

PERFORMANCE WORK STATEMENT (PWS)

Contractor-Operated Supply Store

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DESCRIPTION OF SERVICES

1.1 Scope. The Contractor shall provide all necessary labor, supervision, equipment, supplies, and materials (except those items identified in Section 3 as Government-furnished) to support a Contractor-Operated Supply Store located (INSERT GOVT ENTITY), California. The Contractor shall acquire, issue, deliver and store a variety of materials, equipment, parts, and supplies for construction, facility maintenance, repair and support of the (INSERT PROG OFFICE) for use by authorized Government personnel.

1.2 Objectives. To provide a simplified method for authorized personnel to purchase quality material(s) used on work orders for construction, recurring maintenance, repair and support of (INSERT PROG OFFICE). The store shall provide easy access for authorized individuals to obtain a wide variety of commercial and industrial products (i.e., items found in commercial stores like Lowes, Home Depot, or other local lumber and hardware stores). The Contractor shall provide uninterrupted across-the-counter service for customers to acquire products from store-stock as well as non-stocked items. The contractor shall use the Civil Engineer Material Acquisition System (CEMAS) for all items.

1.3 Store Attributes

1.3.1. The Contractor shall provide a customer-friendly store with across-the-counter service during duty hours (7:00 a.m. to 3:30 p.m. local time), Monday through Friday, excluding federal holidays. The Contractor shall provide safe working conditions and environment for employees and customers.

1.3.2 Authorized Customer Listing. Authorized customers will be identified on the Customer Authorization Listing. The Material Acquisition office will provide an initial listing of authorized customers and will provide updated listings to the Contractor as changes occur. The Chief of Material Acquisition will be responsible for updating and keeping the list current; however, it is the Contractor's responsibility to make sure their list on file is the most current.

1.3.3 The Contractor shall provide store-stocked items for immediate purchase/sale or Bill of Material (BOM) transfer per authorized customer requests (see paragraph 1.3.2 above and Appendix 1 for definition of "authorized customer"). Store-stock items belong to the Contractor until sale/issuance to the authorized customers. The Contractor shall be reimbursed dollar for dollar, under CLIN X002, Material Reimbursement, once items are issued to the Government.

1.3.3.1 Store-Stocked Items. *Store-stocked items should be kept to a minimum and should only include items with a high turn-over rate. The Contractor, at his/her discretion, shall determine items and stock levels for store-stock.* For estimating purposes and to assist the Contractor with establishing potential store-stock, a supplemental historical listing (not all inclusive) of high-use items previously used by the Government and stocked by the Contractor will be provided by the Government. The stock list is for information only and is not meant to indicate that the Contractor shall stock those items.

1.3.3.2 Contractor shall provide organized product identification, pricing, and presentation of merchandise and products of store-stock. Contractor shall ensure that store-stocked items are easy to identify and locate.

1.3.3.3 Store-Stocked Item Inventory Management. The Contractor shall use Government-furnished programs like CEMAS (subject to change) to maintain the inventory of all store-stocked items sold to the Government. The Government will provide the equipment, software, initial training, and maintenance for the CEMAS/Government programs and Government-Furnished Equipment (GFE). Contractor personnel hired during the duration of the contract shall be trained by the existing Contractor personnel.

1.4 Back-Ordered Items. Parts/materials which cannot be delivered immediately off-the-shelf (store-stocked items) are considered back-ordered items.

1.4.1 To ensure correct materials are ordered when requested, the Contractor shall accomplish research for item identification (i.e., via catalogs, Internet, etc.) on all items, including hazardous, and shall not substitute items without prior approval by Material Acquisition personnel.

1.4.2 Contractor shall ensure that all items are delivered in accordance with the following preference: new, rebuilt, after-market and original equipment manufacturer. Original equipment manufacturer applies only to parts.

1.4.3 The Contractor shall notify Material Acquisition when any requirement from the Government cannot be met. In instances where the Contractor cannot meet the Government's requirement(s), the Contractor shall notify Material Acquisition of the shortest delivery period available. If the Contractor's shortest delivery period or the cost of the item(s) is not acceptable to the Government, the Government will procure the item(s) from other sources.

1.4.4 Planning/Final Abstract. The Contractor shall receive Planning Abstracts (requests for quote) from Material Acquisition for ordering purposes. The Planning Abstract will include the delivery date category and Government's required delivery date.

1.4.4.1 The Contractor shall annotate the Planning Abstract with their unit cost of the item, extended cost, freight charge, and date of delivery. The Planning Abstract should be returned to the Material Acquisition office so not to impede the Government's need as defined in 1.4.6 of this PWS. Further, for any item for which the unit price is greater than \$3,000.00 (including freight), the Contractor shall also annotate the Planning Abstract with the sources of supply and the competitive quotes (see paragraph 1.6.2). The competitive quotes shall be good for 30 days. The Contractor shall annotate the time/date stamp of return of the Planning Abstract to Material Acquisition.

1.4.4.2 Material Acquisition will input Contractor information into CEMAS and produce a Final Abstract (purchase approval).

1.4.4.3 Material Acquisition will return a Final Abstract to the Contractor approving the purchase of the item(s). If there is any change in the data, the contractor shall re-coordinate with the Material Acquisition office prior to purchase. *While the Planning Abstract is in Material Acquisition and prior to receiving the Final Abstract, the time requirement will not be counted against the Contractor.*

1.4.5 Warranties. The Contractor shall identify if an item procured by them is covered by a warranty to ensure the Government obtains full benefit from available warranty coverage (e.g., if a chiller unit breaks down, the Contractor shall ensure there is no warranty in effect on the existing chiller before purchasing a new chiller).

1.4.5.1 The Contractor shall exercise such warranty only when it's more cost effective for the Government than procuring a new item.

1.4.5.2 Contractor shall keep a copy of all warranty documents and shall provide the original warranty documents to the Government.

1.4.6 Delivery. Contractor shall have all items delivered to the CONTRACTOR-OPERATED SUPPLY STORE facility except for hazardous "ready to use" items (i.e. asphalt, aqua ammonia, ready mix

concrete, etc), which the Contractor shall have delivered to the project site. The Contractor shall ensure that the receipt for all “ready to use” items is signed for by Material Acquisition personnel. The Government assumes no responsibility for the delivery, receipt, transportation, material handling, or storage of Contractor ordered item(s) until sold to the Government.

1.4.6.1 Item Delivery Dates. For specific definitions of delivery date categories (i.e., routine, urgent, emergency) and timeliness (i.e., required delivery date [RDD]), refer to Appendix 1.

1.4.6.1.1. The Contractor shall make every effort [to include using the Government’s recommended source(s)] to meet the customer’s RDD.

1.4.6.1.2 At no cost to the Government, the Government reserves the right to cancel acquisition of items (and to purchase items from other sources) if the Contractor cannot meet any of the following: RDD, ADD, and any adjustment to the delivery date thereafter.

1.4.6.2 Excusable Delays. Contractor deliveries will not be considered late if the cause of delay is beyond the reasonable control of the Contractor and is not due to Contractor fault or negligence (i.e., acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather and delays of common carriers). For excusable delays, see procedures outlined in FAR clause 52.212-4(f).

1.5 Acquisition.

1.5.1 Sources of Supply. The Contractor shall acquire items from a variety of commercial and industrial vendors (including small and local businesses) to ensure that the Government is provided with the lowest price available.

1.5.2 Government Supply Sources. The Contractor is authorized to procure items through Government supply sources. The following websites/links are provided for the Contractor’s use:

1.5.2.1 The Contractor may use the following websites/links to research and procure items:
www.gsaadvantage.gov and www.afadvantage.gov.

