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(2) The Contractor shall move or cover equipment, furniture and other items around the work area prior to beginning work. Upon completion, the Contractor shall return the work area to the original arrangement or to the customer's satisfaction.

(3) Highly sensitive and valuable laboratory equipment will not be moved unless approved by the FOS. Equipment and furniture that cannot be moved will be covered with clean drop cloths to protect from splattering.

(4) The following surfaces will not be painted and will be carefully protected from paint splatters and other foreign material:

- (a) Brass and bronze equipment and finishes
- (b) Fire equipment
- (c) Nickel or chrome plated surfaces
- (d) Finished and anodized aluminum
- (e) Stainless steel
- (f) Formica
- (g) Tile
- (h) Glass
- (i) Plastic
- (j) Cork
- (k) Rubber
- (l) Natural wood grain, varnished, or shellac finishes
- (m) Valve stems, packing glands, or nuts
- (n) Valve tags
- (o) Baked enamel finishes such as electrical receptacles and switch bodies
- (p) Moving parts of hardware and mechanical equipment
- (q) Pipe and duct identification tags
- (r) Animal waterers and feeders

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(5) The Contractor shall prepare an overall paint schedule with which to accomplish the routine painting of both interiors and exteriors of occupied buildings. This schedule will be updated and submitted for FOS approval based on a mutually agreed upon frequency.

(6) The Contractor shall prepare and paint building interior and exterior surfaces, equipment, fences and other miscellaneous structures at PIADC. Surfaces include, but are not limited to:

- (a) Wood
- (b) Windows and frames, and doors and frames
- (c) Ferrous metal
- (d) Galvanized and zinc copper alloy
- (e) Masonry and concrete surfaces
- (f) Pipes
- (g) Electrical accessories
- (h) Plaster, wallboard, drywall

(i) These surfaces may be brand new and unfinished or previously painted. The Contractor shall mix paints and apply prime, intermediate and finishing coats to completely cover and hide old surfaces. The Contractor shall match the color of the pre existing surface as closely as possible, unless directed by the FOS to apply a different color. Surfaces will be free from runs, misses, splatters, and other visual defects

(7) Minimum Standards of Performance

Paint and refinish interior and exterior surfaces according to a FOS approved schedule so that all required painting is accomplished on time and that all freshly painted surfaces are free of misses, runs, and finish defects. Animal room surface repairs will only be scheduled to be accomplished during periods when animal rooms are vacant.

c. Paint Signs

(1) The Contractor shall construct, hand letter, or paint signs for exterior use to relate safety information and traffic controls as directed by the FOS. Signs will be stenciled, hand lettered, or have pre cut characters applied to meet customer requirements. Signs will be neat, without runs, and correctly lettered showing proper spacing and alignment of letters.

(2) Twice during the period of performance of this bridge contract, preferably during the spring and fall seasons, the Contractor shall paint the six (6) cable crossing signs. Sign locations and dimensions are given in TE-12.

(3) Minimum Standards of Performance

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Prepare safety information and traffic control signs in accordance with FOS instructions. Signs will be neat, without runs, and correctly lettered showing proper spacing and alignment of letters. Cable crossing signs should be painted in the spring and the fall as directed by the FOS.

d. Pavement Markings

(1) The Contractor shall paint parking lot lines, on paved surfaces as requested by the FOS. The Contractor shall notify the FOS at least 24 hours in advance of the need to close a parking area to apply markings. At the FOS request, the Contractor shall be required to work outside of normal duty hours to apply pavement markings to minimize disturbances to normal parking patterns.

(2) Minimum Standards of Performance

Paint or otherwise apply traffic and other surface markings on paved surfaces at PIADC in accordance with state, local and PIADC traffic regulations. Markings will be clear and distinct and free of smudges and irregular borders.

e. Special Surfaces

(1) The Contractor shall prepare and paint surfaces requiring special coatings and attention such as refrigeration equipment, cold rooms, animal rooms, and water towers. The paint material will be heat, corrosion, and chemical resistant and may require special handling and application.

(2) Minimum Standards of Performance

Paint is appropriate for the specific surface to be covered and applied so that the finished surface shows no runs, bubbles, cracks or peeling.

f. Miscellaneous Painting

(1) When requested, the Contractor shall prepare and paint various items and surfaces such as: fences, gates, signposts, bumper blocks, guy wires, guards, reflectors, laboratory equipment, incinerators, etc.

(2) Minimum Standards of Performance

Prepare and paint surfaces as directed by the FOS. Paint is appropriate for the specific surfaces; surface is prepared to promote paint adhesion and shows no bubbles, cracks or peeling upon completion.

g. Special Tasks Requiring a Work Order

(1) Painting of New Construction and Alterations

The Contractor shall repair holes, chips, or cracks in newly constructed, damaged or altered surfaces using putty, caulking or spackling, or otherwise prepare such surfaces for painting and apply paint as appropriate to preserve the integrity of the structure. Final coatings should match the finish

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of existing or similar structures at the Center. Finished surfaces will be free from misses, runs, chips or other defects.

C.078. Technical Services – Sheet Metal and Welding Services

a. Routine Work

(1) The Contractor shall install, repair, weld, and assemble metal components of buildings, structures and equipment in accordance with all industry and trade standards and all applicable OSHA, EPA and NFPA regulations. Typical tasks performed include, but are not limited to:

(a) Repairing sheet metal, stainless steel, aluminum, cast iron, black iron and brass using ARC, TIG or MIG welding

(b) Sketching, laying out, and constructing irregular shaped metal components

(c) Welding using acetylene gas, brazing, and soldering on light, heavy gauge and hardened metals as well as steam lines and other pressurized systems

(2) The PIADC Fire Chief will issue a locally produced burn permit for all welding, cutting or brazing performed outside of a shop environment.

b. Routine Maintenance and Repair

(1) The Contractor shall install, maintain, modify, and repair metal components of buildings, marine vessels, equipment, fixtures and other items in accordance with applicable Federal, state, and local codes. Activities performed include, but are not limited to:

(a) Fabricating ducts, fittings, safety boxes, hoods, metal covers, and frames

(b) Constructing animal barriers, air tight door frames, and metal gates

(c) Welding boilers, sewage treatment tanks, vehicle and heavy equipment parts, and chain hoists for boats

(d) Designing and fabricating special tools

(e) Maintaining metal components of animal rooms, i.e., rails, gates, chutes, hinges, doors, feeders and waterers

(2) The Contractor shall make repairs and adjustments to correct observed or reported deficiencies. If the Contractor cannot repair an equipment item, he will submit to the FOS, within 48 hours, a written explanation of the problem, cause, and recommended solution.

(3) Minimum Standards of Performance

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Provide routine welding services in accordance with Federal, state, and local codes ensuring the product is solid, sturdy, has no metal fatigue, and performs as designed. Fabricated parts are constructed as specified, in proper dimensions, and air tight equipment is free of any leakage. Maintenance and repair of animal room metal equipment and components must be accomplished during periods when animal rooms are vacant.

c. Qualifications

Welders should possess a variety of weld qualifications for different configurations, materials, and welding processes. These people should also be Confined Space certified.

d. Special Tasks Requiring a Work Order

(1) Maintain and Repair Scientific Equipment

The Contractor shall install, maintain, modify, repair and fabricate components for scientific equipment as required by the FOS. Tasks will include, but not be limited to:

(a) Fabricating air locks and air tight doors

(b) Fabricating and rebuilding special laboratory equipment, such as lined and insulated carrying cases

(c) Fabricating fittings and other materials for installation on laboratory equipment

(2) The Contractor shall observe safety and bio security precautions prescribed by the PIADC Safety Manual when performing maintenance and repair in restricted laboratory modules or other areas. The Contractor shall not interfere with laboratory operations during performance of repair and maintenance activities. Equipment will not be removed from its location for repair unless approved by the FOS.

e. Custom Equipment

(1) The Contractor shall produce custom, one of a kind equipment and parts at the request of the FOS. The Contractor shall work from blueprints, sketches, drawings and work orders. Original items may include, for example: steel tanks, trays, gauge racks, animal room hardware, and stainless steel carrying boxes.

(2) The Contractor shall work closely with the FOS and the customer to ensure that the fabricated product is functional and meets its intended use.

C.079. Technical Services – Electrical Services

a. Routine Work

(1) The Contractor shall install, maintain, modify, adjust and repair all electrical systems in accordance with equipment specifications, manufacturer's instructions, and all applicable Federal, state,

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and local codes and the National Electric Code. The Contractor shall have trained and qualified personnel available on site, 24 hours a day, to perform routine and emergency services. The equipment to be maintained includes, but is not limited to:

- (a) Exterior
 - (i) Transformers
 - (ii) Breakers
 - (iii) High voltage (15KV) and secondary distribution systems
 - (iv) Area security lighting
 - (v) Electrical substations
 - (vi) All standby emergency generating plants and equipment
 - (vii) Related equipment including: underground cables, conduits, braces and brackets, guy wires, anchors, poles, cross arms, transformer racks, insulators, breakers, fuses, conductors, switchgear, etc.
- (b) Interior
 - (i) High voltage (15KV) draw out power switchgear
 - (ii) Paralleling switchgear
 - (iii) Building wiring and lighting systems
 - (iv) Electrical controls, relays, programmable logic controllers
 - (v) Electric motors
 - (vi) Electric fans
 - (vii) Lighting fixtures
 - (viii) All wiring, switches and receptacles
 - (ix) Related equipment, such as: main disconnect devices, cables, raceways, motor control centers, contractors, motor starters, switches, ducts, capacitors, regulators, grounding equipment, conduits, installed TV monitoring systems, lamps, clocks, and all accessories necessary to distribute electricity.

b. Routine Maintenance and Repair

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(1) Contractor shall install, maintain, adjust and repair all electrical systems, facilities, distribution, and power generating equipment and their components. Activities will include but are not limited to:

- (a) Troubleshooting and repairing power circuits, controls, switches, thermostats, and relays
- (b) Connecting wires to outlets, switches, receptacles, and power sources
- (c) Testing circuits and equipment including energizing all redundant circuits on a monthly schedule
- (d) Maintaining and repairing service hoists
- (e) Installing, testing, maintaining, and repairing electric motors and fans
- (f) Checking controls and components of motor controls and circuits
- (g) Repairing electrical equipment and machinery
- (h) Troubleshooting and repairing electrical controls for HVAC equipment, such as: flow meters, temperature and pressure recorders, magnetic starters, pump controls, individual heating unit systems and electrical components of air conditioning and refrigeration equipment
- (i) Maintaining emergency generators, substations and transformers
- (j) Maintaining emergency lighting and backup battery power systems

(2) The Contractor shall make repairs and adjustments as needed to correct observed or reported deficiencies. The Contractor shall perform tasks without causing disruption to electrical service at PIADC. If service must be interrupted, the Contractor shall confer with the FOS before taking action. All replacement material and components will be Underwriters Laboratories listed or approved. If the Contractor cannot repair an equipment item, the Contractor shall provide the FOS within 48 hours, a written explanation of the problem, cause, and recommended solution to include a detailed cost and schedule estimate.

(3) All electrical equipment installed in animal rooms will be of the approved type for wet locations and equipped with ground fault interruption (GFI) protection.

(4) Minimum Standards of Performance

(a) Install, maintain, modify, adjust, and repair all electrical systems, facilities, distribution equipment, to include high voltage electrical and scientific equipment and systems, and their components in accordance with equipment specifications, manufacturer's instructions, state and local codes, National Electric Code, and sound electrical engineering judgment. Contractor service should be delivered to ensure no interruptions to electrical service at PIADC. Preventive maintenance is performed in accordance with the FOS approved schedule.

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(b) All electrical equipment installed in animal rooms will be of the approved type for wet locations and equipped with ground fault interruption protection (GFI).

(c) The Contractor shall provide written notification to the FOS, Center Engineer, Research and Support Personnel at least one duty day in advance for scheduled shutdowns.

c. High Voltage Electrical Work

(1) The Contractor shall install, maintain, modify, adjust, and repair all high voltage electrical equipment in accordance with OSHA, Federal, state, and local regulations, and the National Electric Code. Activities will include, but not be limited to:

(a) Inspecting and testing substations and equipment

(b) Maintaining generators, transformers, switches, circuit breakers, high voltage distribution power lines and underground cables

(c) Monthly energizing all redundant distribution systems

(d) Monthly testing of backup generating equipment

(e) Trimming trees and brush from around power lines, transformers, and substations

(2) The Contractor shall properly secure all utility distribution lines prior to work accomplishment.

(3) The Contractor shall provide written notification to the FOS, Center Engineer, Research and Support Personnel twenty-four hours in advance for scheduled electric shutdowns. Emergency repairs will be addressed immediately.

d. Qualifications

All Contractor personnel working with high voltage electricity (greater than or equal to 15KV) will have the equivalent of journeyman high voltage electrician with high voltage experience and training. All other Contractor electricians will have equivalent journeyman electrician industrial experience and qualifications. All Contractor electricians will be Confined Space certified and lockout-tagout trained.

e. Special Tasks Requiring a Work Order

(1) Major Repair and Replacement

(a) The Contractor shall perform major repair and replacement of electrical systems and equipment as requested by the FOS. The Contractor shall design and document all projects and receive FOS approval before work begins. Major work may include, but not be limited to:

(i) Installing transformers, poles, and high voltage distribution lines

(ii) Replace backup generators

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(iii) Repair or replace major electrical components of the chiller systems

(iv) Rewire an entire office, laboratory, or facility

(b) The Contractor shall observe all safety and biological precautions required by the PIADC Safety Manual when entering and leaving restricted areas to perform maintenance and repair. The Contractor shall not interfere with scientific operations in the delivery of service. Equipment will not be removed from its location for servicing unless approved by the FOS.

(c) If the Contractor determines that equipment is unserviceable, the FOS will be informed, in writing, explaining the problem, probable cause, and recommended solution.

C.080. Technical Services – Power Generation Services

a. Routine Work

(1) The Contractor shall install, maintain, adjust, and repair all power generation systems in accordance with equipment specifications, manufacturer's instructions, and all applicable Federal, state, and local codes and the National Electric Code. The Contractor shall have trained and qualified personnel available 24 hours a day, to perform routine and emergency services. Currently, the services provided include, but are not limited to:

(a) Operating diesel powered generators to provide electricity to the island during power outages and Long Island Power Authority (LIPA) critical days

(b) Performing preventive maintenance and other scheduled inspections of power generating equipment

(2) The Contractor shall ensure that power is supplied to PIADC 24 hours a day.

b. Power Plant Operations

(1) The PIADC power plant consists of two (2) 1250 KVA, 1400 HP two cycle diesel generators and one (1) 1125 KVA, 1200 HP four cycle diesel generator located in Building 103.

(2) The Contractor shall operate the necessary number of generators to provide PIADC with a continuous supply of electricity. LIPO provides PIADC with electricity under normal operations. The Contractor shall inspect and operate, under load, the emergency generators to ensure they will operate when required. Conditions under which the Contractor must operate the generators to provide PIADC with power include, but are not limited to:

(a) Power outages or LIPA critical days

(b) Building 101 chiller start up

(c) During periods of severe weather

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(3) Minimum Standards of Performance

(a) Operate generators to ensure no interruptions to electrical service at PIADC. Test and inspect batteries, transformers, and generators daily to ensure proper operation; make repairs and adjustment as needed to correct observed or reported deficiencies. All generator and power plant logs are to be filled out accurately and completely.

(b) Maintain a power plant log book updated during the shift to log operations, maintenance performed, concerns, problems, etc. and signed by the shift electrician at the end of the shift. Log to be used as a tool for shift turnover.

(c) The Contractor shall maintain a generator log during operating periods with readings taken at least every hour. Generator logs are shown in TE 10. The Contractor shall provide an SOP defining the parameters of emergency generator operation for FOS approval within 30 days of contract award.

c. Routine Maintenance and Repair

(1) The Contractor shall install, maintain, adjust and repair power generating equipment. Activities will include, but not be limited to:

- (a) Repairing diesel engine fuel injectors and pumps
- (b) Replacing valve assemblies, pistons, and liners
- (c) Checking batteries and repacking bearings

(2) Minimum Standards of Performance

Install, maintain, modify, adjust, and repair all power generating systems and their components in accordance with equipment specifications, manufacturer's instructions, state and local codes, and NEC. Preventive maintenance will be performed according to a FOS approved schedule.

d. Power Outages

(1) The Contractor shall have qualified personnel available on site to respond to power outages during normal duty and non duty hours. The Contractor shall take action to restore electrical service quickly within 10 minutes. After power is restored, the Contractor shall resume service, restart equipment such as boilers, pumps, sewage lagoon aerators and appliance system components in all affected buildings. All outages will be reported to the Duty Officer and FOS as to probable cause, duration, and damage.

