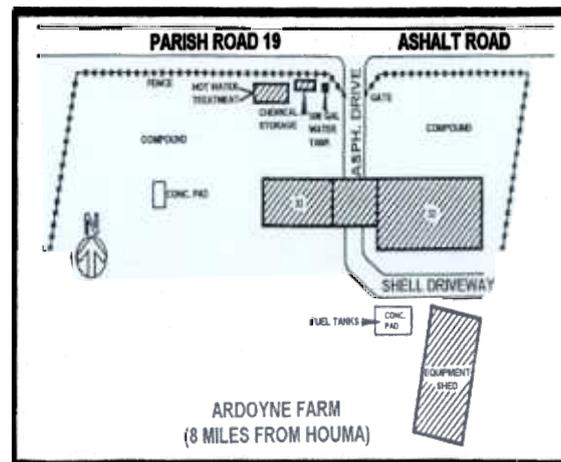




Building Index

NO. 1	BUILDING #	DESCRIPTION
1	1401	GREENHOUSE/PHOTO
2	1402	GREENHOUSE/PHOTO
3	1403	GREENHOUSE/PHOTO
4	1404	GREENHOUSE/PHOTO
5	1405	GREENHOUSE/PHOTO
6	1406	GREENHOUSE/PHOTO
7	1407	GREENHOUSE/PHOTO
8	1408	GREENHOUSE/PHOTO
9	1409	GREENHOUSE/PHOTO
10	1410	GREENHOUSE/PHOTO
11	1411	GREENHOUSE/PHOTO
12	1412	GREENHOUSE/PHOTO
13	1413	GREENHOUSE/PHOTO
14	1414	GREENHOUSE/PHOTO
15	1415	GREENHOUSE/PHOTO
16	1416	GREENHOUSE/PHOTO
17	1417	GREENHOUSE/PHOTO
18	1418	GREENHOUSE/PHOTO
19	1419	GREENHOUSE/PHOTO
20	1420	PHYSIOLOGY ROOM
21	1421	HEADHOUSE/PHOTO
22	1422	GREENHOUSE/PHOTO
23	1423	SHOP & TOOL
24	1424	SOIL STORAGE
25	1425	QUONSET HUT/STORAGE
26	1426	ENTOMOLOGY STORAGE
27	1427	WOOD SCIENCE STORAGE
28	1428	GREENHOUSE
29	1429	RESIDENCE
30	1430	LENGU BUILDING
31	1431	OFFICE/LABORATORY
32	1432	JACK LANE/SHOP
33	1433	GREENHOUSE/PHOTO
34	1434	PHOTOGRAPH ROOM
35	1435	SOIL QUONSET HUT
36	1436	STORAGE QUONSET HUT

**U. S. D. A. SUGARCANE FIELD STATION
HOUMA, LOUISIANA**



APPENDIX 4

HISTORICAL PRICING DATA

<u>Fiscal Year</u>	<u>Routine Work</u>	<u>Additional Work</u>	<u>Total</u>
	\$1,047,187	\$0	\$1,047,187
	\$2,129,076	\$299,729	\$2,428,805
	\$2,205,411	\$178,647	\$2,384,058
	\$2,340,826	\$478,348	\$2,819,174
	\$2,473,463	\$287,870	\$2,761,333
	\$1,215,222	\$0	\$1,215,222

APPENDIX 5

HISTORICALLY SUBCONTRACTED WORK

<u>FUNCTION</u>	<u>CURRENT SUBCONTRACTOR</u>
Removal and disposal of waste	Tri-Parish Disposal
2. Elevator Maintenance	Thyssen Elevators
3. Elevator Inspection Services	Thyssen Elevators
4. Inspection of Fire Suppression System	Fire Safety & Commodities
5. Maintenance of Card Entry System	Sonitrol
6. Maintenance of CCTV	Sonitrol
7. Security and Intrusion System	Sonitrol
8. Maintenance of Fire/Detection, Alarm System	Simplex
9. Central monitoring of Fire and Security Systems	Sonitrol
10. Deionized Water Service	U.S. Filters
11. Mats and Mop Rentals	Cintas
12. Building Automation System (BAS)	Siemens
13. Pest and Rodent Control	Orkin/Reddman
14. Fire Extinguisher Inspection	Fire Safety & Commodities
15. Dry Ice	Carbon Dioxide Sales
16. Maintenance of Communication Gear (radio phones)	Tomba Communications
17. Funehood Inspections	ENV Service and Siemens
18. Cell Phones	Cingular

