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(3) For occupied animal rooms, all work must be coordinated with the Animal Caretaker staff to insure that life-safety, animal welfare, and bio-containment integrity are not compromised during any repairs.

(4) The Contractor shall, whenever possible, provide a schedule to the Safety and Environmental Manager that allows a minimum of five working days notice of the anticipated filter changes, identifying the areas to be impacted. The Contractor shall ensure that schedules are maintained, unless pre-empted by higher priority activity, i.e. pressing research needs. In the event of schedule changes or cancellations, the Contractor shall notify the Safety and Environmental Manager immediately with recommended replacement dates and times for the maintenance.

(5) Minimum Standards of Performance

HVAC filter changes will be considered successful only when the filter has been certified in-situ and the airflow pressure differential achieved is in accordance to parameters identified in the PIADC Safety Manual and/or direction of the Safety and Environmental Manager.

**C.152. Animal Rooms – Routine Maintenance**

a. The Contractor shall perform routine inspection and maintenance on all animal and necropsy rooms, including all animal wing corridors, at the PIADC in accordance with all Federal, State, and local regulations and the PIADC Safety Manual. Routine inspection and maintenance requirements are identified in the PIADC Safety Manual and include, but are not limited to:

(1) Ensuring that all metal components, i.e. rails, gates, etc. are in proper working order and not bent or twisted, allowing for proper movement and closure. Hinges, chutes, waterers, and handles should be greased as appropriate.

(2) All metal doors and other metal surfaces will be free of rust with no jagged or sharp edges and finished with appropriate paint and coating where applicable.

(3) All painted surfaces must be non-porous and sealed.

(4) All non-structural components must be secured and in good working condition, i.e., gates, chains, locks, shelves, boxes, feeders, and watering systems, including filters, hoses and waterers.

(5) Air balance and temperature in animal rooms must be appropriately maintained, in accordance with standard operating procedures.

(6) External support equipment and systems for animal rooms must be maintained on schedule with internal system and room maintenance.

(7) Wall, floors, and ceilings in animal rooms will be maintained free of cracks and porous surfaces. Wall and ceiling paint will be an epoxy base type; floor surfaces will be finished with epoxy based type surfacing, containing quartz or sand particles to ensure safe footing when wet.

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(8) Hardware for pipes, doors, and faucets will be of the prescribed type, in proper working condition, and items such as door and faucet handles must turn in the appropriate direction with minimal force.

(9) Showers will be clean and in proper working condition; soap dishes will be free of paint and rust and well-fastened to the walls.

(10) All electrical equipment will be of the approved type for wet locations and will be ground fault protected (GFI), in proper working condition and free of cracks and defects; all light bulbs will be replaced when burned out.

(11) Air gasketed doors will be leak free, with door frames free of rust. At all times inflating mechanisms must be fully operational, leak free, with handles turning with minimal pressure.

(12) Clothing racks will be positioned no higher than six feet from the floor and will be fastened to the wall; broken clothing hooks will be replaced.

b. The Contractor shall advise the PIADC Biological Safety Officer immediately upon completion of maintenance to ensure the prompt performance of required room inspections and tests.

c. Minimum Standards of Performance

Routine maintenance will be performed when required and in accordance with the master maintenance schedule, or as soon as animal or necropsy rooms and animal wing corridors become available thereafter. This work will be performed in an organized and efficient manner to minimize unavailability of the animal rooms. The FOS will be notified when animal or necropsy room or animal wing corridor maintenance is deferred.

**C.153. Animal Rooms – Special Tasks Requiring Work Orders**

a. Renovations

(1) The Contractor shall renovate animal rooms, necropsy rooms, and animal wing corridors as requested by the FOS and Safety and Environmental Manager. The Contractor may be required to design, plan, and document projects and receive FOS and Safety and Environmental Manager approval before work begins. Individual cost estimates are also required prior to receiving approvals to begin any renovation activity. Examples of work are:

(a) Remove gates, animal chutes, waterers, plumbing, lights and outlets, feed chutes and feeders

(b) Install gates, animal chutes, waterers, plumbing, electrical lights and outlets, feed chutes and feeders

(c) Relocate gates, animal chutes, waterers, plumbing, lights and outlets, feed chutes and feeders

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b. Repairs

The Contractor shall repair room surfaces, equipment, plumbing and showers, electrical light fixtures and outlets, heating, ventilation, air conditioning, and other air handling, balancing and filter equipment, doors, gates, waterers and feeders as required in all animal rooms. Examples of work are:

- (1) Repair cracks, holes, peeling and lick or worn surfaces in floor coverings and other painted surfaces such as walls and ceilings
- (2) Remove asbestos containing materials in accordance with applicable regulations. Repairs will require a current asbestos abatement license to be maintained by the contractor performing this activity
- (3) Repair and replace showers, wash downs, and waterers and/or associated plumbing as required
- (4) Repair or replace doors and/or their associated hinges, handles, gaskets and/or inflation lines and valves and handles as required
- (5) Repair or replace animal feeders and feed chutes as required

**C.154. Information, Mail, and Information Technology – IT Equipment**

a. The Government will provide sufficient computer systems for Contractor employees in support of this effort. Contractor employees will meet government provided security training requirements prior to computer usage and will ensure computer systems used meet PIADC requirements for network or stand-alone security.

b. During the performance of this contract, the Contractor shall be required to purchase IT equipment. Additionally, the Contractor may be directed to install or make changes to software.

c. The Contractor shall develop a plan approved by the DO to upgrade a portion of the on-site systems each year to maintain the IT equipment current. The Contractor shall purchase IT equipment with contract funds only if:

- (1) The equipment is intended for the Contractor's use during the performance of the contract,
- (2) Agency approval has been obtained and documented prior to obligating the government for the purchase,
- (3) Management Analyst approval has been obtained and documented in writing,
- (4) Purchase of the equipment can be achieved more economically by the Contractor than as purchased by the government and furnished to the contractor.