1.5.2.2 In order to use the above websites/links, the Contractor shall have a .mil electronic address, a PKI (Common Access Card), and a letter provided by the Contracting Officer (CO) for each vendor they purchase from. The letter shall be submitted prior to the first purchase from each vendor and shall remain on file for the duration of the contract.

1.5.2.3 Payment to each vendor can be made using the Contractor’s company credit card.

1.5.3 Backup System / Post-Post Procedures.

1.5.3.1 The Contractor shall provide a backup system (i.e. telephone and facsimile orders or email acceptance of orders) for acquiring/ordering items during Information Work Information Management System/Civil Engineer Material Acquisition System, (IWIMS/CEMAS) system down time as an alternate means of meeting the needs of authorized customers.

1.5.3.2 Post-post procedures are required when the computer systems are non-operational. The Contractor shall comply with Material Acquisition post-post procedures to ensure continuous service and inventory accuracy in ordering and receiving materials. The Government will provide initial training of the post-post procedures to the Contractor. See AFPAM32-1004V4, Chapter 12, dated 1 September 1998.

1.5.4 Non-Obligation to Purchase. This contract and its requirements apply only to (INSERT PROG OFFICE) and it does not obligate or require performance from, or for, any other organization within, or affiliated with, (INSERT GOVT ENTITY) or the Air Force.

1.6 Pricing. The Contractor shall provide Freight on Board (FOB) Destination pricing. The Planning/Final Abstract process described in paragraph 1.4.4 shall be followed for all items.

1.6.1 Items Less Than or Equal to \$3,000.00. The price of any single item, including freight on board (FOB), that is less than or equal to \$3,000.00 shall be the most reasonable price available. If the cost of the item is not acceptable to the Government, the Government may procure the item from another source.

1.6.2 Items Greater than \$3,000.00. If the price of any single item is from \$3,000.00 up to \$99,999.00, including freight on board (FOB), the Contractor shall obtain competitive quotes from a minimum of three (3) different sources of supply.

1.6.3 Premium Freight. The Chief of Material Acquisition or his/her authorized representative must approve premium freight prices prior to the Contractor ordering the item(s). Premium freight is any transportation service more costly than standard freight.

1.7 Receipts. The Contractor shall provide the following items:

1.7.1 Sales Receipts. The Contractor shall utilize *CEMAS-produced* electronic receipts for sales of *store-stocked items* (across-the-counter sales) to authorized customers. *Contractor-generated* electronic receipts shall be used for sales of *back-ordered items*. Contractor-generated electronic receipts must be clear and shall contain, at a minimum, the following information: date, work order number, Responsible Cost Center Code (RC/CC) and/or craft-code, part number, descriptive noun and manufacturer, unit of sale and quantity, unit price for each item, total price of all items listed (including freight and delivery fees), period of warranty, discounts, rebates, priority of items, date ordered, CEMAS Stock Listing Number (CSL#), and signature of Material Acquisition personnel.

1.7.1.1 Sales made to individuals not authorized in accordance with this PWS may result in nonpayment to the Contractor. Once the electronic receipt has been generated, Material Acquisition personnel must approve it. If changes need to be made, they must be made on a separate receipt and approved by Material Acquisition personnel. Separate electronic receipts shall be prepared for each work order number combination. The Contractor shall be responsible for completion of all electronic and/or physical receipts.

1.7.2 Freight Receipts. Copies of freight receipts shall be maintained by the Contractor and, upon request, be made available to the Quality Assurance Personnel (QAP) for review and inspection.

1.7.3 Receipts Distribution. The Contractor shall provide to the QAP same day electronically-generated receipts for sales of all store-stocked items and back-ordered items, as well as any voided receipts.

1.7.3.1 Electronic receipts documenting returned items shall be clearly marked CREDIT. The electronic credit receipt shall include all mandatory information listed in paragraph 1.7.1 above and must be distinguishable in appearance from the original receipt.

1.7.3.2 Receipts that are mutilated, have portions blocked out, or are altered in any way will not be accepted. Shipping documents and packing slips will not be accepted in lieu of Contractor's receipts.

1.7.3.3 Electronically-generated receipts for invoicing will be accepted by the QAP no later than 12:00 p.m. on the last business day of each month. Contractor will be reimbursed dollar for dollar, under CLIN X002, Material Reimbursement, once item(s) are issued to the Government.

1.8 Invoicing.

1.8.1 Pre-Invoicing. The Contractor shall submit a summary invoice (electronic preferred) for all monthly acquisitions to the QAP for review prior to invoicing for payment through Wide-Area Work Flow (WAWF).

1.8.2 Wide-Area Work Flow (WAWF). After final coordination by the QAP of the pre-invoicing documentation, the Contractor shall submit their original monthly summary invoice for all acquisitions electronically to the Defense Finance Accounting System (DFAS) utilizing WAWF.

1.9 Individual Delivery Order (IDO) Report. At the end of the fiscal year, an IDO report is generated by the Material Acquisition office. The IDO contains all of the items that were ordered in one fiscal year but are not due in until after the start of the next fiscal year. IDO items shall be invoiced against the funds of the fiscal year in which the items were purchased; the Contractor shall submit separate invoices for each fiscal year's requirements. See Appendix 3 for Historical Data regarding the IDO.

1.10 Contract Start-up.

1.10.1. The incoming Contractor (if not awarded to the incumbent) shall be responsible for receiving and processing items ordered by the previous Contractor. Further, the Contractor shall be responsible for separately tracking and identifying items purchased by the previous Contractor. The Contractor shall be responsible for issuing such items to Material Acquisition and for issuing a receipt noting the fiscal year in which the items were purchased, as well as the information required in paragraph 1.7.1. Since items purchased by the previous Contractor may take up to six months to be delivered, multiple fiscal years may be involved. The Government will be responsible for notifying the previous CONTRACTOR-OPERATED SUPPLY STORE contractor that items ordered during his/her tenure have been delivered to the Government.

1.10.2. The Contractor will be reimbursed for the duties described in paragraph 1.10.1 under CLIN 0004, Material Handling, once items are issued to the Government. See Appendices 2 and 3 for Historical Workload Data.

1.11 Hazardous Materials Process.

1.11.1 It is the responsibility of the craftsperson from each shop to submit an AF Form 3952, Chemical/Hazardous Materials Request/Authorization form.

1.11.2 Approval through the (INSERT GOVT ENTITY) Hazardous Material Control Center (Hazmart), Building 5500 must be received by the craftsperson prior to ordering the item(s) through CEMAS.

1.11.3 Material Acquisition will submit a Planning Abstract to the Contractor after approval from Hazmart is received by the craftsperson.

1.11.4 Contractor shall direct all hazardous item(s) that are ordered through CONTRACTOR-OPERATED SUPPLY STORE be delivered to the CONTRACTOR-OPERATED SUPPLY STORE

Facility, Building 11152, with the exception of items such as asphalt, aqua ammonia and ready-mix concrete, which shall be delivered to the project site in accordance with paragraph 1.4.6.

1.11.5 Contractor shall deliver all hazardous item(s) to the Hazmart, Building 5500. Hazmart will attach a bar code label to each hazardous item. Contractor shall return bar coded hazardous item(s) to the CONTRACTOR-OPERATED SUPPLY STORE facility to sell/issue to the Government.

1.11.6 Hazardous items which cannot be bar coded due to a Government error on the AF 3952 or Planning/Final Abstract will become the responsibility of the Government and will be sold/issued to Material Acquisition for their disposition of the item(s).