APPENDIX 6

Facilities Inventory

See Attached Files

APPENDIX 7

List of PM EQUIPMENT

See Attached Files

APPENDIX 8

GOVERNMENT FURNISHED EQUIPMENT LIST

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
ROOM 1017		
1	Gateway Processor, Model # MFATXHRN NM2 E2100	1098377248
1	Gateway Monitor, Model FPD-1530	MUL5022C0015781
1	Hewlett-Packard Laserjet 4L Printer	USCC043303
	Canon P32DH Calculator	038985
	Boston Electric Stapler	299015
ROOM 1019/1021		
	Motorola Radio Battery Maintenance System	WPLN4079AR
	IBM Selectric III Typewriter	4953932
	Texas Instruments Calculator TI-5045 II	307688
	BENQ 17" Monitor, Model FP747	
1	Gateway Processor	0019846037
1	GBC Personal Shredder 905	GB02876
1	Hewlett-Packard Laserjet 2100TN Printer	USGR043829
1	BENQ 17" Monitor, Model FP747	
1	Gateway Processor	0023561086
ROOM 1023		
	Viewsonic 17" Monitor	AOHO13100025
	Gateway Athlon Processor	020591060
	Hewlett-Packard Laserjet 5P Printer	AG0002685435
	Canon P32-DH Calculator	055735
ROOM 1025		
	BENQ 17' Monitor, Model FP747	99L5372SGA33201086TS3SGA
	Gateway Series E Processor	098377314
	Hewlett-Packard Officejet 710 Printer	MY99D209F
	Texas Instruments Calculator TI-532011	121770
	Nikon 35mm Camera, Model AFN8008	2538755
	Nikon 35mm Flash Unit (for above camera)	3112924
	Universal Enterprises Microwave Tester, Model MW1A	
	Alphalab EMF Trifield Meter	
	Zenith Television, Model J2040W	221-64340075
2	Panasonic VCR, Model PV-9401	E95A22931 E95A22928
	Multi-Vision Pro 16 Multiplexer Robot	100A0130000160
1	Panavision Model 6040 Time-Lapsed Video Recorder	I1TC00090
ROOM 1029		
RACK 1		
	Dedicated Micros Digital Recorder (Chemical Wing)	A2X030501009
	Dedicated Micros Digital Recorder (Admin Wing)	A2X030305009
	Dedicated Micros Digital Recorder (Industrial Wing)	A2X031629005
1	Pelco Inc., Matrix Control Switcher	02289-28-001993

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
6	EA 2000, Half Duplex Equalizing Amplifier: #9 #8 #7 #2 #1 #4	03132-04-000521 03132-04-001009 03101-04-013341 03125-04-000206 03132-04-000615 03132-04-000311
2	Pelco Inc., Matrix Switcher Connectors	00356-28-0019
RACK 2		
1	Dedicated Micros Digital Recorder: (Exterior)	A2X030305010
	Dedicated Micros Digital Recorder: (IWPP)	A2X030305001
1	Dedicated Micros Digital Recorder: (Doors)	A2X024654001
1	Dedicated Micros Digital Recorder: (SRRC)	A2X030305008
1	EA 2000, Half Duplex Equalizing Amplifier: #4-6	02273-04-007825
1	EA 2000, Half Duplex Equalizing Amplifier: #4-5	
1	EA 2000, Half Duplex Equalizing Amplifier: #4-7	02274-04-004991
2	Multi-Vision Pro 16, Multiplexer Robot	100A0131000363 145003100410
SECURITY DESK #1		
5	Sony 17" Black & White Monitor	1005550 1005533 1025258 1025261 1025237
SECURITY DESK #2		
	Gateway 17" Monitor	POO7089972
1	ICT P-III Mini-Tower Processor	
	Keytronic Keyboard	Q992012239
1	Hewlett-Packard Photosmart 1115 Printer	MX2371F07D
SECURITY CABINET		
	Panasonic VCR	AG0002648448
	Nuvispec Monitor, Model NUVM98W	9606005132
	Polaroid 600 Camera	
RECEPTIONIST AREA		
	Zoll AED Plus	X02H003957
1	Merlin Express Elite	JL812-09749
1	Merlin Express Elite	AG0002392139
	Hewlett-Packard Laserjet 4L Printer	AG0002649735
1	Revere Television Monitor	RMON 12B
	Motorola Maxtrac Base Station	4385ZH0212
	BENQ 17" Monitor	99L53725SGA3320
	Keytronic Keyboard	Q992012203
	Gateway Hard Drive	0020664056