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d. The Contractor shall submit system specifications for review and approval to the IT office prior to submission for approval for purchase to ensure system compatibility. An extended warranty agreement of at least 1-year will normally be purchased with the hardware or software when possible.

e. **Qualifications**

The Contractor shall have one or more employees with a working knowledge of the Microsoft Windows operating system and have computer system troubleshooting skills. This person should act as the point of contact for Contractor personnel experiencing computer difficulties. This person will forward issues to the IT center if they cannot resolve the problem.

**C.155. Information, Mail, and Information Technology – Visual Information**

a. **Routine Work**

(1) The Contractor shall provide biomedical photography, and related visual arts services and products to support the scientific efforts. Services include, but are not limited to:

- (a) Computer conversion of Government generated charts to 35mm slides/prints
- (b) Scientific, technical, biomedical, microscopic, and identification photographs
- (c) Full service developing and printing facilities and services
- (d) Assembly of photography equipment and preventative maintenance of existing equipment
- (e) Photographic and audio product stocking

(2) All products will be of high quality and will meet the purpose for the intended use. Since most audiovisual materials are prepared for publication or presentation at national and international meetings, the Contractor shall provide personnel who are skilled in custom and manual processes in order to support highly technical and sophisticated briefing materials that will be required. The Contractor may be required to provide service beyond normal duty hours to meet peak workloads as required by the Management Analyst. Requirements for overtime support in this area will be driven by the government and a complete cost estimate will be reviewed and approved by the Administration Manager prior to completion of the requested overtime-related activity.

**C.156. Information, Mail, and Information Technology – Charts and Graphs**

a. The Contractor shall convert various types of graphs and charts provided by the Government onto 35mm slides or computer discs. Contractor shall be required to determine the scale and format.

b. Products will be of the highest technical quality and should not require remedial action. Work will be completed by the delivery date specified on the request form.

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c. Additionally, overhead projection transparencies/slides are frequently produced by computer imaging and then incorporated into PowerPoint presentations or onto posters. Consequently, the Contractor shall have strong computer experience and skills with graphic presentations and be proficient with imaging and presentation software, at a minimum including PowerPoint and Photoshop.

d. Minimum Standards of Performance

High degree of customer satisfaction will be demonstrated.

**C.157. Information, Mail, and Information Technology – Camera Work**

a. The Contractor shall devise, improvise, and apply camera operation procedures to photographically record scientific, technical, biomedical events, and administrative requirements of the Government. A wide variety of specialized cameras and related accessories will be used as identified in attachment TE-8.

b. The Contractor shall provide laboratory and on-location photography services and support. When shooting in the laboratory, the Contractor shall be required to adhere to the regulations described in the PIADC Safety Manual regarding personnel and equipment. Equipment such as cameras, lighting systems, etc. transported into a bio-containment area will be surrendered upon exit to the Safety Office for decontamination in accordance with issued policies and procedures.

c. Tasks performed by the Contractor shall include, but are not limited to:

(1) Selecting and utilizing custom camera procedures and methods including electronic scans based on the specific requirements of the requests

(2) Improvising and devising methods and techniques since assignments may involve photographic problems not commonly encountered

(3) Determining lighting requirements

(4) Evaluating and selecting film emulsion, backgrounds, colors, angles, and actions

d. Photography is often required during unique experimental procedures where rare, difficult to observe, or unrepeatable scientific phenomena occur. The Contractor shall vary photographic settings during shooting to ensure events are recorded to highlight notable factors as identified by the respective scientist or diagnostician. Care will be taken not to disrupt or disturb scientific procedures in progress during photography. The Contractor shall be flexible in setting shooting schedules in order to conform to Government requirements.

e. Minimum Standards of Performance

Provide visual records of scientific procedures and experimental results by selecting appropriate camera, accessories, lighting requirement, emulsions, backgrounds, colors, and angles. Improvise photographic accessories and techniques needed to highlight desired effect. Meet customer specifications and time requirements. Provide camera work in sufficient detail to accurately show clear photography of

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bacterial colonies, agar gel diffusion tests, gel electrophoresis, and hemolysis and photography under ultraviolet illumination as required recording visually fluorescent chromatogram.

**C.158. Information, Mail, and Information Technology – Photo Processing**

a. The Contractor shall perform laboratory processing of black-and-white and color materials using custom methods and adapting procedures and techniques to produce or augment the desired effect. Tasks include, but are not limited to:

- (1) Preparing enlargements using dodging, cropping, vignetting, or superimposing techniques
- (2) Correcting color balances and exposures
- (3) Evaluating different emulsions
- (4) Selecting correction filtration and applying proper controls

b. The Contractor shall provide personnel skilled in hand processing since color balance is of critical importance in depicting various staining techniques. It is expected to be the responsibility of the contractor to determine the best approach in maximizing the results of the photo shoot.

c. Minimum Standards of Performance

(1) Utilize proper methods of time and temperature relationships; select and use appropriate chemistries; apply processing techniques to yield positives and negatives in accordance with customer specifications and time requirements.

(2) Publication of scientific results often requires black and white and/or color prints of graphs, gels, photomicrographs, etc. Since these prints will be widely reproduced, they must be of the highest quality. Prints should be provided within three business days following receipt of negatives.

**C.159. Information, Mail, and Information Technology – Photo Products**

a. The Contractor shall select and use appropriate equipment, materials, and procedures to provide a variety of black-and-white and color photographic products, including, but not limited to:

- (1) Slides
- (2) Contact prints
- (3) Polaroid prints
- (4) Enlargements
- (5) Transparencies

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(6) Negative and prints from glass negatives

b. Products will be of the highest professional quality and will meet customer requirements and satisfaction. Work will meet the delivery date specified on the request form.

c. Minimum Standards of Performance

Select and use appropriate equipment, materials, and procedures to produce contract prints, enlargements, or transparencies from black-and-white or color materials. Apply proper filtration, cropping, dodging, and exposure to produce visual materials of the correct size, quantity, and quality to meet customer specifications, purpose and time requirements.