(2) Minimum Standards of Performance

The Contractor shall respond to electrical outages within two minutes of occurrence, and have the emergency generators on line and supplying electrical power within 10 minutes of the events. The Contractor shall operate the generators until normal electrical service is resumed.

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e. Special Tasks Requiring a Work Order

Major Repair and Replacement - The Contractor shall perform major repair and replacement of power generating systems and equipment as requested by the FOS. The Contractor shall perform major design, repair, and replacement of power generating systems and equipment as approved by the FOS and before work begins. A typical project could include replacing a main circuit breaker.

C.081. Technical Services – Electronic Services

a. Routine Work

(1) The Contractor shall install, maintain, modify, adjust and repair electronic systems in compliance with equipment specifications, manufacturer's instructions, and all applicable Federal, state, and local codes. Equipment to be maintained includes, but is not limited to:

- (a) Recording instruments and gages
- (b) Electric, pneumatic and computer controls
- (c) Alarm, annunciation and card recognition systems
- (d) Frequency, speed, pressure, flow and level controls, switches and thermostats

(e) Related components such as: wiring, printed circuit boards, electronic components, capacitors, fuses, integrated circuits and heat sinks

b. Routine Maintenance and Repair

(1) The Contractor shall install, maintain, monitor, test, modify, adjust, and repair all electronic equipment and their components such as alarms, annunciators, and controls in accordance with equipment specifications and manufacturer's instructions. Activities will include, but are not limited to:

- (a) Receiving and testing new electronic equipment
- (b) Repairing and replacing electronic devices
- (c) Troubleshooting electronic equipment and circuits, instruments, controls

(d) Maintaining and repairing electronic controls, such as valve operators, damper operators, pressure reducing valves, selector switches, duct humidistat, and pressure switches

(e) Calibrating, aligning, and testing electronic controls, such as photoelectric scanner and programming controls, temperature and pressure recorders, magnetic starters, electronic modulator controls, etc.

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(2) The Contractor shall make repairs and adjustment as needed to correct observed or reported deficiencies. If a device requiring repair is of a critical nature such as an alarm, the Contractor shall notify the FOS of the problem and install a backup device. All replacement material and components will be listed or approved by Underwriter Laboratories. If the Contractor cannot repair an equipment item, the Contractor shall provide the FOS, within 48 hours, a written explanation of the problem, cause, and recommended solution.

(3) Minimum Standards of Performance

(a) Install, maintain, modify, adjust, and repair electronic systems, components, and equipment in accordance with equipment specifications and manufacturer's instructions. Preventive maintenance is performed in accordance with the FOS approved schedule.

(b) The FOS will be notified in a timely fashion of critical system malfunctions. These notifications will be in writing, in a report format, and delivered within 24 hours of the occurrence.

(c) The Contractor shall observe safety and biological safety precautions described in the PIADC Safety Manual whenever required to enter or leave bio-containment areas for maintenance and repair. Maintenance services will not interfere with scientific activities. Equipment will not be removed from its location for repair without approval of the FOS.

(d) If the Contractor determines equipment is unserviceable, the FOS will be informed, in writing, explaining the problem, probable cause, and recommended solution.

(e) Install, maintain, modify, adjust, and repair scientific equipment and components in accordance with equipment specifications and manufacturer's instructions. Preventive maintenance is performed in accordance with the FOS approved schedule. FOS will be notified in a timely fashion of critical repairs, which are considered unserviceable within 24 hours of such a decision.

c. Special Tasks Requiring a Work Order

(1) Major Maintenance and Repair

The Contractor shall install, repair, and replace major electronic systems and components. The Contractor shall design and document all projects and receive FOS approval before work begins.

(2) Cable Systems

The Contractor shall fabricate, install, repair, and replace cable to support computer, electronic systems and the PIADC telephone system, as may be requested by the FOS.

C.082. Technical Services – Computer Alarm System Services

a. Routine Work

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(1) The Contractor shall provide personnel to continuously monitor the computer alarm system 24 hours a day, and respond to alarms to ensure proper operation of all associated equipment. Currently, the equipment hooked up to the alarm system includes, but is not limited to:

- (a) Freezers
- (b) Air Handling Units
- (c) Air Compressors
- (d) Incubators
- (e) Sewage Pumps
- (f) Exhaust/Supply Fans
- (g) High Water Alarms

(2) The Contractor shall respond to alarms and repair equipment as necessary to maintain supply and exhaust ventilation, temperature, humidity and pressure ranges identified by the FOS.

b. Monitor Computer Alarm System

(1) The facility currently operates under the control of a Siemens Landis and Direct Digital Control (DDC) unit.

(2) During normal duty hours, the Contractor shall alert appropriate laboratory personnel within 5 minutes that an alarm connected to laboratory equipment sounds, and proceed with troubleshooting procedures to make repairs to alarmed equipment, ensuring normal operation of the equipment. If equipment cannot be returned to normal operation within two hours, the FOS will be so informed.

(3) After normal duty hours, the Contractor shall respond to all alarms within 10 minutes that an alarm occurs and ascertain why the alarm activated. In the event that critical equipment such as freezers, walk-in coolers or incubators are impacted requiring maintenance or repair and that equipment has materials inside where there are no written instructions for the handling of those materials, the Contractor shall telephone the individual responsible for that equipment to ascertain what corrective action is desired. All alarms will be logged by the Contractor to include, at a minimum, the time, date, equipment item, and remedial action taken. Typical duties performed in responding to alarms include, but are not limited to:

- (a) Close freezer doors left open
- (b) Re start air compressors, air handlers, exhaust and supply fans
- (c) Repair damaged sewage pumps, valves, etc.

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(4) If the Contractor determines equipment is unserviceable, the FOS will be informed, within 24 hours, in writing, explaining the problem, probable cause, and recommended solution. When entering bio-containment areas, the Contractor shall observe all regulations described in the PIADC Safety Manual.

(5) Minimum Standards of Performance

Respond to computer alarms within 10 minutes of occurrence; resolve problem or notify proper points of contact as to condition. The Contractor shall insure that at no time will the alarm system be turned off without determining the trouble and making the necessary repairs. Observe all established bio-containment procedures when entering and leaving laboratories.

c. Reprogram Computer

(1) The Contractor shall program or reprogram the Building Automation System, or change DDC set points as directed by the FOS, to change the time of operation and alarm points for pressure and temperature, to add additional points, or to update the graphics display.

(2) Minimum Standards of Performance

Reprogram computer such that the alarm sounds when critical temperature and pressure points are reached.

(3) Qualification

All Contractor personnel shall have adequate computer skills and electronics background in Siemens Landis training.

d. Special Tasks Requiring a Work Order

Add or Delete Equipment - The Contractor shall add, delete, or replace equipment to the computer alarm system as requested by the FOS.

C.083. Quality Assurance – General

a. The Contractor shall establish and maintain a complete Internal Quality Assurance/Quality Control (QA/QC) Program. This will include a periodic monitoring program of all areas and scheduled internal inspections. The Contractor's QA/QC Program will be designed to encourage total quality improvement at every level of the organization. This Quality Program should not only address correcting identified problems, but identify and correct the root causes that led to a potentially or actual unsatisfactory condition. The emphasis of this program should be in properly assessing:

- (1) The quality of worker performance
- (2) Performance as related to schedule
- (3) Safety and environmental compliance performance

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b. The Contractor shall submit a staffing plan for the QA/QC function, which will include, as a minimum, a QA/QC Manager who will have no other duties other than performing quality control. The Contractor shall provide the qualifications of this Manager for approval by the FOS as a key personnel position. The individual recommended should have previous QA/QC experience at a technical facility managing an operations, maintenance, and services contract with a proven record of performance.

c. The FOS reserves the right to interview any member of the QA/QC organization at any time in order to verify the submitted qualifications.

C.084. Quality Assurance – Quality Control Plan

a. The Contractor shall develop a Quality Control Plan and submit it to the FOS within 90 days of contract award. Specific items to be included in the plan will be:

(1) Schedule to review all areas of responsibility under this contract based on a mutually agreed upon date to ensure minimum level of standards as identified in this contract is being met. Attention should be paid to ensuring inspection frequency corresponds to the hazard or risk of a certain program being deficient.

(2) Areas to be inspected. This will include a review of specific "In-Process" operations, "After-Action" reviews of operations, and "General" reviews of functional areas under the cognizance of the contractor. Additionally these inspections should ensure proper equipment/plant operations, sufficient procedural knowledge by the operating personnel, and response to plausible casualty conditions.

(3) Method of identifying deficiencies in the quality of services before the level of service is below minimum performance standards such that corrective actions need to be taken.

(4) A method to identify deficient trends and patterns and then using this information to ensure reoccurring deficiencies are corrected.

(5) The format of the Contractor's Quality Control Reports. This will include "In-process", "After Action", and "General Area" Quality Control Reports.

(6) Methods of documenting and enforcing quality control operations of both the Contractor and any Subcontractors, including inspection and testing.

(7) Method for maintaining a file of all Quality Control Reports, inspection results, identified root causes, corrective actions required and/or performed, and closeout actions taken throughout the term of this contract. This file will be the property of the Government and made available to the FOS or his designated representative, upon request, during regular working hours. The file will be turned over to the FOS within 10 days after completion or termination of the contract.

b. Notification of Changes. The Contractor shall notify the FOS of any proposed changes in the QA/QC Program or assigned personnel. Notification will be in writing and will be submitted seven (7) calendar days prior to the proposed change. All changes will be subject to approval by the FOS.

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c. QA/QC Plan Meeting. Prior to the contract start date the Contractor shall meet with the FOS and the DO to discuss the plan requirements for this contract, and to develop a mutual understanding of the plan, details, documentation, and administration for all contract requirements. The Contractor shall be required to document, in detail, how the QA/QC program will be implemented.

C.085. Quality Assurance – Customer Feedback

a. Twice during the period of performance of this bridge contract, QA/QC Manager will review the results of the Program with the FOS and the DO and other customer concerns with quality of services. The contents of these reviews will be documented and any outstanding actions reported and addressed by the Contractor through the QA/QC program process.

b. The Contractor's Project Manager will meet with the FOS as often as deemed necessary by the FOS. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings will be prepared by the Government and be signed by the CO, the Contractor, or the designated representatives, as appropriate. The Quality Assurance Plan for the Center will contain procedures for quality assurance determination and administration. A copy of this plan will be provided to the Contractor.

C.086. Safety and Environmental Services – General

a. The Contractor shall conduct all work in a safe and environmentally responsible manner and in compliance with all Federal, State and local requirements. If the Contractor fails or refuses to promptly comply with safety or environmental requirements, the PIADC DO or the Safety and Environmental Manager may issue an order stopping all or part of the work until satisfactory corrective action has been taken.

b. The Contractor shall support and comply with the Safety, Health, and Environmental Program for the PIADC. Ultimate responsibility for the PIADC Safety, Health, and Environmental Program remains with PIADC senior leadership. The PIADC Safety Officer, and the Safety and Environmental Manager will be furnished with a copy of all Safety, and Health related correspondence originating from or directed to the Contractor. The Safety and Environmental Manager will be furnished with copies of all such correspondence regarding the PIADC Environmental Management Program. The Contractor shall comply with the PIADC Safety, Health and Environmental program within the parameters described herein and in other memoranda and documentation as required by Federal, State and local laws and regulations, DHS, APHIS, and PIADC.

C.087. Safety and Environmental Services – Citations

Citations of Contractor-operated Government facilities for noncompliance with environmental and/or occupational standards will be reported immediately to the Safety and Environmental Manager and DO with a description of the problem, action taken to correct the noncompliance and recommended change(s) in practice(s). Fines and/or penalty charges associated with citations issued by Federal, State or local officials will be paid by the party against whom the fines or penalty are assessed. If the Government pays the fines or penalties, and the citations are issued due to faulty operations, neglect, or maintenance

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practices of the Contractor, the Contractor shall be held liable for the cost of the fine or penalty. If the Contractor pays the fines or penalties and the citation is issued not due to the fault of the Contractor, then upon submission of proper invoices, the Government will reimburse the Contractor for the cost of such fines or penalties.

C.088. Safety and Environmental Services – Site Safety and Health Plan

The Contractor shall prepare and submit for approval to the Safety and Environmental Manager a Site Safety, Health, and Environmental Plan (SSHEP) that meets the applicable requirements of OSHA Standard 1910.120, within forty-five (45) days after contract award. This plan will include as a minimum:

- a. Signature sheet, including title, signature and phone numbers of
 - (1) The plan preparer (e.g., corporate safety representative)
 - (2) The plan approval (e.g., owner, company president)
 - (3) Plan concurrence (e.g., Project Manager)
 - (4) The "competent" person or position, as defined by OSHA, for each program listed
- b. Background Information
 - (1) Contractor name
 - (2) Contract Number
 - (3) Project Title
 - (4) Brief description of the work to be performed and the site description
 - (5) Listing of types of work and activities requiring activity hazard analysis
- c. Statement of O&M staff integrated into Government-sponsored programs
- d. Statement of Environmental Protection and Pollution Prevention Policy
- e. Statement of Safety and Health Policy
- f. Subcontractors and Supplier Information
 - (1) Statements of Work for waste disposal and recycling subcontractors
 - (2) Means for controlling and coordinating subcontractors and suppliers.
 - (3) Safety responsibilities of subcontractors and suppliers

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- (4) Method to ensure control of materials brought to the PIADC
- (5) Description of all non-laboratory inventory control of materials
- g. Training
 - (1) List of subjects to be discussed with employees in personnel orientation
 - (2) List of mandatory training and certifications that are applicable to work conducted at PIADC
 - (3) Identification of requirements for spill and emergency response training
 - (4) Outline of requirements for supervisory and employee safety meetings (e.g., who attends, when it is given, and who is the leader)
 - (5) Description of a refresher training program
 - (6) Description of training records management
- h. Safety and Health Inspections
 - (1) Who will conduct safety inspections
 - (2) When inspections will be conducted
 - (3) What the safety inspections include
 - (4) How the inspections will be recorded
 - (5) A description of the deficiency tracking system
 - (6) Detailed follow-up procedures for corrective actions
- i. Safety, Health, and Environmental Expectations, Incentive Programs, and Compliance
 - (1) The company's written safety program goals, objectives, and accident experience goals
 - (2) Brief description of the company's safety incentive program
 - (3) Policies and procedures regarding non-compliance with safety environmental protection requirements, to include disciplinary actions for violations of these requirements
 - (4) Written company procedures for holding managers and supervisors accountable for safety and environmental compliance
- j. Environmental Audits

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- (1) Who will conduct environmental compliance audits
 - (2) When the audits will be conducted
 - (3) What the audit will include
 - (4) How the audits will be documented
 - (5) A description of the deficiency tracking system
 - (6) Detailed follow-up procedures for corrective actions
- k. Accident Reporting: Identify who will be trained and who will complete the following:
- (1) Exposure data
 - (2) Accident investigations, reports and logs
 - (3) Immediate notification of major accidents
- l. Medical Support: Outline on-site medical support and off-site medical arrangements
- m. Personal Protective Equipment: Outline procedures for conducting job hazard assessments and written certifications for use of personal protective equipment.
- n. Plans (Programs, Procedures) Required: Provide the site-specific program for the PIADC. Include the person or position of the individual that will be the "competent" person or program manger as defined by OSHA for each program listed. Topics include at a minimum, but are not limited to:
- (1) Personal protective equipment
 - (2) Respiratory protection plan
 - (3) Hazard communication program
 - (4) Contractor occupational health maintenance program
 - (5) Hearing conservation program
 - (6) Entry into confined spaces
 - (7) Hazardous energy control plan (lockout-tagout)
 - (8) Asbestos management and abatement plan
 - (9) Lead management and abatement plan

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- (10) Health hazard control program - workplace monitoring (e.g., chlorine gas, formaldehyde, sodium hydroxide, pesticides, etc.)
- (11) Accidents/Illness reporting, investigation and analysis
- (12) Contingency plan for severe weather
- (13) Trenching and excavation
- (14) Pesticide use and protection program and licensing requirements
- (15) Emergency Response Plans
 - (a) Procedures and tests
 - (b) Occupant emergency evacuation
 - (c) Spill plans
 - (d) Spill drills
 - (e) Man overboard/abandon ship
 - (f) Fire brigade
 - (e) Posting of emergency telephone numbers
- (16) Storage tank management program
- (17) Compress gasses and air plan
- (18) Plan for prevention of alcohol and drug abuse

o. The Contractor shall provide information on how the requirement of major sections of the ARS Manual 230.0, the Safety, Health and Environmental Management Program, will be followed in their SSHEP plan. Particular attention will be paid to personal protective equipment, fire prevention, machinery, and mechanized equipment, electrical safety, public safety requirements, chemical, physical agent, and biological occupational exposure prevention requirements. Detailed site-specific hazards and controls will be provided in the activity hazard analysis for each phase of this operation.

p. The Contractor shall provide information in SSHEP on the following environmental programs and plans in accordance with the applicable Federal, State, Local, DHS, and PIADC regulations, including how the requirements will be implemented.