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
SAFETY TECH AREA		
	Radio Shack Weather Alert	12-247B
	MSA Passport	AG0002685492
	Sony Clearvoice Tape Recorder	157447
	Simpson Sound Level Meter, Model 884	037306
	Kurz Anemometer, Series 490	LVE27A81
	Gateway Monitor, Model FPD1550	MUL5022C0015798
	Gateway Keyboard	E410540
1	ICT Hard Drive	0020566443

CTS WORK STATION

1	Gateway 2000 Monitor	8053069
1	Gateway Hard Drive	007846654
1	Vivitron Keyboard	J981459665

EXCESS STOCK EQUIPMENT (LOCATED IN RM. 0012)

7	Panavision VCR, Model AG-6040P	H3TA00487 L9TA00181 K9TA00059 L8TA00525 F0TA00195 L9TA00110 E6TA00432
1	ADV 1477 Black & White Quad	145992401582
3	Multi-Vision Multiplexer Robot, Model MV16P-20	145994900835 145994900841 145995102003
3	Multi-Vision Multiplexer Robot, Model MV161	611656-041 804663-032 611656-038
	AD MicroQuad, Model AD1472 MIC	1677435
	Pelco Amplifier	8022-8F
1	Nuvispec CCD Camera	95080191
	Sony Camera	122432
4	HID 5" Card Reader	3201-203059 1702-82877 4701-0812 4701-0339
9	Pelco Cameras	None Found
	Radio Shack Fast Charger	None Found
2	Runway Wall Support Kits	None Found
4	CCTV SD-450 Cameras	None Found
6	Assorted Transformers	None Found

DUPLICATING

1	Li-Laminex 12C Laminating Machine	ARS 202111
1	Triumph Paper Cutter, Model # 209834	ARS 209834
1	Velobind 323 Binding Machine	AG0002238193
1	Rhin-0-Tuff Hole Puncher	108488
1	Gestetner Paper Folder	1222

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
1	GBC Paper Shredder, Model # 10365	JG05529
	Ibico Comb Binder, Model # HB-24	021017
	Laminator, Model 7000	
1	Panasonic Electric Stapler, Model # AS-300N	282649
	Texas Instruments Calculator, Model # TI5140	132392
1	Lassco Corner Rounder	056325
1	Rapid 106 Electric Stapler	50891
	Pentium II Processor	
1	Viewsonic Monitor, Model VG150	

STOREROOM

	ICT Mini-Tower Computer	AG0002649609
	Hewlett-Packard Laserjet 2100TN Printer	USGR022883
	Intermec Barcode Printer, Model # 8646	8646-0002374
	Star Receipt Printer, Model TSP600	120210900106
	Par Processor w/Keyboard, Scanner, & Bar Code Reader	
	Gateway Processor	0021200439
	Gateway Monitor, Model EV700	
2	WYSE Mono 12" Monitors	01F19601405
		01F19601409
	Minolta Copier, Model EP4050	318269
	Epson LQ1170 Printer	4161110547
	Craftsman 6HP Wet/Dry Vacuum	96304V0929
	Dell Monitor, Model # EP4050	27222AJ083
1	Zebra Label Printer, Model LP2742P5A	47474844
4	Laserwands	AG0002649685
		AG0002649461
		AG0002649460
		AG0002649719
2	Chargers (for Laserwands)	AG0002649721
		AG0002649720

RECEIVING ROOM

1	Pentium II Processor	
1	CTX Monitor, Model X-50	7A591382952
	Howe Scale, 1000 lb. Capacity	
1	Turnkey Pallet Truck, Model ML-55	23089
1	Michelli Scale, 100 lb. Capacity	
	Zebra Label Printer, Model LP2742P5A	47474844

MAILROOM

	Neopost Mail Metering Machine, Model SM 78	08016180
	Neopost Postal Scale, Model SE 95	
1	Pelouze Postal Scale, Model 1050	AG0002685438
1	Motorpla Single Unit Charger, Model NTN4633C	

ROOM 2013 (IT MANAGERS OFFICE)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
1	Gateway P-IV 18" LCD Computer	0028541157

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
1	Hewlett Packard Laserjet 2100 Copier	USDD028085
1	Gateway E-4200	00011124996
1	Gateway Laptop 3 (Loaner)	B2500113261

ROOM 2015 (GENERAL USER)

