

## General Information

Document Type: Modification to a Previous Synopsis/Solicitation

Solicitation Number: W91248-12-R-0018

Posted Date: 08-15-2012

Original Response Date: 08-28-2012

Current Response Date: 08-30-2012 3:00 P.M. CT

Classification Code: 488119 FSC: S216

Set Aside: 100% Small Business Set-Aside

## Contracting Office Address

Mission & Installation Contracting Command (MICC), 2172 13 ½ Street, Fort Campbell, KY 42223-5355

## Description:

Synopsis/solicitation for Transient Services, Campbell Army Airfield (CAAF), Fort Campbell, KY, is amended as follows:

1. Offers may be submitted by e-mail to Will Moore, [william.t.moore.civ@mail.mil](mailto:william.t.moore.civ@mail.mil) or June Fletcher-Schiewe, [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil).
2. Revised offer schedule is attached to modify the period of performance.
3. Revised Technical Exhibits TE-2 and TE 2-1 are attached.
4. Responses to questions are provided as follows:

(a) QUESTION: TE-2. - Will Internet services be provided at Building 7165 Transient Services at the cost of the Government, and if not, will the Contractor have rights to provide an Internet connection?

RESPONSE: Government will provide one connection for Government furnished computer.

(b) QUESTION: Will Contract Manager, Alternate Contract Manager, Shift Coordinators, and/or all employees be required to have a security clearance, CAC cards?

RESPONSE: All employees who require access to Government furnished Computer system will require a CAC card which requires a background check. Security clearances are not required.

- (c) QUESTION: Paragraph C.3.3.2 - Will the Government provide an applicable storage container for Aviation Engine (Mil-L-7808G) and Hydraulic (83282) oils?

RESPONSE: Yes, Government will provide the storage containers.

- (d) QUESTION: Paragraph C.3.4.1 - States that the Government will furnish one storage tank. Under the current contract Transient Services two storage tanks, one for JP8 and one for Unleaded Gasoline, are provided. Will both tanks be provided under the new contract?

RESPONSE: Yes, two storage tanks will be provided.

- (e) QUESTION: Paragraph C.5.2.1.4 – Will the Government provide all materials necessary for minor airfield maintenance (i.e. runway and taxiway bulbs, concrete materials for small repairs on the surface) ?

RESPONSE: Yes, materials for minor airfield maintenance will be provided by the Government.

- (f) QUESTION: Paragraph C.5.2.1.4 – Will the minor Airfield Maintenance also include Sabre Army Heliport?

RESPONSE: Yes.

- (g) QUESTION: Paragraph C.5.2.1.11 – Will the Transportation Services include Space A passengers from the point of debarkation from the aircraft to Base Operations and return?

RESPONSE: Yes.

- (h) QUESTION: Paragraph C.3.3 - Will Government provide office equipment, furniture, and accessories (i.e. computer, tables, chairs, desk, etc.)?

RESPONSE: Government will provide one computer, office furniture and chairs.

- (i) QUESTION: Paragraph C.5.2.1.4 – Is there going to be a mechanic on standby during in climate weather while de-icing operations are being completed (i.e. runway & aircraft de-icing)?

RESPONSE: Mechanic will not be onsite but an emergency contact phone number will be provided.

- (j) QUESTION: Who has the authority to forecast where inbound aircraft will be positioned on the ramps, parking aprons, and cold re-fueling pads?

RESPONSE: During normal duty hours, Airfield Management; after duty hours, Flight Operations will be responsible.

- (k) QUESTION: TE-2 - Building 7196 Vehicle Storage is included in Government Furnished Real Property. Will the contractor be responsible for damages and clean up made by other tenants that have access to the facilities?

RESPONSE: The contractor shall only be responsible for cleanup, damages to equipment and cleanup in area there are of operation within building 7196.

- (l) QUESTION: Paragraph C 2.8 - Who will provide the radios for the contractor furnished vehicles?

RESPONSE: The Government will furnish the radios initially. When radios become unserviceable the contractor will replace the radios for his vehicles.

- (m) QUESTION: Paragraph C 2.8 - If the contractor is to provide radios for the contractor furnished vehicles, what are the radio specifications?

RESPONSE: Must be Aviation transceiver VHF-AM with a frequency range of 118.000 – 136.975 MHZ, 25 KHZ frequency tuning, vehicle mounted with the ability to connect to speaker for monitoring while outside of vehicle.

- (n) QUESTION: Paragraph C 2.8 - Who provides the light bar for the contractor furnished vehicles?

RESPONSE: Contractor shall provide light bars for his vehicles.

- (o) QUESTION: Paragraph C 2.8 - If the contractor is to provide the light bar, what are the specifications (siren, loudspeaker)?

RESPONSE: Lights shall be amber in color, viewable from 360°, mounted on top of vehicle and be a minimum of 46" in width. Vehicles shall have sirens and loudspeakers.

- (p) QUESTION: Paragraph C 5.2.1.4 - Will the Government furnish the electrical test equipment necessary to test the ground points?

RESPONSE: Yes.

Closing date is extended to 30 August 2012 3:00 P.M. CT. Offers must be received NLT 30 August 2012 3:00 P.M. CT. Offers received after 30 August 2012 3:00 P.M. CT will not be considered for award and will be rejected.

**Point of Contact**

Will Moore, 270-798-7811, [william.t.moore.civ@mail.mil](mailto:william.t.moore.civ@mail.mil).

**Contracting Officer**

June Fletcher-Schiewe, 270-798-3341, [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil).

**TE 2**

**Government Furnished Real Property**

<b>FACILITY NUMBER</b>	<b>DESCRIPTION</b>	<b>SF</b>	<b>LOCATION</b>	<b>COST</b>
7196	Vehicle storage	7,180	Market Garden Road	\$160,000.00
7165	TRANSIENT SERVICES (SECURED AREA)	1,305	H Ave	\$82,500.00
NONE	FENCED VEHICLE PARKING AREA ADJACENT TO T-7173	2,667	Market Garden RD	NONE
	FENCED VEHICLE PARKING AREA ( Two Convault Storage Tanks)	2,000	Perimeter Road	NONE
71040	One half of building for vehicle storage	7,000	Market Garden Road	
TOTAL				\$242,500.00

**TE 2-1**

**Government Furnished Equipment and Tools**

NSN/FSC	DESCRIPTION	MANF/MOD/PN	PBO	SERIAL #	QTY	Unit Price	
1730-01-189-1266	ACFT Passenger Stairway(non MTR)	1589AS100-1		14229	1	\$31,285.00	\$
	Containt Unit, 55 gal drum/haz mat	C.A.H. Industries, Inc./Spill-Killer 10907/pn#unk	x	UNK			
8120-00-680-0153	Cylinder Assy, Gas Nitrogen	UNK	x	UNK	2	\$111.06	
	Cylinder Assy, Gas Nitrogen	UNK	x	UNK			
6695-01-C04-5659	Decelerometer, Brake Meter	Tarpley /UNK/UNK	x	981377	1	\$1,050.00	
6695-01-C04-5659	Decelerometer, Brake 6" Diameter	Amer Instrumt/UNK/UNK		TA40461	1	\$833.34	
6230-00Z91-4810	Floodlight Set, Portable				3	\$2,500.00	
	Bar code D3337	AMIDA / SL4060D / UNK		9012D0983			
	Bar code B3469	AMIDA / SL4060D / UNK		9102D1175			
6115-01-C00-6462	Generator, Power mate 5000 10HP	Coleman/PM0505622.01 / UNK	x	81880493	1	\$1,214.80	
1730-00-390-5618	Maintenance Platform HYD	Lin#M02470		6279005	1	\$1,915.80	
5820-01-554-2830	Radio Mobile Motorola	Crash phone		SN 585CGV6508	1	\$1,016.16	
		Crash phone		SN 276CHD0145	1	\$500.00	
5820-01-Z90-5121	Receiver, Radio, LH-16	Elper	X	4284	1	\$531.25	
2320-OP-239-5371	Tanker Tkr 6 (fuel)	Oshkosh / A/532R11 / reg# 89L772	X	3K1033778	1	\$94,124.96	\$
	Tanker Tkr 12 (runway de-ice)	Oshkosh / A/532R11 / reg# 89L956	X	1K1038140	1	\$98,383.54	\$
3910-01-Z91-4920	Truck, Acft Cargo Mobile, Belt loader				2	\$10,950.00	\$
	Bar code 48H0003475	Tug / 66011 / PN# UNK		2679			
	Bar code 48H0003476	Tug / 66011 / PN# UNK		2680			
3910-01-Z91-4920	Truck,Acft Cargo Mobile, Belt loader				2	\$13,300.00	\$
	Bar code 48H0003203	Stewart & Stevenson Tug / 66014 / UNK		7107			
	Bar code 48H0003204	Stewart & Stevenson Tug / 66014 / UNK		7108			
5430-01-383-8961	Tank Stg 10,000 gal	Convault	X	UNK	2	\$29,089.00	\$
	Tank Stg 10,000 gal	Convault	X	UNK			
1730-00-640-8080	Towbar, MD-1	Universal / MD-1 / part# UNK		CAAF TA5	1	\$2,880.91	
1740-00-P41-4750	Tractor Aircraft Towing	Lin#4BB3380		14740	1	\$29,250.00	\$
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P74EA02051	1	\$64,875.00	\$
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P54EA02050	1	\$64,875.00	\$
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P53ED28154	1	\$64,000.00	\$
3825-01-395-9579	Truck, Mobile Sweeper	FrieghtLine / AV445 / 24-00617-050	X	VINTL872647	1	\$136,000.00	\$1
9510-01-Z90-7152	Magnet sweeping Bar				1	\$405.96	
1730-01-208-0930	Truck,Spray, clean/deice, decontm fluid	Ford F700 / UNK / UNK	x	VIN VA10742	1	\$151,315.84	\$1
	Truck Mobile Sweeper	Tennant Sentinel			2	\$120,000.00	\$2
	Zero Turn Mower	Kubota			3		
	Radio Transmitter	ICOM IC-A200		7311, 7312, 7313, 15123, 15208, 15847, 15849	7	\$800.00	\$
	Fuel Tank Ground 2000 Gal	Convault	1				

\* Radios will be issued to contractor in working order. Contractor must maintain and replace when unserviceable.

**OFFER SCHEDULE  
TRANSIENT SERVICES**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
0001	Phase-In, 2 Weeks (17 through 29 September 2012)	2	Weeks	\$_____	\$_____
0002	Base Period:				
0002AA	30 Sep 12 through 14 Oct 12	2	Weeks	\$_____	\$_____
0002AB	15 Oct 12 through 16 Sep 13	11	Months	\$_____	\$_____
0003	Deice C5s	4 (est.)	Each	\$_____	\$_____
0004	Manpower Reporting Requirement	1	Each		\$_____
	TOTAL CLINs 0001 THROUGH 0004				\$_____
1002	1 <sup>st</sup> Option Period (17 Sep 13 through 16 Sep 14)	12	Months	\$_____	\$_____
1003	Deice C5s	4 (est.)	Each	\$_____	\$_____
1004	Manpower Reporting Requirement	1	Each	\$_____	\$_____
	TOTAL CLINs 1002 THROUGH 1004				\$_____
2002	2 <sup>nd</sup> Option Period (17 Sep 14 through 16 Sep 15)	12	Months	\$_____	\$_____
2003	Deice C5s	4 (est.)	Each	\$_____	\$_____
2004	Manpower Reporting Requirement	1	Each	\$_____	\$_____
	TOTAL CLINs 2002 THROUGH 2004				\$_____
	TOTAL CLINs 0001 THROUGH 2004				\$_____



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2. Revised offer schedule is attached to modify the period of performance.
3. Revised Technical Exhibits TE-2 and TE 2-1 are attached.
4. Responses to questions are provided as follows:

(a) QUESTION: TE-2. - Will Internet services be provided at Building 7165 Transient Services at the cost of the Government, and if not, will the Contractor have rights to provide an Internet connection?

RESPONSE: Government will provide one connection for Government furnished computer.

(b) QUESTION: Will Contract Manager, Alternate Contract Manager, Shift Coordinators, and/or all employees be required to have a security clearance, CAC cards?

RESPONSE: All employees who require access to Government furnished Computer system will require a CAC card which requires a background check. Security clearances are not required.

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**Contracting Officer**

June Fletcher-Schiewe, 270-798-3341, [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil).