1.11.7 Contractor shall provide a vendor copy and receipt of the hazardous item(s) to Material Acquisition.

1.11.8 Craftsperson will pick up hazardous item(s) at CONTRACTOR-OPERATED SUPPLY STORE after Material Acquisition authorizes receipt of item(s) from the Contractor.

1.11.9 Contractor shall maintain Material Safety Data Sheets (MSDS) for all hazardous item(s) ordered by the Contractor in accordance with federal and state laws and/or regulations.

1.12 Contract-Excluded Items. The following items are excluded from this contract.

1.12.1 Government-Owned Supplies. The Government will utilize existing stocks before purchasing like items under this contract.

1.12.2 Tools. Equipment Authorized In-Use Details/Real Property In Place (EAID/RIPE) items managed by the Standard Base Supply System (SBSS). These items are excluded unless mandatory sources of supply cannot meet the Government's need.

1.12.3 Individual Equipment (IE) Items. Required IE items such as safety-toed shoes, safety glasses, gloves, and apparel are excluded from this contract.

1.12.4 Maintenance and Repair Contracts Materials. Parts and materials to be incorporated in equipment or real property under separate contracts for maintenance, repair, and minor construction shall not be purchased under this contract unless approved in writing by the Contracting Officer or his/her authorized representative.

1.13 Environmental Requirements. The Contractor shall comply, and their subContractors shall comply, with the most stringent environmental federal, state, and local laws and regulations; and Air Force policies, instructions, and plans. The federal Government is not exempt from compliance with environmental regulations. The Contractor shall maintain an awareness of changing environmental regulatory requirements to avoid environmental deficiencies for activities on (INSERT GOVT ENTITY). The Prime Contractor shall ensure their subContractors comply with these specifications. See Appendix 4, Environmental Requirements for further information.

2.0 SERVICES SUMMARY (SS). The SS cites the key performance objectives (services) and the associated performance thresholds that must be attained by the Contractor and over which the Government will exercise surveillance. The absence of any contract requirement from the SS shall not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract.

Performance Objective	PWS Reference*	Performance Threshold
1. Provide quality customer service.	1.3, 1.4	No more than two (2) valid customer complaints and/or two (2) QAP write-ups per month, or any combination thereof
2. Provide on-time delivery of ordered items.	1.4.6.1, 1.4.6.1.1, Appendix 1	No more than three (3) valid customer complaints or three (3) QAP write-ups per month, or any combination thereof
3. Submit accurate daily receipts/monthly invoices	1.7, 1.8	No more than two (2) QAP write-ups per month
4. Provide back-up system during computer/program down time	1.5.3	95 % of the time when computer/program is down

3. GOVERNMENT-FURNISHED PROPERTY (GFP) AND SERVICES.

3.1 Government-Furnished Facility. The Government will provide to the Contractor Building 11152, consisting of approximately 7,473 square feet. This building is for the use of store-stock, warehouse, and administrative office space. The building is equipped with a fenced area of approximately 2,754 square feet for outside storage.

3.1.1 The Contractor's On-Site Manager or Designated Representative shall be assigned as building custodian. The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and property shall be secured. The Contractor shall keep all work areas clean and safe. The Contractor shall allow the QAP and other authorized Government representatives access to the facility at any time.

3.1.2 The Contractor (at Contractor's expense) shall be permitted to renovate, paint, erect shelving and signage, or alter the interior of the facility, but only with prior approval of the Base Civil Engineer (BCE) or his designated representative.

3.1.3 The Government retains the right to make upgrades, repairs, or changes to the facility, including but not limited to, utility, mechanical, structural, alarm and communications systems.

3.2 Government-Furnished Equipment (GFE). The GFE shall not be used for any purpose other than fulfilling the requirements of this contract.

3.2.1 Government-Furnished Warehouse and Office Furnishings. For the entire contract duration (including any contract extension periods), the Contractor shall maintain, repair, and/or replace GFE at Contractor's expense with items of similar construction, capacity, and style. Upon termination of the contract, all in-place GFE shall be returned to the Government in good condition and repair. All GFE replaced by the Contractor at Contractor expense shall belong to the Contractor. The Contractor shall remove all Contractor-furnished equipment upon termination of the contract. See Appendix 5 for list of Government-furnished warehouse and office furnishing.

3.2.2 Government-Furnished Computers. The Government will provide three central processing units (CPUs), three monitors, one printer, computer hardware and software, and LAN connections. The Government will give the Contractor access to specific functions within the CEMAS system as approved by the 30 Civil Engineer Chief of Material Acquisition. The Contractor shall be responsible for ribbons and paper for the Government-furnished printer.

3.2.2.1 The Contractor shall be responsible for furnishing any additional computer hardware, software, and support. However, prior to installation of such items, all Contractor-provided hardware and software must be approved by (INSERT PROG OFFICE).

3.2.3 Key Control. The Contractor shall have a choice of either providing all facility keys and locksets or using Government-furnished keys/locksets.

3.2.3.1 If the Contractor elects to use Government-furnished keys/locksets, the Contractor shall establish and implement methods of ensuring all keys issued to the Contractor are not lost, misplaced, or used by unauthorized persons. Government-furnished keys/locksets issued to the Contractor shall not be duplicated.

3.2.3.2 The Contractor shall develop key control procedures that shall be included in their quality control plan. The Contractor shall immediately report lost keys to the Contracting Officer or his/her designated representative.

3.2.3.3 If the Contractor elects to provide their own keys/locksets, the Contractor shall provide the Government a “master key” for the facility and fenced area for emergency access.

3.2.3.4 The CE locksmith will keep a master log of all keys/locksets.

3.3 Damage to Government Facilities and Property. The Contractor shall reimburse the Government if details of formal investigation of fire or other damage result in pecuniary liability assessed against the Contractor.

3.4 Government-Furnished Services.

3.4.1 Utilities. Water, electricity, and sewer will be provided by the Government.

3.4.2 Refuse/Recycle Collection. The Contractor shall be allowed to use Government-furnished trash/recycling containers for the purpose of disposing of store-generated trash. All hazardous materials shall be disposed of in accordance with federal, state, and local laws, rules and regulations, and base policy. The Government’s refuse/recycle collection Contractor shall provide trash containers and service.

3.4.3 Communication and Duplication Services. Government-furnished Class C phone lines will be provided for local calls only. The Contractor (at Contractor’s expense) shall provide long distance telephone, internet/web service, copier and fax service.

3.5 Emergency Services.

3.5.1 Fire/Police Response Services. The Government will provide fire-fighting and police response to the Contractor. The emergency number is 911.

3.5.2 Medical Response Services. The Government will provide initial medical treatment for life-threatening emergencies. It shall be the responsibility of the Contractor or Contractor employee to seek continued medical treatment if needed. The Contractor or employee shall reimburse the Government for all Government-provided medical services. The emergency phone number is 911.

3.5.3 Custodial Services. The Contractor shall perform all custodial services for the Government-furnished facility.

4. GENERAL INFORMATION

4.1 Quality Assurance. The Government will monitor the Contractor's performance by performing scheduled and unscheduled surveillance. The Government will increase or decrease its surveillance as performance dictates. The Government will also monitor and investigate customer complaints for the purpose of ensuring whether or not the Contractor is providing quality service. The Contracting Officer or his/her designated representative may schedule progress meetings as required.

4.2 Normal Business Hours. The store shall be open for business during normal duty hours of 7:00 a.m. through 3:30 p.m. local time, Monday through Friday, excluding federal holidays.