**C.160. Information, Mail, and Information Technology – Technical Consultation**

a. Prior to initiating work, the Contractor shall consult with the customer to discuss detailed requirements of the proposed task. The requirements of the task and the contractor resource requirements will be identified and approved by the Administration Manager prior to beginning the requested work.

b. These consultations will provide the needed insight and direction related to the technical complexities of the request to ensure accuracy and completeness of the product. Personnel expertise, time, equipment, materials, and other requirements needed to accomplish the task will be taken into consideration. The Contractor shall provide follow-up consultation as needed until the customer accepts the product.

c. Minimum Standards of Performance

Conduct meetings with clients as projects require, or as requested by the client. Meetings focus on producing the highest quality product in the most economical way.

**C.161. Information, Mail, and Information Technology – Portraits**

a. The Contractor shall prepare group, identification, and passport photographs as required and approved by the Management Analyst. Groups will be posed and photographed using the artistic judgment of the Contractor in selection of pose, lighting, film, and techniques.

b. Identification and passport photographs will be photographed facing the camera against a solid color backdrop. Flat lighting will be used. Prints will measure 2 x 2 inches overall on a non-glossy surface.

c. Minimum Standards of Performance

Prepare group photographs as requested by the Management Analyst, taking into consideration proper lighting, pose, and background. Prepare identification and passport photographs. Prints will measure 2 x 2 inches overall on a non-glossy surface.

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**C.162. Information, Mail, and Information Technology – Graphic Representations**

a. The Contractor shall prepare scientific, technical, medical, and safety graphic representations to meet customer requirements as agreed to by the parties prior to commencement of the shoot in several scientific fields including, but not limited to: veterinary medicine, pathology, microbiology, and immunology. The Contractor shall be responsible for:

- (1) Selecting media, materials, equipment, and procedures
- (2) Determine composition, proportion, and perspective
- (3) Selecting colors and lettering style and size

b. Minimum Standards of Performance

Prepare scientific, technical, medical, and safety graphic representations as requested by the Management Analyst and to meet customer specifications.

**C.163. Information, Mail, and Information Technology – Exhibits and Displays**

a. The Contractor shall design and fabricate exhibits and poster displays based upon customer consultations and guidelines of various professional scientific organizations and publications. Tasks performed include, but are not limited to:

- (1) Selecting materials and procedures
- (2) Preparing scale layouts for panels
- (3) Editing and specifying copy for typesetting
- (4) Determine color and lettering size and style
- (5) Paste up, mounting, and trimming

b. Products will be of the highest technical quality and should not require remedial action. All products and services will be completed by the delivery date specified on the approved request form.

c. Minimum Standards of Performance

Fabricate exhibits and poster displays to meet customer specifications in a timely manner.

**C.164. Information, Mail, and Information Technology – Equipment Loans**

a. The Contractor shall make its Government-furnished equipment available to PIADC personnel as directed in writing by the Management Analyst. The Contractor shall maintain a log of loaned equipment to include, but not be limited to:



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- (1) Requester's name
- (2) Organization accounting code
- (3) Item(s) loaned
- (4) Date item(s) issued
- (5) Date item(s) are scheduled to be returned
- (6) Cost of supplies scheduled to be used during the period of the loaned equipment

b. The Contractor shall develop a system to follow up on any item not returned by a specified date. At a minimum, it will include notification to the Administration Manager as well as the DO.

c. Minimum Standards of Performance

Maintain a complete and accurate accounting of all loan items. Equipment will be maintained in good working order and ready for operation. Equipment will be provided in a timely manner. Any damage to equipment upon its return will be brought to the attention of the Management Analyst immediately with a resource estimate to repair the subject equipment.

**C.165. Information, Mail, and Information Technology – Audiovisual Set-Up**

a. The Contractor shall set-up and monitor audiovisual equipment in the lecture theater, and occasionally at other PIADC locations as requested by the Management Analyst.

b. Minimum Standards of Performance

Set-up equipment in the lecture theater and other PIADC locations specified by the Management Analyst so that the equipment operates without malfunction during the entire presentation. Brief the presenter on the operation of user-operated equipment controls if requested. Respond to and correct malfunctions as required.

**C.166. Information, Mail, and Information Technology – Maintenance and Repair**

a. The Contractor shall be responsible for the repair and maintenance of the Government-furnished equipment listed in appendix TE-8. Maintenance will include, but is not limited to:

- (1) Cleaning, adjusting, lubricating and tightening nuts and bolts
- (2) Repairing inoperable parts and components
- (3) Replacing components, parts, filters, handles, hinges, and gaskets

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(4) Eliminating malfunctions such as gear or sprocket noises, sticky advance mechanism, etc.

b. The Contractor shall make repairs and adjustments as needed to correct observed or reported deficiencies. If the Contractor cannot repair an equipment item, he will provide the FOS and the DO within 48 hours a written explanation of the problem, cause, and recommended solution to include a detailed cost and schedule breakdown for the repair.

c. The Contractor shall perform repairs on any single piece of equipment up to 25% of the replacement cost of that piece, including parts and labor. If repair costs are estimated by the Contractor to exceed that limit, a detailed cost breakdown will be submitted to the Management Analyst prior to initiating the repair.

d. Minimum Standards of Performance

Maintain and repair photographic equipment according to equipment specifications and manufacturer's instructions.

**C.167. Information, Mail, and Information Technology – Decontamination**

The Contractor shall decontaminate all photographic film and gels prior to removal from bio-containment areas. The decontamination activities are to be coordinated and approved by the federal bio-safety officer. Extreme care must be taken to preclude damage and/or scratching of film and gels.

**C.168. Information, Mail, and Information Technology – Turn-Around-Times**

Minimum Standards of Performance

The photographic support turn around times reflected below will be strictly adhered to by the Contractor:

- a. Slide developing/mounting - 24 hours
- b. Slides from disk - 48 hours
- c. Slide copying - 48 hours
- d. Copy stand work and printing - 3 business days
- e. Custom photography - by arrangement

**C.169. Information, Mail, and Information Technology – Video and Teleconference**

a. The Contractor shall schedule, set-up and monitor video and teleconferencing calls as requested by the Management Analyst.

b. Minimum Standards of Performance

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Set up and monitor in locations specified by the Management Analyst so that the equipment operates without malfunction during the entire session. Brief the participants on the operation of user-operated equipment and controls if requested. Respond to and correct malfunctions as required.