	Microtek Image Deck Scanner	8C52703437
	Tektronix Phaser III Color Printer	AG0002410840
	Hewlett Packard Deskjet 682C, Model B4567A	SG64N1N03B
	Polaroid Camera, Model IPC-2	9328050454
	Polaroid 35mm Power Processor	YD84357K
	Pentium 5/133 Print Server	AG0002649654
	Lasergraphics LFR Mark II Film Recorder	
	ICT Computer	AG0002685849
	Gateway 2000 Computer w/Monitor & HP Laserjet Printer	AG000264965
1	MacIntosh IICi External Zip Drive w/Apple Color Monitor	AG0002410593
1	MacIntosh G3 External Zip Drive w/Monitor & Laserwriter II	AG0002410594
	ICT Computer	AG0002685848
	Lasergraphics LFR w/UPS & HP Scanjet 3C/ADF	AG0002685469
	ICT Computer	AG0002649915
	Microtek Scanmaster 8700	
	Canoscan FS 2710	

ROOM 2017 (WORD PROCESSING)

	Fridgid Oscillating Fan, Model OSH-131-8	050829
	Panasonic Electric Pencil Sharpener	
	Hewlett Packard Fax 310 w/Best Fortress UPS	AG0002411326
	ICT Computer w/17" Monitor	AG0002685847
	Hewlett Packard Laserjet 4L Printer	USBB138178

ROOM 2019 (ET SHOP)

1	Display Maker Print System & RIP Station (Pentium Computer)	
	Campbell Hausfeld 3/4" HP Air Compressor	012093L
	Canon Digital B/W Still Video Camera, Model RC-250	YD84357K
2	Wire Utility Carts	
	Makita 9.6 Cordless Drill	0882862Y572
	SimmChecker	Y550Y548Y5688
	UNGAR Solder/Desolder, Model 4624	5-15-902B
	Motorola 6-Station Battery Charger	HTN9164B
	Midwest Micro-Notebook	AG0002649574
	In-focus, Model LP755	3WW93900077
	Dukane LCD Image 8020 Portable Projector	AG0002686023
	Kodak Digital Zoom Color Camera, Model DC260	EKH90101039
	Iomega 100MB External Zip Drive	W1MU420PC7
	Iomega IGB External Jazz Drive	
1	Test Computer w/15" Monitor	
1	Hewlett Packard Laserjet 2200DN Printer	USGZ049640
1	Epson Stylus Photo 1200	BJK0020061
1	Gateway P IV 18" LCD Computer (ET Computer)	0028383152
1	Gateway P IV 18" LCD Computer (MCS Computer)	0028444789
1	Gateway P IV 18" LCD Computer (Graphics Artist Computer)	0028417217
1	Laptop 3 (Loaner)	0029690538
2	Lucent Technologies Speaker Telephones	

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
2	Jensen Canvas Tool Kits	

UTILITIES OFFICE

1	Gateway E-series Computer	
	Stanley Electric Stapler	
1	Texas Instruments Calculator	TI-5045II
1	Hewlett-Packard Color Printer	MY8CAC2082
1	Megatronic Laptop Computer	647992-0001
1	Amprobe DM-II Data Logger	982719
	Craftsman Cordless Drill	973-274870
	Johnson Controls Meter	Y199AAA-2

MACHINE SHOP

	Biddle Insulation Tester	212159
	Oil Tester	AG0002241020
	Current Tester	GE65968
1	Hydraulic Pipe Bender	
1	Amprobe Current Tracer	CT326
	Angle Iron Bender & Shear	181298
	Sheet Metal Brake & Bender	AG0002241033
	Steel Brake	56494
	Metal Punch	65556
	Band Saw (for metal)	AG0002241026
	Seaming Machine	AG0002685391
3	Electric Surface Grinders	AG0002241036
1	Milwaukee Rotary Hammer	688B197470070
	DeWalt Demolition Hammer	0024869822
	Multi-ton Motorized Pallet Jack	0405740389
	Ingersoll-Rand Impact Wrench	A99B17197
	Robinair Recovery Unit	
	Miller Tack Welder	HK232531
	Fluke Pressure/Vacuum Modulator	PV350
1	Tassco Phase Finder	
1	Portable Electric Welder	AG0002241039
	Hydraulic Press (Plumbing Shop)	33567
1	Drill Press	AG0002241031
1	Milwaukee Band Saw	0457285576
1	Little Dickie Lift	
3	Pallet Jacks	23347/68840-138/62924
1	Freon Recovery System	
	Welding Cutting Torch	719649
	Pipe Threading Machine	104322
	Metal Shear	AG0002649733
	Wire-fed Welder	3Z914E
	20 amp Plasma Cutter	3W772
	Wire Wheel Brush	49782
1	Pipe Cutter	AG0002241032
1	Fluke AMP Clamp	M30/SN5025
1	Greenlee Hydraulic Punch	7904SB
1	Fluke Temp Probe TIR	M52/SN6942048
1	RRTI Recovery Unit	MRR030/SN039044520
1	Fluke Multimeter	M16/SN68740154
1	HD Electric Co., 15KV Meter	Mark-I/SN1060