**TE 2**

**Government Furnished Real Property**

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NONE	FENCED VEHICLE PARKING AREA ADJACENT TO T-7173	2,667	Market Garden RD	NONE
	FENCED VEHICLE PARKING AREA ( Two Convault Storage Tanks)	2,000	Perimeter Road	NONE
71040	One half of building for vehicle storage	7,000	Market Garden Road	
TOTAL				\$242,500.00

**TE 2-1**

**Government Furnished Equipment and Tools**

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	Containt Unit, 55 gal drum/haz mat	C.A.H. Industries, Inc./Spill-Killer 10907/pn#unk	x	UNK			
8120-00-680-0153	Cylinder Assy, Gas Nitrogen	UNK	x	UNK	2	\$111.06	
	Cylinder Assy, Gas Nitrogen	UNK	x	UNK			
6695-01-C04-5659	Decelerometer, Brake Meter	Tarpley /UNK/UNK	x	981377	1	\$1,050.00	
6695-01-C04-5659	Decelerometer, Brake 6" Diameter	Amer Instrumt/UNK/UNK		TA40461	1	\$833.34	
6230-00Z91-4810	Floodlight Set, Portable				3	\$2,500.00	
	Bar code D3337	AMIDA / SL4060D / UNK		9012D0983			
	Bar code B3469	AMIDA / SL4060D / UNK		9102D1175			
6115-01-C00-6462	Generator, Power mate 5000 10HP	Coleman/PM0505622.01 / UNK	x	81880493	1	\$1,214.80	
1730-00-390-5618	Maintenance Platform HYD	Lin#M02470		6279005	1	\$1,915.80	
5820-01-554-2830	Radio Mobile Motorola	Crash phone		SN 585CGV6508	1	\$1,016.16	
		Crash phone		SN 276CHD0145	1	\$500.00	
5820-01-Z90-5121	Receiver, Radio, LH-16	Elper	X	4284	1	\$531.25	
2320-OP-239-5371	Tanker Tkr 6 (fuel)	Oshkosh / A/532R11 / reg# 89L772	X	3K1033778	1	\$94,124.96	\$
	Tanker Tkr 12 (runway de-ice)	Oshkosh / A/532R11 / reg# 89L956	X	1K1038140	1	\$98,383.54	\$
3910-01-Z91-4920	Truck, Acft Cargo Mobile, Belt loader				2	\$10,950.00	\$
	Bar code 48H0003475	Tug / 66011 / PN# UNK		2679			
	Bar code 48H0003476	Tug / 66011 / PN# UNK		2680			
3910-01-Z91-4920	Truck,Acft Cargo Mobile, Belt loader				2	\$13,300.00	\$
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1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P74EA02051	1	\$64,875.00	\$
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P54EA02050	1	\$64,875.00	\$
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P53ED28154	1	\$64,000.00	\$
3825-01-395-9579	Truck, Mobile Sweeper	FrieghtLine / AV445 / 24-00617-050	X	VINTL872647	1	\$136,000.00	\$1
9510-01-Z90-7152	Magnet sweeping Bar				1	\$405.96	
1730-01-208-0930	Truck,Spray, clean/deice, decontm fluid	Ford F700 / UNK / UNK	x	VIN VA10742	1	\$151,315.84	\$1
	Truck Mobile Sweeper	Tennant Sentinel			2	\$120,000.00	\$2
	Zero Turn Mower	Kubota			3		
	Radio Transmitter	ICOM IC-A200		7311, 7312, 7313, 15123, 15208, 15847, 15849	7	\$800.00	\$
	Fuel Tank Ground 2000 Gal	Convault	1				

\* Radios will be issued to contractor in working order. Contractor must maintain and replace when unserviceable.

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TRANSIENT SERVICES**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
0001	Phase-In, 2 Weeks (17 through 29 September 2012)	2	Weeks	\$_____	\$_____
0002	Base Period:				
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0004	Manpower Reporting Requirement	1	Each		\$_____
TOTAL CLINs 0001 THROUGH 0004					\$_____
1002	1 <sup>st</sup> Option Period (17 Sep 13 through 16 Sep 14)	12	Months	\$_____	\$_____
1003	Deice C5s	4 (est.)	Each	\$_____	\$_____
1004	Manpower Reporting Requirement	1	Each	\$_____	\$_____
TOTAL CLINs 1002 THROUGH 1004					\$_____
2002	2 <sup>nd</sup> Option Period (17 Sep 14 through 16 Sep 15)	12	Months	\$_____	\$_____
2003	Deice C5s	4 (est.)	Each	\$_____	\$_____
2004	Manpower Reporting Requirement	1	Each	\$_____	\$_____
TOTAL CLINs 2002 THROUGH 2004					\$_____
TOTAL CLINs 0001 THROUGH 2004					\$_____



(17) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued. Solicitation number W91248-12-R-0018 is issued as a Request for Proposal (RFP). Solicitation is set aside for small business firms. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-60. The NAICS Code is and 488119 and the small business size standard is \$30M. The provision at 52.212-1 Instructions to Offerors-Commercial Items is applicable and is tailored as follows: Paragraphs (b)(5), (d), (e), and (h) are deleted. This provision is also addended to incorporate 52.252-1 Solicitation Provisions Incorporated by Reference (Fill-in information – <http://acqnet.saalt.army.mil/library/default.htm>). Evaluation factors are Technical, Past Performance and Price. The Government intends to make award to the responsive and responsible offeror whose offer is determined to be the lowest price technically acceptable offer. See Evaluation Factors and Basis for Award Attachment. Successful offerors must be registered in SAM (System Award Management), [www.sam.gov](http://www.sam.gov). Successful offeror shall be required to submit Insurance Certificate prior to starting performance. Offerors are instructed to submit the following documents: (1) completed offer schedule (attached); (2) for technical portion, Management Plan and Staffing Plan (see Evaluation Factors and Basis for Award attachment); (3) narrative to address past performance, i.e., list of previous same or similar contracts/agreements where this type work was performed, length of the contract or agreement, dollar value, point of contacts, telephone numbers and e-mail addresses; (4) copies of FAR Provision 52.212-3, Offeror Representations and

Certifications-Commercial Items and DFARS Provision 252.212-7000 Offeror Representations and Certifications— Commercial Items or a statement that Representations and Certifications are available at the SAM website. Offerors are required to submit the attached Past Performance Survey to current and past customers and request that these customers complete and return the survey to MICC Fort Campbell. The clause at 52.212-4, Contract Terms and Conditions-Commercial Items, applies to this acquisition, and is addended to incorporate the following clauses: 52.204-7001 Commercial and Government Entity (CAGE) Code Reporting; 52.252-2 Clauses Incorporated by Reference (Fill-in information – [http://acqnet.saalt.army.mil/library/default .htm](http://acqnet.saalt.army.mil/library/default.htm)); 52.217-5 Evaluation of Options; 52.217-8 Option to Extend Services (fill-in text: “with 30 calendar days”); 52.217-9 Option to Extend the Term of the Contract (fill-in text: Paragraph (a) “within 30 calendar days” and “at least 60 calendar days”, Paragraph (c) “shall not exceed 36 months”); 52.232-19, Availability of Funds for the Next Fiscal Year (fill-in text: “30 September 2013”) 52.233-4 Applicable Law for Breach of Contract Claim; 52.228-5 Insurance – Work on a Government Installation (Required amounts: Workmen’s Compensation and Employer’s Liability Insurance - \$100,000.00, General Liability Insurance for Bodily Injury Liability, Minimum Per Occurrence - \$500,000.00, Automobile Liability Insurance, Minimum Per Person - \$200,000.00, Minimum Per Occurrence for Bodily Injury - \$500,000.00, Minimum Per Occurrence for Property Damage - \$ 20,000.00); 252.201-7000 Contracting Officer’s Representative; 252.203-7002 Requirement to Inform Employees of Whistleblower Rights; 252.204-7003 Control of Government Personnel Work Product; 252.204-7004 Alt A Central Contractor Registration; 252.232-7007 Limitation of Government’s Obligation (fill-in text: Paragraph (a) Contract line item 0002 is incrementally funded. Amount of

funds available will be completed at award.); 52.232-7010 Levies of Contract Payments; 52.243-7001 Pricing of Contract Modifications; and 52.243-7001 Pricing of Contract Modifications. The clause at 52.212-5, Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Items, applies to this acquisition and the following additional FAR clauses cited within the clause also apply: 52.203-6 Restrictions on Subcontractor Sales to the Government with Alternate I; 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards; 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment; 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters; 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations; 52.219-6 Notice of Total Small Business Set Aside; 52.219-8 Utilization of Small Business Concerns; 52.219-14 Limitations on Subcontracting; 52.219-28 Post Award Small Business Program Rerepresentation; 52.222-3 Convict Labor; 52.222-21 Prohibition of Segregated Facilities; 52.222-26 Equal Opportunity; 52.222-35 Equal Opportunity for Veterans; 52.222-36 Affirmative Action for Workers with Disabilities; 52.222-37 Employment Reports on Veterans; 52.222-40 Notification of Employee Rights Under the National Labor Relations Act; 52.222-54 Employment Eligibility Verification; 52.223-18 Contractor Policy to Ban Text Messaging While Driving; 52.232-33 Payment by Electronic Funds Transfer-Central Contractor Registration; 52.222-41 Service Contract Act of 1965; 52.222-42 Statement of Equivalent Rates for Federal Hires (fill-in information: Aircraft Servicers, #23060, \$21.64/hourly rate and \$4.00/fringe benefits; Truck Driver, Heavy, #31363, \$21.71/hourly rate and \$4.20/fringe benefits; Accounting Clerk, #01011, \$13.86/hourly rate and \$13.86/fringe benefits); and 52.222-44 Fair Labor Standards

Act and Service Contract Act – Price Adjustment. Wage Determination 2005-2187, Revision No. 12, dated 06/13/2012 is applicable to this procurement and is attached. DFARS Clause 252.212-7001 Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items is applicable and the following additional clauses cited within the clause are also applicable: 52.203-3 Gratuities; 252.203-7000 Requirements Relating to Compensation of Former DoD Officials; 252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns; 252.232-7003 Electronic Submission of Payment Requests; 252.243-7002 Requests for Equitable Adjustment. Scheduled site visit will be conducted 21 August 2012 at 1:00 P.M., Building 7163 on H Avenue, Fort Campbell, KY. Contact Will Moore, (270) 798-7811, [william.t.moore.civ@mail.mil](mailto:william.t.moore.civ@mail.mil) or June Fletcher-Schiewe, (270) 798-3441, [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil) to register for the site visit. Number of representatives is limited to two (2) for each interested participating company. Questions are due in writing no later than 2:00 PM (CST) 23 August 2012. Offers are due not later than 3:00 P.M. (CST) 28 August 2012. All responsible sources may submit an offer, which will be considered by the agency. Submit offers to MICC- Fort Campbell, ATTN: Will Moore, 2172 13 ½ Street, Fort Campbell, KY 42223-5355. Contact Will Moore, (270) 798-7811, [william.t.moore3.civ@mail.mil](mailto:william.t.moore3.civ@mail.mil) or June Fletcher-Schiewe, 270-798-3441, [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil) for information regarding the solicitation. Offer Schedule, Performance Work Statement, Evaluation Factors and Basis for Award, Wage Determination, and Past Performance Questionnaire are attached.

**OFFER SCHEDULE**

<b><u>CLIN</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>	<b><u>UNIT OF ISSUE</u></b>	<b><u>UNIT PRICE</u></b>	<b><u>TOTAL PRICE</u></b>
0001	Phase-In, 2 Weeks	2	Weeks	\$ _____	\$ _____
0002	Transient Services, Base Period	12	Months	\$ _____	\$ _____
0003	Deice C5s	4 (est.)	Each	\$ _____	\$ _____
0004	Manpower Reporting Requirement	1	Each		\$ _____
TOTAL CLINs 0002 THROUGH 0004					\$ _____
1002	Transient Services, 1 <sup>st</sup> Option Period	12	Months	\$ _____	\$ _____
1003	Deice C5s	4 (est.)	Each	\$ _____	\$ _____
1004	Manpower Reporting Requirement	1	Each	\$ _____	\$ _____
TOTAL CLINs 1002 THROUGH 1004					\$ _____
2002	Transient Services, 2 <sup>nd</sup> Option Period	12	Months	\$ _____	\$ _____
2003	Deice C5s	4 (est.)	Each	\$ _____	\$ _____
2004	Manpower Reporting Requirement	1	Each	\$ _____	\$ _____
TOTAL CLINs 2002 THROUGH 2004					\$ _____
TOTAL CLINs 0001 THROUGH 2004					\$ _____

**EVALUATION FACTORS AND BASIS FOR AWARD:**

This source selection is conducted in accordance with Federal Acquisition Regulation (FAR) Part 15, as supplemented by the Defense Federal Acquisition Regulation Supplement (DFARS), and the Army Federal Acquisition Regulation Supplement (AFARS). The Government reserves the right to award without discussions. The Government will award the contract to contractor whose proposal represents the Lowest Price Technically Acceptable (LPTA) offer after evaluation and in accordance with the solicitation. Only those proposals determined to be Technically Acceptable will be eligible for award. Offerors whose proposals are determined "Unacceptable" will NOT be further evaluated. For a proposal to be determined "Technically Acceptable" and receive consideration for award based upon lowest price submitted, the proposal must receive a rating of "Acceptable" for each technical acceptability standard and past performance factor.

The Government will evaluate each price proposal using price analysis techniques delineated in FAR 15.404-1. Accordingly, the analytical techniques prescribed in FAR 15.404-1 may be used singly or in combination to ensure the price is fair and reasonable. Proposed prices evaluated as unreasonable may be grounds for eliminating a proposal for competitions. As part of price evaluation, the Government will evaluate its option to extend services (see FAR Clause 52.217-8) by adding one-half of the offeror's final option period price to the offeror's total price. Thus, the offeror's total price for the purpose of evaluation will include the base period, first option, second option and one-half of the second option. Offerors are required only to price the base and two options. Offerors shall not submit a price for the potential one-half year extension of services period.

After consideration of Technical (Management), Past Performance and Price factors, award will be made to the offeror whose proposal is the lowest priced technically acceptable offer.

In the event of an unacceptable past performance evaluation rating for an otherwise technically acceptable low priced offeror, the Small Business Administration (SBA) will be contacted for a Certificate of Competency (COC) in accordance with procedures in FAR 15.101-2(b)(1).

In the event an offeror receives a rating of "Unacceptable" in both the Technical Acceptability Factor and the Past Performance Factor, a COC will not be requested as the offeror would remain "Unacceptable" based on the evaluation of the Technical Acceptability Factor.

Discussions or Negotiations: The offeror's initial proposal should contain its best terms from a price and technical standpoint. The Government reserves the right to hold discussions if the Contracting Officer later determines them to be necessary. Discussions, if any, will be conducted in accordance with FAR 52.215-1 and final offers will be evaluated in accordance with factors as were initial offers. The Government will establish a competitive range based on initial technical evaluations and price.

If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

Award for All of the Work. The Government intends to award a single contract as a result of this solicitation. Offers received for less than the stated number of items listed in the Schedule will be considered ineligible for award.

## **EVALUATION CRITERIA FACTORS:**

The proposals will be evaluated under three evaluation factors: Technical Acceptability, Past Performance, and Price.

### **FACTOR 1 - Technical Acceptability: Two (2) acceptability standards under this factor are:**

Acceptability Standard 1: Management Plan.  
Acceptability Standard 2: Staffing Plan.

**FACTOR 1 - Technical Acceptability:** The Technical Submission evaluation provides an assessment of the offeror's capability to satisfy the Government's requirements. The evaluation will focus on the weaknesses, significant weaknesses, and deficiencies of the offeror's proposal.