- (1) Topics include:
 - (a) Spill prevention, control, and countermeasure program

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- (b) Facility Response Plan
- (c) Storm water pollution prevention program
- (d) Fuel Barge Delivery Operational Plan
- (e) Best Management Practice
- (f) Hazardous Waste Management Plan/Recycling Plan
- (g) Waste Minimization Plan
- (h) Environmentally Preferable Procurement Program

(2) The Contractor shall update existing plans to meet any new regulations as necessary (based on a mutually agreed upon date) and provide to the Safety and Environmental Manager for review and approval.

(3) The Contractor shall provide training to new employees on the program and plan requirements at the discretion of the DO.

(4) The first update of the written plans (a through f) will be submitted to the Safety and Environmental Manager within the first 6 months after award of contract in accordance with a proposed schedule to be provided to the Safety and Environmental Manager within 15 days after award.

(5) The Contractor shall prepare those plans that do not currently exist for review and approval within 6 months after award of the contract.

C.089. Safety and Environmental Services – PIADC

The Contractor shall employ professionally trained safety, health and environmental personnel to perform the PIADC Safety, Health, and Environmental Program requirements. The program support will include, but is not limited to, the following activities:

- a. Conduct First Aid, Cardio-Pulmonary Resuscitation (CPR), fire prevention/safety (including use of fire extinguishers), Hazardous Communication/Right-to-Know training.
- b. Participate in Medical Surveillance Programs as directed by the USDA, ARS, APHIS, OSHA, DHS, State of New York, and other regulatory agencies as described in TE-4 and TE-5. The Contractor shall submit a written plan for these two medical programs to the Safety and Environmental Manager within 30-days after contract award.
- c. Participate in the activities of the PIADC Emergency Teams, i.e., fire, hazardous materials spill, biological release, petroleum product spills, after hours response, medical emergency, radiological spills, Millstone Nuclear Power Plant incident response and other emergency teams.

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- d. Support and participate in activities of the PIADC Safety and Health Committee, and the PIADC Environmental Management Council
- e. Support and participate in the Hazardous Waste Disposal Program
- f. Support and participate in the Regulated Medical Waste Program
- g. Support and participate in the Center Asbestos Abatement Program
- h. Operate and provide technical supervision of the non-laboratory chemical and hazardous materials storage activities, including inventory control.
- i. Inspect, maintain and repair/replace emergency safety equipment including but not limited to emergency eyewash and deluge shower stations, spill control kits, first aid kits, etc.
- j. Manage, assist and coordinate the performance testing of biological safety cabinets, chemical fume hoods, animal rooms, airlocks, supply and exhaust filters, atmospheric vent filters and other bio-containment equipment assigned to the Contractor.
- k. Provide advice and assistance to the PIADC Health and Safety Committee regarding toxic substance activities, including compliance with OSHA Standards and Hazard Communication Standard.
- l. Conduct and coordinate unbiased investigations of reported Contractor-related unsafe and hazardous conditions and accidents, except for biological and radiological incidents.
- m. Maintain an inventory of safety equipment assigned for Contractor use.
- n. Manage, assist and coordinate minimum medical service, i.e., EMT services, CPR/First Aid. Ultimate responsibility for administration of these medical programs to Contractor employees will rest with the Contractor. First-aid will be administered to Government, Visitor, and Contractor employees on site by the Contractor's qualified personnel at all times.
- o. Perform biological decontamination of materials, equipment, and rooms, areas, and buildings using DHS approved procedures.
- p. Perform noise level monitoring.
- q. Conduct personal monitoring of air contaminants and physical stressors, as required.
- r. Provide advice and assistance to the DO, PIADC Safety Officer, APHIS FADDL Laboratory Chief, and other management personnel on safety issues as needed or requested.
- s. Ensure Environmental compliance through facilities audits covering all active work sites at least based on a mutually agreed upon frequency.

C.090. Safety and Environmental Services – Minimum Qualifications

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a. The Contractor shall employ a mix of personnel capable of performing technical tasks related to occupational safety and health, industrial hygiene, environmental compliance, hazardous waste, and biological safety/containment. Personnel will have experience/training in related programs (e.g., fire, hazardous communications, community right-to-know, chemical hygiene, biological safety, lab safety, Resource Conservation and Recovery Act, spill response, etc.). Prior to commencing work, the Contractor shall provide the Safety and Environmental Manager (for approval), evidence that employees have the required education/training/experience necessary to perform the duties under this contract. The Contractor shall maintain current records of qualifications as new personnel are employed and based on a mutually agreed upon date provide the Safety and Environmental Manager an updated status of personnel safety qualifications and training.

b. Minimum Standards of Performance

(1) The Contractor shall ensure that there are sufficient personnel on-site who maintain current New York State Emergency Medical Technical (EMT) certifications. All EMT personnel shall maintain current CPR certifications, including proficiency in AED apparatus.

(2) Contractor safety personnel must be knowledgeable in the techniques of on-the-job accident and job-related illness investigation and reporting, U. S. Department of Labor requirements, and maintenance of accident files.

(3) Contractor safety personnel must remain current in their field and be capable of interpreting and applying regulations of the DHS/USDA, OSHA, EPA, New York State Department of Environmental Conservation, and other occupational safety, health and environmental agencies.

(4) Contractor personnel shall be familiar with chemical, biological, radiological and toxic substance control and reporting requirements, adept in the preparation of reports concerning said substances and acquisition of required Material Safety Data Sheets (MSDS) for non-laboratory equipment.

C.091. Safety and Environmental Services – Orientation Training

a. The Contractor shall conduct basic orientation training for all new Federal and Contractor employees and visitors to the PIADC at a level commensurate with their work requirements while at PIADC. Special emphasis will be placed in industrial worker and biological safety (handling infectious materials, decontamination of equipment exposed to infectious hazardous materials), hazardous materials management and waste disposal procedures, spill reporting, chemical hygiene and laboratory safety requirements, practices and restrictions, as defined by various regulatory agencies. Additionally, the Safety Orientation Training will include, at a minimum, Material Safety Data Sheets, Hazardous Communication/Right-to-Know compliance training, and the requirements for DHS/USDA and PIADC-specific guidelines. The training syllabus to be used will be approved by the Safety and Environmental Manager prior to use.

b. Minimum Standards of Performance

Orientation training will be provided to all new personnel at the Center including visitors and subcontractors, as needed, within 24-hours after commencement of their employment and prior to their

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being granted access to the PIADC work site or entry into any laboratories. The Contractor shall maintain records of personnel attending each training session and will provide original (and maintain a copy) to the Safety and Environmental Manager on a weekly basis.

C.092. Safety and Environmental Services – Contingencies

a. In the event of a National disaster or major disruption at the PIADC, the Contractor must be prepared to continue, and expand if necessary, performance to meet the mission requirements of the operations and maintenance support services included in this contract. In all such situations, the Contractor shall assume the Government cannot provide any supplemental forces and continues to need the same or additional performance under the contract. The Contractor shall be required to meet those requirements. In the event that a National disaster or emergency occurs and results in an increase of work directed by the CO, and an increase in the cost of performance, such increase will be subject to the General Provision of the contract (FAR Clause) entitled "Changes". Such emergency situations may include, but are not limited to:

(1) A national or local emergency (e.g., a national epidemic, or localized outbreak of disease) that increases contract requirements

(2) A natural disaster (e.g., fire, flood, other acts of God) that impacts upon the Contractor's ability to perform.

b. Minimum Standards of Performance

The Contractor shall develop a Contingency Plan (to cover other than Oil Spills, which is addressed separately in this document) and submit it to the DO for approval within 60 days of contract award.

C.093. Chemical Hygiene – Air Monitoring

The Contractor is responsible for monitoring of laboratory air quality, bio-safety cabinets, air units and conducting fume hood performance tests.

a. Monitoring of Laboratory Air Quality and Fume Hood Air Flow

(1) Minimum Standards of Performance

(a) The Contractor shall conduct laboratory air quality and fume hood performance tests in all Center laboratories and all fume hoods based on a mutually agreed upon frequency and in accordance with ARS Manual 230.0. Linear air velocity at the face of these hoods must be tested quarterly and documented. The record must contain the date of calibration, air velocity reading, and name of the person performing the test. This record will be contained in an envelope attached to the hood.

(b) The Contractor shall prepare for Safety and Environmental Manager approval written procedures for testing of laboratory fume hoods. A report of all fume hood test results will be

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prepared and submitted within 15 working days after availability of the test results, with copies to the PIADC Facility Engineer and the PIADC Safety Office.

b. **Monitoring/Certification of Biohazard Cabinetry and Air Filtration Units**

The Contractor is responsible for biohazard cabinetry performance tests, maintenance, and certification.

(1) **Minimum Standards of Performance**

(a) The Contractor shall conduct performance tests of all biohazard cabinets in accordance with NSF Standard 49 based on a mutually agreed upon frequency and document results. Only NSF certified personnel shall certify biohazard cabinets using calibrated NSF-registered test equipment. The Contractor shall send copies of certifications to the Safety and Environmental Manager within 5 days of tests. Units not passing certification will be removed from service and the Safety and Environmental Manager notified immediately.

(b) The Contractor shall maintain a data file on all cabinetry regarding performance testing, repairs conducted, and certification of Air Filtration Units.

C.094. Chemical Hygiene – Asbestos Management

a. The Contractor shall comply with current regulations issued by OSHA, EPA and the National Institute for Occupational Safety and Health for handling asbestos, and the USDA's General Technical Provisions for Asbestos Hazard Abatement Work. All Contractor employees performing asbestos removal under this contract will be required to have physical examinations based on a mutually agreed upon frequency and personal respirators. The Contractor shall be responsible for providing training to employees on proper respirator usage. These regulations include the use of prescribed procedures, respirators, special clothing, protective masks, and other asbestos removal equipment.

b. The Contractor shall establish and provide a written program for working with asbestos. This program will be approved by the Safety and Environmental Manager prior to any asbestos work being performed. The procedures will address by the level of operations (e.g., planned repair work versus incidental work) at a minimum:

- (1) Training of employees
- (2) State and local requirements
- (3) Notification of appropriate personnel
- (4) Equipment to be used
- (5) In-house versus qualified external contractor remediation (dependent on scope of work)
- (6) Storage, biological decontamination and disposal requirements

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(7) Quality Control procedures

c. The Contractor shall provide and display OSHA approved "CAUTION" signs in all areas where handling, cutting, insulating, repairing, and removing asbestos is taking place in accordance with applicable regulations.

d. Minimum Standards of Performance

(1) The Contractor shall comply with current regulations issued by OSHA, EPA and the National Institute for Occupational Safety and Health for handling or removal of asbestos, and the USDA's General Technical Provisions for Asbestos Hazard Abatement Work.

(2) All Contractor employees performing asbestos removal under this contract will be required to have physical examinations based on a mutually agreed upon frequency and personal respirators. The Contractor is responsible for providing training to employees on proper respirator usage, as well as the use of prescribed procedures, special clothing, protective masks, and other asbestos removal equipment.

(3) Asbestos-containing products generated by the Contractor or Government will be properly removed from the PIADC in accordance with Federal Regulations.

(4) Asbestos-containing products will be placed in appropriate containers. The Contractor shall maintain an inventory to schedule material removal concurrently with other hazardous materials from PIADC.

(5) The Contractor shall establish and provide the Government with written procedures for working with asbestos. The procedures will be furnished to the Safety and Environmental Manager for approval prior to any asbestos work being performed.

(6) The Contractor shall safely post, handle, cut, insulate, repair, remove, and dispose of asbestos in accordance with applicable regulations.

C.095. Chemical Hygiene – Polychlorinated Biphenyl (PCB) Management

a. A small amount of equipment with PCB insulation liquid may be in use at Plum Island, requiring special handling procedures by the Contractor. Silicone and other insulating liquids may be used as a substitute for PCB when authorized by the PIADC Safety Officer. However, silicone will not be used to "top off" PCB containing devices.

b. The Contractor shall prepare and maintain the OSHA-required PCB log associated with PCB containing oil used in circuit breakers, switches and transformers.

c. Minimum Standards of Performance

The Contractor shall comply with current regulations issued by the EPA and State of New York for handling PCB. All instances of PCB spills or leakages will be reported to the Environmental

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Protection Specialist by the most expedient means, but within 30-minutes, and followed with an incident report to the Safety and Environmental Manager.

C.096. Chemical Hygiene – Hazardous and Chemical Material Storage

a. The Contractor is responsible for technical supervision of the non-laboratory chemical and hazardous materials receipt and storage including identification, labeling, inventory, and disposal of chemicals, solvents, gases, and fuels.

b. Minimum Standards of Performance

(1) The Contractor shall maintain an accurate tracking and inventory system for all hazardous materials arriving and currently being stored at the facility. The inventory will be made accessible to the Government personnel in a central database.

(2) All hazardous materials storage locations will be inspected sufficiently frequently to assure proper storage (considering incompatibilities, proper labeling, storage conditions, expiration dates, etc.) Reports and corrections of deficiencies will be tracked and reported to the Safety and Environmental Manager on a monthly basis.

(3) The Contractor shall implement a Waste Minimization Program that requires purchasing the least hazardous material for the use and minimizing inventory of hazardous materials to the extent possible.

(4) The Contractor shall insure that inventories are properly rotated/disposed of to prevent accumulation of out-of-date materials.

(5) The Contractor is responsible for insuring that all storeroom, laborer, utilities, and janitorial personnel are aware of and adhere to the procedures required and precautions to be observed for safe handling, storage, and movement of chemicals, solvents, gases, and fuels.

C.097. Chemical Hygiene – Monitoring / Certification of Autoclaves

a. The Contractor is responsible for performance tests of all autoclaves.

b. Minimum Standards of Performance

(1) The Contractor shall conduct performance tests of all autoclaves in accordance with Laboratory Safety Monograph, January 1979 and established PIADC procedures, within a mutually agreed upon frequency and documented results. In addition, those used for exiting items/materials from Bio-Containment must be tested monthly.

(2) The Contractor shall maintain records that must contain the date of test, results of test, and the name of the employee conducting the test. Autoclaves used to decontaminate items/materials for removal from bio-containment must also be certified in accordance with 6 NYCRR Part 360 and the PIADC permit.

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(3) A report of all autoclave test results will be prepared and submitted to the Safety and Environmental Manager within 15 working days after availability of test results, with copies to the PIADC Safety Office and the PIADC Facility Engineer. Units not passing certification will be removed from service with the Safety and Environmental Manager notified immediately.

C.098. Chemical Hygiene – Regulated Medical Waste

a. The Contractor is responsible for the treatment and disposal of all Regulated Medical Waste generated within the PIADC property and to coordinate all activities with the PIADC Safety Office.

b. Minimum Standards of Performance

(1) The Contractor shall be responsible for the treatment and disposal of all Regulated Medical Waste excluding handling animal carcasses and wastes intimate with animal carcasses that are generated within the PIADC property in accordance with Federal, State, and local municipality treatment and disposal rules and regulations and the PIADC Safety Manual Waste Management Requirements.

(2) The Contractor shall furnish weekly tally sheets of all Autoclave Treatment and Incinerator Destruction activities and runs detailing information fields identified in the PIADC Safety Manual.

(3) The Contractor shall maintain all Regulated Medical Waste Treatment and Disposal Records.

(4) The Contractor shall ensure that wastes are promptly processed within 24 hours upon receipt from the generator, or secure using appropriate temperature controlled storage for those wastes that are received and cannot be processed the same day. Wastes that are treated will be identified in accordance with NY Permit requirements and promptly transferred for destruction that same day.

(5) The Contractor shall inspect and maintain all Regulated Medical Waste Treatment, Storage, and Disposal/Destruction areas in accordance with applicable NY Permit and PIADC Safety Manual requirements.

(6) The Contractor shall maintain all original inspection records and provide copies to the Biological Safety Officer within 5 days of activity.

(7) The Contractor shall immediately notify the Biological Safety Officer of all non-NY Permit compliance issues including, but not limited to, failed biological indicator testing of treatment loads, incomplete treatment cycles or spillage from non-processed wastes.

C.099. Chemical Hygiene – Hazardous Waste Disposal Program (RCRA)

a. The Contractor is responsible for coordinating the disposal of all non-radiological hazardous wastes within the PIADC property in accordance with Federal, State and local hazardous materials

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transportation and disposal rules and regulations. This effort will be coordinated with the PIADC Environmental Office.

b. All satellite accumulation areas will be inventoried and inspected weekly. Containers filled to prescribed levels will be removed from satellite areas to the authorized storage location within 72 hours of becoming full. The Contractor shall provide the Safety and Environmental Manager with the procedures to be used to carry out this task, including the method of receiving requests, recording actions, decontaminating Building 101 and 102 waste and hazardous waste characterization, within 15 days after contract award for approval. These procedures will be reviewed and updated by October 15, 2009. Tasks will be completed in accordance with Safety and Environmental Manager approved appropriate safety procedures.

c. Minimum Standards of Performance

(1) The Contractor shall be responsible for scheduling and coordinating the transfer of such material within the confines of the PIADC property.