4.2.1 Standby/Emergency Support. The Contractor shall provide standby support during other than normal duty hours as defined above. Standby personnel must be authorized to purchase, receive, and issue items. Standby personnel must be able to be reached and report to the work place no later than two (2) hours after notification. The Contractor shall provide the QAP a listing of standby personnel and an acceptable means (i.e., telephone, pager) of how they can be contacted. In the event of an emergency, the store shall be available for operations seven (7) days per week, 24 hour per day, if necessary.

4.2.2 The Contractor shall ensure that sufficient personnel are available at all times for normal or emergency operations, to provide uninterrupted across-the-counter sales and emergency requests, regardless of other normal daily work requirements.

4.3 Contractor Responsibilities.

4.3.1 Contract Start-Up. The Government is not funding a separate phase-in period but expects the incumbent Contractor and incoming Contractor to work together to ensure a smooth transition.

4.3.1.1 The Contractor shall provide, within 10 days of notice of award, to the Contracting Officer, a chronological sequence of events from time of award until the CONTRACTOR-OPERATED SUPPLY STORE start date, i.e., setting up store front, installing extra shelving, stocking shelves, hiring employees, etc.

4.3.1.2 In the event this contract is awarded to other than the incumbent Contractor, the incoming Contractor shall provide a plan for keeping their inventory of store-stock separate from that of the incumbent.

4.3.2 Contractor Final Inventory. Upon expiration or termination of this contract, the Government reserves the right (but is not obligated) to purchase from the Contractor any or all material remaining in the CONTRACTOR-OPERATED SUPPLY STORE store-stock.

4.3.3 Quality Control. The Contractor shall provide a Quality Control Plan to the Contracting Officer for acceptance no later than ten (10) calendar days after contract start date. Any modifications to the Quality Control Plan must be submitted to the Contracting Officer for acceptance. The plan shall address how the Contractor will ensure all requirements of the PWS are to be met. The plan must contain, at a minimum, the items listed below:

4.3.3.1 A description of the Contractor's inspection system which should cover, at a minimum, all requirements listed in the Services Summary. Description shall include specifics as to the areas to be inspected on a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspectors.

4.3.3.2 A description of the methods to be used for identifying and preventing defects in the quality of service performed.

4.3.3.3 A description of records utilized to document inspections and corrective actions taken.

4.3.3.4. A description of control procedures for any Government-furnished keys/locksets.

4.3.4 The Contractor's inspection records shall be kept throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract. Upon request, the Contractor shall immediately make these records available to the Government for review/inspection.

4.3.5 The Contractor shall maintain a customer service survey system for both store-stocked and back-ordered items. The Contractor shall also maintain a system which will accept, acknowledge, and forward customer complaints to appropriate parties and provide a tracking system to ensure resolution of complaints.

4.3.6 Personnel.

4.3.6.1 On-Site Manager. The Contractor shall provide an on-site manager who shall be responsible for the performance of work. The name of this person and an alternate, who shall act for the Contractor when the manager is absent, shall be designated in writing to the Contracting Officer within 10 days of notice of contract award. The on-site manager or alternate shall have full authority to act for the Contractor on all contract matters relating to the daily operation of the CONTRACTOR-OPERATED SUPPLY STORE. During normal hours, the on-site manager or alternate shall be available within 30 minutes to meet on the installation with Government personnel to discuss problem areas.

4.3.6.2 Contractor personnel shall present a neat appearance and be easily recognizable. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges that contain the company name and employee name.

4.3.6.3 Contractor personnel shall comply, and ensure that subContractor personnel comply, with current federal, state, local, Department of Defense (DoD), and Air Force regulations, plans, and policies including all applicable parts of the Air Force Occupational Safety and Health Standard (AFOSH) and United States Department of Labor Occupational Safety and Health Administration (OSHA).

4.3.6.4 The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest, nor shall the Contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval in accordance with (IAW) DoD 5500.7-R, "Joint Ethics Regulation (JER)", "Standards of Conduct," 08/1993.

4.4 Security. At all times while on (INSERT GOVT ENTITY) premises, Contractor employees shall comply with (INSERT GOVT ENTITY) security requirements imposed by the Installation Commander. Contractor shall obtain all necessary passes, decals, badges, or other items required for access to perform contract services at (INSERT GOVT ENTITY). The Contractor shall be responsible for accountability of all such media issued to Contractor personnel and these media shall be surrendered to the Security Forces Squadron Pass and Registration Section upon completion or termination of the contract or upon termination of an individual's employment with the Contractor. The Contractor shall comply with all (INSERT GOVT ENTITY) policies regarding entry to the installation, rules of the road, contingency operations compliance, and photography prohibitions. Contractor employees are authorized entry to the

installation only for the purpose of work under this contract, and are not authorized in other facilities or areas without prior Government authorization. Due to safety/security requirements, Contractor personnel shall be required to *fluently* speak, understand, read, and write English.

4.4.1 Main Base Access. Current security access restrictions at the Santa Maria Gate (Main Base entry gate) require all Contractor vehicles (which are the size of a standard bread delivery truck or larger) to enter only through the Lompoc Gate (located at intersection of Santa Lucia Road and Pine Canyon Road). There is a vehicle check pull-off area at that gate and the Contractor may be required to submit to a vehicle search prior to gaining entry to the base. Contractor should plan and allow for delays as a result of in-place security procedures.

4.4.2 Base Access Letter. To request base access, the Contractor shall send a letter to the Contracting Officer. The letter must be on company stationery and shall include: Contractor's company address and telephone number, the contract number, names of the Contractor Program (On-site) Manager and Contractor Security Manager, and their alternates, requiring access to (INSERT GOVT ENTITY), their social security numbers, and duty hours. After approval, this letter will be maintained on file with Security Forces at the Visitor's Control Center, Building 17596. Contractor shall provide this letter at the pre-performance conference and submit updated letters as changes occur. ***Entry requirements are subject to change, without notice, due to installation and world situations.***

4.4.3 Contractor Personnel. Upon employment, and after the Contractor's base access letter is on file with the Security Forces, all Contractor employees shall apply for vehicle passes and individual identification badges at the (INSERT GOVT ENTITY) , Visitor's Control Center. Passes may be picked up Monday through Friday prior to 3:30 p.m. No appointment is necessary. All Contractor personnel operating a privately-owned vehicle (POV) on (INSERT GOVT ENTITY) shall obtain a vehicle registration pass. Proper state registration, proof of vehicle insurance and a valid driver's license are required to register vehicles and drive any vehicle on base property. The Contractor shall surrender all passes and identification badges to the (INSERT GOVT ENTITY) on the first workday following completion or termination of the contract or Contractor employees' employment.

4.4.3.1 Security Manager. Upon contract award, the Contractor shall designate, in writing to the Contracting Officer, a Security Manager who shall be the Contractor's point of contact for all security matters. Within five (5) working days of contract award, the Contractor's Security Manager shall contact the (INSERT PROG OFFICE) Unit Security Manager (in the CES compound located at 1172 Iceland Ave) for assistance in accomplishing Contractor personnel security requirements.

4.4.3.1.1 Contractor personnel are required to attend security and OPSEC orientation under HSPD Title 12. Contractor shall schedule initial and annual refresher training (for all assigned Contractor personnel) through the (INSERT PROG OFFICE) Unit Security Manager.

4.4.3.1.2 All Contractor personnel shall be thoroughly briefed by the (INSERT PROG OFFICE) Unit Security Manager on established security requirements and procedures as stipulated in Air Force Policy Directive (AFPD) 31-1 Physical Security Program.

4.4.3.1.3 The Contractor shall brief all personnel that they shall ***immediately leave any area*** upon notification by the Contracting Officer, QAP, constituted authority, or the Security Forces, when directed, as occasional operational requirements, real world activities, or emergencies dictate.