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
	HD Electric Co., 15KV Ammeter	M9361/SNH0296924F
	Hastings Telescopic Hot Stick	M-HV208F
	Fluke Scopemeter, Model # M105B	944420105003
	Fluke Power Harmonic Analyzer	M-41B
1	Esterline-Angus Miniserve Power Recorder	89385006
1	Fluke Multimeter	617003891
	Klein Tools Torque Kit	M57060
	Amprobe Spike-Sag-Surge Recorder	M-LAS-800
	Mitchell Instruments Temperature Gun	43779
	Exte-C Rotation Meter	S1251761
	Motorola 6-unit Battery Charger	

BOILER PLANT

	Proto 6-Drawer Tool Box	
1	Black & Decker ½" Cordless Hammer Drill	44504
1	Slide Hammer	
	2' Fluorescent Droplite	
	Refrigerant Leak Detector, Model L790A	
	Wavetek 2020 Multimeter w/attachments	
1	Refrigerant Charging Manifold	
1	Bell & Gossett Flowmeter, Model RO2	153709
	Amprobe, Model ACD-11	20404118
1	Streamlight Flashlight	
2	Morse Watchman Tour Recorders	70221988/70722720
1	Morse Watchman Charger Base	
	Radio Shack Weather Radio	12-247
	Omega PH Meter	9005
	Goodway Boiler Tube Cleaner	2717
1	Goodway Ream-a-Matic Chiller Tube Cleaner	1517
	Dayton 3/8" Impact Wrench	10664H
1	Goodway Vacuum	10086
	Epson Stylus Color 800 Printer	3HR1271363
1	Harris Torch Welder/Cutter	
1	York Freon Recovery System	
1	Lexmark Printer	AG0002685586
2	Fortress UPS'	
	Epson FX-286 Printer	

FACILITIES OFFICE

	Hewlett-Packard 4L Printer	AG0002410658
	Gateway E-series Computer	
	Gateway Monitor, Model FPD1530	
2	Motorola 6-unit Battery Chargers	
1	Sharp EL-2192-G Calculator	4C022119

ROOM 0019

	Battery Powered Floor Polisher	
2	Electric Floor Polishers	
3	Electric Floor Scrubbers	
4	Oreck Vacuum Cleaners (4 Model XL9300 & 1 Model C2720E)	
	Kent 26" Hallway Vacuums	

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>
	Dayton Wet/Dry Vacuum	
PAINT TRAILER		
	Scott Sign-Graver Machine, Model M-SM-500	3417
	Ideal Stencil Cutter	29035
	Devilbiss Spray Gun	JGHV-530
	Binks Spray Gun, Model M-2001	
	Wagner Power-Painter Kit, Model M-220	
2	Light Fixture Stands	
1	Black & Decker Heat Gun	9778
	Makita Finishing Sander	B04550
CARPENTER SHOP		
	Hilti DD100 Core Drill w/attachments	
	Ramset Fastening Tool, Model L1600	250322
	Hilti Fastening Tool, Model DX400B	290419
	Hilti Hammer Drill, Model TE5	
	Black & Decker Screw Gun	2660
	Skil Scroll Saw, Model DVR	4470
	Makita Belt Sander	9924B
1	Makita Router	3601B
	Sears 7 1/4" Circular Saw	A4211
	Delta 10" Compound Miter Box	K9527
	Sears Dove Tail Joiner Kit	92570
	Campbell-Hausfeld Compressor	WL5043003AJ
	Central Pneumatic Nail Gun	32870
	Spot Nail Gun	FS4825
2	Rais-n-Roll Dolly, Model RNR10	98955
1	Dust Collecting Machine	D49534
	6" Belt Finishing Machine	AG0002241013
	Band Saw (for wood)	AG0002241025
	DeWalt Radial Arm Saw	AG0002241027
	Delta Table Saw, Model RT40	5121
	Craftsman Cordless Drill	973274870
	DeWalt Electric Screw Gun, Model DWV251	
	Carpet Knee Kicker	10-412
	Best Key Cutting Machine w/attachments	
COMPOUND		
	Electric Portable Welder	3Z563A
2	Redmax Backpack Blowers	074466/072442
1	Bobcat Backhoe Attachment	584100490
	Melroe Bobcat	753MACH
	Clark Forklift, Model CPG30	
	JLG Manlift	0276710300024515
	Billy Goat Blower/Vacuum	840193
	Vicon Seed Spreader	39151
	Pressure Washer	8801303
	JCB Forklift	660098
	Redmax Hedge Trimmer, Model HT232	