***Acceptability Standard 1: Management Plan*** – The management plan demonstrates an acceptable organizational chart identifying the management structure of key personnel with a description of roles and responsibilities. The management plan assesses offeror's understanding of the skills needed to execute the contract as well as how they are to be implemented and utilized in contract performance in accordance with the Performance Work Statement (PWS). The soundness of the plan and the comprehensiveness of the document will also be evaluated.

***Acceptability Standard 2: Staffing Plan*** – The staffing plan identifies adequate staffing and includes the labor categories and number of personnel proposed in each building that will be included as a Technical Exhibit in the solicitation. The staffing plan assesses offeror's intended methodology for accomplishing the following: accommodate fluctuating workloads, minimize turnover, recruit and retain qualified experienced personnel, cross-training and cross-utilization of personnel. The soundness and comprehensiveness of offeror's approach and the intended methodology for obtaining and maintaining the skills needed in performance of the contract will be evaluated.

**Assigning Ratings:** Each technical submission will receive "Acceptable" or "Unacceptable" rating as follows:

Rating	Description
Acceptable	Proposal clearly meets the minimum requirements of the solicitation
Unacceptable	Proposal does not clearly meet the minimum requirements of the solicitation

**FACTOR 2 - Past Performance:** The Past Performance evaluation will assess the relative risks associated with an offeror's likelihood of success in performing the solicitation's requirements as indicated by that offeror's record of past performance.

Performance risk is assessed after evaluating aspects of the offeror's recent past performance and focusing on performance that is relevant to the services being procured under this solicitation. Offerors are cautioned that in conducting the performance risk assessment, the Government may use data provided in the offeror's proposal and data obtained from other sources, such as the Contractor Past Performance Reporting System (CPARS), Past Performance Information Retrieval System (PPIRS) or similar systems and State Department Watch Lists.

**Assigning Ratings:** The Past Performance Factor will be assigned "Acceptable" or "Unacceptable" rating as follows:

Rating	Description
Acceptable	Based on offeror's past performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance record is unknown. (See below)
Unacceptable	Based on offeror's past performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.

**NOTE:** In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305 (a)(2)(iv)). Therefore, the offeror must be determined to have neutral past performance. In the context of acceptability/unacceptability, "neutral" must be considered "acceptable."

There are two aspects to the past performance evaluation.

**Recency Assessment.** An assessment of the past performance information will be made to determine if it is recent. To be recent, the effort must be ongoing or must have been performed during the past three (3) years from the date of issuance of this solicitation. Past performance information that fails this condition will not be evaluated.



**Relevancy Assessment.** To be relevant, the effort must be similar in nature of work, size, and complexity. The Government will conduct an in-depth evaluation of all recent performance information obtained to determine if it is the same or similar in nature, size, and complexity to the services being procured under this solicitation. Recent past performance is defined as not more than three (3) years from the RFP release date; relevant in terms of similar nature of work, size, and complexity.

A relevancy determination of the offeror's (including joint venture partner(s) and major and critical subcontractor(s)) past performance will be made. In determining relevancy for individual contract, consideration will be given to the effort, or portion of the effort, being proposed by the offeror, teaming partner, or subcontractor whose contract is being reviewed and evaluated. In establishing what is relevant for the acquisition, consideration should be given to what aspects of an offeror's contract history would give the most confidence that the offeror will satisfy the current procurement. The past performance information provided in the proposal and obtained from other sources will be used to establish the relevancy of past performance.

**FACTOR 3 – Price:** Price will not be assigned an adjectival rating; however, Price will be evaluated for reasonableness in accordance with FAR 15.404-1. The Government will award a single contract to the offeror whose technically acceptable proposals represents the lowest price technically acceptable offer to the Government.

**PERFORMANCE WORK STATEMENT (PWS)****Airfield Management and Operation of Transient Services****SECTION C.1****GENERAL**

**C.1.1. Scope of Work.** The Contractor shall manage and operate the Campbell Army Airfield (CAAF) functions of transient services. The contractor shall provide all labor, consumable supplies and equipment, except that specified as Government Furnished, to perform Airfield Management and Operation Services at Fort Campbell, KY. The contractor's work and responsibility shall include the administration and management necessary to assure that all services, operations, and maintenance, specified in this contract, are conducted in accordance with (IAW) this contract and all applicable laws, regulations, codes, and directives. The Contractor shall perform the work requirements of this contract without interfering with scheduled Government operational activities.

**C.1.2. Contingency Plan.** The Contractor shall prepare and submit to the Contracting Officer for approval on the contract start date a contingency plan outlining in detail the methods the Contractor shall use in meeting this contract's requirement in the event of natural disasters (example; tornadoes, hurricanes, earthquakes, ice storms, or snow storms), labor disputes, or mobilization/demobilization of military personnel. The Government will require the same level of continuing performance in a contingency situation as under normal operations of this contract. The Government will not provide any augmentation to the contractor's work force to meet these contingencies.

**C.1.3. Administrative Matters.** All data developed or otherwise procured by the Contractor in the performance of this contract shall be delivered to the Government at the times and in the manner specified by this contract. The Contractor shall make all records available upon request of the Contracting Officer. All records and reports generated as result of Airfield Operations are property of the Government.

**C.1.3.1 Records and Files.** The contractor shall maintain complete and accurate records and files. Government related reports, reference papers, correspondence, and records shall be filed using a functional filing system.

**C.1.3.2. Inspection of Records and Files.** The contractor shall maintain all records, reports, correspondence and supporting data for inspections from authorized Government Offices or agencies which may be made at any time when approved by the Contracting Officer.

**C.1.4. Contractor Standard Practice Instructions (SPI).** The contractor shall develop and publish SPI covering the management and operational services to be performed during the contract period, and shall submit the SPI to the Contracting Officer and COR for review and approval within 60 calendar days after award of contract. The SPI shall be updated as required by the contractor and submitted to the Contracting Officer and COR in triplicate within five working days after changes occur for review and approval before implementation.

**C.1.4.1. SPI for Operations.** The SPI covering operations shall describe the routine operations procedures, safety program, emergency procedures, energy conservation measures, and appropriate operating procedures which assure accomplishment of the specific requirement.

**C.1.5. Conservation of Resources.** The contractor shall conduct a program to conserve the supplies, materials, equipment, utilities, and facilities furnished by Government under this contract.

**C.1.5.1. Damaged or Destroyed Government Property.** The Contractor shall notify the Contracting Officer or designee within two hours, followed by a written report delivered within two working days, when the Contractor finds that Government property appears to have been damaged or destroyed. Notification to the Contracting Officer and COR shall be made before commencing repair or replacement.

**C.1.6. Safety and Fire Prevention.**

**C.1.6.1 Safety.** The Contractor shall comply with all safety requirements as stated in AR 420-1, Fire Fighting and Prevention; While performing any function under this contract on premises which are under the direct or indirect control of the Government, the Contractor shall confirm to all safety rules and requirements prescribed in applicable post and Government regulations, as in effect on the date of the contract and throughout the term of the contract.

**C1.6.2. Accidents and Injuries.** Accidents and injuries involving contract employees shall be reported to be Contracting Officer and COR or designee IAW DA PAM 385-40, Accident Reporting and Records, and Occupational Health and Safety Act (OSHA) standards and requirements.

**C.1.6.3. Safety Equipment.** The Contractor shall require the use of safety equipment, personal protective equipment, and other devices necessary to protect contract employees OSHA directives.

**C.1.6.4. Serious Hazards.** The Contractor shall take due caution not to endanger installation personnel during performance of this contract. In the event a serious hazard develops, (e.g., fire, roof leak near light fixture), the CAAF Crash Rescue Station #3 (phone x4511), shall be notified within two minutes from discovery of hazard. A written report of the hazards identified shall be delivered to the Contracting Officer and COR within seven calendar days.

**C.1.6.5. Fire Prevention Program.** The Contractor shall initiate, maintain, and execute a fire prevention program to comply with the provisions of AR 420-1, life safety codes, and sound industrial practices.

**C.1.6.5.1. Fire Extinguisher Inspection and Repair.** The Contractor shall inspect all fire extinguishers in the confines of the working area, deliver those that require repair or recharging to Fire Station #3, and recover any fire extinguishers required or recharged.

**C.1.6.5.2. Fire Extinguisher Use.** All employees shall be trained in the proper use of fire extinguishers. In case of fire, the Contractor shall utilize fire extinguishers, as required. Initial fire extinguisher training will be conducted by the fire department. Recurring training will be conducted annually by the contractor.

**C.1.7. Contractor Personnel.** The Contractor shall provide, as a minimum, the following:

**C.1.7.1. Contract Manager (CM).** The Contractor shall provide a full time, on-site Contract manager who shall be responsible for the performance of the work. The CM and Alternate CM shall be appointed in writing and submitted to the Contracting Officer and COR on contract start date.

**C.1.7.1.1.** The contract manager and alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

**C.1.7.1.2.** The CM, or alternate, shall be available during normal duty hours upon notification by the Contracting Officer or COR within 60 minutes to meet with Government personnel at locations on the installation specified by the Government, to discuss contract matters. After normal duty hours, the contract manager, or alternate, shall be available within 2 hours after Contracting Officer or COR notification to meet with Government personnel at locations on the installation specified by the Government, to discuss emergency contract matters.

**C.1.7.1.3.** The Contract Manager responsible for the management and scheduling of work to be performed under this contract shall possess at least 3 years of recent (within the past 4 years) experience in managing personnel responsible for the operation of Transient Alert Services.

**C.1.7.1.4.** Contractor's letter appointing the Contract Manager and alternate shall provide the required experience of these personnel and shall be submitted to the Contracting Officer and COR on contract start date and if Contract Manager and/or alternate is replaced during the contract period.

**C.1.7.2. Dispatcher/mission coordinator.** One person to coordinate daily missions with flight operations and to dispatch equipment and personnel.

**C.1.7.2.1. Shift Coordinator.** One coordinator per shift shall be appointed by the Contractor. Shift coordinator shall be in charge when Contract Manager and/or alternate are not present. All shifts will have a minimum of two people per shift.

**C.1.7.3. Employees.** The Government may restrict the employment of any contract employees, or prospective employees, who are identified as a potential threat to the health, safety, security, and general well being of the operational mission of Fort Campbell, Campbell Army Airfield and their population.

**C.1.7.3.1.** All contract personnel shall be able to read, write, speak, and understand English to the eighth grade level, at a minimum.

**C.1.7.3.2.** 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, as interpreted by the Government.

**C.1.7.3.3.** Contract personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the company name or by wearing appropriate badges which contain the company name and employee's name. The contractor shall provide the clothing and/or badges for contractor's employees.

**C.1.7.3.4.** The Contractor shall ensure that personnel have a minimum of 2 years flight line, ground handling, or FAA equivalent. Required certifications shall be provided to the COR and maintained at the Contractor's expense.

**C.1.7.4. Drug Abuse Testing Program.** Under the terms of this contract, Aircraft Services Jobs are critical and contract personnel being considered for, or currently in, these jobs are subject to be screened without notice for drug use by the government.

**C.1.8. Quality Control/Quality Assurance.**

**C.1.8.1. Contractor Quality Control (CQC).** The Contractor shall provide and maintain and effective quality control program. The burden of proof of contract compliance is placed on the Contractor and not assumed by the Government. The Contractor's quality control will not be accepted without question and the right to inspect or verify performance at any time is reserved by the Government pursuant to the clause Inspection of Services-Fixed Price.

**C.1.8.2. The CQC Plan Submission.** The CQC Plan shall be submitted to the Contracting Officer for review, evaluation, and approval within 30 calendar days after contract start date. Updated copies of the CQC Plan shall be provided as changes occur, or as requested by the Contracting Officer. The CQC Plan shall include the procedures, instructions, and forms to be used for recording operations, inspections, and administration of the quality control system and the interrelationship of Contractor and Government inspection. As a minimum, the CQC Plan shall include:

**C.1.8.3. Inspection.** An inspection system covering all the services to be performed under the contract. It must specify areas to be inspected on either a scheduled or unscheduled basis and the individuals who shall do the inspection. A checklist for each service shall be developed and used to document deficiencies in the quality of work performance.

**C.1.8.4. Deficiencies.** A method for identifying deficiencies in the quality of services performed that caused the level of performance to be unacceptable.

**C.1.8.4.1. Deficiency File.** A file of all inspections conducted by the contractor and actions taken shall be maintained and made available to the Contracting Officer or designee during the term of the contract.

**C.1.8.4.2. Corrective Actions.** If deficiencies indicated that the Contractor's quality control system is not adequate or does not produce the desired results, the Contractor shall document corrective actions in the quality control system and the work results achieved by the corrective actions.

**C.1.8.5. Quality Assurance.** The Government will monitor the Contractor's performance under this contract using the standards specified in TE-1, Performance Requirements Summary, and the Inspection of Services Clause. All services and materials furnished, or materials used in the performance of services, shall be subject to inspection by the Government at all times and places during the term of the contract.

**C.1.9. Security Requirements.** The Contractor shall comply with installation and Department of Defense security requirements. All personnel employed by the Contractor in the performance of this contract, or any representative of the Contractor, entering the Government reservation, shall abide by all security regulations of the installation which may be in effect during the contract period.

**C.1.9.1. Physical Security.** The Contractor shall be responsible for the security of storage building, administrative facilities, equipment, and furnishing under Contractor control. The Contractor shall report to the Contracting Officer and COR any theft, break-in, or vandalism within five minutes of discovery and shall assist in determining loss or damage. The Contractor shall maintain physical security within the Contractor's area of operations IAW AR 190-13, The Army Physical Security; AR 190-51, Security of Army Property at Unit Installation Level and DA PAM 190-51.

**C.1.9.1.1. Security Program.** The Contractor shall be responsible for establishing and implementing a written security program. The Contractor's security program shall identify types of equipment and material stored in the buildings. The Contractor shall lock all assigned work areas prior to departing at the close of business hours each day or upon completion of any business conducted during any overtime hours. The Contractor shall post, at the entrance door to all assigned buildings, the names and telephone numbers of persons to be called in case of fire, theft, or discovery of an unlocked building.