4.4.4 Personnel Background Checks. All Contractor personnel who do not have a current security investigation acceptable to the Security Forces, and who require a National Agency Check (NAC) for the performance of their duties, shall complete an Electronic Personnel Security Questionnaire (EPSQ), SF

85P, Questionnaire for Public Trust Positions, in three copies (original and two photocopies); and an AF Form 2583, Request for Personnel Security Action. For all employees requiring local area network (LAN) access, the Contractor shall submit the following information: full name, date and place of birth, social security number, affirmation of United States citizenship, and any current security investigation data. Information shall be in writing, on company letterhead, and submitted to Security Forces through the (INSERT PROG OFFICE) Unit Security Manager.

4.4.4.1 The (INSERT PROG OFFICE) Unit Security Manager is the source for the necessary forms and will provide instructions for receiving, preparing, and processing these forms. After forms have been properly completed, the (INSERT PROG OFFICE) Unit Security Manager will make an appointment for Contractor employee(s) to go to the Security Forces for submittal of paperwork and fingerprinting. Appointments will be scheduled within two weeks of request.

4.4.4.2 A minimum of 180 days is required to process Contractor employee NACs. Additional time will be required if the NAC is unfavorable and may result in denial of entry to restricted/controlled areas or denial of base LAN access. The (INSERT PROG OFFICE) Unit Security Manager will notify the Contractor of any negative NAC results. After completion of a favorable NAC, each eligible employee shall report to the (INSERT PROG OFFICE) Unit Security Manager for processing of AF Form 2586, Unescorted Entry Authorization Certificate. The (INSERT PROG OFFICE) Unit Security Manager will schedule appointments for issuance of badges.

4.4.5 The Contractor shall not employ persons for work on this contract if such employee is identified to the Contractor by the (INSERT GOVT ENTITY) as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. Due to safety/security, all Contractor personnel shall be able to *fluently* speak, read, and write English.

4.4.6 Contractor Vehicles. Contractor shall apply for vehicle identification media at the Pass and Registration Section. Each Contractor vehicle shall have the name of the Contractor exhibited on each side of the vehicle. The Contractor shall provide company identification tags and vehicle identification at no additional cost to the Government

4.5 Government Liability.

4.5.1 Loss or Damage. The Government will not be liable for any loss or damage to the Contractor's property (including stock) or for expenses incidental to such loss or damage unless caused by the Government.

4.5.2 Fines Assessed Against the Government. The Government will retain from amounts otherwise due the Contractor an amount equal to any fines assessed against the Government as a result of the Contractor's failure to perform in accordance with the terms of this contract or in the event that a regulatory agency issues a Notice of Violation (NOV).

APPENDIX 1

Definitions

Authorized Customers: Customers on a listing provided by the Material Acquisition office who are authorized to order items through or use the CONTRACTOR-OPERATED SUPPLY STORE.

Civil Engineer Material Acquisition System (CEMAS): An Air Force system used to order materials, track funds, labor, and other information associated with work orders, accounting, logistics, reports, and facilities. [Note: The terms Work Information Management System (IWIMS) and CEMAS will eventually be replaced by the term Automated Civil Engineering System (ACES)]

Consolidated Stock Listing Number (CSL #): A CEMAS computer-assigned number that identifies each individual item loaded into the automated material acquisition system noun dictionary.

Contractor-Operated Supply Store: A Contractor-operated supply store that provides repair, maintenance, and construction type items for (INSERT PROG OFFICE) to repair/maintain facilities on (INSERT GOVT ENTITY).

Emergency Requirement: Any request which requires item(s) to be available to the requestor within twenty-four (24) hours is an **emergency** requirement for which the Contractor shall notify Material Acquisition within two (2) hours of the request whether the Required Delivery Date (RDD) can be met.

Final Abstract: A purchase approval from the Material Acquisition office to the Contractor for the purchase of items.

Freight On Board (FOB): (FAR 2 – Subpart 2.101 Definitions) The seller or consignor delivers the goods on seller's or consignor's conveyance at destination. Unless the contract provides otherwise, the seller or consignor is responsible for the cost of shipping and risk of loss. See also, FAR 47.303-6. Free of expense to the Government delivered, on board the carrier's conveyance, at a specified delivery point where the consignee's facility (plant, warehouse, store, lot, or other location to which shipment can be made) is located.

Individual Delivery Order (IDO): A report of items purchased in one fiscal year and received the following fiscal year. IDO items shall be invoiced against the funds of the fiscal year in which the items were purchased.

Items: Materials stocked, ordered, or sold through the CONTRACTOR-OPERATED SUPPLY STORE. Materials, tools, and equipment used to support organizations that do minor construction, maintenance, and repair of base facilities within their capabilities. (Synonymous with parts, goods, bulk issue, equipment, products, materials, supplies, etc.)

Planning Abstract: A request for quote from the Material Acquisition office to the Contractor for the purchase of items.

Post-Post: Manual procedures used during periods of computer downtime or during normal off-line periods (end-of-day, end-of-year) to ensure continuous service and maintenance of inventory and sales records.

Premium Freight: A transportation service more costly than standard freight.

Quality Assurance Personnel (QAP). Synonymous with Quality Assurance Evaluator (QAE). A Government representative who evaluates and documents the Contractor's performance for this contract; a Government contract monitor.

Required Delivery Date (RDD): A date the Government requires delivery of item(s) ordered.

Routine: Any request which requires item(s) to be available to the requestor within thirty (30) calendar days is considered a **routine** requirement.

Urgent: Any request which requires item(s) to be available to the requestor within seven (7) calendar days is considered an **urgent** requirement for which the Contractor shall notify Material Acquisition within twenty-four (24) hours of the request whether the RDD can be met.

APPENDIX 2

Historical Data In-Store Items, Back-Ordered Items, Standby/Emergency Support

Note: The quantities listed are an estimate and reflect the items sold to the Government for store-stock sales and for items researched/procured for back-ordered items.

The Line Item Totals reflect the individual item purchased/researched/procured and for every item there may be several units (i.e. 1 box of 20 widgets is counted as one item, 2 boxes of the same widgets is counted as one item).

Historical Sales Data of In-Store Items

Fiscal Year 2008	Line Items	Dollar Value
October 07	128	XXX
November 07	127	XXX
December 07	155	XXX
January 08	349	XXX
February 08	303	XXX
March 08	369	XXX
April 08	509	XXX
May 08	280	XXX
June 08	258	XXX
July 08	307	XXX
August 08	201	XXX
September 08	145	XXX
Total	3131	XXX

**Average monthly In-Store line items 261 with a monthly average dollar value of \$xx,xxx.xx

Historical Sales Data Back-Ordered Items

Fiscal Year 2004	Line Items	Dollar Value
October 03	429	XXX
November 03	339	XXX
December 03	311	XXX
January 04	368	XXX
February 04	540	XXX
March 04	479	XXX
April 04	398	XXX
May 04	541	XXX
June 04	587	XXX
July 04	474	XXX
August 04	562	XXX
September 04	291	XXX
Total	5319	XXX

**Average monthly Back-Ordered Items researched/procured 443 with a monthly average dollar value of \$XXX,XXX.XX

Fiscal Year 2005	Line Items	Dollar Value
October 04	479	XXX
November 04	469	XXX
December 04	436	XXX
January 05	430	XXX
February 05	426	XXX
March 05	631	XXX
April 05	530	XXX
May 05	436	XXX
June 05	612	XXX
July 05	312	XXX
August 05	422	XXX
*September 05	606	XXX
Total	5789	XXX