**C.170. Information, Mail, and Information Technology – Satellite Receiving**

a. The Contractor shall operate and maintain satellite receiving equipment to insure that service is available as needed by the PIADC users.

b. Minimum Standards of Performance

Set up and monitor satellite receiver so that the equipment operates without malfunction. Brief on the operation of user-operated equipment controls if requested. Respond to and correct malfunctions as required.

**C.171. Information, Mail, and Information Technology – Special Tasks**

Special Tasks Requiring a Work Order

a. Videotape Recording, Editing and Duplicating

The Contractor shall operate multiple VCR and other videotape devices to edit or duplicate videotapes as requested by scientists or the Management Analyst. The finished product will be of the highest professional quality and will meet customer requirements and satisfaction.

b. Major Repair and Replacement

The Contractor shall repair and replace photographic equipment as requested by the Management Analyst only after a complete cost estimate has been approved by the COR and the funds have been allocated within the contract.

**C.172. Information, Mail, and Information Technology – Mail Services**

a. Routine Work

(1) Distribute Mail

(a) The Contractor shall collect, process, and distribute postal and interoffice mail. Tasks include, but are not limited to:

- (i) Picking up incoming mail at the U.S. Post Office
- (ii) Dropping off outgoing mail at the U.S. Post Office

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- (iii) Sorting incoming mail by addresses or department
- (iv) Checking incoming packages for damage, leaks, or hazardous material
- (v) Sorting and delivering mail pick up on route
- (vi) Processing incorrectly delivered mail

(b) The Contractor shall deliver and pick up postal and interoffice mail at Building 100 once daily, not later than 10:30am. The Contractor shall pick up and drop off mail Monday through Friday at 9:00am at the U.S. Post Office in Greenport, NY.

(c) Packages of biological specimens received at the Post Office will be enclosed in a plastic bag for transport back to the PIADC. Biological and radioactive specimens and any leaky containers will be delivered to the Safety Office for inspection and disposition.

(d) Minimum Standards of Performance

Pickup, drop off, sort, and deliver mail efficiently. Make mail runs to USPS at 9:00 am Monday through Friday. Fewer than three mistakes are made on deliveries per week. Mail will be handled in accordance with U.S. Postal Service regulations (USPS), Code of Federal Regulations (CFR), International Air Transportation Authority (IATA) and other applicable Federal regulations.

(2) Postal Mail

(a) The Contractor shall pickup outgoing mail during deliveries. Outgoing mail will be collected for transport on the latest ferry to Orient Point that will ensure Post Office drop off that same day, Monday through Friday.

(b) Tasks include, but are not limited to:

- (i) Checking mail for completeness and conformance to postal regulation
- (ii) Wrapping packages
- (iii) Separating letter mail into various classes, i.e. local, priority, registered, certified, foreign, etc.
- (iv) Operate postage meter(s)
- (v) Determining most expedient and least costly mailing method to meet expected delivery date
- (vi) Delivering mail and packages to local collection points

(c) Minimum Standards of Performance

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Process and post outgoing letter mail in accordance with United State Postal Service (USPS) or other handlers IATA regulations. Apply proper postage. Maintain adequate postal supplies to meet demand.

(3) Special Handling

(a) The Contractor shall receive certified, registered, express, and insured mail. Customers who have received mail requiring special handling will be contacted immediately by telephone for delivery instructions. The Package will be placed on the next scheduled vessel. The Contractor shall record the receiver's signature on the postal document and retain it on file in accordance with Management Analyst instructions.

(b) Outgoing mail requiring special handling will be posted and labeled in accordance with USPS or other handler's regulations.

(c) Outgoing mail requiring special handling (i.e. overnight mail of Express Mail) will be placed on the next scheduled vessel to ensure prompt delivery to the Post Office to meet the sender's requirements.

(d) Minimum Standards of Performance

Receive certified, registered, express, and insured mail and deliver as instructed. Obtain proper signatures and retain documentation on file in accordance with Management Analyst instructions. Post and label outgoing mail for special handling in accordance with USPS, CFR, IATA, Mail Handler's and other applicable Federal regulations.

(4) Routine Maintenance and Repair

(a) The Contractor shall install, maintain, modify, adjust, and repair the electronic scale at the PIADC in accordance with equipment specifications and manufacturer's instructions.

(b) The Contractor shall notify the Government to make repairs and adjustments to the electronic scale as indicated to correct reported or observed deficiencies. If the Contractor cannot repair the electronic scale, they will provide the Management Analyst with a written explanation of the problem, cause, and recommended solution. Included with the recommendation will be a complete resource estimate for the proposed repair.

(5) Minimum Standards of Performance

Adjustments and repairs of the equipment will result in the equipment operating at absolute accuracy. No plus or minus allowances for deviation of postage costs is allowed.

**C.173. Information, Mail, and Information Technology – Telecommunications**

a. Routine Work

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(1) The Contractor shall provide routine installation, maintenance, relocation, and repair of telecommunications equipment and systems, including telephone and facsimile equipment and lines and will staff and operate the telephone switchboard located in the Administration Building (Building 100), with operators trained as back up to an electronic answering service (voice mail), during duty operating hours. Outside normal operating hours, the Contractor shall establish a procedure to retrieve and deliver recorded messages in a timely manner.

(2) Telephone services will be conducted in a pleasant manner, with a clear and concise voice.