**C.1.9.1.2. Bombing and Bomb Threats.** The contractor shall make all contract employees aware of the provisions of OPOD 025-11 Threats. In the event of a bombing or bomb threat, the Contractor shall notify the CAAF Operations immediately and adhere to the provisions of OPOD 025-11. The Bomb Threat Info Checklist shall be provided by the COR and utilized by contract personnel.

**C.1.9.2. Key Control.** In the event a key is lost or duplicated by the Contractor, all locks and keys for that systems shall be replaced by the Government at the Contractor's expense. The Contractor shall report the loss of keys to the Contracting Officer and COR within 24 hours of discovery of loss. The Contractor will not be refunded in the event lost keys are found after replacement or re-keying. The Contractor shall prohibit the use of keys persons other than authorized contractor employees. The Contractor shall not permit entrance to locked areas to any person other than Contractor personnel engaged in the performance of work in those areas, or authorized Government employees. The Contractor shall be responsible for the safekeeping and accountability of the keys and locks issued to him by the Government IAW AR 190-51App D. The Contractor shall perform lock and key inventories semiannually and shall ensure that the DA Form 5513-R, Key Control Register is used. A second, non-operational, set of keys will be maintained by the Government.

**C.1.10. Permits, Licenses, and Training for Operation of Vehicles and Equipment.**

**C.1.10.1. Training.** Contractor personnel receive vehicle operator training and testing during transition period for Government furnished vehicles. All training for flight line driving will be furnished by airfield safety officer; all other training must be provided by new contractor.

**C.1.10.2. Vehicle Safety and Accident Prevention.** The Contractor shall comply with all federal, state, and local safety rules and requirements and take such additional precautions the Contracting Officer may require for safety and accident prevention purposes.

**C.1.10.3. Flight Line Driving Briefing.** All Contractor employees shall complete the CAAF Flight line driving program before driving on the Airfield. Employees Airfield Passes will be stamped with flight line authorization.

**C.1.11. Privately Owned Vehicles.** Contractor personnel operating privately owned vehicles (POV) shall be required to comply with all applicable state and installation traffic laws, parking restrictions, and off limits restricted area requirements.

**C.1.11.1. Vehicle Marking.** Each Contractor-owned vehicle used in the performance of this contract shall be visibly marked with the name of the Contractor and a vehicle identification number for identification. Lettering or signage shall be clearly readable from at least 20 feet. All vehicles on flight line shall have amber lights located on top of the vehicle that conforms to FAA standards.

**C.1.12. Energy Conservation Support.** The Contractor shall comply with all established procedures, techniques, regulations and goals set forth in energy conservation and utilization and pursue those goals. Energy conservation standards include, but are not limited to, AR 420-1, Army Energy Program.

**C.1.13. Environmental Program.**

**C.1.13.1. Environmental Protection Programs.** The Contractor shall comply with the Fort Campbell, KY, environmental protection program - prevention, control and abatement of environmental pollution in full cooperation with installation, federal and state authorities, and local governments.

**C.1.13.2. Citations.** If citations are issued due to faulty Contractor operations or maintenance practices, the Contractor shall reimburse the Government for fines assessed.

**C.1.14. Transition Period.** A transition period of 15 calendar days will be available immediately prior to contract start date, during which the incoming Contractor may observe operations. The Contractor may have a maximum of ten employees at any given time observing the current operation during the transition period. The Contractor shall allow any successor Contractor's management personnel to observe contract performance for a period of 15 calendar days prior to the expiration of this contract. The Contractor shall cooperate with the successor during this period. Immediately before contract start date, the Government and the Contractor will conduct a joint inventory of all Government furnished property. Should interface meeting be required, they will be scheduled by the Contracting Officer. Another joint inventory of Government furnished property will be conducted at the expiration of this contract.

**C.1.15. Hours of Operation.** The Contractor shall perform transient services 24 hours a day, seven days a week.

**C.1.16. Contractor's Property Control Program.** The Contractor shall establish a property control program to be submitted to the Property Administrator for approval within 30 calendar days of the contract start date. If the property control program is not accepted, it will be returned to the Contractor for revision.

**C.1.17. Annual Report of Government Facilities.** The Contractor's property control program shall include provisions to submit an annual report of Government Furnished Property (GFP) and facilities. This annual report shall be submitted to the Property Administrator on DD Form 1662. The Government shall furnish to the Contractor the unit prices of GFP and facilities for completion of the report. Report shall be include GFP as of 30 September and submitted to the Property Administrator not later than 31 October each calendar year of the contract period. (See TE-1)

**C.1.18. Contractor Manpower Reporting Requirement.** The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the

information in the format using the following web address

<https://contractormanpower.army.pentagon.mil>. The required information includes:

- 1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
- 2) Contract number, including task and delivery order number;
- 3) Beginning and ending dates covered by reporting period;
- 4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- 5) Estimated direct labor hours (including subcontractors);
- 6) Estimated direct labor dollars paid this reporting period (including subcontractors);
- 7) Total payments (including subcontractors);
- 8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each subcontractor if different);
- 9) Estimated data collection cost;
- 10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
- 11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website;
- 12) Presence of deployment or contingency contract language; and
- 13) Number of contractor and subcontractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website."

#### **C.1.19 DOD ANTI-TERRORISM STANDARDS:**

Pursuant to Department of Defense Instruction 2000.16, "DoD Anti-Terrorism Standards," each contractor employee who needs access to Fort Campbell, Kentucky, must complete Level I anti-terrorism awareness training and receive certificate of training. The training is publicly available at <https://atlevel1.dtic.mil/at>. Contractor shall provide certificates to the Contracting Officer. If an automated system is not available, contractor may conduct required training (i.e., as part of Quality Control or Safety training) and provide employees' names and evidence of certification to the Contracting Officer.

## **SECTION C.2**

### **DEFINITIONS AND ACRONYMS**

**The following definitions are in alphabetical order with acronyms enclosed by parenthetical symbols.**

**C.2.1. Active Runway.** The runway on which aircraft are permitted to land on or take off from. Runway 05/23 is designated as the active runway at Fort Campbell, KY.

**C.2.2. Airfield Operations Manual (AOM).** The Airfield Operations Manual (AOM) covers the operation of activities under the control of the CAAF management and provides instructions and guidance for those areas in which regulations and directives do not exist or need further amplification for local application and is directive in nature.

**C.2.3. Authorized and Unauthorized Access.** Access to non-airfield personnel approved by CAAF Management Branch by issuance of an airfield pass to enter the CAAF aircraft parking areas, maintenance areas, taxiway, runway, or other areas of the aerodrome is authorized access.

**C.2.4. CAAF.** An acronym for Campbell Army Airfield, Fort Campbell, KY. It refers to the Airfield, its geographic location, mission responsibilities, and the airfield facilities and equipment.

**C.2.5. Contracting Officer.** A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

**C.2.6. Contracting Officer's Representative (COR).** An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

**C.2.7. Fire Guard.** Service personnel, manning a fire extinguisher on the flight-line, in the event of an emergency, while an aircraft is starting engines.

**C.2.8. Follow Me Trucks.** Vehicles with beacons, two way radios, and "Follow-Me" signs which meet incoming aircraft and escort those aircraft to the appropriate parking area.

**C.2.9. Foreign Object Debris (FOD).** Materials, i.e., rocks, gravel, which do not belong in aircraft operating areas as their presence may create a safety hazard.

**C.2.10. Government Furnished Property (GFP).** Property in the possession of, or directly acquired by, the Government and furnished to the Contractor for performance of a contract.

**C.2.11. Hand Receipt.** A signed document assigning responsibility for Government Furnished Property listed thereon to a user on a loan basis from designated Property Book Officer.

**C.2.12. Installed Equipment.** Those items of equipment and furnishings which are required to make the facility usable and are affixed as a permanent part of the structure. These items include plumbing fixtures and equipment, fixed heating, ventilating, cooling, air-conditioning, electrical and fixed fire protection systems, elevators and escalators, overhead-crane runways, lavatory counters, cabinets, and similar fixed equipment.

**C.2.13. Maintenance.** The recurring day-to-day, periodic or scheduled work required to preserve or maintain real property and equipment to such a condition that it may be effectively utilized for its designated purpose.

**C.2.14. Minor Maintenance.** The Contractor shall assist in minor maintenance of aircraft. Aircraft maintenance which requires the tasks of removing and replacing aircraft panels, parts and accessories which are readily accessible. The Contractor shall draw engine and hydraulic oil samples and deliver oil samples to the Oil Laboratory upon request from an aircrew member. Any request for additional or complex maintenance will be requested through the CAAF Operations. Minor maintenance does not include any rebuilding or repair of an existing part or accessory.

**C.2.15. Mobile Equipment.** For the purpose of this contract, this term describes motorized vehicles and non-motorized trailers with tanks or other equipment mounted on them.

**C.2.16. Mobilization.** A sudden buildup of military forces in the event of a national emergency.

**C.2.17. Non expendable Property.** Property which is not consumed in use and which retains its original identity during the period of use, such as weapons, machines, tools and equipment. Hand tools and wrenches are specifically excluded from this definition.

**C.2.18. Petroleum, Oils and Lubricants (POL) Facilities.** Grounds adjacent to structures and / or tanks that store or dispense petroleum, oils and lubricants.



**C.2.19. Preventive Maintenance.** Preventive maintenance is the systematic care, servicing, and inspection of equipment, building and structures, and grounds facilities for the purpose of detecting, documenting, and correcting incipient failures and accomplishing minor maintenance.

**C.2.20. Property.** The terms “Government Property,” “Army Property,” and “Property” include all property under the control of the Department of the Army at Fort Campbell, KY. “Property” is “all tangible property, both real and personal” and “Government Property” as “all property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property”.

**C.2.21. Property Administrator (PA).** An authorized representative of the contracting officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a contractor.

**C.2.22. Quality Assurance (QA).** Various functions, including inspection, performed by the Government to determine whether a contractor has fulfilled the contract obligations pertaining to quality and quantity.

**C.2.23. Quality Assurance Evaluator.** Individual(s) responsible for the Government quality assurance function(s).

**C.2.24. Quality Control (QC).** Those actions taken by a Contractor to control the production of goods or services so that they meet the requirements of this contract. Quality control is used to verify that deliverables are of acceptable quality and that they are complete and correct.

**C.2.25. Real Property.** Land and rights in land, ground improvements, utility distribution systems, and building and other structures.

**C.2.26. Receiving.** The process of planning for the arrival and the handling of inbound supplies, fuels, or aircraft.

**C.2.27. Receiving Report.** A certified document listing the supplies, services, and fuel quantities received from a contractor in compliance with a particular contract, purchase order, or delivery order. Government report to document the receipt, inspection and acceptance of items and services.

**C.2.28. Regular Duty Hours / Regular Operating Hours.** 0700-1500 hours, Monday through Friday, except Federal Holidays. Normal duty hours and normal operating hours have the same meaning in this contract and are used interchangeably.

**C.2.29. Repair.** Restoration of a broken, damaged, or failed device, equipment, part, or property to an acceptable operating or usable condition or state. See also beyond economic repair, major repair, normal repair, and repair ability.

**C.2.30. Repair Parts.** Any individual pieces, parts, subassembly, or components furnished for the logistic support or repair of an item and not as an end item itself.

**C.2.31. Report of Government (DOD) Facilities.** An annual report of GFP and facilities submitted on DD Form 1662 by the Contractor to the Government Property Administrator.

**C.2.32. Request for Issue or Turn-In.** Forms authorized to be used by a unit/ organization/ activity to request supplies and turn in supplies to a Supply Officer, or property disposal officer, (e.g., DA Form 2765, 2765-1).

**C.2.33. Scheduled Maintenance.** Periodic prescribed inspection and or servicing of equipment accomplished on a calendar, mileage, or hours of operation basis.

**C.2.34. Self-Help.** Performance of minor maintenance tasks by occupants to maintain or improve living conditions and appearance of facilities.

**C.2.35. Serviceable.** Property which is in serviceable condition for intended use.

**C.2.36. Special Purpose Vehicles.** Vehicles which are specially configured for the accomplishment of specific mission. Examples of Special Purpose Vehicles are: 6000 gallon, runway de-ice truck; - aircraft deice truck and staircase truck, etc.

**C.2.37. Standard Practice Instructions (SPI).** The written procedures, applications and/or purpose of an action. The relationships of each element to another, the areas or application and the purpose of the procedural activity instructions are outlined in detail so as to be an operational guide.

**C.2.38. Standing Operating Procedure (SOP).** Procedures developed by local management and listed in the CAAF Airfield Operations Manual to establish what is to be accomplished, frequency of accomplishment and method of accomplishment. The AOM is reviewed annually and updated, when required, to improve operations.

**C.2.39. Supplies.** All consumables.

**C.2.40. Quality Assurance Surveillance Plan.** Quality Assurance Surveillance Plan (QASP) defined as document developed to ensure the performance of critical contract elements. The QASP serves as the plan for surveillance of performance and identifies the performance indicators, standards, inspection methods and procedures to be used in monitoring performance. Additionally, the QASP shall include specified procedures for collecting service delivery data, methods of surveillance, thresholds for acceptable and unacceptable performance and sampling guides.

**C.2.41. Technical Bulletin.** A publication that contains technical information pertaining to weapons, equipment, and professional techniques.

**C.2.42. Technical Inspection.** Inspection of equipment to determine whether they are serviceable, to be continued in use, or if repairs are necessary. The initial in-process and final inspections performed within a maintenance unit, or material incident to repair, to determine condition, deficiencies, parts requirements, nature of repairs necessary, and whether the item will be repaired locally, salvaged, or evacuated; to determine if repairs in process are being performed properly; and to determine before disposition is made of a repaired item, that all required repairs were satisfactorily performed.

**C.2.43. Technical Manual.** A manual providing detailed treatment of specific subjects considered necessary for full accomplishment of required training. A Technical Manual also contains descriptions of material and instructions for the operation, handling and maintenance and repair thereof; information and instructions on technical procedures exclusive of those of an administrative nature.

**C.2.44. Telephone Service.**

**C.2.44.1. Class A.** Service provided to conduct official Department of the Army business with direct operator-assisted access to the DSN, commercial, FX, or FTS circuits.