* Increase in dollar value is due to end of year purchases

**Average monthly Back-Ordered Items researched/procured 482 with a monthly average dollar value of \$XXX.XXX.XX

Fiscal Year 2006	Line Items	Dollar Value
October 05	333	XXX
November 05	317	XXX
December 05	275	XXX
January 06	230	XXX
February 06	398	XXX
March 06	521	XXX
April 06	543	XXX
May 06	366	XXX
June 06	332	XXX
July 06	351	XXX
*August 06	678	XXX
September 06	332	XXX
Total	4676	XXX

* Increase in dollar value is due to end of year purchases

**Average monthly Back-Ordered Items researched/procured 390 with a monthly average dollar value of \$XXX,XXX.XX.

Fiscal Year 2007	Line Items	Dollar Value
October 06	257	XXX
November 06	334	XXX
December 06	353	XXX
January 07	399	XXX
February 07	356	XXX
March 07	432	XXX
April 07	328	XXX
May 07	448	XXX
June 07	368	XXX
July 07	181	XXX
August 07	468	XXX
*September 07	544	XXX
Total	4468	XXX

*Increase in dollar value is due to end of year purchases

**Average monthly Back-Ordered Items researched/procured 372 with a monthly average dollar value of \$XXX,XXX.XX

Fiscal Year 2008	Line Items	Dollar Value
October 07	271	XXX
November 07	299	XXX
December 07	463	XXX
January 08	562	XXX
February 08	493	XXX
March 08	433	XXX
April 08	496	XXX
May 08	294	XXX
June 08	379	XXX
July 08	404	XXX
August 08	242	XXX
*September 08	684	XXX
Total	5020	XXX

**Average monthly Back-Ordered Items researched/procured 418 with a monthly average dollar value of \$XXX,XXX.XX

Historical Information for Standby/Emergency Support

The frequency of needed standby/emergency support is minimal. The Contractor was needed one Saturday for two hours in 2007. This support was needed for electrical items being delivered to the CONTRACTOR-OPERATED SUPPLY STORE and issued/sold to the Government. There was no instance of needed standby/emergency support for 2008.

APPENDIX 3

Historical Data Individual Delivery Order (IDO)

Fiscal Year	Number of Receipts	Month Last Item Received	Dollar Value
FY 06	267	February 07	XXX
FY 07	139	April 08	XXX
FY 08	435	TBD	XXX
Total	841		XXX

* A receipt may include more than one line item

**Average total IDO receipts 280 annually with an average annual dollar value of \$XXX,XXX.XX

APPENDIX 4

ENVIRONMENTAL REQUIREMENTS

Part 1-GENERAL

1.01 ENVIRONMENTAL COMPLIANCE REQUIREMENTS

A. The Contractor shall comply, and their subContractors shall comply, with the most stringent environmental federal, state, and local laws and regulations; and Air Force policies, instructions, and plans. The federal Government is not exempt from compliance with environmental regulations. The Contractor shall maintain an awareness of changing environmental regulatory requirements to avoid environmental deficiencies for activities (INSERT GOVT ENTITY). The Prime Contractor shall ensure their subContractors comply with these specifications.

Environmental Flight

B. The (INSERT PROG OFFICE), (INSERT CONTACT INFO), is the single point of contact for all environmental regulatory agency issues for activities on (INSERT GOVT ENTITY). The Contractor shall coordinate all environmental regulatory agency environmental issues through the (INSERT PROG OFFICE) Flight. The Contractor shall provide all copies of any regulatory agency notifications, regulatory reports, consultations, permits, or regulatory documents to (INSERT PROG OFFICE).

C. The Contractor shall promptly support the Government through (INSERT PROG OFFICE) with all federal, state, local, and Air Force environmental inspections, audits, or assessments.

D. The Contractor shall be liable for any Notices of Violation (NOV), Enforcement Action, fines, penalties, and corrective actions imposed by federal, state, or local environmental regulatory agencies for activities under the Contractor's control. The Contractor shall provide verbal notification to (INSERT PROG OFFICE) and the Contracting Officer within 24-hours of receiving their NOV followed by written notification within three (3) working days of receiving a regulatory agency violation notice.

1.02 SUBMITTALS/REPORTS

A. The Contractor shall provide for approval or provide a copy of the following environmental compliance reports to QAP. When appropriate, Contractors shall provide electronic submittals.

1. Annual Air Emissions Inventory.
2. Monthly Hazardous Material (HAZMAT) usage total.
3. HAZMAT Business Plan or HAZMAT Disclaimer.

1.03 AIR QUALITY REQUIREMENTS

A. The Contractor, and their subContractors, shall comply with all applicable, but not limited to: Federal and state Clean Air Acts; Santa Barbara County Air Pollution Control District (SBCAPCD) rules and regulations <http://www.sbcapcd.org/rules/>; SBCAPCD Permit To Operate (PTO) or Authority to Construct (ATC) requirements; California Air Resources Board standards, controls, and portable equipment registration requirements <http://www.arb.ca.gov/homepage.htm>; any applicable US EPA Maximum Achievable Control Technology (MACT) standards; AFI 32-7040, Air Quality Compliance; AFI 32-7086, Hazardous Materials Management; 30 SWI 32-702, Environmental Management Air Emission Inventories; and 30 SW Fuel Use Monitoring Plan (FUMP). The Contractor shall comply with

all the applicable air quality requirements. Contact information for the (INSERT PROG OFFICE)C, Air Quality Manager is (805) 606-6863 / 2044.

1. When the Contractor is performing **coating and painting** activities, then the Contractor shall comply with all applicable SBCAPCD Rules including Rule 102, Definitions; Rule 201, Permits Required; Rule 202, Exemptions to Rule 201; Rule 302, Visible Emissions; Rule 303, Nuisance; Rule 317, Organic Solvents; Rule 322, Metal Surface Coating Thinner and Reducer; **Rule 323, Architectural Coatings**, will be complied with so that the Contractor and their subContractors do not use hazardous materials that exceed Rule 323 or any other VOC/ROC emission limit usage requirements like the ROC emission limits in Rule 351, Surface Coatings of Wood Products; Rule 351, Surface Coatings of Wood Products, (**Rule 351, attachment 1, incorporates ROC emission limits as of 1 July 2005**); Rule 330, Surface Coating of Metal Parts and Products; and any effected Air Quality Permit To Operate (PTO) requirements.

2. When the Contractor is performing **solvent activities**, then the Contractor shall comply with all applicable SBCAPCD Rules including Rule 317, Organic Solvents, Rule 324, Disposal and Evaporation of Solvents, and (INSERT GOVT ENTITY) PTO 10156, Basewide Solvent Usage. The Contractor shall report their solvent usage in compliance with 30 SWI 32-702, Environmental Management Air Emission Inventories instructions.

3. When the Contractor is performing **adhesive and/or sealant activities**, then the Contractor shall comply with all applicable SBCAPCD Rules including Rule 337, Surface Coating of Aircraft or Aerospace Vehicle Parts and Products and **Rule 353, Adhesives and Sealants**, will be complied with so that we do not use hazardous materials that exceed Rule 353 or any other ROC/VOC limit usage requirements.

a. Adhesive Primer “Plastic cement welding” primer shall be less than 650 grams/liter ROCs, and Adhesives, “PVC Welding” glue shall be less than 510 grams/liter ROCs. This is from Rule 353, TABLE 353-1. REACTIVE ORGANIC COMPOUND LIMITS FOR SPECIFIC APPLICATIONS.