(3) Contractor personnel shall observe safety and biological precautions prescribed by the PIADC Safety Manual when servicing telephone equipment located in laboratory modules or other restricted areas. Contractor personnel performing these repairs will be cleared as required to accomplish the work order with in the bio-containment area.

b. Telephone Switch

(1) The Contractor shall be skilled in operating the telephone system with accompanying voice mail accessories. Activities include, but are not limited to:

(a) Supplement the electronic functions of a voice mail system by providing operator assistance

(b) Receiving incoming calls and directing them to the proper extension when the electronic system defaults to manual operation

(c) Take and pass-on to the appropriate person any messages received

(d) Identifying employee telephone extensions

(e) Provide switch maintenance as required

(2) Minimum Standards of Performance

Answer incoming calls within five rings and connect caller with requested party. Notify caller if party is unavailable and take a message if necessary. Operator will be courteous, polite, and speak the English language.

c. Employee Locator

(1) The Contractor shall offer directory assistance services to callers as required. Personal information, i.e. home telephone numbers, will not be released by the contractor. Publish a current Local Telephone Directory with appropriate telephone extensions of the PIADC employees quarterly.

(2) Minimum Standards of Performance

Refer callers to appropriate employee extension as requested. Publish and disseminate, as required, an up-to-date listing of all PIADC employee's telephone extensions.

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d. Routine Maintenance and Repair

(1) The Contractor shall install, maintain, modify, adjust, and repair the telecommunications equipment and systems, to include telephone and facsimile equipment, in accordance with equipment specifications and manufacturer's instructions as requested by the PIADC IT office. The Contractor shall also produce, interpret, and maintain all facility and campus cable plan records.

(2) The Contractor shall make repairs and adjustments to the telecommunications equipment to correct reported or observed deficiencies. If the Contractor cannot repair the equipment, they will provide the Management Analyst with a written explanation of the problem, cause, and recommended solution. Included with the recommendation will be a complete resource estimate for the proposed repair.

(3) Minimum Standards of Performance

Install, maintain, modify, adjust, and repair the telecommunications equipment in accordance with equipment specifications and manufacturer's instructions.

e. Special Tasks Requiring a Work Order

(1) Additions and Alterations

The Contractor shall make additions and alterations to telecommunications systems as requested by the Management Analyst with written approval of the resource requirement from the CO.

(2) Qualifications

The Contractor shall have one or more employees technically skilled to install and maintain telephones and local area network (LAN) wiring. Installations could include:

- (a) Laying conduit
- (b) Interior facilities wiring, campus wiring, or aerial wiring
- (c) Direct cable burying

**C.174. General Support Services – Common Tasks and Routine Maintenance**

The Contractor shall provide general services, which include, but are not limited to:

- a. Sweeping, mopping, dusting, and vacuuming
- b. Picking up and disposing of trash and garbage
- c. Moving furniture
- d. Maintaining the elevator

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**C.175. General Support Services – Custodial Services**

- a. The Contractor shall perform the full range of cleaning duties in all buildings designated by the FOS in accordance with industry and trade standards. The custodial plan will include, as a minimum, the areas and services listed in TE-18. Normal custodial requirements will be scheduled in such a manner to minimize conflict or interference with normal duty day PIADC activities.
- b. All wastebaskets, cigarette butt receptacles, and other trash containers at the PIADC will be emptied and returned to their initial location. Boxes, cans and papers placed near trash receptacles and marked "Trash" will be removed and disposed of appropriately. Any obviously soiled or torn plastic trash receptacle liners will be replaced. Ashes and debris will be removed from cigarette receptacles and placed in a nonflammable container. The Contractor shall pick up any trash that may fall onto the facility and grounds during the removal of such trash.
- c. All non-carpeted floors will be swept and mopped according to the schedule provided in TE-18. Any wastebaskets or furniture that is moved in the course of cleaning will be returned to their original locations.
- d. The Contractor shall perform all carpet maintenance requirements in accordance with the schedule contained in TE-18.
- e. The Contractor shall vacuum all carpets at the PIADC according to the provided schedule. Extreme care should be taken to prevent striking furniture, equipment, baseboards or doors with vacuum cleaners.
- f. The Contractor shall shampoo all carpets aboard PIADC in accordance with the schedule provided in TE-18 or when otherwise required or requested by the FOS. All furniture and equipment will be removed from the rooms, if practical, prior to shampooing. Excessive water must not be used and all water must be vacuumed up as soon as practical. Care should be taken to keep soap and water marks off walls, doors, furniture and equipment. Precautions should also be taken to prevent carpet shrinkage.
- g. Carpet type entrance mats will be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats will be swept, vacuumed, or hosed down out of doors to remove soil and grit. Soil and moisture underneath the mats will be removed. When complete, the mats will be returned to their normal location.
- h. The Contractor shall refinish all non-carpeted floors as required by the schedule shown in TE-18. The result should be a uniform clear and clean appearance.
- i. Window washing and cleaning will be performed on a regular basis to include all glass and plastic window materials. The Contractor must take the time to identify plastics that must be cleaned different than windows to prevent scratching. This task will include all glass partitions, doors, interior panels, display cases, director boards, draft shields, mirrors and adjacent trim pieces.
- j. The Contractor shall clean and disinfect all porcelain and polished metal surfaces of PIADC drinking fountains, including the orifices and drains.



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j. The Contractor shall clean light fixtures as bulbs are replaced. This involves removing loose dirt and washing the covering or diffuser. The Contractor shall instruct Contract employees on how to open and close the fixtures in a proper manner.

k. Minimum Standards of Performance

(1) Maintain, at a minimum, all work areas outside of the research modules in a broom-swept condition; work areas should be free from clutter and trash build-up. All trash receptacles will be emptied at least daily. When completed, there will be no trash remaining in the trash receptacles or on the floor or grounds. After sweeping and mopping operations, all floors will be free of dirt streaks; no dirt will be left in corners, under furniture, behind doors, or on stair landings and treads. Dirt or trash will be removed from sidewalks, entrances, or other assigned areas. No dirt will be left where sweepings were picked up.

(2) After vacuuming, there will be no visible residue on the vacuumed area. After cleaning, the entrance mats are to be free of dirt and soil. The floor under the mat should also be free of any residue. After cleaning, the entire drinking fountain will be free from streaks, stains, spots, smudges, scale and other obvious soil or dirt marks. The wall and floor around the fountain will be free of water and spots.