**C.2.44.2. Class C.** Service authorized for official Government business only.

**C.2.45. Test Equipment.** Electric, electronic, mechanical, hydraulic or pneumatic equipment, automatic, manual or any combination thereof, which is required to perform the check out of commodity equipment supported.

**C.2.46. Test Instruments.** Electronics, pneumatic or mechanical test measuring and diagnostic equipment.

**C.2.47. Transient Aircraft.** Aircraft that may land at Campbell Army Airfield for the purpose of receiving arrival/departure services as outlined in section C.5.2.1.3.

**C.2.48. Transient Service.** A service that is defined in section C.5.2.1.4 that is provided to aircraft.

**C.2.49. Unserviceable.** Items that cannot be used because they are obsolete, worn, damaged, or otherwise not suited for the purpose intended.

### SECTION C.3

#### GOVERNMENT FURNISHED PROPERTY AND SERVICES

**C.3. Government Furnished Property and Services.** All Government furnished property shall be used only in connection with performance under this contract consistent with federal, Department of Defense, Army, State, and local environmental act policies, standards, codes, and directives.

**C.3.1. Facilities.** Government will furnish the facilities listed in TE-2 to the Contractor. The Government will maintain their facilities at their current level of maintenance unless indicated elsewhere in this contract that the contractor shall maintain certain facilities. The Contractor shall comply with CAM Reg AR 420-1 Management of Installation Directorate of Public Work (DPW) by submitting service order repair requests and job order requests on the Government furnished facilities. The Contractor shall not make any alterations to the facilities without written approval of the Contracting Officer. Any approved Contractor requested alterations shall be made at no cost to the Government. The contractor shall restore the facilities to the condition in which received, at Contractor expense, fair wear and tear excepted, at the time of contract completion or termination except as otherwise approved in writing by the Contracting Officer.

**C.3.1.1. Utilities.** The government will furnish the existing utilities and Class A, Class C telephone services in the Government furnished facilities at no cost to the Contractor. The following chart depicts the existing utilities and telephone services.

Facility Number	Water	Elect	Sewage	Heat	Air-Cond	Class A Phone	Class C Phone	Direct Line
PO 7165	X	X	X	X	X	3		1

**C.3.2. Equipment and Tools.** The Government will furnish the equipment and tools in T-E 2-1 to the contractor. The Contractor shall maintain the equipment and any tools that are not indicated to be Government maintained in T-E 2-1. The Contractor shall maintain the equipment and tools in a serviceable condition IAW the appropriate technical manual. Parts, material, or components which are attached to equipment become Government property. All Government furnished vehicles are restricted to on-post use unless approved by Contracting Officer in writing.

**C.3.2.1. Initial Inventory.** An initial inventory of Government furnished equipment and tools shall be made jointly by the Contractor and the Government on or immediately before the contract start date. The condition status will be jointly determined and the Government and Contractor representatives shall certify as accurate the joint inventory. If the Contractor fails to participate in the inventory, he shall accept as complete and accurate the listing provided by the Government.

**C.3.2.1.1. Annual Inventory.** A joint annual inventory of equipment shall be conducted by the Contractor and Government representative during the month of September. Throughout the contract period, the Contractor shall keep a current equipment inventory listing.

**C.3.2.2. Control.** The Contractor shall control all Government furnished equipment and tools and use them only for contract purposes. Upon completion or termination of the contract, the Contractor shall return all Government furnished equipment and tools in the same condition as received, except for fair wear and tear.

**C.3.3. Materials.** The Government will furnish all materials required to accomplish the requirements of this contract except materials for safety requirements, personnel clothing, expendables and to support Contractor furnished equipment. Upon termination or completion of this contract, the

Contractor shall return all unused Government furnished materials. Any deficiencies in the then existing inventory shall be chargeable against the Contractor except consumable items and fair wear and tear.

**C.3.3.1. Initial Inventory.** An initial inventory of the Government furnished materials shall be made jointly by the Contractor and the Government on or before the contract start date. The condition status will be determined jointly. The condition of all materials will be recorded; the Government and Contractor's representatives shall certify, as accurate, the joint inventory.

**C.3.3.2. Aviation, Engine and Hydraulic Oils.** The Government will furnish the following aviation, engine, and hydraulic oils ensuring the minimum quantities are continuously available for issue to transient aircraft. The issues shall be documented by the Contractor on FC Form 481. The Government reserves the right to adjust the stock numbered items and their minimum quantities on an as required basis.

<u>FSN</u>	<u>Description</u>	<u>Minimum Quantity</u>
9150-00-108-5359	Oil, lube Aircraft, Mil-L-7808G	48 quarts
9150-00-149-7431	Oil, Hydraulic, 83282	48 Quarts

#### **C.3.4. Government Furnished Fuels.**

**C.3.4.1. Ground Fuels.** The Government will furnish one storage tank. The tank will be identified and designated to store and issue ground fuel to the Government available equipment.

**C.3.4.1.1. Initial Inventory.** At contract start a Government representative and the Contractor will conduct an initial inventory of the ground fuels contained in the storage tanks and certify the inventory accuracy. If the Contractor fails to participate in the inventory, the Contractor shall accept as complete and accurate the ground fuels inventory provided by the Government.

**C.3.4.1.2. Monthly Inventory.** The Contractor shall conduct a monthly inventory in the presence of the Government representative as of 0800 hours on the last normal working day of the month. The inventory results shall be reported to the COR in writing, no later than 0930 hours on the day of the inventory.

**C.3.4.1.3. Control.** The Contractor shall record each issue of ground fuel on DA Form 3643, Daily Issues of Petroleum Products, indicating both current hour meter reading and current mileage readings. The daily DA Forms 3643 shall be provided to the COR no later than 0800 hours on the first normal duty day of each month.

#### **C.3.5. Government Furnished Services.**

**C.3.5.1. Emergency Medical Service.** The Government will provide emergency medical services for job related injuries or health emergencies while an employee is performing duties under this contract. The Contractor shall reimburse the Government for emergency medical services provided upon receipt of invoice from the medical facility. Medical facilities are located at the Blanchfield Army Community Hospital.

**C.3.5.2. Calibration Service.** The Government will furnish equipment and instrument calibration for multimeters. The Contractor shall deliver the affected equipment or instruments to the CAAF Supply Section within three work days upon receipt of calibration due date. The Government will return calibration equipment or instruments to the Contractor for use or reinstallation on Government furnished equipment.

**C.3.5.3. Refuse Collection.** The Government will collect and dispose of all Contractor generated refuse from the centrally located container.

**C.3.5.4. Insect and Rodent Control.** The Government will furnish insect and rodent control.

**C.3.5.5. Blank Forms.** The Government will furnish forms which will be used when applicable. The Government will provide initial supply of required DA, DD, SF, and FC forms on the Contract start date. The Contractor shall establish requirements for replacements with the COR. All other forms shall be the responsibility of the Contractor.

**C.3.5.6. Publications.** The Government will furnish the referenced documents listed in Section C.6. An initial supply of Government furnished publications will be provided by the Government on contract start date. The Contractor shall establish requirements for replacement publications through the COR.

**C.3.5.7. Communications.** The Government will provide Class A and Class C telephone service (see C.2, Definitions) provided by telephone instruments located in the Government furnished facilities at the time of contract commencement. The Contractor shall be responsible for toll telephone, telephone, telegram, or message charges incurred. The installation, maintenance, repair, relocation and removal of all Government furnished telephone instruments will be the responsibility of the Government.

**C.3.5.8. Reproduction.** The Government will provide reproduction support to the Contractor to facilitate work completion of this contract. A copy machine is located in Building 7163 and is available to the Contractor to reproduce small numbers of copies (25 copies per original or less) when approved by the COR. In this instance, the Government will maintain the copy machine and provide the copy paper.

**C.3.5.9. Fire Prevention and Protection.** The Government will perform fire prevention inspections and fire suppression services. The Contractor shall attempt to contain fires within the capabilities of the available equipment (i.e., fire extinguishers).

## SECTION C.4

### CONTRACTOR FURNISHED SUPPLIES AND EQUIPMENT

**C.4. Contractor Furnished Supplies and Equipment.** The Contractor shall furnish all labor, equipment, tools, materials, parts, supplies, and other items necessary to complete the requirements of this contract beyond that which is described as Government furnished elsewhere in this contract.

**C.4.1. Follow-me Truck.** Contractor shall provide three (3) each pick-up trucks capable of having a "Follow-Me" sign installed. Trucks will be a minimum ½ ton. All trucks shall have automatic transmissions, be white in color for easy identification and be no older than 2 years at start of contract.

**C.4.2. Uniforms.** Uniforms shall be required of contractor personnel providing transient services to aircraft for safety and recognition purposes. During hours of darkness uniform shall meet all safety requirements and all uniforms shall be the same color, with name and company names sewn on. Rain coats, top coats, and coveralls will be of same color and material. All other contractor personnel shall have like uniforms.

**C.4.3. Safety Equipment.** The Contractor shall furnish personnel protection equipment.

**C.4.4. Transportation Van.** The contractor will furnish a 12 Passenger Van to transport crew and passengers to and from aircraft for flight operations. Vehicle shall be no older than two years at start of contract.

## SECTION C.5

### SPECIFIC TASKS

**C.5.1. Disposal of other Environmental Hazard Materials.** The contractor shall dispose of all used material in accordance with environmental and Government Regulations. Any material listed in the Fort Campbell's Environmental Handbook, as environmentally unsafe, shall be placed in an

environmentally safe container with required markings. When this container is full, the Post Environmental Section of DPW will be called by the contractor for pick-up.

### **C.5.2. Transient Services.**

**C.5.2.1. Directs Ground Movement of Aircraft.** The Contractor shall meet all incoming aircraft within five minutes of notification, from Campbell operations, at the exit ramps of the parallel taxiway with "Follow-Me" vehicles for escorting to all aircraft parking areas. The Contractor shall provide escort service to all aircraft. Contractor aircraft service personnel shall utilize proper and accepted aviation hand signals instructing pilots in the parking of their aircraft, performing flight control checks and performing engine starts. In addition to providing escort service to all incoming aircraft, the Contractor shall provide escort service to other aircraft and assorted support equipment not capable of using the road. Primarily this will entail escorting towed Task Force 160<sup>th</sup> and 101<sup>st</sup> Airborne Division aircraft and associated equipment across the runway. This requirement is estimated at 20 monthly plus or minus 25%.

**C.5.2.1.2. Aircraft Landing at CAAF.** All aircraft shall be chocked immediately upon parking. The contractor shall provide transient services to all aircraft requesting such services. Transient ground services will be provided based on verbal instructions by the aircraft commander, pilot, or crew chief before departure from the parking area of the aircraft.

**C.5.2.1.3. Arrival and Departure services.** The Contractor shall provide the following arrival and departure services to all aircraft.

- “Follow-Me” marshalling into and out of aircraft parking areas.
- Replacement and removal of wheel chocks.
- Installation, removal, and storage of gear pins.
- Installation and removal of aircraft grounding devices.
- Performing as fireguard during engine starts.
- Personnel stairs installation, removal, and storage.
- Aerospace ground equipment (AGE) installation, operation, and removal.

**C.5.2.1.4. Ground Services.** The contractor shall make available the following ground services upon verbal request by the aircraft commander, pilot, or crew chief before departure from the parking area of the aircraft. See TE-1 for monthly historical workload data.

- Oil and hydraulic systems services.
- Deicing of aircraft.
- Applying runway deice fluid when required.
- Minor aircraft maintenance assistance
- Aircraft towing within the capabilities of Government furnished equipment.
- Aircraft oil samples.
- Other ground service when requested.
- Tying down of aircraft.
- Visual inspection for liquid leaks, tire problems, and obvious structural damage.
- Crew transportation to and from Base Operations.
- Test static grounding points at CAAF and SAH when due, must provide equipment.
- Minor airfield maintenance (replace bulbs in runway taxiway lights, repair small hole in ramp, runway and taxiways, etc).

**C.5.2.1.5. Deice of C5 aircraft.** Deicing of C5 aircraft requires the condor deice equipment and shall be done on a cost per aircraft.

**C.5.2.1.6. Certifications for Transient Services.** Certifications required by this contract will be made based on the number of aircraft serviced as reflected in TE-1. An aircraft count will be certified as valid by the Government only if an aircraft lands at CAAF and also receives Arrival/Departure Services as depicted in C.5.2.1.3. Example, when aircraft receives Arrival/Departure Services and also requires Ground Services as depicted in C.5.2.1.4, this will not constitute a basis for an additional count for purposes of the transient aircraft count as depicted in TE-1. If an aircraft receives

Arrival/Departure Services, only one traffic count will be certified, regardless of the number of services performed on the aircraft or if the aircraft remains overnight (RONs). Criteria for certification of a transient aircraft traffic count will be based solely on the number of aircraft that have landed at CAAF that have received Arrival/Departure Services

**C.5.2.1.7. VIP Aircraft (Aircraft with Codes.)** The contractor shall direct these aircraft to the Government designated VIP spot for passenger pick-up and drop-off. When passengers are picked up or dropped off, aircraft shall then be moved to parking area, freeing the VIP spot for other aircraft.

**C.5.2.1.8. Civilian Aircraft.** After clearance from military police, the Contractor shall direct the pilots of any unscheduled civilian aircraft landing without a Prior Permission Request (PPR) to Flight operations in Building 7163 to sign FC Form 1005, Civilian Aircraft Statement of Release. Immediately after the pilot or crew member completes the FC Form 481 (Rev), Transient Service Request, the transient services as identified in C.5.2.1.3 shall be completed.

**C.5.2.1.9. Scheduled Flights.** The Government will furnish daily update information on known or scheduled inbound/outbound flights. These schedules are for informational and planning purposes only and are not binding upon the Government.

**C.5.2.1.10. Transportation Services.** The Contractor shall provide transportation for pilots, crew, passengers and their luggage from the point of debarkation from aircraft to Base Operations and return upon request. Van for transport shall be furnished by contractor.

