

**Performance Work Statement
Government Staff Support
Hawthorne Army Depot
6 May 2010**

1. Objective: Provide the Commander and Administrative Contracting Officer (ACO) staff with administrative offices, supplies and support
2. The Contractor shall provide buildings 1, 5, 101-71, and 102-51 [South end upstairs] exclusively for government employee use. For future office requirements, the contractor shall provide at least an average 330 gross square feet per government employee. The contractor shall not move ACO staff from their current location without full approval of the Commander.
3. The contractor shall provide custodial services to the administrative space to commercial standards.
4. The contractor shall provide preventive and corrective maintenance services and utilities associated with the administrative space.
5. The contractor shall provide office supplies and furniture to the Government staff in a retail value amount not to exceed \$30,000.00 for Calendar Year 11. The NTE amount for the following calendar years is calculated as follows: Previous calendar year NTE amount + 10%. The Government will specify the office supplies required. The contractor shall deliver the supplies within five business days of request, subject to availability. Furniture includes, but is not limited to, bookcases, cabinets, file cabinets, chairs, credenzas, desks, lockers, sofas, stands, partitions and tables.
6. The contractor shall maintain parking at Bldgs 1, 5, 101-71, and 102-51 for government employees GSA vehicles and POV's.
7. The contractor shall provide the Government staff with the ability to make 150,000 paper copies annually. The copies will be of standard office sizes. At the Government's request of copies involving more than twenty pages, the contractor shall perform the copying and deliver within two business days.
8. The contractor shall provide routine physicals for the Commander and ACO staff.
9. The contractor shall immediately notify the commander, or designated representative, of any major fire, death/major injury, environmental violations/spills, security breach, or other serious incidents that occur within the Hawthorne Army Depot boundaries. The contractor shall provide all information and documentation required by Federal, State and local laws.