	Shindaiwa Hedge Trimmer, Model HT20-40	
	Bobcat Sweeper Attachment	714401058
	Duerr Chip Shredder	99-900-5998
	Stihl Chain Saw, Model 036	225729478
	Cement Mixer	59020
	Onan Generator, Model 15-OJG-4	
2	Dayton Generators	252412/1316135
	Woodchuck Chipper, Model WG11	
1	Bushhog Rotary Tiller, Model RTN-60	
	60" Utility Bucket (Bobcat attachment)	6704549
2	Sterilizing Soil Carts	2183-95/2184-95
1	E-Z Roll Edger	094875
1	Melroe 60" Grapple (for Bobcat)	659900240
1	Melroe Ditch Trencher (for Bobcat)	420400163
1	Bush Hog, Model TM6	AG00023118259
1	Bush Hog, Model SQ-720	12-21903
1	Bush Hog Finisher, Model # RDTH72	12-07804
	5-unit Gang Mower	91815/67/8/9
2	Honda Self-Propelled Mowers	HRC216KL/HRC216-BK
1	JCB Work Platform	G1094
	Troybilt Roto-Tiller	861156
2	Redmax Weedeaters	BC34ODL-G3K27/BC34ODL-244360
1	Ford Tractor, Model 3910	B50441602
	John Deere Backhoe/Front Loader	802200
	Craftsman Bushwacker Weedeater	99176N200645
2	New Holland Riding Mowers, Model MC28	TE00113/TE00292
	Stihl Chain Saw, Model 026	247621478
	Stihl Weedeater, Model FS200	43836534
	Speedaire Air Compressor	121990L
	Baldor Grinder	K6394
1	Black & Decker 4 1/2" Angle Grinder	439692
1	Toro Pro-line 32" Mower	280000211
	Teel 2" Portable Pump	PTR000001
	Power Trim Edger	275076
	Vanguard 4"/16hp Portable Pump	3P653
	EZ-Go Utility Cart	1396658
1	Workhorse 80-gal. Portable Water Pump	

AUDIO/VISUAL ROOM

	Kodak Ektagraph 35mm Slide Projector	5238656
	Kodak Ektagraph 35mm Slide Projector	3144404
	Kodak Ektagraph III 35mm Slide Projector	A365718
	Kodak Ektagraph Slide Projector, Model 5600	82266
	35mm Carousel Slide Projector, Model 4600	172778
	Kodak Carousel Projector, Model 750H	3390148
	Kodak Carousel Carrying Case	128875
2	AHJ Overhead Projectors, Model 900	AG0002648353
		AG0002648352
	RCA Television, Model F205363EH (in cabinet)	018791
1	Kodak Ektagraphic III	A365686
1	Panavision VCR, Model AG1270P (in cabinet)	AG0002648447
1	DP-30 Plus	AG0002685412
	3M LCD Overhead Projector, Model 955	AG0002648354
	Pioneer Large Screen TV, Model SD-503P	J13600026S

1	RCA DVD/VCR Cassette Recorder	DRC6100N
1	Mitsubishi Large Screen TV, Model V5-5061	018791
	Mitsubishi Video Cassette Recorder	28125067M
1	Kodak Carousel, Model 4600	061623