4. The Contractor shall not make use of, nor provide to the Government, any chemical, solvent, material, or any system making use of materials classified as a Class I Ozone Depleting Substance (ODS). Class I ODS's include chlorofluorocarbons refrigerants CFC - 11, -12, -13, -111, -112, -113, -114, -115, -211, -212, -213, -214, -215, -216, and -217, carbon tetrachloride, methyl chloroform, methyl bromide, and halons 1011, 1202, 1211, 1301, 2402.

5. The Contractor shall report all required Air Quality Reporting Requirements per SBCAPCD rules and permits, CARB requirements, or 30 SW Instruction 32-702, Environmental Management Air Emission Inventories instruction to the (INSERT PROG OFFICE)C, Air Quality Section.

6. The Contractor shall provide no later than on 15 January, or at the end of the project, to (INSERT PROG OFFICE)C, Air Quality Manager, (805) 606-6863 / 2044, an Annual Air Emissions Inventory Report for the previous calendar year. This report shall include for current and any new equipment brought on sight, but not limited to: annual hours of operation for each non-road piece of equipment; type of fuel / media / product usage; size and quantity; the make, model, serial number; and the contract number. **NOTE:** Fuel Usage Reporting is required for ICEs that have a “Construction Exemption” (SBCAPCD Rule 202, Paragraph F.3) from the (INSERT PROG OFFICE)C.

7. When the Contractor is performing boiler, steam generator, furnace, process heater, and water heater activities, then the Contractor shall comply, as applicable, with SBCAPCD Rule 342, Control of Oxides of Nitrogen (NOx) from Boilers, Steam Generators and Process Heaters; Rule 352, Natural Gas-Fired Fan-Type Central Furnaces and Residential Water Heaters; and Rule 360, Emissions of Oxides of

Nitrogen from Large Water Heaters and Small Boilers. Additionally, the Contractor shall comply, as applicable, with SBCAPCD Rules 201, 202, 301, 302, 303, 304, 306, 309, and 311.

a. The Contractor shall receive written approval from (INSERT PROG OFFICE)C, Air Quality, prior to procurement for all boilers, steam generators, furnaces, process heaters, and water heaters installation, replacement, or modification actions. Note: A SBCAPCD permit may be required for boilers, steam generators, furnaces, process heaters, and water heater if the individual or cumulative total rating of the unit(s) is greater than 5,000,000 BTU/hr.

b. The Contractor shall provide (INSERT PROG OFFICE)C, Air Quality, Source Profile Form for Boilers and Hot Water Heaters, 30 SW Form 155 prior to any installation of boilers, steam generators, furnaces, process heaters, and water heaters.

c. The Contractor shall provide evidence of Certification Compliance and Emission Limitations with applicable SBCAPCD Rules 342, 352, 360, 361 and 1146.2 for all installed, replaced, and modified boiler, steam generator, furnace, process heater, and water heater units.

8. The Contractor shall immediately report air permit violations to (INSERT PROG OFFICE), 606-1921 / 6863, and report all permit violations to the Contracting Officer within 24-hours.

REPORTS: The Contractor shall provide the following to the QAP for any air quality activities on (INSERT GOVT ENTITY).

a. Annual Air Emissions Inventory.

1.04 HAZARDOUS WASTE REQUIREMENTS

A. The Contractor generating hazardous waste shall comply with, but not limited to: Resource Conservation and Recovery Act; 40 CFR Parts 240-299 (Protection of Environment), 49 CFR Parts 171-180 (Transportation), EPA Hazardous Waste Training Modules; Title 22 California Code of Regulations (CCR), Division 4.5 (Environmental Health Standards for Management of Hazardous Waste); the California Hazardous Waste Source Reduction and Management Act of 1989 (Senate Bill 14); 30 SW Plans, 32-4002-A, Hazardous Materials Emergency Response Plan, and 32-7043-A, Hazardous Waste Management Plan.

B. The Contractor shall dispose of all hazardous waste generated on (INSERT GOVT ENTITY) through the Government's Consolidated Collection Accumulation Point (CCAP) Contractor located on 13th Street, (805) 606-6067 or 734-0726.

C. The Contractor shall not remove any hazardous waste generated on (INSERT GOVT ENTITY) without approval from (INSERT PROG OFFICE)C, Hazardous Waste Manager, (805) 606-3919 / 0133 or their CCAP representative. Only (INSERT PROG OFFICE) or their CCAP representative is authorized to sign Uniform Hazardous Waste Manifests. The Contractor shall not sign any of their Uniform Hazardous Waste Manifests.

D. The Contractor shall be required to provide hazardous waste documentation, including testing and characterization, through the base CCAP in order for the Government to accept, properly track, report, and dispose all of the hazardous waste generated on (INSERT GOVT ENTITY).

1. The Contractor shall be responsible for all costs and management processes associated with the proper site management, Site-Specific Contingency Plan, Spill Control and Cleanup Equipment/Supplies, profiling, accurate waste characterization, temporary site storage areas, containerization, labeling,

obtaining drum numbers, transportation to the CCAP facility, and the implementation of source reduction measures prior to the CCAP processing the Contractor's hazardous waste through the CCAP. The Contractor shall be responsible for their hazardous waste management until their waste is delivered and signed over to the CCAP.

1.05 HAZARDOUS MATERIAL (HAZMAT) REQUIREMENTS

A. The Contractor shall comply with, but not limited to: AFI 32-7086, Hazardous Materials Management, and Air Force Space Command Supplement, Hazardous Materials Management; 30 SW Plans, and 32-7086, Hazardous Materials Management Plan. Contact the (INSERT PROG OFFICE)V, Hazardous Material Manager, 605-7573 / 606-0016.

B. The Contractor shall first obtain approval from the Government's HAZMART, for all HAZMAT (including "pesticides") usage by processing an [AF Form 3952, Chemical/Hazardous Material Request Authorization](#), prior to using any HAZMAT on (INSERT GOVT ENTITY). All HAZMART registered HAZMAT shall have their appropriate bar codes attached. The Contractor shall obtain and provide the HAZMART with Material Safety Data Sheets for all materials purchased outside of HAZMART. The HAZMART, 30 LRS/LGRDMH, located in Building 8317, phone number is (805) 606-9494.

C. The Contractor shall provide their monthly Hazardous Materials usage to the HAZMART, in a format acceptable by the HAZMART, including electronic reporting or turning in empty bar coded containers. Note: By the Contractor reporting all of his monthly HAZMAT usage through the HAZMART, the Contractor's (INSERT GOVT ENTITY) air emissions, EPCRA TRI, solvent usage, and HAZMAT (INSERT GOVT ENTITY) reporting requirements are met.

D. When the Contractor manages sufficient quantities of a hazardous material (general hazardous material quantities are 55 gallons of liquids, 500 pounds of solids, and 200 cubic feet of compressed gas) that triggers a HAZMAT "Business Plan", then the Contractor shall provide a HAZMAT Business Plan or update an existing facility HAZMAT "Business Plan" through the (INSERT PROG OFFICE)V, 605-7573, Hazardous Material Manager's Contractor, at (805) 739-2600, extension 264 / 266, who is preparing the base Business Plans. If a "HAZMAT Business Plan" is not required, then the Contractor shall provide a "HAZMAT Disclaimer" through the (INSERT PROG OFFICE)C Hazardous Material Manager's Contractor, at (805) 739-2600, extension 264 / 266. (Reference: 30 SW Plan 32-7086, Hazardous Material Management Plan, Chapter V, Business Plans, and attachment to Chapter V, Business Plans, Forms, and Instructions).

E. SUBMITTALS: The Contractor shall provide the following to the QAP for any hazardous material activities on (INSERT GOVT ENTITY).