(2) The Contractor shall inspect and maintain all Satellite Accumulation Sites in accordance with PIADC policies and procedures.

(3) The Contractor shall maintain a stock of assorted types and sizes of containers for waste collection, compatible for the waste being stored. The Contractor shall respond to requests for delivery of containers within one working day.

(4) The Contractor shall be responsible for removal and insuring that proper handling methods are used, that wastes are processed in such a manner that the waste substances are removed from the PIADC and any spills are appropriately cleaned up and reported. Disposal manifests will be coordinated with the PIADC Environmental Office and prepared by the Contractor and provided to the PIADC Environmental Office for signature and further processing.

(5) The Contractor shall maintain all pertinent records and ensure that wastes are promptly removed from the PIADC inventories.

(6) Hazardous wastes will be collected in satellite accumulation areas that are managed in accordance with applicable Federal, State, and local regulations and the PIADC Hazardous Waste Management Plan. All tasks will be completed in accordance with the appropriate bio-safety procedures.

(7) When performing the above-mentioned tasks, Contractor employees will wear/utilize appropriate safety personal protection clothing/equipment in accordance with 29 CFR 1919.132 through 1919.140.

(8) The Contractor shall remove and dispose of waste solvents, chemicals, and asbestos from the PIADC's property in accordance with Federal, State, and local regulations. Inventory records and manifests will be provided to the PIADC Environmental Protections Office. Inventory records of monthly hazardous waste generated and being held for disposal are due to the Environmental Protection Office on a monthly basis.

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C.100. Chemical Hygiene – Safety, Health, and Environmental Protection

a. The Contractor shall support Safety, Health and Environmental Protection Office activities as requested. This may include, but is not limited to:

(1) Preparing contaminated soil samples and unknown chemicals for laboratory analysis as required.

(2) Providing materials usage, inventory, or other data for DHS, EPA or other external reporting requirements.

(3) As requested by the Government, preparing reports that may include write-ups of job hazard analysis, accident investigations, facility inspections, program status, and the coding and entry of data into a computerized management information system.

b. Minimum Standards of Performance

(1) Strict compliance with USDA, OSHA, EPA, NRC, State of New York, and other regulations is an absolute requirement. The Contractor's efforts in the bio-containment operations will be strictly coordinated with the PIADC Biological Safety Officer.

(2) Review and update documents as required or requested in a timely fashion.

(3) Provide necessary data and reports, and correct deficiencies within the assigned timeframe.

C.101. Chemical Hygiene – Hazardous Communication Standard

Minimum Standards of Performance

(a) The Contractor shall comply with the Hazard Communications Program at the PIADC in accordance with ARS Manual 230.0, Section 25 and APHIS Safety and Health Manual.

(b) The Contractor shall prepare a site specific Hazardous Communication Program within 30-days after contract award and present this to the Safety and Environmental Manager for approval. This program will be reviewed and updated by October 15, 2009.

C.102. Chemical Hygiene – Biological Safety Inspections

a. Minimum Standards of Performance

(1) The Contractor shall conduct and document all biological safety inspections of containment systems equipment in Laboratory Building 101, 102 and 100. The Contractor shall check for biological safety hazards or violations of standard safety protocol promulgated in the PIADC Safety Manual. Items to be check include, but are not limited to:

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- (a) Fume Hoods
- (b) Air Locks
- (c) Air Handling Units
- (d) Biological Safety Cabinets
- (e) Sterilizers/Autoclaves
- (f) Air-Gasketed Doors
- (g) Decontamination Stations
- (h) Air Flow Directional Monitoring

b. The Contractor shall monitor, record and maintain with required specification, the air pressure readings of all areas within Bio-Containment. The Contractor shall administer pencil smoke tests in each designated doorway per TE-13, in accordance with Laboratory Safety Monograph, January 1979, at least daily to confirm directional airflow. The results and the name of the person conducting the test will be recorded and retained by the Contractor with copies forwarded to the Safety and Environmental Manager on a weekly basis.

c. The Contractor must report all biological safety deficiencies immediately to the Safety and Environmental Manager, followed up with applicable maintenance service request or work orders with special emphasis placed on PIADC Operational Zones 2, 3, and 4 and Building 100 BSL-2 laboratories.

C.103. Chemical Hygiene – Investigations, Unsafe Acts, and Hazardous Conditions

Minimum Standards of Performance

The Contractor is responsible for the investigation of all reported unsafe acts or hazardous conditions. Upon receipt of such reports, the Contractor shall initiate a file, which will remain open until the issue has been resolved. Such reports will be investigated immediately; however, in all cases, the investigation is to be initiated within one working day of receipt of the report. This will be coordinated with the PIADC's own reporting procedures.

C.104. Chemical Hygiene – Maintenance / Inspection of Safety Equipment

a. The Contractor is responsible for the maintenance and periodic inspection of all safety equipment assigned to the Contractor for their use. Within 30 days after contract award, all safety equipment will be inventoried with the Safety and Environmental Manager.

b. Minimum Standards of Performance

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(1) Records of such inspections will be maintained in the PIADC Safety files and available for review by the Government during normal working hours. The Contractor shall make recommendations for modifying/upgrading safety equipment when needed. Inspections to be made by the Contractor shall include, but is not limited to:

- (a) Protective safety clothing: Inspect on a monthly basis
- (b) Spill Kits: Inspect on a monthly basis
- (c) First air room and kits: Inspect all equipment, supplies and the facility on a monthly basis
- (d) Db (noise level) meters, air quality, and air flow-monitoring equipment: Check for proper operation every quarter
- (e) Chemical fume hoods: All hoods will be performance tested based on a mutually agreed upon frequency. On a monthly basis, hoods will be randomly selected and spot-checked for performance so that all hoods are spot-checked. Additionally, air velocity on hoods used for radioactive materials is to be checked quarterly
- (f) Biological safety cabinets: All biohazard cabinets are to be performance tested based on a mutually agreed upon frequency
- (g) Autoclaves and sterilizers: All autoclaves and sterilizers are to be performance tested based on a mutually agreed upon frequency. In addition, those used to decontaminate items/materials for removal from Bio-Containment must be tested monthly. Performance of state certified RMW autoclaves will be validated according to NY permit requirements
- (h) Door panic hardware: Inspect on a monthly basis
- (i) Emergency eye wash stations, deluge showers on a monthly basis, inspect weekly
- (j) Inspect/test all facility fire and rescue apparatus (trucks, extinguishers, hoses, fire hydrants, self contained breathing apparatuses (SCBAs), etc.) and all other key equipment required for safe, effective, and efficient fire, rescue and emergency response in accordance with applicable regulatory requirements and best management practices
- (k) Pending results of an independent assessment of the configuration and condition of the Building 101 fire detection system, prioritize, plan, and implement repairs and modifications of that system which are funded by DHS. Also, test the operability of complex fire detection and suppression systems in accordance with applicable regulatory requirements and best management practices

C.105. Chemical Hygiene – Safety Inspections

Minimum Standards of Performance

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- a. The Contractor shall conduct and complete an occupational safety and health inspection based on a mutually agreed upon frequency and in accordance with ARS Manual 230, not later than August 31, 2009. The inspection will be conducted through the entire premises utilizing a checklist developed by the Contractor and approved by the Safety and Environmental Manager prior to the inspection.
- b. Advance notices prior to inspection will be provided to managers, Research Leaders, and supervisors of each section prior to the scheduled inspection. This is necessary to ensure the availability of representatives of the sections and the pertinent Government employee's bargaining unit to accompany the Contractor during the walk-through inspection.
- c. Upon completion of each segment of the inspection schedule, the Contractor shall conduct an exit interview with the involved Research Leader(s), management representatives and a representative of the bargaining unit concerning findings, recommendations, and action plans for corrective measures. A written report will be provided within 5 working days to the PIADC Safety Officer, Safety Committee, and appropriate Research Leaders.
- d. Notice of findings of each unsafe or unhealthy condition found during the course of the inspections will be posted as required by the ARS Manual 230, Section A, Chapter V.

C.106. Chemical Hygiene – Environmental Compliance Auditing

The Contractor shall develop an environmental auditing program that will be conducted based on a mutually agreed upon frequency or by request of the Safety and Environmental Manager. The audit checklists will be submitted to the Safety and Environmental Manager for review and approval prior to being conducted. The Contractor shall document findings in a report following the audit to the Safety and Environmental Manager and provide the corrective action to be taken and a schedule within 30 days of the audit.

C.107. Chemical Hygiene – Fire Alarm Monitoring

- a. The Contractor shall monitor at all times, the fire alarm system and the Millstone Nuclear Power Station Emergency Notification Response System for proper functioning and alarm status, and report all incidents to prescribed personnel immediately. System malfunctions will be indicated for corrections with an informational report to the Safety and Environmental Manager as the malfunction is discovered.
- b. Minimum Standards of Performance
 - (1) The Contractor shall print the fire system log weekly and furnish a copy to the Safety and Environmental Manager on each Friday. This log will indicate all fire and security status transactions for that period. The Contractor shall examine the printed log for deficiencies or fire/security problems, and report these problems as well as the fire system log weekly. Plans for correction(s) of the problems are to be communicated to the Safety and Environmental Manager on a weekly basis.
 - (2) The Contractor shall answer all fire alarms and reset the system as required. Appropriate notifications to the Fire Chief and other emergency personnel shall be made immediately. All alarms and

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the causes and results of incident investigation will be reported to the Safety and Environmental Manager by the next business day following the alarm.

(3) The Contractor shall coordinate with the Fire Chief the testing of the fire alarms on the last workday of each month. Results of each test will be summarized in the Contractor's monthly activity report.

(4) The Contractor shall immediately notify the LRPO with any Millstone Nuclear Power Plant related notification or alarm.

C.108. Chemical Hygiene – Fire Suppression Systems on Marine Vehicles

a. The Contractor is responsible for maintaining the fire suppression systems for use at all times on the PIADC marine vessels.

b. Minimum Standards of Performance

(1) The Contractor shall establish a schedule for the inspection of fire suppression equipment and systems so that all components and systems are checked at least based on a mutually agreed upon frequency. Portable extinguishers will be inspected monthly.

(2) These systems include, but are not limited to, fire extinguishers (hand-type Class A, B, C, and D), automated CO₂ systems, water sprinklers, etc. These systems will be maintained in accordance with NFPA and OSHA regulations. After each use, the Contractor shall have them refilled promptly and inspected. The Contractor shall conduct an inspection of these systems and equipment based on a mutually agreed upon frequency and furnish a report to the Safety and Environmental Manager by February 15, 2010. This report will indicate the number of units on hand in the PIADC and the number of units inspected. It will also include the type of inspection performed, maintenance required, and the number of units replaced. Additionally, after each use of the system or component, an inspection of the affected system/component will be accomplished and the results forwarded to the Safety and Environmental Manager within 10 business working days.

(3) All fire suppression equipment and systems will be included in the Preventative Maintenance program.

C.109. Chemical Hygiene – PIADC Accident Files

a. Minimum Standards of Performance

(1) The Contractor shall respond to and investigate Contractor employee on-the-job accidents/injuries and incidents of job-related trauma and illness involving Contractor personnel. A timely critique will be conducted to gather the facts of the occurrence. If immediate First Aid is required in the event of injury, the Contractor shall ensure it is performed. If further medical attention is required, the Contractor shall transport the employee to a medical facility for treatment. The Contractor shall also initiate the appropriate U. S. Department of Labor forms.

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(2) The Contractor shall maintain accident report files for Contractor personnel. Periodic reports, as required by DHS, USDA, ARS and OSHA will be prepared by the Contractor and submitted through appropriate Government officials. The appropriate PIADC Management official and Safety and Environmental Manager will be notified in writing upon receipt of a report of an unsafe act or hazardous condition. A follow-up report will be prepared and submitted to the appropriate PIADC Management official, PIADC Safety Committee and Safety and Environmental Manager upon resolution of the act or condition. The Contractor shall maintain these reports. Should the condition persist, weekly progress/status reports will be submitted by the Contractor to the PIADC Management official and Safety and Environmental Manager (and other Government officials, if required).

b. Required reports include appropriate New York State Department of Labor forms, as required by New York State laws and regulations.

C.110. Chemical Hygiene – Biological Decontamination

Minimum Standards of Performance

(1) The Contractor shall be a New York State Registered Pesticide Business and employ employees who conduct decontamination duties that are licensed in New York State for that work.

(2) The Contractor shall decontaminate any material leaving bio-containment areas in accordance with standard safety protocols and, where applicable, policy/procedures outlined in the PIADC Safety manual. Decontamination methods and their specific applications are defined in the PIADC Safety manual and include the following:

- (a) Autoclave
- (b) Gaseous Decontamination
- (c) Liquid Chemical Applications

(3) The Contractor shall ensure that all contained steam and gas contamination processes are performed effectively by administering a biological and/or chemical indicator test and documenting the results.

(4) The Contractor shall ensure that all personnel operating decontamination equipment are appropriately trained, authorized and permitted/licensed for each particular decontamination procedure

(5) All applications of disinfectants, including formaldehyde, bleach, sodium hydroxide and sodium carbonate, must be recorded with monthly reports of usage. These include use of disinfectants by animal caretakers in air locks and animal rooms.

(6) All Applications of EPA exempted technical materials used as disinfectants will be used in accordance with EPA exemption requirements and coordinated with the PIADC Safety Office

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(7) The Contractor shall maintain a logbook that records the date and test results of each test administered. Records will be available for inspection by the Government, however all failed biological and/or chemical indicator tests will be reported immediately to the Safety and Environmental Manager.

C.111. Chemical Hygiene – Noise Level Monitoring

Minimum Standards of Performance

a. The Contractor shall monitor noise levels in all areas throughout the facility by conducting inspections based on a mutually agreed upon frequency, to determine the degree of ear protection required when equipment is used. The Contractor shall maintain records of all inspections. The Safety and Environmental Manager will be notified immediately of any noise levels equal to or greater than 85dB so corrective measures can be taken.

b. The Contractor shall respond to complaints of high noise levels and conduct an inspection and investigation of the complaint, providing results of the inspection to the Safety and Environmental Manager.

C.112. Chemical Hygiene – Advise and Assistance to PIADC Personnel

a. The Contractor, upon request, will advise and assist Center management on matters pertaining to occupational safety and health. The Contractor, on occasion, will be invited to attend meetings to report on the status of Center safety and health programs.

b. The Contractor shall serve as an expert in the occupational safety and health field. The Contractor is expected to establish professional and technical contacts and affiliations with appropriate local, state, and national health/safety organizations and agencies to further the PIADC's safety and environmental posture.

C.113. Construction Management Services – Description of Work

a. The Major Maintenance Program provides for the construction of Major Maintenance-funded projects. A major maintenance project is defined as a single undertaking involving engineering, procurement, construction, fabrication, installation, and testing or combinations thereof, which may materially add to the value of or prolong the life of a building, structure, or physical system. Major Maintenance Projects have a Total Estimated Cost of \$50,000 or greater. Work that is estimated at less than \$50,000 will be performed as a Maintenance Construction project by the PIADC Maintenance and Operating Contractor.

b. The Contractor has the responsibility for monitoring performance under the contract, including determining the specific methods for accomplishing the work effort, performing quality control, and assuming accountability for accomplishing the work under the contract.

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- c. The Contractor shall pursue Major Maintenance Projects as requested by the FOS. The Contractor shall design and document all projects to include detailed cost and schedule information and receive FOS approval before work begins.
- d. Tasks requiring the scheduled shutdown of heating systems will be approved by the FOS prior to beginning work. Backup systems will be provided for the shutdown of critical areas as directed by the FOS.
- e. The required Management Plan will address at a minimum the following items:
 - (1) Management systems and controls including organization.
 - (2) Technical systems and controls including Configuration Management, estimating design reviews, document control, technical, and quality assurance.
 - (3) Administrative systems and controls including security, health, safety, personnel, procurement, data processing, and property management.

C.114. Construction Management Services – Technical Management

a. Construction Management

(1) Monitor the construction of new facilities or the alteration or repair of Government-owned facilities on PIADC. The construction program includes major maintenance projects, capital improvement projects, and other construction projects necessary to operate and maintain the PIADC. The monitoring function will be accomplished by the prime contractor organically or through the oversight of skilled and appropriate subcontracts.