**C.5.2.1.11. Oil Samples.** The Contractor shall draw oil samples from transient aircraft upon the pilot's request and transport them to the Oil Analysis Lab within one hour of request. Telephonic lab report shall be passed on to the appropriate pilot by contractor when complete. Written results of oil samples which are requested by the pilots shall be picked up by the contractor from the Oil Laboratory.

**C.5.2.1.12. Transient Aircraft Service Time Standards.** Aircraft services requested shall begin within 45 minutes of the requested services 95% of the time. All aircraft services shall be completed as indicated below.

**C.5.2.1.13. Transient and Mission Support Aircraft Services Completion Times.**

**C.5.2.1.14. All Aircraft.** The Contractor shall complete services to aircraft, less starting and fire guard requirements, within 45 minutes of service initiation 95% of the time.

**C.5.2.1.15. Aircraft Starting and Fire Guard Requirements.** The Contractor shall initiate these services no later than 15 minutes after the requested time in 95% of the occurrences.

**C.5.2.1.16. Priority of Aircraft Serviced.** The Government will define the priority of aircraft servicing.

**C.5.2.1.17. Hazardous Cargo Aircraft.** The Contractor shall direct all aircraft, carrying hazardous cargo, to cargo ramp parking except as directed by the Airfield Manager.

**C.5.1.1.18. Tying Down of Aircraft.** Upon issuance of a weather warning which necessitates tie-down of aircraft, the contractor shall secure all transient aircraft with tie-down straps, chains, or rope as required by regulation. The aircraft shall be secured IAW the aircraft operator's manuals.

**C.5.2.1.19. Aircraft Accidents.** The contractor shall participate in monthly pre-accident rehearsals (mock drill), shall report aircraft accidents when observed and shall render assistance during aircraft accidents IAW CAM Reg 385-3.

**C.5.2.1.20. Emergency Locator Transmitter (ELT) Signals.** The Contractor shall conduct location finding of ELT signals. Flight operations will receive a call from Scott AFB that there is an ELT emitting in the Fort Campbell area. Dispatch will notify Trans Alert, who will try to find ELT.

Contractor shall not be required to leave CAAF to locate an ELT. Frequency of Work: seven to eight times per year.

**C.5.3. Missing Aircraft.** Upon notification from CAAF Flight operations that an aircraft is overdue, or missing, the Contractor shall conduct a visual inspection of aircraft parking areas on CAAF for the type aircraft and tail number that is overdue or missing. Flight Operations shall be notified of the results of the inspection.

**C.5.4. Policing and Condition Checks.** The contractor shall inspect all aircraft operating areas under contractor control at least once every eight hours. The Contractor shall inspect the following items at a minimum and report deficiencies to the CAAF Dispatch Section and annotate on the airfield inspection form.

- Pavement deterioration.
- Airfield Lighting Operating Properly.
- Equipment located in proper position.
- FOD to be removed and areas swept as needed.

**C.5.5. Runway/Taxiway Inspections.** The contractor shall conduct runway/taxiway inspections on a scheduled and unscheduled basis as directed below:

**C.5.5.1. Daily.** The contractor shall inspect the active runway (05/23) a minimum of once each eight hours, for foreign objects and enter the results of those inspections on the general purpose form, FOD Control Record. In addition the contractor shall inspect the runway 18/36, Destiny Runway 05/23, and taxiway twice each day at 0800 and 2000 hours, runway/taxiway lights and signage shall be checked on the 2000 check. The contractor shall immediately remove all FOD from the runways. The contractor shall provide the airfield inspection/ FOD Control Record to the Government monthly no later than the 5<sup>th</sup> day of the each month. The Contractor shall maintain two way radio contact with the control tower at all times while inspecting the active runway. Contractor will report runway conditions, at completion of the inspection to the control tower.

**C.5.5.2. Inspections Following Emergency Landing, and other Obstructions.** The contractor shall inspect the active runway and taxiway used by aircraft for parts and FOD which may have fallen from the aircraft, immediately following an emergency landing. Obstructions such as vehicles or equipment on or near the runway shall be reported immediately to the control tower and CAAF Operations. The FOD or debris shall be removed by the contractor. Removal of vehicles or other equipment will be the responsibility of the owning activity.

**C.5.5.3. Runway Light Inspection.** The contractor shall inspect all runway and approach lights in all intensity ranges once each 24 hours period. The contractor shall immediately report discrepancies to the CAAF Dispatch Section. The contractor shall coordinate personnel access and clearance to the area of repair with the control tower, and shall provide direct radio contract with tower personnel as required.

**C.5.5.4. Runway Condition Reports (RCR) (Weather Phenomena) and Runway Visual Range. (RVR).** The contractor shall monitor runway surface conditions (RSC) anytime runway conditions are other than normal (dry). The contractor shall report any changes to CAAF Operations, on FC Form 28 (Rev) (two copies) for determination of a decelerometer test. The contractor shall conduct the decelerometer tests when required.

**C.5.5.5. Runway Deice.** If the weather section, contractor or COR predict braking action will become NIL, due to ice or snow, the contractor will begin runway deice treatment using deice fluid. The procedures listed in the AOM shall be followed. All vehicles, gas and fluid required for deicing will be furnished by the Government. It is estimated that this service will be required six to nine times per year. This shall start no later than one hour after request and shall be completed no later than two hours after initiation.

**C.5.5.6. Aircraft Accidents.** Upon witnessing an aircraft accident at CAAF, the contractor shall, report the accident site immediately to CAAF Operations. The contractor shall attempt to control fires



or other hazards using the Government furnished or available equipment until relieved by Government rescue and fire fighting personnel. The Contractor shall cooperate with aircraft investigation personnel by providing information gained through direct observation of aircraft accidents. The contractor shall assist in transporting the debris, within the capabilities of Government furnished equipment, to locations designated by the Government.

**C.5.6. Safety Procedures.** All contractor personnel shall adhere to applicable safety regulations and directives. The maximum ramp speed of all vehicles is 15 MPH except in the event of an emergency or when directed by tower. "Follow Me" vehicles shall maintain a distance of 50 to 100 feet from aircraft being escorted, and shall not park the vehicle directly to the front of the approaching aircraft.

**C.5.6.1. Safety Equipment.** All contractor personnel shall wear ear protectors when ground handling or working near operating engines to include jet, turbo-prop, or gas-turbines, operating the sweeper vehicle, or working near any high noise levels. Safety lens shall be worn by persons wearing prescription glasses (see Paragraph C.4.3).

**C.7. Sweeper Services.** The contractor shall vacuum/sweep all aircraft operating areas (runways, taxiways, keyholes, aircraft parking aprons, and ramps) on CAAF and Sabre areas, until free of all foreign matter. Contractor will provide manpower to perform sweeping services at Sabre, as required. Sweeping of CAAF shall be conducted on a scheduled basis or sooner if required. Sweeping shall not be accomplished when areas are wet.

**C.5.8. CAAF Traffic.** The contractor shall observe vehicular and personnel traffic on aircraft parking aprons, taxiways, runways, and access ramps to determine that access has been authorized and that the practice of safety precautions are not violated. The contractor shall request violators to observe correct procedures and report violations to the CAAF, Operations.

**C.5.9. Records of Transient Services.** The contractor shall complete and retain, or distribute, all records and forms. All contractor information shall be turned over to Government within five work days following month end.

**C.5.10. Towing Aircraft.** The contractor shall prepare disabled aircraft for towing by attaching the appropriate tow bar based on aircraft size, weight and vehicle towing capability. Upon notification to CAAF Management by the contractor, the Government will provide towing vehicles and operators.

**C.5.11. Operates Staircase Truck.** The Contractor shall provide necessary labor and perform necessary work to operate the three staircases trucks. It is estimated that staircases trucks shall be in use approximately sixteen hours per month.

**C.5.12. Facilities Maintenance.** The contractor shall request repairs to Government furnished facilities by submitting a work order to DPW. The contractor shall provide the necessary information to identify malfunctions or repairs needed, location of facilities requiring repairs, and urgency of repairs. The Government will perform facilities repairs within the Government assigned priorities.

**C.5.13. Airfield Maintenance Service.** The contractor shall perform minor airfield maintenance service (change light bulbs on the runway, fill cracks, check and paint grounding points, etc.) and input/monitor airfield work orders. Personnel shall have airfield maintenance experience. Service is estimated to require approximately 34 hours per week.

**C.5.14. Operator Training.** Workers shall be trained before the contract start date and should observe equipment operation during the transition period. After start date, the contractor is responsible for training new employees. Airfield safety will provide airfield drivers training program and conduct testing prior to start up. All employees will complete this training prior to operating a vehicle on the airfield.

**C.5.15. Operator Maintenance and Government Repairs.** The contractor shall prepare DA Form 2404 and document daily operator inspections and servicing performed as operator maintenance. The contractor shall document all needed repairs or malfunctions on DA Form 2404 and deliver the vehicle to Building 71040 for Government repair.

**C.5.16. Equipment Dispatch.** The contractor shall dispatch Government Issued Equipment through the Transportation Motor Pool monthly and receive a new dispatch, DD Form 1970, for the equipment.

**C.5.17. Aerospace Ground Equipment (AGE).** The Government will maintain, replace, and have available for the contractor's use on a routine basis the following AGE. The Contractor shall remove the equipment from the storage area adjacent to the Building 7173 and deliver it to the flight line for use. The contractor shall return the equipment to the storage area when no longer required for use denoting any equipment malfunctions or discrepancies on AFTO Form 244 which are attached to equipment.

<u>NSN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
6115-81-061-6610		Diesel Generator A/M32A-86
2835-00-691-1060		Gas Turbine Compressor, MA1A
4310-01-060-0642		Compressor, High, MC1A
1730-00-640-8080		Tow Bar, MD-1
1730-00-390-5618		Maintenance Stand, B-1
1730-00-390-5620		Maintenance Stand, B-2
1730-00-294-8883		Maintenance Stand, B-4
1730-00-294-8884		Maintenance Stand, B-5

The Government will provide operator training for the contractor's workers and authenticate operator qualifications. The contractor shall arrange operator training with the NCOIC, Flight Line Support Equipment Section, Building 7173, 270-798-2141.

**C.5.18. List of Equipment.**

**C.5.18.1.** See Technical Exhibit 2-1

**C.5.18.2. Dispatch and Utilization.** The contractor shall dispatch all mobile GFE. The contractor shall prepare DD Form 1970, Motor Equipment Utilization Record, and DA Form 2404, Equipment Inspection and Maintenance Worksheet, IAW DA PAM 738-750 to effect monthly dispatch of mobile equipment. The contractor shall instruct mobile equipment operator in the uses of DD Form 1970 and DA Form 2404. The operators shall perform daily operator inspections, operator maintenance performed on DA Form 2404. All inspections, malfunctions, and discrepancies shall be recorded by the operator on DA Form 2404. The equipment and the DA Form 2404 shall be taken immediately to the contractor operated maintenance facility for correction of those deficiencies. The contractor shall use the GFE for completion of the work requirements of this contract only. The contractor shall maintain completed DD Forms 1970 in file for 30 calendar days.

## SECTION C.6

### REFERENCES

**C.6. Applicable Documents.** The following documents are applicable to this contract. The contractor shall follow these publications to the extent necessary to accomplish the requirements of this contract. All publications listed will be provided by the Government at the start of the contract. The contractor shall submit requests for follow-on requirements to the COR for approval. The contractor shall maintain all publications current by posting all revisions, supplements, and amendments as they are received. Upon completion or termination of the contract, the contractor shall return to the Government all publications.

**C.6.1. Army Regulation-AR.**

25-1	Army Information Resource Management Programs	A
25-400-2	The Modern Army Record keeping System	M
95-27	Operational Procedures for Aircraft Carrying Hazardous Materials (AFR 55-14)	M

190-5	Motor Vehicle Traffic Supervision	A
190-13	The Army Physical Security Program	M
190-51	Security of Unclassified Army Property	A
200-1	Environmental Protection and Enhancement	M
385-10	Army Safety Program	A
385-40	Accident Reporting and Records	A
420-1	Fire Protection	A
500-1	Aircraft Privacy Emergencies	A

#### **C.6.2. Field Manuals-FM**

1-304.300	Flight Operations and Airfield Management	A
21-60	Visual Signals	A
3-01.80	Visual Aircraft Recognition	A
55-30	Army Motor Transport Units and Operations	A

#### **C.6.3. Technical Bulletins-TB**

5-4200-200-10	Hand Portable Fire Extinguishers Approved for Army Users	A
55-9150-200-24	Engine and Transmission Oil, Fuel, and Additives	A

#### **C.6.4. Fort Campbell Regulations CAM Reg**

40-4	Prevention, Recognition & Treatment of Climatic Injuries	A
40-5	Army Hearing Program	A
385-3	Fort Campbell Aircraft Pre-Accident Plan	A
385-4	Aviation Mishap Prevention Plan	A
385-6	Hazardous Communication Program	A
420-1	Real Property and Building Control	A
420-8	Snow and Ice Removal Plan	M
	Fort Campbell Environmental Handbook	M

#### **C.6.5. Campbell Army Airfield (CAAF)**

	CAAF Airfield Operations Manual	M
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#### **C.6.6. Air Force Technical Order- TO.**

00-25-172	Ground Servicing of Aircraft & Static Ground Bonding (ATOS)	M
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<b>Required Service</b>	<b>Standard</b>	<b>Maximum Allowable Degree of Deviation From Requirements (AQL)</b>	<b>Method Of Surveillance</b>	<b>Deduction From Contract Price For Exceeding The AQL</b>
Accuracy of transient services to aircraft. C.5.2.1.14 thru C.5.2.1.18	Park and Pin aircraft, park hazardous aircraft and tie down	Shall complete services within 45 minutes from aircraft landing 95% of time	Random Sampling	13%
	Perform fire guard duties	Shall complete services within 15 minutes aircrew arrival 95% of time		
Arrival, Departure Services. C.5.2.1.3	Perform placement and removal of wheel chocks.	Shall complete services within 15 minutes aircrew arrival 95% of time	Random Sampling	5%
	Perform installation and removal of aircraft grounding devices	Shall complete services within 15 minutes aircrew arrival 95% of time		
	Perform Installation, removal and storage of personnel stairs	Shall complete services within 15 minutes aircrew arrival 95% of time		
	Perform installation, operation, and removal of aerospace ground equipment (AGE)	Shall complete services within 15 minutes aircrew arrival 95% of time		
Ground Services C.5.2.1.4	Perform Oil and hydraulic systems services	Shall complete services within 15 minutes aircrew arrival 95% of time	Random Sampling	1%
	Perform Minor aircraft maintenance assistance	Shall complete services within 15 minutes aircrew arrival 95% of time		

	Aircraft towing within the capabilities of Government furnished equipment	Shall complete services within 15 minutes aircrew arrival 95% of time		
	Obtain and submit aircraft oil samples to oil lab	Shall complete services within 15 minutes aircrew arrival 95% of time		
	Conduct aircrew transportation to and from Base Operations	Shall complete services within 15 minutes aircrew arrival 95% of time		
	Perform minor airfield maintenance (replace bulbs in runway taxiway lights, repair small holes in ramp, runway and taxiways, etc).	Shall complete services within 4 days of notification of faults 95% of time		
Runway, Taxiway inspections and conditions check. C.5.4 thru C.5.5.4	Perform Airfield lighting checks and report faults..	Shall complete services daily 100% of time	Random Sampling	1%
	Perform Airfield daily inspections using daily inspection checklist.	Shall complete services daily 100% of time		
	Perform Runway Condition Reports (RCR)	Shall complete when requested by airfield management within 1 hour 100% of time		
Deicing of Airfield and Aircraft. C.5.5.5, C.5.2.1.4 and C.5.2.1.51	Complete Aircraft deice within one hour of start time.	Shall complete services as required requested by aircrew 100% of the time	Random Sampling	1%
	Complete Airfield deice within one hour of start time	Shall complete services as required or when requested by airfield management. 100% of the time		

## **TE 1**

### **Airfield Management**

#### **WORKLOAD DATA**

The following workload data was developed using a one - year history. The data was then reviewed and determined to be the Government's estimate of workload for each year of the contract period. It is anticipated that the actual workload to be performed will vary within plus or minus 25 percent of annual estimates.