APPENDIX 9

VEHICLE LISTING

ARS/ GSA Color	Group	License No.	Vin No.	Year	Make	Model	
White	FST	A 284234	1GNEC16ROXJ438764	1999	Chevy	Suburban	
White	FST	A 284235	1FTNX21LOXED25508	1999	Ford	F-250	PU
Blue	FST	G4141168	2B4GP45G2XR435221	1999	Dodge	Caravan	Van
White	FST	A 284236	1FTYR14X4XTA53590	1999	Ford	Ranger	PU
White	FPSQ	A 284339	1GCEK14W722341169	2002	Chevy	Silverado	PU
Blue	ARS	A 230195	2B5WB31W3HK279441	1987	Dodge	12-Pass.	Van
Blue	ARS	A 284273	2FAFP73W9YX211781	2000	Ford	Crown V	
White	GSA	G4143437	2B4GP45G4XR439500	1999	Dodge	Caravan	Van
White	ARS	A 263741	1FMCA11U7RZA39044	1994	Ford	Aerostar	Van
Green	GSA	G4164669	1FTDA14U0VZB81883	2002	Ford	Windstar	Van
Red	GSA	G4240146	1FTPX17LXYNB51751	2000	Ford	F-150	PU

APPENDIX 9a

MONTHLY VEHICLE INSPECTION SHEET
 VEHICLE I.D. # _____ Brand _____ Model _____ Year _____
 Date ___/___/___
 Owner _____ Inspected by _____

Gen. Condition	Poor	Good	Excellent	Comments
Air conditioner				
Heater				
Oil levels				
Lights				
Windows				
Tires				
Mirrors				
Horn				
Doors				
Jack				
Emergency Kit				
Engine				
Transmission				
Brakes				
Exhaust Sys				

APPENDIX 9b

VEHICLE INSPECTION CHECK LIST		VEHICLE NO.	TAG NO.	MILEAGE
INSTRUCTIONS: Retain the original in the vehicle. Mail one copy to your Servicing Personal Property Section.		YEAR	MAKE	MODEL
		DATE	REGION	
R = Repairs Needed				
	Estimate	BODY	Code	Repair Estimate
	\$	38. Headlights, Alignment	\$	
		39. Taillights, Back-Up Lights, Stop Lights		
		40. Turn Signals, 4-Way Flashers		
		41. Parking, Clearance Lights		
		42. Glass		
		43. Doors, Hood and Trunk (Fit and Latches)		
		44. Body Bolts		
		45. Bumpers		
		46. Paint, General Appearance		
		47. Door Locks		
		48. Lock, Spare Tire (Tracks)		
		49. Endgate or Tailgate		
		50. Windshield Wipers and Washers		
		51.		
		52.		
		INTERIOR		
		53. Brake Pedal Travel		
		54. Parking Brake		
		55. Clutch Pedal (Free play of 1/4 inch)		
		56. Mirrors		
		57. Horn Operation		
		58. Instrumentation Operation, Switches, Dashlights		
		59. Seat Belts, Shoulder Harness (Anchor Bolts, etc.)		
		60. Defroster, Heater		
		61.		
		MISCELLANEOUS		
		62. Tires (Condition and Pressure)		
		63. Winch Mechanism		
		64. Road Test		
		65. License Plates (Brackets and Bolts)		
		66. Jack and Lugwrench		
		67. Door and Dashboard Decals		
		68. Emergency Kit		
		69. Cost of Inspection (Labor)		
		70. Repairs Made <input type="checkbox"/> Yes <input type="checkbox"/> No		
		71.		
		72.		
37				
	SUB-TOTAL	\$	TOTAL REPAIR ESTIMATE	\$
NAME AND ADDRESS (Custodian or Operator)		NAME AND ADDRESS OF FIRM MAKING INSPECTION		

Form ARS-45 (8/83)

This form was electronically produced by Elite Postal Forms, Inc.

USA-ARS

APPENDIX 10

Recommended "No or Low Cost" Energy Conservation Action

The Contractor shall ensure customer and contractor employees awareness of the following ARS Policy recommendations for conservation actions;

Turn off lights/office equipment when not in use.

Reduce the use of elevators. Walk down two flights or up one flight instead of using elevators.

Keep windows/doors shut in areas that are being heated or cooled.

Close blinds, shades, and drapes at night during the heating seasons to reduce heat loss through the window area. Open them during the day to use the sun for heating the rooms.

- Close blinds, shades, and drapes during the day in summer. These interior shading devices can reduce heat gain in the room as much as 50 percent.

Minimize overtime work. Consolidate work areas of after-hours workers to minimize the amount of space that must be heated, air conditioned, and lighted.

If rooms are individually controlled by thermostats, keep temperatures above 76° F in the summer and below 70° F in the winter.

Avoid the use of fans and space heaters if the building HVAC systems are operating.