1. Monthly Hazardous Material (HAZMAT) quantity usage totals.
2. HAZMAT Business Plan or a HAZMAT Disclaimer.

1.06 SPILL OR RELEASE AND CLEANUP REQUIREMENTS

A. The Contractor shall comply with, but not limited to: 30 SW Plans: 32-7043-A, Hazardous Waste Management Plan; 32-7043-E, Recoverable and Waste Petroleum Products Management Plan; 32-7086, Hazardous Materials Management Plan; and 32-4002-A, Hazardous Materials (HAZMAT) Emergency Response Plan.

B. When the Contractor has a spill or release, then the Contractor shall immediately notify (INSERT PROG OFFICE), (805) 606-1921 / 605-2015, fax (805) 734-1339, the Command Post, (805) 606-9961, and the Contracting Officer. Based on the Reportable Quantity of the Contractor's spill or release, (INSERT PROG OFFICE) will determine if an environmental regulatory agency Incident Release Report will need to be prepared and submitted based on the Reportable Quantity of the Contractor's spill or release. (Note: If a regulatory agency incident release reporting action is required for the Contractor's spill or release on (INSERT GOVT ENTITY), then (INSERT PROG OFFICE) is responsible to notify the appropriate regulatory agency within the mandated reporting period).

C. When the Contractor has a spill or release, then the Contractor shall provide a copy of the Community Awareness and Emergency Response (CAER) Hazardous Materials Incident Reporting Form and any other required documentation to (INSERT PROG OFFICE), (805) 606-1921 / 605-2015, fax (805) 734-1339, for (INSERT PROG OFFICE) to provide the appropriate regulatory agency's mandatory reporting. (References: 30 SW Plan, 32-7043-A, Hazardous Waste Management Plan, Appendix 8; EPP; or 30 SW Plan, 32-4002-A, Hazardous Materials (HAZMAT) Emergency Response Plan).

D. The Contractor shall take immediate actions involving hazardous material spill or release to properly contain, clean up, make notifications, and provide final clean up documentation for their spill or release. When the Contractor is unable to conduct proper clean up activities from a spill or release, then immediately notify the Government, including your Contract Officer. The Government reserves the right to conduct the mandatory clean up activities until the Contractor can properly conduct the clean up activities. All costs incurred by the Government until the Contractor is capable of taking control of the clean up activities are the sole responsibility of the Contractor.

1.07 ENVIRONMENTAL TRAINING REQUIREMENTS

A. The Contractor shall comply with, but not limited to: 30 SW Plans, 32-7043-A, Hazardous Waste Management Plan; 32-7086, Hazardous Materials Management Plan. The Contractor and their subContractors shall provide, upon request from (INSERT PROG OFFICE), all environmental training certifications to verify compliance.

B. The Contractor and their subContractors may attend the (INSERT PROG OFFICE) training classes to increase their environmental awareness knowledge. The two regularly held classes are: 1. *Environmental Management Specification Training* (This training is held every 3rd Tues, 1:00 to 3:30 in the CES "DCC" conference room, B-11439) or 2. *Environmental Storm Water Awareness Training* (This storm water awareness training is held every 4th Tues, 1:00 to 3:00 in the CES "DCC" conference room, B-11439. During May through July, storm water classes are not held). Contact (INSERT PROG OFFICE), (805) 606-2122, if you would like to attend.

1.08 RECYCLED AND RECOVERED MATERIALS REQUIREMENTS

A. The Contractor shall comply with the Government's affirmative procurement requirements including, but not limited to: Section 6002, Federal Procurement, of the Resource Conservation and Recovery Act; (RCRA); Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition; Executive Order 13149, Greening the Government; AFI 32-7080, Compliance Assurance and Pollution Prevention; 30 SW Plans, 32-7042, Solid Waste Management Plan; and 32-7080, Pollution Prevention Management Plan.

B. The Contractor's green/affirmative procurement program shall use these specified CPG materials with recycled and recovered content as the minimum standard. (Reference Executive Order 13101 and the 30 SW Plan 32-7080-B, Green Procurement Plan). The Contractor shall also consider other green materials

and products not listed, but commonly used in industry outside of the Government as a means of further reducing hazardous waste and solid waste. The Contractor shall ensure these materials and products meet the requirements of the specifications, must not delay the progress of construction, and must not be cost-prohibitive. The Government's affirmative procurement programs are mandated to use recycled and recovered materials and products identified in the Environmental Protection Agency's Comprehensive Procurement Guidelines (CPG) (<http://www.epa.gov/cpg/products>). Contact the (INSERT PROG OFFICE)V, Pollution Prevention Manager, (805) 606-0016 for additional information or guidance.

1.09 SOLID, CONSTRUCTION, DEMOLITION, AND DECONSTRUCTION WASTE REQUIREMENTS

A. The Contractor shall comply with, but not limited to: 32-7042, Solid Waste Management Plan.

B. The Contractor shall only dispose of acceptable municipal solid waste at the (INSERT GOVT ENTITY) landfill as allowed in the 30 SW Plan 32-7042, Solid Waste Management Plan and (INSERT GOVT ENTITY) landfill disposal requirements. The Contractor shall not dispose of any hazardous waste, designated waste (non-friable designated waste asbestos can be disposed at the (INSERT GOVT ENTITY) landfill), radioactive waste, serviceable items, salvageable items, green waste, concrete, or asphalt in the (INSERT GOVT ENTITY) landfill. These shall be properly disposed, diverted, recycled, or reused.

C. The Contractor shall provide contractual proof, upon request of the (INSERT GOVT ENTITY) landfill Contractor operator, that the Contractor is authorized to use the (INSERT GOVT ENTITY) landfill. This allows the Government to maintain compliance with (INSERT GOVT ENTITY) landfill record keeping requirements.

D. The Contractor shall provide, for every load destined for the (INSERT GOVT ENTITY) landfill, a signed "Landfill Access Ticket". The "Landfill Access Ticket" verifies that the solid waste was generated by a valid (INSERT GOVT ENTITY) project and meets the (INSERT GOVT ENTITY) landfill disposal requirements. A Contractor's signed "Landfill Access Ticket" shall include, but not limited to, the following information: the contract number; prime Contractor's name and phone number; subContractor's name and phone number (as applicable); source where the material was generated: project name and facility name or number. The "Landfill Access Ticket" shall be signed by the Government Construction Representative, include name and phone number, or if authorized by the Government, designating the Contractor's representative the authority to sign the "Landfill Access Ticket".

E. The Contractor's solid waste loads or items not acceptable at the (INSERT GOVT ENTITY) landfill will become the property of the Contractor and shall be disposed of off-base at no cost to the Government, unless the load can be made acceptable by the Contractor for disposal at the (INSERT GOVT ENTITY) landfill.

Appendix 5

Government-Furnished Warehouse and Office Furnishings

One each, 7-unit metal shelves
Five each, 5-unit metal shelves
One each, 6-unit metal shelves
Five each, 4-unit metal shelves
Five storage racks with multiple shelves for wood and piping
One each locking ladder on wheels
One each 3-shelf rolling cart
One each 5-shelf rolling cart
One each wooden cart
Two each desk stations (one L-shaped/one C-shaped)
One each side shelf
One each 5-drawer wooden desk
One each 3-drawer white metal desk
One each small wooden table
Two each large tables (metal and wood)
Two each 5-drawer file cabinets (one gray/one black)
One each 6-drawer file cabinet
Two each 2-door storage lockers (one wooden with screened front/one metal)
One counter/cabinet in break room (has two shelves and a cabinet attached)