(2) The Contractor is responsible for monitoring, implementing, coordinating, and reporting to the Facility Engineer about the assigned construction projects occurring at the PIADC. The Contractor shall manage the construction tasks to assure their timely completion and will initiate, with Facility Engineer approval, timely and appropriate actions to keep the construction contractors on schedule. The Contractor shall document work progress and actions taken to regain schedule. The Prime Contractor shall assure that all applicable Environmental, Safety and Health (ES&H) and Security regulations and procedures are complied with on all construction tasks. The Contractor shall implement a Quality Program that effectively ensures that construction is accomplished in accordance with the contract requirements.

(3) The Contractor's respective field personnel shall directly manage the assigned construction activities and directly interface with the Facility Engineer. This effort includes oversight of the contractors' and subcontractors' quality programs to ensure construction is in compliance with the contract requirements and oversight of the contractors' safety and security programs to ensure compliance with 29 Code of Federal Regulation (CFR) 1926, 48 CFR 952.204-2, Security requirements, and 29 CFR 1904 (for record keeping of accidents and illnesses). The construction staff responsible for safety oversight must be knowledgeable of PIADC and Occupational Safety and Health Administration standards. The construction line manager responsible for the resources, processes, design, and construction must apply Integrated Safeguards and Security Management in all work functions.

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(4) As required, the Contractor shall provide inspection services for the management of construction of assigned projects. The Architect-Engineer (A E) will provide design development support limited to review of submittals, resolution of questions with the design, review of contract deviations and waivers, and special engineering services to address design problems and differing site conditions. When required, the A-E Title III services will be provided under the direction of the Facility Engineer.

(5) The Contractor shall perform the following activities:

(a) Conform to the funding and scheduling approved by the Facility Engineer in its fiscal year funding guidance and approved project authorization.

(b) Provide current construction cost data.

(c) Award designated prime subcontracted construction and capital improvement projects in accordance with approved schedule.

(d) Ensure that all contractor designated projects are constructed on schedule in accordance with approved designs and specifications.

(e) Ensure that approved designs are not changed, except when necessary and in strict accordance with the approved change control process and under the approved configuration management process. In concert with the designer of recorder, the prime will oversee activities to:

(i) Correct a design deficiency

(ii) Correct differing site conditions

(iii) Realize a substantial life-cycle cost benefit

(iv) Comply with new ES&H regulations

(f) Provide construction oversight management and independent project inspections on the construction contracts. The Contractor and the Facility Engineer will perform the following overall activities:

(i) Support A-E 100 Percent Design Reviews for constructability issues, including work sequencing

(ii) Technical evaluations of proposals

(iii) Cost estimating

(iv) Contractor submittal review

(v) Technical coordination

(vi) Program planning and scheduling

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projects will include: (vii) Management and oversight of construction and capital improvement

- (aa) Contractor surveillance
- (ab) Inspection
- (ac) Safety inspection
- (ad) Management oversight of Government-Furnished Equipment

(GFE)

- (ae) Management oversight of Contractor-Furnished Equipment

(CFE)

closeout documentation (af) Coordination of contractor activities with site operation and

- (ag) Control construction contract changes
- (ah) Pre-bid site visits and pre-construction meetings
- (aj) Project Status
- (ak) Cost control reports
- (al) Checkout, testing and startup as required

Startups

- (am) Support and/or participation in Readiness Reviews and System
- (an) Use and possession
- (ao) Developing and reviewing project acceptance criteria

services (viii) Provide as required, support equipment and contracted third-party

(ix) Tasks procured by Contractor in support of projects under the direct cognizance of the Contractor as defined above. Award procurement packages to include approved-for-construction specifications and drawings, period of performance schedule, list of GFE, cost breakdown worksheet, and quality source inspection checklist via compact disk, as well as hard copies of liquidated damages, safety and health checklists for construction, EPA documentation and the Government estimate.

(x) Provide photography services related to construction management activities in accordance with Facility Engineer guidance requirements.

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(g) Provide a Construction Management Procedures Manual that will address, at a minimum, those items listed in this Statement of Work.

(h) Identify construction impacts to draw-down capability at the beginning of each project.

(i) Ensure that proper permits are issued to subcontractor personnel and that safety and environmental procedures are followed. The prime Contractor shall comply with all applicable work permit process rules and regulations.

b. Configuration Management

(1) As required, the Contractor shall prepare engineering change proposals, engineering construction changes, waivers, and deviations.

(2) Mark up and process redlines, and provide timely as-built configuration.

(3) Provide as-built configuration and vendor data consistent with construction industry best practices.

c. Quality Control

The quality of procedures, workmanship and inspection methods used for special processes (welding, heat treating, nondestructive testing, coating) will be verified by competent prime Contractor personnel holding appropriate certifications in the discipline being verified (e.g., American Welding Society, National Association of Corrosion Engineers).

C.115. Material Management – Contractor Furnished Materials

Existing materials, supplies, equipment, tools, etc., will be made available to the Contractor for use in the performance of the work. On a cost-reimbursable basis, the Contractor shall furnish all materials, supplies, equipment, tools, testing reagents and other items required for the proper performance of the work called for by the contract.

a. Quality of Materials

(1) Materials use by the Contractor at the PIADC must meet, at a minimum, Federal Specifications, applicable safety requirements of OSHA and the National Electric Code (NEC), environmental regulations of agencies such as EPA, and accreditation standards of the American Association for Laboratory Animal Care.

(2) The Contractor shall not use any materials that would be unsuitable or harmful to the facility, its personnel, or research animals and of like quality to those removed.

b. Materials and Supplies

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(1) The Contractor is responsible for ensuring that they maintain, or have a ready supplier for parts (especially emergency parts), supplies, and materials required in the performance of the contract. Unless otherwise specifically approved by the FOS, only new parts will be used.

(2) If the FOS has approved the use of reconditioned parts, such parts will be equal in performance to the new parts. The Contractor shall properly dispose of non-serviceable parts to avoid inadvertent reuse.

c. Equipment and Tools

(1) The PIADC has an inventory of shop equipment (listed in TE-8) which will be made available for the Contractor's use in performance of work at the PIADC.

(2) All equipment provided by the Contractor shall meet OSHA safety requirements. This equipment must operate using existing building circuits. The Contractor shall provide safety protocols that comply with regulatory agencies such as OSHA, National Institute of Occupational Safety and Health (NIOSH), and involving such programs as Confined Space Entry, Lock Out Tag Out, Personal Protection Equipment (PPE), etc., in the operation of all equipment.

(3) It will be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment or combinations of equipment that require power exceeding the capability of existing building circuits.

d. Fuels and Lubricants

The Government will furnish vehicle and equipment fuels (including diesel and unleaded) and the Contractor shall furnish lubricants for both Contractor-owned and Government vehicles and equipment.

C.116. Material Management – Government-Furnished Properties, Services

The Government will furnish without cost to the Contractor, the following property, services and facilities for use in the performance of work under this contract:

a. Water from existing sources

b. Electricity from existing sources

c. Space for offices, work and equipment storage will be provided as shown in TE-3

d. Local telephone service. Use of the Federal Telephone System may be utilized for long distance telephone calls made in the performance of the Center's work and in compliance with the PIADC's procedures

e. The Government will make available to the Contractor, existing schematics and blue prints of the buildings and grounds. Although attempts have been made to keep the blue prints up-to-date, there is no guarantee they are 100% accurate. Floor plans are drawing of the PIADC and considered For Official Use Only (FOUO) and cannot be released without the Center Director's approval

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- f. The listing of equipment available for the Contractor is provided at TE-8
- g. Certain materials, tools, and working stock will be turned over to the Contractor during the phase-in period

- (1) Fuel for Heating - Government provided

The Government will procure fuel, other than gasoline and diesel, for heating and emergency electrical generators.

- (2) Transportation

- (a) The Contractor may use Government-furnished vehicles to deliver and pickup equipment and materials and to transport personnel between work areas on and off the site as necessary in performance of the Contractor's duties.

- (b) Government-furnished vehicles are listed in TE-8. Vehicles traveling off Plum Island and Orient Point grounds may be subject to vehicle decontamination procedures as described in the PIADC Safety Manual and are subject to the laws of the states in which they are traveling.

- (3) Water, electricity, space, telephone, etc. provided free of charge by the Government (for reasonable usage).

- (4) Use of Government Supply Sources

The Contractor shall be permitted and is encouraged to use Government supply sources for the purchase of materials in accordance with Federal Acquisition Regulations. In cases where it is shown to be more cost effective, or to meet operational requirements more effectively, the Contractor may purchase directly from private suppliers. The DO will be informed in these instances.

- (5) Government Reimbursement for Supplies and Materials

- (a) The Government will reimburse the Contractor for supplies and materials used in the performance of this contract. Reimbursement will be at cost plus negotiated indirect costs.

- (b) The Contractor shall not be permitted additional charges for excess overhead or any fee. Purchases must be at the lowest attainable price.

- (6) Government-Furnished Items

- (a) The Government will make available to the Contractor the facilities described in TE-3. The Contractor shall assume responsibility for and accountability of the provided facilities and take adequate precautions to prevent fire hazards, odors, chemical spills, and vermin.

- (b) Within 45-days after contract award, and before assuming responsibility for the facilities, the Contractor shall prepare and submit a written description of the condition of these facilities

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to the FOS. The Contractor shall not be allowed continued use of the facilities until this description has been accepted and approved by the FOS.

(c) At the completion of the contract, all facilities will be returned to the Government in the same condition as received, except for reasonable wear and tear. The Contractor and FOS will conduct a walkthrough of all facilities and negotiate any repairs that must be made prior to turnover. The Contractor shall be responsible for the cost of any repairs caused by negligence or abuse on their part, or on the part of their employees, including subcontractor employees. Charges will be determined by the CO.

C.117. Material Management – Sanitation and Cleanliness

a. The Contractor shall maintain all shops, buildings, structures, trailer sites and other areas utilized in the performance of this contract in a neat, clean, orderly and sanitary condition. All debris, fingerprints, stains, paint spots and other unsightly marks will be removed as work is completed. The premises will be kept free at all times from accumulations of waste material and rubbish.

b. All aisle ways and emergency egress paths to emergency exits will be kept free of clutter, debris and obstructions in accordance with current OSHA regulations. Combustible waste will be removed daily. These areas will be subject to fire, safety, and health inspections by the Contractor as well as Government personnel. The Contractor shall be responsible for correcting violations cited.

C.118. Material Management – Preventative Maintenance Plan

a. The Contractor shall develop a comprehensive Preventative Maintenance Plan (PMP). This plan should identify, at a minimum, equipment (identified in TE-6), frequency of maintenance (sample in TE-7), and a description of the maintenance to be performed. The Contractor shall address and provide the most cost effective approach to conducting preventative maintenance based on the function, location, frequency of use, historical trends, and criticality of the item. In most cases, the manufacturer's recommendations and maintenance schedules will be followed. This plan will be submitted to the Center Director for approval within 60 days after commencement of services. Any updates or revisions to the approved PMP will be approved by the Center Director. It is the Contractor's responsibility to establish and maintain the PMP.

b. Preventative maintenance tasks will not adversely impact ongoing research projects. However, the Government reserves the right to defer preventative maintenance tasks at any time as required. The Contractor shall obtain the COR's permission prior to deferring or not completing maintenance scheduled in a particular month. Monthly (by the 20th day of the month) and (by December 10, 2009), the Contractor shall provide a hard copy of the next month's/years scheduled preventative maintenance for all equipment maintained to the Government Facility Engineer.

C.119. Material Management – Preventive Maintenance Performance

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a. The DO will have access to the Contractor schedules of preventative maintenance upon request. By the 5th day of the following month, the Contractor shall provide to the DO, the following information for the previous month - for preventative maintenance:

- (1) The specific equipment worked on
- (2) The specific work completed
- (3) The date when preventative maintenance was started and completed
- (4) Any problems discovered
- (5) Any materials/parts used
- (6) The name of the senior person completing the maintenance
- (7) The equipment history file will be updated

(b) The Contractor's schedules will include the type of services required and the day, or days the services will be performed. It will be the responsibility of the Contractor to establish and maintain the schedule.

C.120. Material Management – Deficiency Reports

For any maintenance on any equipment that was scheduled during the month that is not completed, a Deficiency Report will be created and will provide:

- a. Reason the maintenance was not completed
- b. Plan for accomplishing the overdue maintenance

C.121. Material Management – Malfunction Reports

The Contractor shall furnish a written malfunction report upon completion of repairs to equipment identified as being deficient by the Contractor Quality Control Program. The report will include at a minimum the following information:

- a. Date and time Contractor notified
- b. Type and model number(s) of the equipment
- c. Serial number(s) of the equipment
- d. Time spent on the repair
- e. Person performing the repair

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- f. Description of the malfunction/parts replaced

C.122. Material Management – Work Control System

The Government owns a DataStream MP-2 computerized maintenance management system (CMMS). The Contractor shall use this system or an equivalent and integrate any Contractor changes to the overall work management system with COR approval. The Contractor shall utilize a CMMS to:

- a. Maintain appropriate work authorization documents and reports
- b. Effectively sort and track according to work order number, purchase order number, accounting code, etc.
- c. Account for additional task hours
- d. Track the date work was received, responded to, and completed, and specify the work accomplished
- e. Maintain an equipment list with "parent-child" component breakdown
- f. Ensure proper technical input on all tasks effecting containment
- g. Maintain accurate estimating information and cost controls
- h. Identify the number of work orders received, performed, and actual hours used by:
 - (1) Specific trades, and
 - (2) By functional areas
- i. Generate PM schedules and equipment tasking information
- j. For each piece of equipment, indicate work to be performed for each PM and list the parts required
- k. Maintain a history of maintenance on each equipment item or component
- l. Post material, labor and costs to each work order
- m. Post material, labor and costs to the Contractor operations departments or as requested by the Government
- n. Post of purchase orders directly to the service/work orders before confirmation of receipt of materials
- o. Verify Quality Control inspection

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- p. Identify, present and update maintenance backlog by functional areas at a frequency to be established by the CO
- q. Provide feedback to the originator initially upon receipt of the work order, and then upon completion
- r. Track employee training and certification requirements

C.123. Material Management – Work Reception and Classification

- a. The Contractor shall provide on-site staff at the PIADC to receive requests for work by telephone, in writing, or in person, between 7:30am and 5:00pm Monday through Friday, other than holidays. The person(s) performing work reception will be fully familiar with the Contractor's organization and procedures as well as the terms and response factors specified herein.
- b. During non-duty hours, voice mail may be used to provide this service. The Contractor shall insure that calls received in this manner are responded to within two hours of the start of the next duty day.
- c. The Contractor shall also provide a local telephone number and point of contact for all emergency operations and services, which may arise during non-duty hours. This telephone line will be continuously staffed and all calls should be answered within ten rings.
- d. Upon receipt of a work request, the Contractor shall determine the work category into which it falls based on the below categories and criteria or the COR-Operations' determination.

C.124. Material Management – Work Orders

The Contractor shall design a computer generated work order request form that contains:

- a. Date of request
- b. Description of request
- c. Originator and supervisor signature blocks
- d. Phone numbers
- e. Priority block including priority definition
- f. Requested and actual date of completion
- g. Work approval block and functional section

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- h. Method for presenting, providing current status and estimated date of completion of work, and updating maintenance backlog by functional area
- i. Method of identifying the number of work orders received and performed, and the actual hours used, by function and category
- j. The system needs to classify the work into the correct priority level as discussed below.

C.125. Material Management – Work Order Priority

a. Priority 1 (Emergency) - Maintenance and repair work which requires immediate action, including diverting personnel from other jobs or designated such by the Center Director. Usually work is necessary for:

- (1) The protection of health or safety, bio-safety and bio-security
- (2) Protection of ongoing experiments and research programs
- (3) Prevention of damage to property or the environment

Immediate corrective action will be taken and will be pursued on a continuous basis until permanent repairs are completed unless otherwise directed by the Center Director.

b. Priority 2 (Urgent) - Work which should be accomplished by the first available craftsman. Personnel shall not be diverted from other scheduled work. Work will start within one workday and will be completed as soon as possible, but completion will be within five working days unless otherwise authorized by the COR.

c. Priority 3 (Routine) - Work will be accomplished in the most economical and efficient manner, on a "first come, first served" basis.

C.126. Material Management – Service Orders Less than \$100.00

The Contractor shall provide a method to track tasks that can be accomplished in less than one hour, with materials that are on hand and do not exceed \$100. The Contractor shall maintain a log of service order requests, which will be made available to the COR upon request. This log will include as a minimum the following:

- a. Service order number
- b. Description of the work required
- c. Date/time work was started/completed

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C.127. Material Management – Service Requests

The Contractor shall provide for handling those tasks that can be accomplished in less than one hour without the need for parts or materials. The Contractor shall maintain a log of Service Requests, which will be made available to the FOS on request. This log will include at a minimum the following information:

- a. Service order number
- b. Brief description of work required and performed
- c. Date service order was received by the Contractor
- d. Date work was started
- e. Date work was completed
- f. Names of personnel involved in the work and time applied to the service request

Service Requests will normally be completed within one week of the receipt of the Service Order. When this cannot be done, the Contractor shall report the reason in the Deficiency Report to the FOS.