- a. Yearly number of transient aircraft serviced is estimated at 3,100. Current experience indicates 70% or greater aircraft serviced are provided to small aircraft.
- b. Type of aircraft to receive transient services: 121 types.
- c. Number of aircraft deiced: C-5 (2) other aircraft (14)
- d. Number escorts across runway: (180)
- e. Transportation request for Van: (550)
- f. Runway deicing: (5)

**TE 2**

**Government Furnished Real Property**

<b>FACILITY NUMBER</b>	<b>DESCRIPTION</b>	<b>SF</b>	<b>LOCATION</b>	<b>COST</b>
7196	Vehicle storage	7,180	Market Garden Road	\$160,000.00
7165	TRANSIENT SERVICES (SECURED AREA)	1,305	H Ave	\$82,500.00
NONE	FENCED VEHICLE PARKING AREA ADJACENT TO T-7179	2,667	Market Garden RD	NONE
TOTAL				\$242,500.00

**TE 2-1**

**Government Furnished Equipment and Tools**

NSN/FSC	DESCRIPTION	MANF/MOD/PN	PBO	SERIAL #	QTY	Unit Price	TOTAL
1730-01-189-1266	ACFT Passenger Stairway(non MTR)	1589AS100-1		14229	1	\$31,285.00	\$31,285.00
4310-01-070-5615	Compressor, High air, MC1A	Davey Compressor Co./15cfm/PN#UNK		IC41RDEW37147	1	\$13,718.20	\$13,718.20
	Containt Unit, 55 gal drum/haz mat	C.A.H. Industries, Inc./Spill-Killer 10907/pn#unk	x	UNK			
8120-00-680-0153	Cylinder Assy, Gas Nitrogen	UNK	x	UNK	2	\$111.06	\$222.12
	Cylinder Assy, Gas Nitrogen	UNK	x	UNK			
6695-01-C04-5659	Decelerometer, Brake Meter	Tarpley /UNK/UNK	x	981377	1	\$1,050.00	\$1,050.00
6695-01-C04-5659	Decelerometer, Brake 6" Diameter	Amer Instrumt/UNK/UNK		TA40461	1	\$833.34	\$833.34
6230-00Z91-4810	Floodlight Set, Portable				3	\$2,500.00	\$7,500.00
	Bar code D3337	AMIDA / SL4060D / UNK		9012D0983			
	Bar code B3469	AMIDA / SL4060D / UNK		9102D1175			
	Bar code W3321	AMIDA / SL4060D / UNK		9104D1347			
6115-01-C00-6462	Generator, Power mate 5000 10HP	Coleman/PM0505622.01 / UNK	x	81880493	1	\$1,214.80	\$1,214.80
1730-00-390-5618	Maintenance Platform HYD	Lin#M02470		6279005	1	\$1,915.80	\$1,915.80
5820-01-554-2830	Radio Mobile Motorola	Crash phone		SN 585CGV6508	1	\$1,016.16	\$1,016.16
		Crash phone		SN 276CHD0145	1	\$500.00	\$500.00
5820-01-Z90-5121	Receiver, Radio, LH-16	Elper	X	4284	1	\$531.25	\$531.25
2320-OP-239-5371	Tanker Tkr 6 (fuel)	Oshkosh / A/532R11 / reg# 89L772	X	3K1033778	1	\$94,124.96	\$94,124.96
	Tanker Tkr 12 (runway de-ice)	Oshkosh / A/532R11 / reg# 89L956	X	1K1038140	1	\$98,383.54	\$98,383.54
3910-01-Z91-4920	Truck, Acft Cargo Mobile, Belt loader				2	\$10,950.00	\$21,900.00
	Bar code 48H0003475	Tug / 66011 / PN# UNK		2679			
	Bar code 48H0003476	Tug / 66011 / PN# UNK		2680			
3910-01-Z91-4920	Truck,Acft Cargo Mobile, Belt loader				2	\$13,300.00	\$26,600.00
	Bar code 48H0003203	Stewart & Stevenson Tug / 66014 / UNK		7107			
	Bar code 48H0003204	Stewart & Stevenson Tug / 66014 / UNK		7108			
5430-01-383-8961	Tank Stg 10,000 gal	Convault	X	UNK	2	\$29,089.00	\$58,178.00
	Tank Stg 10,000 gal	Convault	X	UNK			
1730-00-640-8080	Towbar, MD-1	Universal / MD-1 / part# UNK		CAAF TA5	1	\$2,880.91	\$2,880.91
1740-00-P41-4750	Tractor Aircraft Towing	Lin#4BB3380		14740	1	\$29,250.00	\$29,250.00
2330-00-P35-8633	Trailer Tank PD 1-1/2T H20, 2whl	UNK/UNK/HNK/400 Gallon	X	1388	1	\$1,309.99	\$1,309.99
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P74EA02051	1	\$64,875.00	\$64,875.00
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P54EA02050	1	\$64,875.00	\$64,875.00
1730-00-295-0863	Truck (FORD) w/ arcft str motorizd	Ford F450 / AS-228CC / UNK	X	F46P53ED28154	1	\$64,000.00	\$64,000.00
3825-01-395-9579	Truck, Mobile Sweeper	FrieghtLine / AV445 / 24-00617-050	X	VINTL872647	1	\$136,000.00	\$136,000.00
9510-01-Z90-7152	Magnet sweeping Bar				1	\$405.96	\$405.96
1730-01-208-0930	Truck,Spray, clean/deice, decontm fluid	Ford F700 / UNK / UNK	x	VIN VA10742	1	\$151,315.84	\$151,315.84



WD 05-2187 (Rev.-12) was first posted on www.wdol.gov on 06/19/2012

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Wage Determination No.: 2005-2187  
Diane C. Koplewski Division of | Revision No.: 12  
Director Wage Determinations| Date Of Revision: 06/13/2012

States: Indiana, Kentucky, Tennessee

Area: Indiana Counties of Perry, Posey, Spencer, Vanderburgh, Warrick  
Kentucky Counties of Butler, Caldwell, Christian, Crittenden, Daviess, Hancock,  
Henderson, Hopkins, Livingston, Logan, Lyon, McLean, Muhlenberg, Ohio, Todd,  
Trigg, Union, Warren, Webster  
Tennessee Counties of Montgomery, Stewart

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.35
01012 - Accounting Clerk II		13.86
01013 - Accounting Clerk III		15.50
01020 - Administrative Assistant		15.65
01040 - Court Reporter		13.03
01051 - Data Entry Operator I		11.55
01052 - Data Entry Operator II		12.60
01060 - Dispatcher, Motor Vehicle		15.64
01070 - Document Preparation Clerk		11.00
01090 - Duplicating Machine Operator		11.00
01111 - General Clerk I		10.83
01112 - General Clerk II		11.82
01113 - General Clerk III		13.26
01120 - Housing Referral Assistant		14.53
01141 - Messenger Courier		9.22
01191 - Order Clerk I		11.10
01192 - Order Clerk II		12.33
01261 - Personnel Assistant (Employment) I		14.43
01262 - Personnel Assistant (Employment) II		16.14
01263 - Personnel Assistant (Employment) III		18.00
01270 - Production Control Clerk		19.18
01280 - Receptionist		10.38
01290 - Rental Clerk		9.95
01300 - Scheduler, Maintenance		11.65
01311 - Secretary I		11.65
01312 - Secretary II		13.03
01313 - Secretary III		14.53
01320 - Service Order Dispatcher		14.35
01410 - Supply Technician		16.15
01420 - Survey Worker		11.93
01531 - Travel Clerk I		12.44
01532 - Travel Clerk II		13.21
01533 - Travel Clerk III		13.92
01611 - Word Processor I		11.98
01612 - Word Processor II		13.44

01613 - Word Processor III	15.03
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.91
05010 - Automotive Electrician	17.11
05040 - Automotive Glass Installer	16.28
05070 - Automotive Worker	16.28
05110 - Mobile Equipment Servicer	14.59
05130 - Motor Equipment Metal Mechanic	17.91
05160 - Motor Equipment Metal Worker	16.28
05190 - Motor Vehicle Mechanic	17.91
05220 - Motor Vehicle Mechanic Helper	13.73
05250 - Motor Vehicle Upholstery Worker	15.45
05280 - Motor Vehicle Wrecker	16.28
05310 - Painter, Automotive	17.11
05340 - Radiator Repair Specialist	16.28
05370 - Tire Repairer	12.86
05400 - Transmission Repair Specialist	17.19
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.37
07041 - Cook I	10.90
07042 - Cook II	12.15
07070 - Dishwasher	8.49
07130 - Food Service Worker	8.48
07210 - Meat Cutter	13.12
07260 - Waiter/Waitress	8.97
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.17
09040 - Furniture Handler	11.82
09080 - Furniture Refinisher	17.17
09090 - Furniture Refinisher Helper	13.82
09110 - Furniture Repairer, Minor	15.50
09130 - Upholsterer	17.17
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.73
11060 - Elevator Operator	9.93
11090 - Gardener	12.49
11122 - Housekeeping Aide	9.38
11150 - Janitor	9.95
11210 - Laborer, Grounds Maintenance	9.93
11240 - Maid or Houseman	7.90
11260 - Pruner	9.42
11270 - Tractor Operator	11.68
11330 - Trail Maintenance Worker	9.93
11360 - Window Cleaner	10.70
12000 - Health Occupations	
12010 - Ambulance Driver	13.86
12011 - Breath Alcohol Technician	15.41
12012 - Certified Occupational Therapist Assistant	21.53
12015 - Certified Physical Therapist Assistant	22.48
12020 - Dental Assistant	14.05
12025 - Dental Hygienist	25.70
12030 - EKG Technician	20.58
12035 - Electroneurodiagnostic Technologist	20.58

12040 - Emergency Medical Technician	13.68
12071 - Licensed Practical Nurse I	14.93
12072 - Licensed Practical Nurse II	16.69
12073 - Licensed Practical Nurse III	18.61
12100 - Medical Assistant	11.37
12130 - Medical Laboratory Technician	16.90
12160 - Medical Record Clerk	12.26
12190 - Medical Record Technician	13.71
12195 - Medical Transcriptionist	13.40
12210 - Nuclear Medicine Technologist	27.88
12221 - Nursing Assistant I	10.15
12222 - Nursing Assistant II	11.41
12223 - Nursing Assistant III	12.45
12224 - Nursing Assistant IV	13.98
12235 - Optical Dispenser	16.90
12236 - Optical Technician	13.99
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.98
12305 - Radiologic Technologist	21.61
12311 - Registered Nurse I	21.17
12312 - Registered Nurse II	25.89
12313 - Registered Nurse II, Specialist	25.89
12314 - Registered Nurse III	31.32
12315 - Registered Nurse III, Anesthetist	31.32
12316 - Registered Nurse IV	37.54
12317 - Scheduler (Drug and Alcohol Testing)	19.08
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.88
13012 - Exhibits Specialist II	20.92
13013 - Exhibits Specialist III	25.91
13041 - Illustrator I	16.88
13042 - Illustrator II	20.92
13043 - Illustrator III	25.91
13047 - Librarian	23.16
13050 - Library Aide/Clerk	9.39
13054 - Library Information Technology Systems	20.92
Administrator	
13058 - Library Technician	13.35
13061 - Media Specialist I	15.09
13062 - Media Specialist II	16.88
13063 - Media Specialist III	18.83
13071 - Photographer I	13.29
13072 - Photographer II	14.87
13073 - Photographer III	18.42
13074 - Photographer IV	21.08
13075 - Photographer V	22.87
13110 - Video Teleconference Technician	15.09
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.13
14042 - Computer Operator II	16.01
14043 - Computer Operator III	17.85
14044 - Computer Operator IV	19.84
14045 - Computer Operator V	21.98
14071 - Computer Programmer I	(see 1) 20.94
14072 - Computer Programmer II	(see 1) 25.96
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		14.13
14160 - Personal Computer Support Technician		21.98
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		29.95
15020 - Aircrew Training Devices Instructor (Rated)		36.23
15030 - Air Crew Training Devices Instructor (Pilot)		39.68
15050 - Computer Based Training Specialist / Instructor		27.36
15060 - Educational Technologist		27.18
15070 - Flight Instructor (Pilot)		39.68
15080 - Graphic Artist		19.39
15090 - Technical Instructor		18.54
15095 - Technical Instructor/Course Developer		22.68
15110 - Test Proctor		14.96
15120 - Tutor		14.96
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.96
16030 - Counter Attendant		8.96
16040 - Dry Cleaner		11.16
16070 - Finisher, Flatwork, Machine		8.96
16090 - Presser, Hand		8.96
16110 - Presser, Machine, Drycleaning		8.96
16130 - Presser, Machine, Shirts		8.96
16160 - Presser, Machine, Wearing Apparel, Laundry		8.96
16190 - Sewing Machine Operator		11.86
16220 - Tailor		12.51
16250 - Washer, Machine		9.76
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.35
19040 - Tool And Die Maker		22.22
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		13.85
21030 - Material Coordinator		19.18
21040 - Material Expediter		19.18
21050 - Material Handling Laborer		12.75
21071 - Order Filler		11.70
21080 - Production Line Worker (Food Processing)		13.85
21110 - Shipping Packer		14.07
21130 - Shipping/Receiving Clerk		14.07
21140 - Store Worker I		12.19
21150 - Stock Clerk		16.22
21210 - Tools And Parts Attendant		13.85
21410 - Warehouse Specialist		13.85
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		22.08
23021 - Aircraft Mechanic I		21.05
23022 - Aircraft Mechanic II		22.08
23023 - Aircraft Mechanic III		23.09
23040 - Aircraft Mechanic Helper		15.70
23050 - Aircraft, Painter		19.48
23060 - Aircraft Servicer		17.86
23080 - Aircraft Worker		18.98
23110 - Appliance Mechanic		17.18