(3) After cleaning, all walls, ceilings, floor surfaces and light fixtures will be free of bugs, dust, grease and other foreign matter.

(4) Chairs, trash receptacles and easily moved items will be tilted or moved to maintain floors underneath. The entire floor will have a uniform, glossy appearance, free of scuff marks, heel marks, and other stains and discolorations.

(5) All designated floors will have a uniform coating of non-skid floor finish. After all cleaning operations have been completed, all office furniture and other items moved will be placed in their proper position and the building will be left in an orderly condition. After a window has been cleaned, all traces of film, dirt, smudges, water and other foreign matter will be removed from frames, casings, sills and glass and plastic.

1. Garbage Collection and Disposal - External of Containment Area

(1) The Contractor shall collect and dispose of all refuse and waste material in accordance with the schedule shown at TE-19.

(2) All recycled material will be recycled in accordance with the provisions of the PIADC Recycling Plan. Material collected will include, but is not limited to:

- (a) Wastepaper
- (b) Trash
- (c) Dry and wet garbage
- (d) Loose debris and construction waste

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- (e) Food waste
- (f) Tree limbs, leaves, and brushes
- (g) Decontaminated waste from research laboratories

(3) The Contractor shall dispose of all burnable garbage at the outside incinerator unless otherwise directed. Decontaminated waste from Building 101 will be delivered to appropriate containers according to FOS instructions and the PIADC's Waste Management Plan.

(4) The Contractor shall maintain, clean and treat collection containers to keep them sanitary and free from rodents, vermin, insects, odors and unsightly appearance. The Dumpster truck will be cleaned and disinfected weekly, and steam cleaned as required or as directed by the FOS.

(5) Minimum Standards of Performance

(a) Collect garbage from trash cans at outlying buildings and dumpsters on the grounds as described in TE-19; transport to the location specified by the FOS. When completed, there will be no trash remaining in the vicinity.

(b) Collection containers will be sanitary and free of rodents, vermin, insects, odors and unsightly appearance. The Dumpster truck will be cleaned and disinfected at least weekly.

m. Solid Waste Disposal - Inside Containment Area

(1) The Contractor shall collect and dispose of all non-pathogenic refuse and other solid waste material from laboratories and animal wings according to the schedule shown in TE-18. Material collected will include, but not be limited to:

- (a) Waste paper
- (b) Trash
- (c) Dry and wet garbage
- (d) Decontaminated waste from research laboratories
- (e) Non-burnable waste

(2) The Contractor shall collect and deliver all burnable refuse and waste to a staging area designated by the FOS for incineration. All non-burnable waste will be collected and decontaminated for removal from Building 101 and disposed of in accordance with FOS instruction.

(3) Minimum Standards of Performance

Collect garbage and trash within labs and transport it to a location specified by the FOS in accordance with the schedule at TE-18. When completed, there will be no trash in the vicinity.

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n. Maintain Restrooms, Showers and Changing Rooms

(1) The Contractor shall clean all restrooms listed in TE-18 daily to keep them free from dirt, soil, graffiti, stains, and odors. At a minimum, the Contractor shall:

(a) Clean fixtures (washbasins, showers, urinals, toilets, etc.) to remove dust, spots, stains, odors, moisture and mildew

(b) Clean toilet bowls, seats, exterior areas, and piping, leaning as far into the trap as possible, including around the underside of the rim

(c) All sanitary napkin disposal containers will be emptied without exception. The containers will then be cleaned and sprayed with a disinfectant spray.

(d) Sweep and mop floors and clean traps and in-floor drains to eliminate debris and odors

(e) Clean mirrors, shelves, dispensers, fixtures, piping, walls, ceilings and lights

(f) Replenish towels, papers, and soaps

(g) Empty trash, pick up debris, and maintain each restroom in an orderly fashion

(h) Polish all bright metal fixtures and plumbing.

(2) Minimum Standards of Performance

Clean, mop, and disinfect restrooms daily and stock paper, soap, and hygiene products in sufficient quantity to prevent outage. After cleaning, the entire surface of the fixtures will be free of stains, scale, scum, urine deposits, and rust stains. After cleaning and disinfecting, the restrooms will be free of dirt, dust, streaks, stains and other foreign matter.

o. Elevators and Dumbwaiters

(1) The Contractor shall maintain and repair all elevators and dumbwaiters in Buildings 100 and 101 in accordance with equipment specifications and manufacturer's instructions. The Contractor shall also arrange and coordinate inspections based on a mutually agreed upon frequency. The Contractor shall accompany the inspector and prepare a written report of results. The report will include all safety checks and any repairs made to the respective equipment. The report will be provided to the FOS within five working days after the inspection.

(2) Minimum Standards of Performance

Inspect elevators and dumbwaiters based on a mutually agreed upon frequency. Provide inspection report to the FOS within five working days of inspection. Perform planned maintenance on elevators and dumbwaiters in accordance with the FOS approved schedule.

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p. Equipment Loans

(1) A log of equipment assigned to the Contractor that is loaned out will be maintained and will include, but not be limited to:

- (a) Requestor's name
- (b) What equipment was loaned
- (c) Dates items are issued and when they are to be returned
- (d) The condition of the equipment before and after the loan

(2) The Contractor shall develop a system to report to the FOS on a bimonthly basis, a listing of all loaned equipment that is held beyond the scheduled return date. Any equipment not returned within seven calendar days of the agreed upon return date will be immediately reported to the FOS and the DO.

(3) Minimum Standards of Performance

Maintain a complete and accurate accounting of all GFE items on loan to Government personnel. While on loan, equipment will be maintained in good working order and ready for operation and returned in a timely manner. Any damage to equipment upon its return will be brought to the attention of the FOS and the COR immediately.

q. Miscellaneous Tasks

(1) The Contractor shall provide laborer services to perform various tasks as requested by the CO. When necessary, the FOS may request the Contractor to have employees perform custodial duties other than those regularly scheduled. In these circumstances, some regularly scheduled work may not be performed. Each case will be individually addressed between the Contractor and the FOS. Activities may include, but are not limited to:

- (a) Rearranging furniture in offices, conference rooms and the cafeteria
- (b) Removing furniture and/or equipment from rooms to facilitate repairs or maintenance and replacing when work is complete
- (c) Setting up and moving tables and chairs in conference rooms for seminars, conferences, meetings, etc.
- (d) Relocating furniture and equipment
- (e) Unloading furniture, equipment, supplies, etc.