C.128. Material Management – Emergency O&M Support

a. The Contractor shall maintain a 24-hour-a-day emergency response capability that will permit the rapid initiation of on-site emergency services. Emergency operations and support services, for the purpose of this contract, are defined as any operations, maintenance or repair services which must be performed in order to:

- (1) Protect or prevent the loss of Government property
- (2) Protect against threats to scientific studies and animals
- (3) Prevent endangerment to human life
- (4) Prevent breach of bio-containment
- (5) Prevent violations of environmental regulations or damage to the environment, i.e., spills and leaks
- (6) Ensure and maintain security of the facilities

b. These services include repairs and services required to permit normal operation of the PIADC during periods other than regular working hours.

c. The Contractor shall be on site, at the scene of the emergency and ready to commence work, within five minutes during normal working hours and within ten minutes at all other times. The

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Contractor shall control the emergency and pursue the work to completion. If the Contractor determines that the cost of the repair will exceed \$1,000 in combined labor and material, the Contractor shall control the emergency and contract the COR for instructions.

C.129. Material Management – Inspection of Facilities

- a. The Contractor shall perform, based on a mutually agreed upon frequency, an inspection of all/or a specified portion of the PIADC facilities designated by the Center Director to identify and document structural and system deficiencies. The Contractor's inspection will include a review of the structural condition, including roofing and exterior metal fixtures, and a structural termite inspection. The Contractor shall provide a description of proposed/required facilities repairs and upgrades that cover all system components including structural needs. Abandoned buildings will be visually inspected for possible damage or deficiencies that may require repair or demolition.
- b. The Contractor shall submit a written report to the FOS within ten days of completion of the inspection, identifying each structure inspected and the associated deficiencies.
- c. The scheduled inspection will be completed by January 15th of each calendar year.

C.130. Material Management – Equipment Inventory

- a. The initial inventory of Government-furnished equipment and property (GFE) will be made jointly by the Contractor and the FOS within 45 days of contract start date. Any item found not be in working order, or not suitable for its intended purpose, will be recorded and reported to the FOS. The Contractor shall conduct, based on a mutually agreed upon frequency, an inventory of GFE by January 30th each calendar year and provide the results to the FOS.
- b. The Contractor shall notify the FOS when any item of Government property can no longer accomplish its designed purpose. Upon determination by the FOS that the item has salvage value, the Contractor shall transfer and deliver the item to the Property Disposal Office or to the place designated by the FOS. If the FOS determines that the item has no scrap value, the Contractor shall dispose of the item as directed by the FOS.

C.131. Material Management – Government Alterations

The Government may make alterations, install attachments, and make substitutions or additions to equipment being maintained by the Contractor. The Contractor shall track this equipment or deleting from warranty lists, upon written notification from the Government. The Contractor shall perform routine and preventative maintenance on these equipment items and identify cost implications prior to incurring any additional cost. Any request to modify the facility will be approved by the Facility Engineer, Safety Officer, and COR before commencement of work.

C.132. Material Management – Contractor Alterations

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- a. Proposed Contractor-sponsored alterations to equipment and facilities will be made only with consent of the Facility Engineer, PIADC Safety Officer and written approval of the Center Director before commencement of work.
- b. Whenever the Contractor alters or modifies an existing structure or system, or performs new installations of utility systems, the Contractor shall modify the as-built plans to maintain accuracy and currency.

C.133. Material Management – Reconditioning

If the Contractor detects that any Government equipment, machine or component being maintained under the contract is in need of reconditioning, details of the nature of the reconditioning and an estimate of the cost will be submitted in writing to the FOS. When making such a recommendation, the Contractor should provide back-up data including life-cycle costing. The Contractor shall not undertake or perform any reconditioning without prior authorization of the FOS.

C.134. Material Management – Major Repairs or Replacement

The Contractor shall verbally notify the COR at least 24 hours prior to any repairs or replacements where material and/or labor are expected to exceed \$1,000. As a follow-up, the Contractor shall provide additional requested information within 3 normal working days thereafter. The Government reserves the right to determine if such equipment will be repaired, replaced, or abandoned. If an item is determined to be beyond the economical repair, the Contractor shall recommend to the FOS in writing a replacement assessment and estimated salvage value. The Contractor's notification will include the following information:

- a. Age (purchase date) and expected lifetime of the equipment recommended for replacement
- b. Cost of repairs (broken down by repair parts, labor, and other categories)
- c. Replacement cost, equipment availability, and projected delivery schedule
- d. Rational for replacement or repair
- e. Whether or not the replacement equipment will fit into the available space, perform the required function(s), and operate using the currently installed utility services
- f. For repairs, the Contractor shall solicit outside bids for all subcontracted work in addition to his own estimate of time and cost. The Government may fund all major repairs and reserves the right to solicit bids and award contracts separate from this contract.

C.135. Material Management – As-Built Plans

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When the Contractor alters or modifies an existing structure or system, or performs new installations of utilities systems, the Contractor shall obtain approval from and coordinate with the Facility Engineer for modification of the as-built plans to maintain accuracy and currency.

C.136. Material Management – Condition of Equipment Prior to Contract End

Ninety days prior to termination or expiration of this contract, the Contractor shall review the building systems and equipment, and prepare a report on their condition. The COR will review the report with the Contractor. This report will use the Equipment Inventory list and designate for each piece of equipment:

- a. A material condition evaluation (excellent, good, fair, poor). For fair or poor condition evaluations, indicated period until expected replacement.
- b. Any special operating conditions or characteristics particular to that piece of equipment.

C.137. Material Management – Warranty Actions

Within the equipment listing, the Contractor shall identify equipment that is under warranty. The Contractor shall provide a report that includes both an inventory of warranted items and a change of status report from the last submitted report. The reports will be submitted to the Site Operations Manager and the CO twice during the period of performance of this bridge contract. The Contractor shall develop preventive maintenance schedules for equipment under warranty in accordance with the manufacturer's recommendations and specifications to maintain the warranty. A copy will be submitted to the CO within 60 days after acceptance of the equipment by the Contractor. Maintenance actions will be completed as required to preserve the warranties.

C.138. Reports – General

The Contractor shall submit the reports as identified in TE-9 of this contract. Cost accounting reports by DHS/USDA (separate by ARS and APHIS) are required. The Government reserves the right to change, modify, delete, or add report requirements for compliance by the Contractor as may be required for Government administration purposes.

C.139. Reports – Quarterly Progress Report

By the 15th calendar day of each quarter, the Contractor shall provide progress reports summarizing the previous quarter's activities. The progress report will be brief and factual and will be prepared in the following format:

- a. Cover Page: Contract Title and Number, Contractor's Name, Date of Report and Period Being Reported.

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- b. Section I: An introduction of overall progress, plus a separate description of each task or other logical segment of work on which effort was expended during the reporting period. The description will include pertinent data and/or graphs in sufficient detail to explain any significant results achieved.
- c. Section II: A description of current technical or substantive performance and any problems that may prevent performance along with proposed corrective action. This section will include a summary of responses to negative Individual Event Reports.
- d. Section III: A planning schedule of significant work (other than common tasks), including start-up and completion dates. Updates should be provided in subsequent technical progress reports; including an explanation of any differences between actual progress and planned progress, why the differences have occurred and if behind in progress, what corrective steps are planned.
- e. Section IV: A break-out of Work Requests received for the month. The Contractor shall break out Common, Special (funded), Special (Unfunded) and additional tasks for each functional area. The break out will include the number of completed work requests, costs associated with each completed (separately funded, i.e., unfunded special task and additional) and the amount of work requests (number of tasks and associated hours) remaining.
- f. Section V: A status of Subcontracting Compliance. The Contractor shall reference goals, monthly expenditures, and percent of cumulative expenditures for large, small, minority and women-owned businesses. If the Contractor is not meeting the goals, the Contractor shall offer an explanation on how they anticipate improvement in the following months.

C.140. Reports – Accident Reports

The Contractor shall comply with OSHA and other regulatory agency requirements for reporting and record keeping of all accidents resulting in death, trauma, injury, occupational disease, environmental insult, or motor vehicle accidents. In all cases, and in conjunction with submitting an Incident Report, the Contractor shall provide an oral report to the Safety and Environmental Manager within four hours of occurrence and a written follow-up report with any required Governmental forms, including documentation reflecting accident investigation procedures taken, within three working days of occurrence of the accident.

C.141. Reports – Incident Reports

The Contractor shall report on significant incidents that occur as required and follow-up with a written report to the COR within 24 hours of occurrence. Incidents include permit non-compliance, environmental non-compliance, deviations from SOPs, spills, damage to government equipment, equipment failure, and any other unusual event.

C.142. Reports – Damage Reports

In all instances when Government property and/or equipment is damaged by the Contractor's employees, the Contractor shall submit to the FOS a full report of the facts and extent of such damages with

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appropriate Governmental forms in writing within 24 hours of occurrence. This report will be in conjunction with any immediate Incident Reports.

C.143. Reports – Funds Expenditure Reports

a. The Contractor shall submit a monthly Funds Expenditure Report (FER) to the CO, and the PIADC Center Director. This report will include, at a minimum:

- (1) Information on the costs incurred during the month
- (2) Cumulative costs for the fiscal year incurred-to-date
- (3) Updated forecast of the cost to complete the contract during the fiscal year

b. The report will contain the major line item of costs, but is not limited to:

- (1) Direct Labor - indicate regular time and overtime hours and cost
- (2) Burden - indicate rate applied
- (3) Supplies and Materials
- (4) Equipment
- (5) Subcontracts
- (6) Other Direct Costs
- (7) Special Tasks
- (8) Travel

c. In this report, the Contractor shall footnote significant deviations to either the costs incurred or the forecast of costs to complete from the budgeted costs with an explanation or rationale for the variance.

d. A sample FER will be submitted to the FOS for content and format approval prior to the contract start.

e. In this report, the Contractor shall highlight any event, situation or problem which is cost-bearing, and which could endanger the successful completion of the contract within the contract's monetary ceiling. A proposed solution will be provided for any individual line item of cost that forecasts a negative variance. The FER is due by the 20th of each subsequent month (e.g., May's report is due by June 20).

C.144. Reports – Applicable Documents

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This section presents a listing of documents that apply to Contractor performance required by the SOW. Those documents designated as Government Furnished (GF) will be made available to the Contractor at the time of contract award. Those documents designated as Contractor Furnished (CF) will be the responsibility of the Contractor to acquire.

- Federal Acquisition Regulation (FAR) (CF)
- OSHA Material Safety Requirements (CF)
- OSHA Equipment Safety Requirements (CF)
- OSHA Asbestos Safety Requirements (CF)
- NEC Materials Safety Requirements (CF)
- EPA Material Environmental Requirements (CF)
- Uniform Plumbing Code (CF)
- National Electric Code (CF)
- State and Local Code and Regulations for the Performance of Electrical Services (CF)
- State and Local Codes Governing Plumbing and Pipefitting (CF)
- State and Local Codes Governing Boiler Plant Operations (CF)
- State and Local Codes for Refrigeration Equipment Installation and Modification (CF)
- State and Local Codes for Application of Herbicides/Pesticides (CF)
- National Electrical Manufacturers Association Standards (CF)
- American Welding Society Structural Code (CF)
- Institute of Electronic and Electrical Engineers (IEEE) Equipment/ Practice Recommendations (CF)
- National Fire Protection Association Standards (CF)
- American Society for Testing Materials Standards (CF)
- Code of Federal Regulations, Part 29 (CF)
- Code of Federal Regulations, Part 40 (CF)
- Code of Federal Regulations, Part 41 (CF)

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- Code of Federal Regulations, Part 49 (CF)
- International Air Transport Association Dangerous Goods Regulations (CF)
- International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air (CF)
- Federal Specifications to be met by Contractor Use Materials and Equipment (GF)
- SEA Manual 226.1, Control of Property in the Possession of Contractors (GF)
- General Procedures for Working with Asbestos (GF)
- Technical Provisions for Asbestos Hazard Abatement Work, December 1983 (GF)
- Federal Guidelines and Directives for Providing Steam and Chilled Water (GF)
- Boiler Plant Operations Code (GF)
- PIADC Safety Manual (GF)
- Coast Guard Regulations Relating to Minimum Crew Sizes and Vessel Operations in Long Island Sound (GF)
- State of New York and Local Regulations on Operation of Food-Handling and Serving Facilities (CF)
- State of New York and Local Environmental Regulations (CF)

C.145. Outside Services – Road Services

a. Routine Maintenance and Repair

(1) The Contractor shall maintain, modify, grade, and repair paved, sealed, gravel and dirt road surfaces, as required. Tasks performed include, but are not limited to:

- (a) Scraping, filling and grading gravel roads
- (b) Cleaning and maintain road sides, pavement and parking areas
- (c) Repairing holes in roads using blue-stone mix blend
- (d) Sealing pavement cracks and damage
- (e) Spot patching paved roads

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(f) Minimum care and maintenance, allowing reasonable passage, will be performed on roads beyond the demarcation line identified on TE-2

(2) The FOS may require the Contractor to perform specific roadwork outside of normal duty hours to minimize disruption to traffic and parking. The Contractor shall prepare overtime cost estimates and receive approval from the FOS prior to beginning work.

(3) Minimum Standards of Performance

Maintain and repair all paved, gravel, concrete and dirt surfaces in a condition that ensures structural soundness, durability and aesthetic conformity.

b. Snow and Ice Removal

(1) The Contractor shall be required to develop and present for approval, a plan to the FOS, within 30 days after contract award for the efficient removal of snow and ice from paved roads, parking lots, sidewalks, steps, emergency exits of occupied buildings, ramps, curbs, and boat landing areas in the event of snowfall or ice conditions. Apply sand, salt and/or a mixture to these surfaces as required. Boat docks, which could be especially hazardous, will have safety ropes from piling to piling from the landing area to the end of the dock. The plan must include Plum Island, Orient Point, and leased facilities, i.e., Old Saybrook.

(2) The Contractor shall provide for the quick and efficient removal of snow and ice from these surfaces 24 X 7 so that scientific and other activities at the PIADC will not be impeded, and so that facility personnel are able to enter, leave, and go about their normal activities safely. This may require the scheduling of extra boat operations to transport snow removal personnel to the island.

(3) The Contractor shall at their own initiative remove snow and ice from unpaved roads, using sound judgment, or at the direction of the FOS. The Contractor shall initiate snow removal when:

(a) The FOS determines conditions are hazardous

(b) Snowfall begins and there is already a two-inch accumulation

(c) Snowfall begins and the National Weather Service predicts accumulations of two or more inches.

(d) Total snow on the ground is at least two inches and snow removal has not begun.

(4) The Contractor shall remove and dispose of snow from paved roads, parking lots, and dock areas leaving the surface clear for safe passage of vehicles. The removed snow will be deposited in such a way that it does not endanger or impede employees and traffic.

(5) The Contractor shall control ice on paved roads, parking areas, boat ramps, and walkways by applying a dry sand and salt mixture in time to prevent ice buildup.

(6) Minimum Standards of Performance

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(a) Snow and ice will be efficiently removed in a timely manner from all sidewalks, roadways, parking lots, and dock areas, and sand/salt applied in icy areas so no hazardous conditions remain.

(b) For those areas past demarcation identified in TE-2, snow and ice will be efficiently removed to allow reasonable access for vehicles to pass.

c. Special Tasks Requiring a Work Order

(1) Construction of New Roads, Extensions and Major Alterations

The Contractor shall perform repair and construction of roads and parking lots for projects as requested by the FOS. The Contractor shall design and document all projects to include detailed cost and schedule and receive FOS approval prior to starting work. Examples of major projects are:

(a) Constructing gravel roads or parking areas

(b) Marking, cutting and repairing utility cuts in gravel and paved surfaces

d. Major Storm - Preparation and Clean-Up

(1) The Contractor shall perform all work required in preparation for potential major storms or hurricanes. Hurricane plans and procedures will be established to protect all property in the Contractor's care, custody and control as well as provide for the safety of all personnel. As soon as practical after such an occurrence, the Contractor shall commence clean-up operations and continue until all areas are returned to pre-storm condition. The Contractor shall provide these plans to the FOS with 60 days after contract start for approval.

(2) Minimum Standards of Performance

Adequate preparation will be accomplished for a potential major storm or hurricane to minimize damage to the PIADC. This will be followed by efficient and timely cleanup following a storm or hurricane.