- Do not block HVAC air distribution outlets with books, furniture, etc.

Keep energy conservation awareness a priority by way of staff meetings, newsletters, posters, etc.

APPENDIX 11

VISITORS POLICY

Frequent visitors, vendors and repair personnel. This does not apply to Collaborators and Partners or permanent in-house contractors.

- Center must receive a letter with original signature from the section, division or department manager of the business verifying the name, citizenship, and length of employment of the vendor representative.
- The Vendor representative must attend the Center's Safety and Security Orientation training course.
- The Vendor representative receives a badge with the individual's name and the name of the company identifying him/her as a Vendor.
- The Vendor shall visit the center by invitation from the Center personnel only. The invitee must be present at the Center and will be informed of the Vendors arrival to the Center.
- The Vendor shall not visit any lab or a person to solicit or present the products and/or services without invitation from the occupant.

The Vendor's badge will be kept at the front desk and the Vendor shall not remove the badge from the facility.

- The business principal shall confirm the employment status of the Vendor representative annually and in the case of national emergency, immediately.

Upon violation of any of the above rules, the Vendor's badge and privileges will be removed and will not be reinstated until a written explanation of the breach is received and approved by the office of the ACO at SRRC.

ATTACHMENT 2

SRRC Quality Assurance Plan

1. Scope of Contract Requirement:

SRRC and Houma Operations and Maintenance

This requirement is for the full range of operational and maintenance support at the entire complex of the United States Department of Agriculture's Southern Regional Research Center (SRRC) in New Orleans, Louisiana and Information Technology at the Sugarcane Research Unit (SRU) in Houma, Louisiana. It is essential that the contractor providing this support be knowledgeable in a variety of maintenance and support functions and providing a quality control plan keyed to the government's performance requirements. These activities are provided in support of the research mission at SRRC and SRU.

1.1 Scope of operations and maintenance

The Contractor shall provide the work management, preventive maintenance, building maintenance, alteration and repair, ground maintenance, heating, ventilation, air conditioning and refrigeration (HVAC/R), electrical, plumbing, housekeeping, safety, greenhouse support and administrative services to support the research mission of the Centers. These activities include quality control, financial control, and records management. The Contractor's services and support shall be performed twenty-four hours a day on a seven days per week basis year round. This includes performance at times when the Center may be closed unexpectedly or during non-duty.

2. Standards of Performance

The work shall be performed in accordance with all applicable Federal, state, and local laws, as well as Federal, USDA, ARS, and SRRC regulations.

The specific work requirements are found in the following statement of work sections:

- a. Work Management – see SOW Section 2
- b. Administrative Services – see SOW Section 3
- c. Safety – see Section 4
- d. Information Technology Support – see SOW Section 5
- e. Utilities Services – see SOW Section 6
- f. Facilities Services – see SOW Section 7
- g. Greenhouse and Plot Services – see SOW Section 8

The performance standards are established in that paragraph of the statement of work that covers the specific category of work. Performance are keyed to the relative importance of the task to the overall mission performance at SRRC.

3. Primary Methods of Surveillance

In an effort to minimize the contract administration burden upon the government, simplified methods of surveillance and reliance on simplified techniques shall be used by the Government to evaluate contractor performance. The primary methods of surveillance are random checks, observations, inspections, complaints and review of those records and files that are required to be maintained and delivered under this statement of work. The Government will use appointed representatives, as well as reports and input from Center employees and visitors as sources of comments on the contractor's performance.

4. Quality Standard

The performance standards are structured to allow the contractor to manage how the work is performed while providing both positive and negative or disincentives for repeated performance shortfalls. The standard for this effort is found in the Performance Work Statement (PWS), included as Attachment (1) to the contract. The standards are found in the following sections of the statement of work:

- a. Work Management – see SOW Section 2
- b. Administrative Services – see SOW Section 3
- c. Safety – see SOW Section 4
- d. Information Technology Support – see SOW Section 5
- e. Utilities Services – see SOW Section 6
- f. Facilities Services – see SOW Section 7
- g. Greenhouse and Plot Services – see SOW Section 8

5. Evaluation Method

The Government shall use the observation methods cited in the statement of work as the basis for determining whether the standards have been met. Dialog with the contractor on the specific discrepancies and complaints shall form the basis for the performance evaluation. The government's evaluation is then translated into the specific positive and/or negative.

ATTACHMENT 3

Service Contract Act Wage Determination

ATTACHMENT 4

Davis Bacon Act Wage Determination