(2) Minimum Standards of Performance

Provide labor to move furniture, boxes, and equipment; assist with set-up of conference rooms, and other areas for public gathering as required by the FOS.

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r. Special Tasks Requiring a Work Order

Included in the task order will be a complete and detailed cost estimate prepared, submitted and approved by the FOS prior to beginning the activity.

(1) Elevators and Dumbwaiters

The elevator will be inspected and tested according to New York State, National Elevator Code Standards, and other applicable regulations.

(2) Heavy Equipment Service

(a) The Contractor shall provide heavy equipment operations services to perform various tasks as requested by the FOS. Activities include, but are not limited to:

(i) Dredging a 1,000 square yard area surrounding the saltwater pumping station consistent with an annual schedule

(ii) Build-up the shoreline with sand for erosion control

(iii) Replace rocks, or rebuild sections of rock jetty

(iv) Setting up and repairing osprey nest platforms and poles

(v) Setting, turning, or removing pilings

(b) The Government on behalf of the Contractor shall obtain required dredging permits. It is the contractors' responsibility to ensure that the operator performs the requested services within the requirements of the permit.

**C.176. General Support Services – Laundry Services**

a. Common Tasks

The Contractor shall operate the automatic laundry equipment, shown in TE-8, such as washers, dryers, extractors, and steam dryers to clean soiled clothing and cloth items used at the PIADC. Laundry services include, but are not limited to, the following activities:

(1) Collecting laundry from all drop locations in Buildings 100, 101, Duty Officer's Quarters, or at other locations as may be directed by the FOS

(2) Sorting and washing

(3) Drying

(4) Finishing laundry by folding

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(5) Delivering clean and folded laundry to its normal places of return in bio-containment facilities and other areas designated by the FOS

b. Laundry Collection

(1) Dirty laundry will be collected at all locations as specified by the FOS. Laundry will be processed in separate batches dependent upon where the laundry was picked up. The Contractor shall process and launder each batch of laundry separately, and observe all standards and biological safety precautions described in the PIADC Biological Safety Manual when working in laboratory modules and restricted areas.

(2) Minimum Standards of Performance

The Contractor shall ensure that soiled laundry and clothing items are collected from specified pick-up points in accordance with a schedule approved by the FOS.

c. Laundry Processing

(1) The Contractor shall collect, sort, launder, dry, finish and deliver clothing and cloth items used at the PIADC including, but not limited to:

- (a) Shirts
- (b) Pants and overalls
- (c) Socks
- (d) Sneakers
- (e) Sweatshirts
- (f) Underwear
- (g) Surgical scrubs, hats, and masks
- (h) Hospital gowns
- (i) Mats
- (j) Towels

(2) All laundry will be packed so articles will not become exposed, soiled, or contaminated during delivery.

(3) Minimum Standards of Performance

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The Contractor shall ensure that laundry is thoroughly cleaned, dried, and neatly folded. Laundry will be processed so that white items are washed separately from dark items. Sneakers and mats will be processed separately from other laundry items and will be rack or line-dried.

d. Laundry Delivery

(1) The Contractor shall deliver clean laundry to the pickup points identified by the FOS. All clothing used inside containment will be delivered to the individual's locker.

(2) Contractor personnel shall observe safety and biological safety precautions prescribed by the PIADC Safety Manual when working in laboratory modules and restricted areas.

(3) Minimum Standards of Performance

Pack clean laundry so articles do not become soiled, exposed, or contaminated during delivery. Laundry is delivered to the pickup points and individual lockers in accordance with the schedule approved by the FOS.

e. Routine Equipment Maintenance

(1) The Contractor shall maintain, monitor, adjust, and repair all laundry equipment in accordance with equipment specifications and manufacturer's instructions. Tasks performed include, but are not limited to:

- (a) Removing lint from the dryer filter
- (b) Removing lint from the exhaust pipe filter
- (c) Repairing leaks
- (d) Replacing and repairing motors, switches, belts, etc.

(2) Minimum Standards of Performance

Maintain laundry equipment in good working order by keeping the exhaust systems free of lint buildup, hoses from leaking, and machines in good electrical working order.

f. Identification

The Contractor shall use a laundry marker to identify clothing and other articles issued to individuals or areas as specified by the FOS.

g. Replenishment

The Contractor shall maintain Laundry Room stock of warehouse laundry items for issue to personnel in the building. The Contractor shall order replacements of laundry items that are discovered to be unserviceable.

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**C.177. General Support Services – Food Services**

a. Common Tasks

(1) The Contractor shall procure, prepare, package, and deliver food and food-related items for Plum Island personnel as needed for lunch. Activities performed include, but are not limited to:

- (a) Planning and preparing food menus
- (b) Operating a batch-type dishwasher
- (c) Preparing hot or brown bag lunches
- (d) Serving counter customers

(2) All food will be prepared daily or purchased prepackaged. The Contractor shall follow all applicable local, state, Federal, and USDA health regulations while preparing and handling food, to include wearing appropriate attire while preparing the food items (hair nets, hats, gloves, aprons, etc.).

b. Food Preparation

(1) The Contractor shall cook, prepare, and package food orders received from PIADC employees and guests. Food items offered at PIADC include, but are not limited to:

- (a) Beverages
- (b) Hot Soups
- (c) Hot and Cold Sandwiches
- (d) Salads
- (e) Desserts
- (f) Hot and Cold Entrée and Vegetable Specials

(2) The Contractor shall develop a menu of meals to be prepared.