23120 - Bicycle Repairer	12.87
23125 - Cable Splicer	22.66
23130 - Carpenter, Maintenance	15.78
23140 - Carpet Layer	16.86
23160 - Electrician, Maintenance	19.65
23181 - Electronics Technician Maintenance I	21.98
23182 - Electronics Technician Maintenance II	23.23
23183 - Electronics Technician Maintenance III	26.91
23260 - Fabric Worker	15.85
23290 - Fire Alarm System Mechanic	18.23
23310 - Fire Extinguisher Repairer	14.90
23311 - Fuel Distribution System Mechanic	20.41
23312 - Fuel Distribution System Operator	19.33
23370 - General Maintenance Worker	15.76
23380 - Ground Support Equipment Mechanic	21.05
23381 - Ground Support Equipment Servicer	17.86
23382 - Ground Support Equipment Worker	18.53
23391 - Gunsmith I	14.90
23392 - Gunsmith II	16.86
23393 - Gunsmith III	18.78
23410 - Heating, Ventilation And Air-Conditioning	17.97
Mechanic	
23411 - Heating, Ventilation And Air Conditioning	18.88
Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	18.04
23440 - Heavy Equipment Operator	18.62
23460 - Instrument Mechanic	22.75
23465 - Laboratory/Shelter Mechanic	17.81
23470 - Laborer	11.20
23510 - Locksmith	17.80
23530 - Machinery Maintenance Mechanic	21.46
23550 - Machinist, Maintenance	17.80
23580 - Maintenance Trades Helper	13.82
23591 - Metrology Technician I	22.75
23592 - Metrology Technician II	23.79
23593 - Metrology Technician III	24.89
23640 - Millwright	23.03
23710 - Office Appliance Repairer	17.33
23760 - Painter, Maintenance	15.61
23790 - Pipefitter, Maintenance	21.57
23810 - Plumber, Maintenance	21.51
23820 - Pneudraulic Systems Mechanic	18.80
23850 - Rigger	18.78
23870 - Scale Mechanic	16.86
23890 - Sheet-Metal Worker, Maintenance	19.63
23910 - Small Engine Mechanic	14.85
23931 - Telecommunications Mechanic I	23.85
23932 - Telecommunications Mechanic II	25.02
23950 - Telephone Lineman	23.22
23960 - Welder, Combination, Maintenance	17.97
23965 - Well Driller	18.78
23970 - Woodcraft Worker	18.78
23980 - Woodworker	13.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.22
24580 - Child Care Center Clerk	12.43
24610 - Chore Aide	9.83

24620 - Family Readiness And Support Services Coordinator	12.20
24630 - Homemaker	
	13.11
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.84
25040 - Sewage Plant Operator	17.69
25070 - Stationary Engineer	20.67
25190 - Ventilation Equipment Tender	15.33
25210 - Water Treatment Plant Operator	17.69
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.21
27007 - Baggage Inspector	11.06
27008 - Corrections Officer	15.64
27010 - Court Security Officer	16.68
27030 - Detection Dog Handler	13.60
27040 - Detention Officer	15.64
27070 - Firefighter	18.17
27101 - Guard I	11.06
27102 - Guard II	13.60
27131 - Police Officer I	18.21
27132 - Police Officer II	20.24
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.33
28042 - Carnival Equipment Repairer	14.17
28043 - Carnival Equipment Worker	9.87
28210 - Gate Attendant/Gate Tender	12.36
28310 - Lifeguard	11.74
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	12.54
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	16.81
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.57
29020 - Hatch Tender	18.57
29030 - Line Handler	18.57
29041 - Stevedore I	18.05
29042 - Stevedore II	19.63
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.10
30021 - Archeological Technician I	17.66
30022 - Archeological Technician II	19.75
30023 - Archeological Technician III	24.48
30030 - Cartographic Technician	24.48
30040 - Civil Engineering Technician	24.86
30061 - Drafter/CAD Operator I	17.66
30062 - Drafter/CAD Operator II	19.75
30063 - Drafter/CAD Operator III	22.03
30064 - Drafter/CAD Operator IV	27.10
30081 - Engineering Technician I	15.52
30082 - Engineering Technician II	17.41

30083 - Engineering Technician III	19.48
30084 - Engineering Technician IV	24.14
30085 - Engineering Technician V	29.66
30086 - Engineering Technician VI	35.90
30090 - Environmental Technician	23.02
30210 - Laboratory Technician	21.43
30240 - Mathematical Technician	24.48
30361 - Paralegal/Legal Assistant I	15.98
30362 - Paralegal/Legal Assistant II	18.90
30363 - Paralegal/Legal Assistant III	23.12
30364 - Paralegal/Legal Assistant IV	27.95
30390 - Photo-Optics Technician	24.48
30461 - Technical Writer I	24.48
30462 - Technical Writer II	29.45
30463 - Technical Writer III	32.79
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	22.03
30621 - Weather Observer, Senior (see 2)	24.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.51
31030 - Bus Driver	14.07
31043 - Driver Courier	12.36
31260 - Parking and Lot Attendant	10.06
31290 - Shuttle Bus Driver	13.21
31310 - Taxi Driver	10.59
31361 - Truckdriver, Light	13.21
31362 - Truckdriver, Medium	14.07
31363 - Truckdriver, Heavy	15.07
31364 - Truckdriver, Tractor-Trailer	15.07
99000 - Miscellaneous Occupations	
99030 - Cashier	7.88
99050 - Desk Clerk	8.22
99095 - Embalmer	22.29
99251 - Laboratory Animal Caretaker I	9.65
99252 - Laboratory Animal Caretaker II	10.31
99310 - Mortician	22.29
99410 - Pest Controller	13.39
99510 - Photofinishing Worker	12.74
99710 - Recycling Laborer	14.53
99711 - Recycling Specialist	17.02
99730 - Refuse Collector	13.30
99810 - Sales Clerk	10.75
99820 - School Crossing Guard	13.56
99830 - Survey Party Chief	18.67
99831 - Surveying Aide	11.09
99832 - Surveying Technician	16.97
99840 - Vending Machine Attendant	10.81
99841 - Vending Machine Repairer	12.82
99842 - Vending Machine Repairer Helper	10.81

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.



If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

## PAST PERFORMANCE QUESTIONNAIRE

Your organization has been identified to participate in the past performance evaluation on a current solicitation at the Mission and Installation Contracting Command (MICC), Fort Campbell, Kentucky. This survey will be used to evaluate past performance for the contractor and contract action identified below.

Candid feedback is important to the evaluation effort and may affect award outcome. Please indicate "NA" in any area which is not applicable to work performed on your contract. In accordance with OFPP Policy Letter 92-5, the names of individuals supplying past performance information will remain confidential.

Please mail or e-mail the completed survey to:

Mail: MICC – Fort Campbell  
ATTN: Will Moore, RFP W91248-12-R-0018  
Supply and Services Division  
2172 13 ½ Street  
Fort Campbell, KY 42223-5355

E-mail Subject: W91248-12-R-0018 PP Questionnaire  
[William.t.moore3.civ@mail.mil](mailto:William.t.moore3.civ@mail.mil) AND [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil)

Questions/concerns pertaining to this survey may be directed to Will Moore, 270-798-7811, [william.t.moore3.civ@mail.mil](mailto:william.t.moore3.civ@mail.mil) or June Fletcher-Schiewe, 270-798-3441, [linda.j.schiewe.civ@mail.mil](mailto:linda.j.schiewe.civ@mail.mil).

Thank you for your time and effort in completing this survey.

### BACKGROUND INFORMATION:

#### 1. Contractor information:

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Point of Contact \_\_\_\_\_

#### 2. Individual completing this survey:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

3. Contract Number \_\_\_\_\_

4. Type of Contract \_\_\_\_\_

Fixed Price: Price for Contract negotiated and fixed prior to delivery of service.

Time & Material: Price for Contract determined by number of hours or quantities of materials used in the delivery of service based, upon previously fixed price rates for time and material.

Cost Reimbursement: Provides for payment of allowable incurred costs to the extent prescribed in the contract.

5. Acquisition Method: Competitive ( ) yes ( ) no  
Sole Source ( ) yes ( ) no

6. Award Amount \$ \_\_\_\_\_ Current Value \$ \_\_\_\_\_ Projected Final \$ \_\_\_\_\_

7. Performance Period \_\_\_\_\_ Years Remaining \_\_\_\_\_

8. Briefly describe the services performed:

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#### **RATING SYSTEM FOR PAST PERFORMANCE:**

The Past Performance evaluation will assess the relative risks associated with an offeror's likelihood of success in performing the solicitation's requirements as indicated by that offeror's record of past performance. Performance risk is assessed after evaluating aspects of the offeror's recent past performance and focusing on performance that is relevant to the services being procured under this solicitation. Offerors are cautioned that in conducting the performance risk assessment, the Government may use data provided in the offeror's proposal and data obtained from other sources, such as the Contractor Past Performance Reporting System (CPARS), Past Performance Information Retrieval System (PPIRS) or similar systems and State Department Watch Lists.

**Assigning Ratings:** The Past Performance Factor will be assigned "Acceptable" or Unacceptable" rating as follows:

Rating	Description
Acceptable	Based on offeror's past performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance record is unknown. (See below)
Unacceptable	Based on offeror's past performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.

**NOTE:** In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305 (a)(2)(iv)). Therefore, the offeror must be determined to have neutral past performance. In the context of acceptability/unacceptability, "neutral" must be considered "acceptable." There are two aspects to the past performance evaluation.

**Recency Assessment.** An assessment of the past performance information will be made to determine if it is recent. To be recent, the effort must be ongoing or must have been performed during the past three (3) years from the date of issuance of this solicitation. Past performance information that fails this condition will not be evaluated.

**Relevancy Assessment.** To be relevant, the effort must be similar in nature of work, size, and complexity. The Government will conduct an in-depth evaluation of all recent performance information obtained to determine if it is the same or similar in nature, size, and complexity to the services being procured under this solicitation. Recent past performance is defined as not more than three (3) years from the RFP release date; relevant in terms of similar nature of work, size, and complexity.

A relevancy determination of the offeror's (including joint venture partner(s) and major and critical subcontractor(s)) past performance will be made. In determining relevancy for individual contract, consideration will be given to the effort, or portion of the effort, being proposed by the offeror, teaming partner, or subcontractor whose contract is being reviewed and evaluated. In establishing what is relevant for the acquisition, consideration should be given to what aspects of an offeror's contract history would give the most confidence that the offeror will satisfy the current procurement. The past performance information provided in the proposal and obtained from other sources will be used to establish the relevancy of past performance.

**QUALITY OF PRODUCT OR SERVICE:** Please provide rating and any explanatory or descriptive comments.

1. Overall quality of services provided. Rating (Acceptable or Unacceptable): \_\_\_\_\_

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2. Did work provided comply with contract requirements and conform to standards of good workmanship, e.g. commonly accepted technical, professional, environmental, or safety and health standards. Rating (Acceptable or Unacceptable):

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3. How well did the offeror provide quality deliverables such as reports? Rating (Acceptable or Unacceptable):

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4. Was the contractor responsive to emergency situations? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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**SCHEDULE:** Please provide rating and any explanatory or descriptive comments.

1. Was work performed in a timely manner as outlined in the contract? Rating (Acceptable or Unacceptable):

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2. How well did the offeror meet schedules? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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3. How well did the offeror manage changing work conditions or accelerated completion dates? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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4. How well did the offeror prioritize work? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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5. Was the offeror responsive to Government's inquiries and changing requirements? Rating (Acceptable or Unacceptable):

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**MANAGEMENT OF KEY PERSONNEL:** Please provide rating and any explanatory or descriptive comments.

1. How well did the contractor/offeror work with the contracting and technical representatives? Rating (Acceptable or Unacceptable):

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2. Was the offeror responsive to management and changes? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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3. Were contractors paid in a timely manner? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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4. Was the offeror reasonable and cooperative with the Government? Rating (Acceptable or Unacceptable):

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**BUSINESS RELATIONS:** Please provide rating and any explanatory or descriptive comments.

1. How well did the offeror manage subcontractors? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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2. Did the offeror hire, retain, and train qualified personnel? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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3. How effective was the offeror's on-site management? Rating (Acceptable or Unacceptable): \_\_\_\_\_

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4. How well did the offeror substitute key personnel? Rating (Acceptable or Unacceptable): \_\_\_\_\_