C.146. Outside Services – Vehicle and Equipment Services

a. Routine Work

The Contractor shall dispense (self-service) fuel, track usage and perform other routine tasks for equipment, vehicles, and vessels listed in TE-8 to ensure the safety of the vehicle users and extend the productive life of the machinery. A complete list of vehicles will be provided at contract start. A complete inventory and condition status report will also be provided. In addition, the Contractor shall perform major and routine repairs and inspections on all Government-furnished vehicles and vessels as well as on those vehicles that will be operated by the Contractor. The Contractor shall provide these services during regular working hours, except as required for emergencies.

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b. Routine Vehicle and Equipment and Operating Tasks

(1) The Contractor shall perform routine operating tasks for all vehicles and equipment. These tasks will include, but not be limited to:

- (a) Dispensing, (self-service) gasoline and diesel fuel
- (b) Checking/adding fluids (gas, oil, water, etc.)
- (c) Maintaining proper tire pressure
- (d) Cleaning inside/outside of vehicles
- (e) Inspecting for potential problems/defects
- (f) Charging batteries
- (g) Providing road service to PIADC vehicles

(2) The Contractor shall record and track the performance of the above listed tasks by vehicle. The Contractor shall ensure that each vehicle contains a logbook that will be maintained by the operator of that respective vehicle. Entries will include, but not be limited to:

- (a) The current date and operator's name
- (b) The vehicles starting and ending mileage
- (c) Fuel and oil records, i.e. amounts added
- (d) Remarks column

(3) Minimum Standards of Performance

Install, maintain, modify, adjust, and repair parts/fluids to sustain motor vehicle and heavy equipment operations in accordance with equipment specifications and manufacturer's instructions.

c. Vehicle Inspections

(1) The Contractor shall establish monthly and, quarterly, and a cumulative inspection schedules as required by vehicle usage and criticality and approved by the FOS. Procedures and checklists for emergency vehicles (fire and ambulance) will be approved by the FOS. The checklist items will include, but not be limited to, the items shown at TE-14 and TE-15. For each inspection conducted, the Contractor shall complete the approved checklist and submit a copy to the FOS within five working days of vehicle inspection.

(2) Minimum Standards of Performance

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Perform scheduled maintenance and inspect motor vehicles quarterly and a cumulative in accordance with manufacturer's, New York State, and Government specifications. Perform scheduled maintenance and inspect emergency motor vehicles (i.e. Fire Apparatus, Command Vehicle and Ambulance) monthly and cumulatively. Submit inspection checklist to the FOS within five working days of inspection.

d. Oil and Fuel Supplies

(1) The Contractor shall requisition from the Government, and implement, a delivery schedule for unleaded gasoline and diesel fuel to support Government-owned and Government-operated vehicles at the PIADC. Deliveries will be made to the bulk tanks located at the dock area and the Contractor shall oversee delivery of the fuel. The Contractor shall inspect receipts to ensure the proper amount and type of fuel was delivered. The delivery schedule will identify dates and times of deliveries, amount of fuel to be delivered, and delivery procedures.

(2) The Contractor shall maintain a daily record of diesel and gasoline fuel consumption. Fuel levels in bulk tanks will be monitored as required to ensure adequate supplies and compliance with NYCRR-6 Part 613.4(A)(1) and SCSC Article 12 Sec. 760-1210 (G)(1) is maintained.

(3) Minimum Standards of Performance

Gasoline, diesel, and oil supplies are managed so that adequate supplies are on-hand to meet demand. Compile a monthly report of fuel purchases and records on daily fuel and oil usage. While filling tanks, the Contractor shall not allow any overfilling or spillage.

e. Marine Vessel Inspection

(1) The Contractor shall perform weekly and monthly inspections of the PIADC Marine Vessels as delineated in TE-16.

(2) The Contractor shall perform the weekly inspection on the first working day of each week; the monthly inspection will be performed no later than the 15th of the month. The Contractor shall complete the forms in TE-16 and submit a copy to the FOS within five working days of the inspection.

(3) The Contractor shall have all vessels inspected by the U.S. Coast Guard based on a mutually agreed upon frequency, or as required. Preparations for USCG inspections and dry-docking will be scheduled to minimize down time. Upon receipt of written instruction from the FOS, the Contractor shall begin correction of any discrepancies identified in the inspections.

(4) Minimum Standards of Performance

(a) Perform weekly inspections on the first working day of each week and perform monthly inspections no later than the 10th of the month. Submit copies of the inspection forms to the FOS within three working days of inspection completion.

(b) Perform, based on a mutually agreed upon frequency, inspections of all vessels and inflatable life rafts in accordance with U.S. Coast Guard requirements. All certifications are kept up-to-date so there is no disruption in service.

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f. Routine Maintenance and Repair of Vehicles and Equipment

(1) The Contractor shall perform maintenance and repairs as necessary on all Government-furnished vehicles and equipment (TE-8). These tasks will include, but not be limited to:

- (a) Lube and oil changes
- (b) Repairing brakes
- (c) Adjusting and repairing steering system
- (d) Performing tune-ups
- (e) Repairing air conditioning and heating systems
- (f) Repairing suspension systems
- (g) Repairing/replacing exhaust systems
- (h) Changing/repairing tires
- (i) Winterizing vehicles
- (j) Performing miscellaneous repairs on lights, doors, batteries, radiators, locks, etc.
- (k) Performing body work and interior maintenance

(2) For government-operated vehicles, the Contractor shall perform the necessary repairs and return the vehicle to service within three working days of notification of maintenance requirement. The Contractor shall notify the FOS if additional time is required. If the Contractor cannot repair an equipment item, he/she will submit a written explanation, within 48 hours, to the FOS of the problem, cause, and recommended solution.

(3) All waste fluids and filters will be disposed of in accordance with current environmental regulations.

(4) Minimum Standards of Performance

Maintain fleet of vehicles in proper material condition by performing maintenance according to the manufacturer's schedule. Perform repairs and return the vehicle to service within three working days of notification of maintenance requirement.

g. Routine Maintenance and Repair of Marine Vessels

(1) The Contractor shall maintain and repair vessels as necessary to keep the PIADC vessels in proper operating condition. The Contractor shall maintain and repair the propulsion system, electrical

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system, plumbing system, sewage system, heating and ventilation system, and all equipment including the boat's structural components.

(2) The Contractor shall perform maintenance on all PIADC vessels according to schedules and plans approved by the FOS. Typical items include, but are not limited to:

- (a) Changing engine and gear oils, hydraulic fluid and associated filters
- (b) Rebuilding/repairing pumps
- (c) Overhauling electric motors
- (d) Inspecting/adjusting stuffing boxes and rudder posts
- (e) Repacking shaft glands
- (f) Inspecting, repairing and adjusting heating and cooling equipment
- (g) Inspecting, testing and repairing, electronics and navigation equipment
- (h) Conducting deck and hull inspections
- (i) Conducting underwater inspections

(3) Pre-operational checklists will be maintained for all vessels and signed by the assigned captain on duty for that run. The interior and exterior of vessels will be kept clean and free of dirt, trash, rust, corrosion and dock marking. All waste fluids and filters will be disposed of in accordance with current Environmental Regulations.

(4) Minimum Standards of Performance

(a) Operate vessels in accordance with the promulgated boat schedule. Perform repairs in accordance with manufacturer's specifications. Repair deficiencies within 24 hours unless otherwise approved by the FOS.

(b) All documentation of the maintenance effort will be kept complete and up-to-date, and be available upon request. Documentation will include, but not be limited to:

- (i) History of inspections and maintenance on all vessel hulls, equipment, engines, generators, and generator engines.
- (ii) All work performed by subcontractors.
- (iii) Any equipment removed from service and its replacement status.

h. Special Tasks Requiring a Work Order

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The Contractor shall install, repair, replace and overhaul vehicles, equipment and vessel parts and accessories as requested by the FOS. The Contractor shall design and document all projects to include detailed cost and schedule estimates and receive FOS approval before work begins. Major repairs may include, but are not limited to:

- (1) Repairing/rebuilding engines
- (2) Repairing/rebuilding transmissions
- (3) Repairing marine vessel hulls
- (4) Overhauling/repairing vessel generators and generator engines

i. Scheduled Shipyard Repair and Overhaul Period

(1) The Contractor shall obtain and evaluate cost estimates and provide the FOS with recommendations for source selection. With correct approvals, the Contractor shall deliver the vessel to the selected commercial shipyard for scheduled overhauls.

(2) The Contractor shall be notified five days prior to the date the vessel is required at the repair site. The Contractor shall provide a replacement vessel when necessary such that there is no disruption in transportation service. This replacement vessel will be approved by the FOS prior to entering into a subcontract for that service. Contractor shall get at least three-replacement vessel estimates and make the appropriate recommendation.

C.147. Outside Services – Grounds Services

a. Routine Work

The Contractor shall perform routine grounds maintenance at PIADC including, but not limited to:

- (1) Mowing improved and unimproved areas
- (2) Edging, trimming, and weeding grass and ground covers
- (3) Maintaining trees, bushes, and flower beds
- (4) Policing grounds
- (5) Removing dead or dying trees
- (6) Keep fire hydrants maintained, painted, and clear of vegetation and brush within a 5-foot radius
- (7) Identify a water valve boxes with a post listing the applicable valve number. Both posts and water boxes will be painted.

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The Contractor shall comply with PIADC safety requirements while performing grounds services.

b. Lawn and Turf Maintenance and Repair

(1) The Contractor shall mow, edge, and trim grassy areas in accordance with the schedule shown at TE-17 and in the coded areas shown in TE-2. Unimproved areas to be maintained include security roads, fire lanes, and fields. Grass will be cut to a uniform height with no skips or patches of uncut grass. The Contractor shall trim around fixed objects such as buildings, trees, and signs.

(2) The Contractor shall trim around sidewalks, foundations, driveways, and gardens. Grass clippings will be removed from sidewalks and paved surfaces, collected, and discarded where appropriate. All mowers used by the Contractor shall have OSHA-approved guards which will be kept in place at all times. Safety glasses, safety shoes, and hearing protection equipment will be worn at all times while operating cutting machines with metal blades and where appropriate under conditions warranted by the type of equipment operated.

The Contractor shall reseed or replace grass in bare ground spots in grassy areas that are regularly mowed as directed by the FOS.

(3) Minimum Standards of Performance

Mow, edge, and trim improved grass areas to maintain a uniform height of 1 ½ to 3 inches, leaving no skips or uncut patches. The Contractor shall seed or sod areas to establish or repair turf as directed by the FOS. Mow unimproved grass areas to a uniform height leaving no strips or uncut patches.

c. Maintain Grounds

(1) The Contractor shall maintain the grounds at the PIADC by performing tasks that include, but are not limited to:

- (a) Watering plant and grass areas when needed,
- (b) Applying mulch to plant beds based on a mutually agreed upon frequency including removing the weeds that have grown in since last application,
- (c) Removing leaves and trash throughout the grounds.

(2) The Contractor shall repair ground defects caused by natural occurrences or by humans. These activities include, but are not limited to seeding, sodding, and replanting areas damaged by:

- (a) Underground repairs and activities
- (b) Inhibited vegetation growth
- (c) Vehicle and pedestrian traffic

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(d) Snow removal and other heavy equipment

(3) Minimum Standards of Performance

Water the plant and turf areas as necessary. Mulch plant beds at least based on a mutually agreed upon frequency. Remove leaves, litter, and roadside trash according to standards established by the FOS.

d. Plant and Tree Care

(1) The Contractor shall regularly prune trees, bushes and plants to maintain optimum plant health and an attractive, decorative appearance while providing safe clearance for utility lines, pedestrians, vehicular traffic, and security concerns. Natural shaping and growth patterns of trees, bushes, and shrubs will be maintained. Pruning will vary depending on plant characteristics and growing conditions and will be accomplished in accordance with FOS instructions. Clippings should be appropriately discarded.

(2) The Contractor shall plant flowers and other ornamental plantings as directed by the FOS. The Contractor shall turn the soil, plant flowers, and apply water regularly to ensure plant survival and growth. Plants will be agreed upon prior to planting and detailed cost and schedule estimate will be submitted prior to beginning activity.

(3) Minimum Standards of Performance

Trim and prune bushes and trees to prevent overhanging or obstructions to building, sidewalks, and other passageways. Maintain natural shaping and growth patterns. Remove small/medium woody plants (less than 4" diameter) as required by the FOS.

e. Remove Trees and Excess Vegetation

(1) The Contractor shall remove trees, stumps, trunks and other large or excess vegetation for aesthetic, construction or other purposes as specified by the FOS. Resulting debris will be removed from the area and transported to the island sandpit and stacked. The Contractor shall dispose of debris as governed by regulatory agencies and directed by the FOS. If open burning is the method of disposal, the Contractor shall ensure that the proper permits are obtained beforehand. During open burning, the Contractor shall monitor the wind direction so as to ensure smoke does not enter the air systems of the administration or laboratory building. If the wind changes in a direction that this occurs during burning, the Contractor shall immediately extinguish the fire. Equipment and staff to extinguish the fire will be present during all controlled burns.

(2) Paths allowing clear access to fire hydrants, emergency standpipe stations and sprinkler systems will be maintained at all times. Firebreak roads will be maintained throughout Plum Island so as to allow access for fire fighting equipment.

(3) Minimum Standards of Performance

Remove trees, stumps, trunks, and other large or excess vegetation as requested by the FOS. Firebreaks must be trimmed in such a manner as to allow for the safe passage of fire fighting

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equipment. Groom the removal area so that it matches the adjacent surroundings. Debris will be stacked and disposed of per FOS instruction.

C.148. Operations Support Services – Common Tasks

The Contractor shall provide operations support services, which entail Receptionist/Coordinator functions during normal duty hours, and Rover/Coordinator functions during non-duty hours. Numerous activities inherent in this function are common to duty and non-duty period and will be primarily performed in Building 100/101 Complex Lobby Reception Station. The Contractor shall ensure that the Lobby Reception Station is maintained and operated in a clean, neat, orderly and professional manner at all times.

C.149. Operations Support Services – Visitor Control

a. The Contractor shall operate and enforce through the issuance of employee identification and visitor badges, a strict monitoring system for the identification and approval of persons visiting Plum Island. The Contractor shall ensure that all visitors, upon entrance to Plum Island, are escorted, either by their sponsor or the Contractor to the lobby of Building 100 where they will be required to sign release forms. Monitoring and recording of all entry and exit from sensitive locations at Plum Island will be maintained at that location. The Contractor shall monitor visitors by performing activities that include, but are not limited to:

- (1) Process visitor applications
- (2) Issue visitor identification badges
- (3) Maintain signed release forms
- (4) Log visitors on and off Plum Island
- (5) Maintain the PIADC visitor list
- (6) Ensuring safety orientation is provided when necessary
- (7) Ensure visitors are released to the respective escorts when required, i.e., the person(s) they are visiting

b. Upon registration and issuance of passes, visitors will be released to their assigned escort. Visitor passes will be displayed on the front of outer clothing at all times while on PIADC. The Contractor shall ascertain if the visitor will need to enter containment prior to the visitor's arrival. If the visitor will be entering containment, the Contractor shall issue a second pass at a location inside the containment area. The visitor pass will be displayed on the front of the visitor's outer clothing at all times while inside containment. The Contractor shall ensure that an appropriate escort, e.g. male, female, proper clearance for the area of containment to be visited, etc., is assigned to the visitor at all times. Visitor passes will be retrieved upon the visitor's departure.

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c. Due to the sensitive areas located at PIADC, the Contractor shall ensure that all unauthorized persons are prohibited from entry to the Center. This will include entry to boats, buildings and vehicles. Doors will be locked in accordance with policies established by the PIADC. In the event that a person(s) enters the PIADC without permission, the Contractor shall document the event and ensure that a visitor application, with the person identification, is completed with a release form, and the person(s) is/are escorted off of the property. The Contractor shall display a courteous and helpful attitude whenever possible.

d. Communications Control

- (1) Respond to designated telephones within a specified time standard
- (2) Respond to all emergency calls, i.e., medical, fire, or biological; and dispatch appropriate backup and support for incidents when required
- (3) Monitor fire alarms
- (4) Relay emergency messages to boat crews
- (5) Monitor Millstone Nuclear Plant alarm
- (6) Monitor and maintain radio communications with all PIADC entities, receive and transmit from the PIADC base on portable two-way radios when required
- (7) Monitor and maintain radio communications with town, county and State emergency organizations, when necessary

e. Rover/Coordinator

The Contractor shall provide during non-duty hours, uniformed Rover/Coordinator personnel who are qualified Safety Technicians holding current NY State or National Registry EMT certifications. Typical duties performed, in addition to those identified in this section, include, but are not limited to:

- (1) Establish who will be the duty ambulance driver at the beginning of the shift
- (2) Complete a full safety check and quick inventory of the ambulance at the start of the shift
- (3) Provide Emergency Medical Response and care when required
- (4) The Rover/Coordinator will enter the 101 Containment areas to perform common tasks as required. Constant communications will be maintained between the Rover/Coordinator and the Security Control Coordinator whenever in containment
- (5) The Rover will monitor the Millstone Nuclear Alert System

f. Documentation

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(1) The Contractor shall maintain daily records of those persons entering and departing Laboratory 101.

(2) The Contractor shall maintain records of radiation and biological specimens received at PIADC. Records will be maintained in a neat and orderly fashion. Format and retention periods are to be approved by the COR. The Contractor shall provide full and accurate documentation of all such materials received, including when contact is made with the person(s) receiving the material in advance of placement to ensure proper handling.

g. Minimum Standards of Performance

(1) Common Tasks

The 100/101 Complex Lobby Reception Station will be attended at all times during normal duty hours. This area will be kept in a clean and orderly fashion at all times.

(2) Visitor Control

The Contractor shall ensure that all Visitor Applications are properly processed. Signed safety affidavits will be obtained from all authorized visitors and will be recorded on the Visitors Log. Identification badges and release forms will be issued in accordance with PIADC policies. Escorts will be assigned and present prior to the visitor leaving the reception area.

(3) Communications Control

(a) Telephone calls, whether answered in person or electronically, will be answered within five rings with clear and concise statement similar to "United States Department of Homeland Security, Plum Island, may I help you or direct your call?"

(b) Emergency calls and alarms will be responded to immediately. Whenever such alarms occur, the Contractor shall ensure that the appropriate emergency personnel are dispatched/contacted immediately.

(c) Proper radio protocol will be maintained at all times.

(d) During non-duty hours, calls may be answered with an electronic answering device that allows the caller to leave a message. The Rover/Coordinator will check telephone messages hourly, distribute urgent messages immediately, and routine messages at the end of his/her shift. The Contractor shall provide a telephone number to the caller to an area in the event the call is an emergency where someone can respond with the appropriate personnel and/or equipment. An example of one such area is the power plant.

(e) Rover/Coordinator

Rover/Coordinator personnel shall wear neat and clean uniforms, free of tears, stains, etc. at all times. Services provided will be professional and courteous. Current NY State or National EMT Certifications will be maintained.

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(f) Documentation

Daily logs will be updated within five (5) minutes of a reported or observed occurrence and other logs within 15 minutes of an occurrence.

C.150. Operations Support Services – Fire and Emergency Response

a. Common Tasks

(1) The PIADC is staffed with a full time federal Fire Chief and a minimal number of federal firefighters. The Fire Chief is available at the Center during normal business hours, Monday thru Friday. Additionally, he is available for emergencies via pager and cellular telephone 24 hours a day.

(2) The Contractor shall follow a government fire and emergency response program whose basic tenet is prevention. This philosophy will be reinforced primarily through educational training, such as fire prevention and awareness and other trainings for both those employees involved in the aid of firefighting and those who have the primary function to work through safe and careful work practices.

(3) The Contractor shall provide no less than 24 fire brigade personnel to support the efforts of the federal firefighting staff at the PIADC. The structure of this brigade will be such that adequate numbers of personnel are available 24 X 7. Training and selection of said brigade will be subject to the approval of the Fire Chief. All fire brigade personnel shall meet the minimum requirements set forth in the National Fire Protection Association for interior firefighters. A list of the proposed fire brigade personnel will be submitted to the Fire Chief for review within 60 days of contract award.

(4) Sufficient voluntary collateral participation in the Contractor fire brigades and emergency groups will be ensured through a program of incentives which must be reviewed and approved by the COR.

(5) The Contractor shall develop support maintenance requirements established through fire and safety inspections conducted by federal firefighters. Work orders will be issued for any discrepancies or necessary abatement issues found. The Contractor is expected to adhere to current supplied fire evacuation and emergency response plans, fire preplans, and other Standard Operating Procedures for all required responses identified and approved by the Fire Chief. Government-provided radiological plans will also be incorporated into the emergency response plans.

(6) During emergency operations and fire brigade trainings, the Contractor shall receive direction from the Fire Chief and/or firefighter on duty. In all non-emergency operations, the activities of fire brigade personnel will be requested by the Fire Chief and coordinated through the CO. The Contractor shall develop a response plan that will provide adequate response and standard operating procedures in the event of a Millstone Nuclear incident. The plan will provide, at a minimum, the actions required by the Contractor's response team to safely evacuate the Center, if necessary, and respond to required areas to maintain the biological integrity of the Center and guard against the contamination of critical equipment including air systems. Additionally, the plan will include decontamination procedures for any areas that become contaminated including the clean-up thereafter.

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(7) The PIADC Radiological Emergency Coordinator will be notified immediately of any and all radiological events.

(8) Complete documentation will be forwarded to the Fire Chief and the PIADC Safety Officer immediately following all Millstone incidents and/or drills.

b. Fire and Emergency Operations

(1) The Contractor shall provide qualified personnel to form a brigade capable of responding to fires and other emergencies, 24 X 7. The members will be physically fit to perform the duties assigned and capable of operating Government furnished firefighting equipment as listed in TE-8. Fire brigade personnel shall be required to respond to all fire related incidents.

(2) The fire brigade will provide services that include, but are not limited to:

(a) Responding without delay to emergency fire, medical, Hazmat and rescue incidents

(b) Dispatching appropriate apparatus and manpower

(c) Respond to all emergency phone calls, alarms pager, and radio transmissions

(d) Respond to all active mutual aid communications as directed

(e) Participate in all training as outlined and prepared by the Fire Chief

c. Emergency Response Fire Related, Business Hours

The Contractor shall provide fire suppression and fire fighting services in accordance with all DHS/USDA, PIADC, OSHA, New York State, NFPA and National Fire Code regulations, 24 X 7. Upon receipt of a fire alarm, the firefighter(s) will perform tasks that include, but are not limited to:

(1) Respond with appropriate firefighting apparatus, as required.

(2) Work under the direction of the Fire Chief or federal firefighter on duty to accomplish rescue, ensure protection of exposures, confine and/or extinguish the fire, and conduct proper salvage and overhaul of burning materials or structures.

(3) All fire brigade personnel shall respond to the firehouse, Building 13, within 10-minutes of notification of alarm. If the fire truck has left for the scene, personnel may proceed to the scene with their turnout gear.

d. Emergency Response - Fire Related, Non-Business Hours

(1) Under this condition, the Contractor shall ensure that qualified personnel are available to respond within 10-minutes of an alarm.

(a) Respond with the appropriate firefighting apparatus, as required.

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(b) Work under the direction of the Fire Chief or federal firefighter on duty to accomplish rescue, ensure protection of exposures, confine and/or extinguish the fire, conduct proper salvage and overhaul of burning material or structures.

(c) Hook up fire apparatus to the building sprinkler and/or standpipe system

(d) Alert personnel of impending dangers if known

(e) Notify personnel identified by instruction

(f) At the conclusion of a response, the Contractor shall perform tasks including, but not limited to:

(i) Return the fire apparatus to the fire station

(ii) Clean all firefighting equipment, and return to a condition of readiness

(iii) The Contractor shall deploy fire apparatus and manpower in the most advantageous manner to control and extinguish fires and to preserve life and property. Types of fires responded to include, but are not limited to, structural, chemical, electrical, brush; vehicle or flammable liquids.

e. Emergency Response - Non-Fire Related, Business Hours

(1) The Contractor shall respond and assist the PIADC Fire Chief or federal firefighter staff with non-fire related emergencies such as medical emergencies, vehicle accidents (wash down roadway, extrications, etc.), hazardous weather incidents, spills produced by petroleum products or chemicals, and other hazardous materials incidents or other such emergencies within 5-minutes of notice.

(2) Designated trained emergency response personnel will be deployed in accordance with the PIADC Spill Prevention Control Plan (SPCP) whenever fuel oil is received at the PIADC, or in the event of chemical fuel or other hazardous material spills.

(3) Medical emergencies will be responded to by a NY State or nationally certified EMT using a Government furnished ambulance or medically equipped helicopter via mutual aid. The Contractor shall administer immediate care and arrange for required transportation to Eastern Long Island Hospital or other appropriate medical facility.

(4) Radiological emergencies and alerts and communication drills dispatched via radio (provided by Northeast Utilities) will be responded to in accordance with the PIADC Radiological Response Plan. Personnel must be familiar with the plan and thoroughly briefed on procedures and responsibilities, such as recording radiological emergency alert messages, including dates, times, and classification levels and contacting the designated Emergency Coordinator.

(5) The Contractor shall provide Advanced Life Support (ALS) services for PIADC personnel, contractors, and guests and meet all of the requirements specified and agreed to by the Suffolk County

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Department of Health Services, PIADC Emergency Ambulance Unit, and the Contractor in the ‘Advanced Life Support Services for Plum Island Animal Disease Center's Emergency Ambulance Unit.’

“Initially, at a minimum, the Contractor shall provide ALS services during normal working hours and as requested by DHS management during extended work day conditions such as the PIADC Foreign Animal Disease Diagnostician (FADD) schools and various construction activities. Outside of normal working hours, the Contractor shall provide a minimum of one (1) Emergency Medical Technician (EMT) certified as Emergency Medical Technician Basic and begin to phase in certified Emergency Medical Technician Critical Care (EMT-CC) or Emergency Medical Technician Paramedic (EMT-P) until 24 hours per day, seven (7) days per week coverage is achieved.

f. Emergency Response - Non-Fire, Non-Business Hours

(1) Under this condition, the Contractor shall ensure that an NY State or nationally certified EMT is available to respond within 5-minutes of an alarm. In addition, the Contractor shall respond to all spills produced by chemicals, petrochemical and other hazardous material incidents or other such emergencies within 10-minutes of notice.

(2) Responding personnel shall work under the direction of the Fire Chief or federal firefighter on duty to secure the scene and provide the required emergency services necessary.

(3) The Contractor shall deploy emergency apparatus and manpower in the most advantageous manner to control the incident. Types of emergencies to respond to include, but are not limited to:

(a) Medical emergencies

(b) Vehicle accidents (wash down roadway, extrications, etc.)

(4) At the conclusion of a response, the Contractor shall perform tasks including, but not limited to:

(a) Assist in the cleanup and overhaul of the incident.

(b) Return apparatus to condition of readiness

g. Training

(1) The Contractor shall ensure that all fire brigade personnel participate in the training program established and provided each month by the PIADC Fire Chief, federal firefighters and/or contracted instructors of the government as may be required.

(2) All training conducted will be scheduled in advance and will be published at least a month ahead of the scheduled training date. Fire brigade personnel are expected to make a minimum amount of training each year. Required training will include, but is not limited to:

(a) Ten hours of operation and location of equipment

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- (b) Eight hours roads, building and hydrant familiarization
- (c) Twenty hours fire pre-planning and familiarization with major building and special hazard areas
- (d) Driving of fire apparatus and pump operations
- (e) Nozzle and hose training
- (f) Ladders, hooks and forcible entry tools
- (g) Fire prevention and inspection practices
- (h) Medical emergencies, cardio pulmonary resuscitation, and first aid
- (i) Radiological, hazardous communication, biological safety
- (j) Infectious Disease Control

(2) Additionally, Emergency Medical Technicians will maintain a current NY State or nationally EMT Certification at all times.

h. Miscellaneous Support Services

(1) The Contractor shall provide miscellaneous support services as requested by the Fire Chief to include, but not limited to:

- (a) Emergency standby for hazardous operations
- (b) Mutual aid response to the neighboring communities
- (c) Hazardous chemical or material spill response
- (d) De-watering/pump-outs
- (e) Filling SCBA tanks
- (f) Flushing roadways
- (g) Confined Space Rescue

i. Minimum Standards of Performance

The Contractor shall follow and support government-provided plans and SOPs for responsiveness and effective training as detailed above.

(1) **Fire and Emergency Operations**

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The Contractor shall provide a minimum of 24 qualified personnel to fight structural and other fires during normal operating hours. These individuals will demonstrate proficiency by following the training guidelines as provided by the Fire Chief.

(2) Emergency Response - Fire Related

(a) During emergency situations, the Contractor shall, under the direction of the Fire Chief or federal firefighter on duty, suppress fires and perform related tasks according to DHS/USDA, PIADC, OSHA, New York State, NFPA and National Fire Code regulations to minimize the loss of life and property. Personnel shall be physically fit to perform the duties assigned and respond with appropriate equipment, including Personal Protection Equipment (PPE), within 5-minutes of an alarm.

(b) During non-business hours, the Contractor shall ensure that qualified personnel are available to respond within 10-minutes of an alarm.

(3) Emergency Response - Non-Fire Related

(a) The Contractor shall respond to all non-fire related emergencies as requested without delay. All medical emergencies during normal business hours will be responded to with a NY State or nationally certified EMT and an equipped ambulance within 5-minutes of notice.

(b) Personnel shall respond with appropriate equipment, including Personnel Protection Equipment (PPE), within 5-minutes of an alarm.

(4) Training

(a) The Contractor shall whenever possible, ensure that all fire brigade personnel participate in the training program established and provided each month by the PIADC Fire Chief, federal firefighters and/or contracted instructors of the government as may be required.

(b) Training effectiveness will be demonstrated by satisfactory fire brigade member knowledge of the following:

- (i) Driving of fire and emergency apparatus
- (ii) Pump Operations
- (iii) Operation and location of special equipment
- (iv) Nozzle and hose training
- (v) Ladders, hooks and forcible entry tools
- (vi) Fire pre-planning
- (vii) Fire prevention and inspection practices

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- (viii) Hydrant familiarization
- (ix) Radiological, Hazardous Communication, Biological Safety
- (x) Infectious Disease Control

(b) Emergency Medical Technician's will maintain a current NY State or national EMT Certification at all times.

(5) Miscellaneous Support Services

The Contractor shall provide all miscellaneous support services within the guidelines specified by the Fire Chief.

C.151. Animal Rooms – Common Tasks

a. The Contractor shall ensure that PIADC animal isolation room, necropsy room, and animal wing corridor inspection, testing and maintenance is appropriately scheduled and performed in a timely manner, ensuring the capability for maintaining bio-containment integrity of the rooms and corridors while providing a physically safe and secure environment for animals housed or traversed therein.

b. It is important that the unavailability of animal isolation and necropsy rooms, including the animal wing corridor, be kept to a minimum during routine inspections and maintenance. Therefore, inspections and maintenance activities will be scheduled for periods when animal isolation and necropsy rooms and corridors are scheduled to be vacant and will be conducted in an organized and efficient manner. The Contractor shall have the concurrence of the Lead Animal Caretaker when scheduling animal wing maintenance. Activities scheduled and performed include, but are not limited to, those common tasks identified elsewhere in this statement of work and those listed below:

- (1) White Smoke candle tests
- (2) Door air gasket performance testing
- (3) Pressure decay testing
- (4) HVAC supply and exhaust filter changes
- (5) Painting and sealing floors, walls and ceilings

c. White Smoke Candle Tests

(1) The Contractor shall schedule and perform smoke tests on all animal and necropsy rooms including animal wing corridors at the PIADC based on a mutually agreed upon frequency, as well as on the following occasions:

(a) Upon completion of routine maintenance, if penetrations or room envelope affected

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- (b) Upon completion of renovations or alterations
- (c) Upon receipt of a work order request from research leaders or animal handlers
- (d) Upon the direction of the FOS or Safety and Environmental Manager

(2) All white smoke candle tests will be performed in accordance with the PIADC Safety Manual or as specified by the Safety and Environmental Manager. If an animal or necropsy room fails the white smoke candle test, the Contractor shall immediately notify the Lead Animal Caretaker responsible for that area, the research leader/section head, and the Operations Manager. The Contractor is responsible to immediately secure the room from use until successfully passing a repeat test.

(3) Additionally, the Contractor shall submit a "Pass/Fail" report to the Safety and Environmental Manager by the 5th working day of the month following the month in which the test(s) was performed. This report will include, but is not limited to:

- (a) Room number(s) of the room(s) tested
- (b) Date(s) test(s) was conducted
- (c) Name of person(s) conducting the test(s)
- (d) Type(s) of test(s) performed, i.e. smoke or pressure delay, as required
- (e) Whether the test(s) passed or failed
- (f) A detailed work order outlining the maintenance required along with a detailed resource estimate for completing the repair/maintenance

(4) Minimum Standards of Performance

White smoke candle test will be considered successful only when the results achieved comply with applicable parameters as outlined in the PIADC Safety Manual or by the direction of the Safety Officer.

d. HVAC Supply and Exhaust Filter Changes

(1) The Contractor shall monitor the filter integrity of related supply and exhaust units for each animal isolation room, necropsy room, and animal wing corridor at the PIADC on a "real-time" basis.

(2) When filter differential pressure is out-of-specification as determined by the parameters identified in the PIADC Safety Manual, the Contractor shall immediately notify Safety and Environmental Manager and the respective Lead Animal Caretaker and proceed to change the filters, including appropriate decontamination, of any respective unit in accordance with written guidelines specified in the PIADC Safety Manual.