(3) Bagged lunch orders will be prepared and packaged for delivery by 11:30 am Monday through Friday. Bagged orders will be wrapped in accordance with DO instructions. All containers will be clearly labeled with the requestor's name, location and building number.

(4) The Contractor shall offer at least one daily hot or cold lunch "special" that feature food unavailable on the regular menu. The lunch specials will be available for delivery or over-the-counter orders Monday through Friday, from 11:30 am until 1:00 pm.

(5) Minimum Standards of Performance



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The employees should enjoy the meals offered. Food will be either prepackaged or cooked on site with individual lunches prepared that same morning. All bagged lunches must be ready for delivery by 11:30 am. The Contractor shall maintain a FIFO inventory of all food items.

c. Clean Up

(1) The Contractor shall ensure that the cafeteria and food preparation areas are maintained according to Suffolk County Health Department standards. The Contractor shall operate a batch-type dishwasher to clean items that include trays, flatware, glassware, dishes, cutlery, pots and pans.

(2) All items will be heat, air, or towel dried and returned to their proper storage locations. The Contractor shall use sponges, scrapers, steel wool pads, and other cleaners to clean cooking equipment. These will include deep fryers, grills, stoves, and ovens.

(3) Minimum Standards of Performance

Washed food service and preparation items will be visibly clean, ensuring that they are free of adhering food particles, detergent, or food residue. Cooking equipment and areas will be free of grease, food crumbs, and other residue. The Contractor shall maintain the cafeteria and related areas in such a manner as to always be in compliance with Suffolk County Health Department standards.

d. Cost Accounting

(1) Food service will be offered to all PIADC and Contractor employees on a cash or credit basis and to PIADC visitors on a cash basis. The Contractor shall implement and maintain stringent cost controls in the operation of the Cafeteria.

(2) Minimum Standards of Performance

Sort and compile food sales amounts to federal, contractor, and visitors and submit accurate documentation to the DO no later than 3:00 pm each Friday.

e. Tasks Requiring a Work Order - Special Meals

The Contractor may be required to prepare approximately four to six special meals each calendar year at the request of the DO. The meals may be required for approved holidays or in support of Government-sponsored cultural events. In preparing for these dinners, the Contractor shall consider suggestions by PIADC personnel, develop a menu based upon these suggestions, and submit the menu for DO approval prior to preparing the special meal. Any costs above those normal to the operation of the dining facility must be identified prior to approval. The dinners mentioned above will be prepared in addition to the regular lunch menu. The Contractor may be tasked to provide conference support by providing coffee or light refreshments.

**C.178. General Support Services – Glassware Services**

a. Common Tasks

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(1) The Contractor shall provide glassware services to DHS laboratories at PIADC during normal duty hours. The Contractor shall operate, maintain, modify, adjust and repair equipment that includes, but is not limited to:

- (a) Batch and tunnel-type washing machine
- (b) Batch-type dryer
- (c) Autoclaves
- (d) Sterilizing ovens
- (e) Automated pipette plugger

(2) The Contractor shall observe the regulations set forth in the PIAD Safety Manual covering the delivery of glassware services. Personnel will be equipped with appropriate safety equipment and have valid vaccinations in accordance with the PIADC Safety Program.

b. Used Glassware

(1) The Contractor shall pick up used glassware in Building 101 from areas designated by the FOS, at least once each morning. There may be occurrences when glassware needs to be picked up more often, as may be required by the FOS. In addition to glassware, many other items may be handled and processed, including, but not limited to:

- (a) Disposable materials
- (b) Stoppers
- (c) Rubber hoses
- (d) Utensils
- (e) Special apparatus
- (f) Pans
- (g) Baskets

(2) Glassware will be transported to the glassware washing area and sorted by size and type in preparation for washing.

(3) Minimum Standards of Performance

Pick up soiled glassware at designated sites as often as necessary but at least once each day.

c. Cleaning New Glassware

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(1) New glassware received from warehouse and supply will be cleaned prior to use. The Contractor shall unload new glassware and sort by size and type in preparation for washing.

(2) Minimum Standards of Performance

Unpack new glassware and rack it to be washed causing no more than 3% breakage. Ensure that inventory levels remain adequate to provide normal supply.

d. Glassware Processing

(1) The Contractor shall sort and arrange in racks and spindles, a wide variety of glassware, which includes but is not limited to:

- (a) Beakers
- (b) Bottles
- (c) Cylinders
- (d) Flasks
- (e) Funnels
- (f) Pipettes
- (g) Syringes
- (h) Tubes
- (i) Vials

(2) Approximately 20 different types of glassware are handled, with an average of eight different sizes per type. The Contractor shall remove labels, markings and pipette plugs from glassware prior to washing. Heavily soiled items will be soaked in acid or soaking vats prior to washing or sterilization.

(3) Minimum Standards of Performance

Sort soiled and new glassware by size and type.

e. Glassware Washing

(1) The Contractor shall operate batch and tunnel-type glassware washing machines. Operator activities include, but are not limited to:

- (a) Selecting settings and speeds

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- (b) Determining quantity of detergents needed
- (c) Loading and unloading glassware, metal pans, and related items
- (2) Wash glassware using brushes and batch and tunnel-type washer
- f. Glassware Inspection
  - (1) The Contractor shall check and inspect glassware unloaded from the washers for cleanliness, chips, damage, etc. Items handled include, but are not limited to: beakers, flasks, bottles, vials, funnels, syringes, and tubes
  - (2) Minimum Standards of Performance
    - Inspect glassware after wash for chips, cracks, and soil; shelve items with no more than two items stocked dirty or broken each day.
- g. Sterilization
  - (1) The Contractor shall load autoclaves and ovens with clean glassware for thermal sterilization. Unless otherwise specified on the work order, the Contractor shall wrap, sleeve, cap, plug, or cover the glassware prior to sterilization. Temperature and timing controls will be adjusted to assure items are properly sterilized, i.e. according to manufacturer's specifications and the PIADC Safety Manual
  - (2) Minimum Standards of Performance
    - (a) Sterilize glassware by autoclave or dry heat so that items are properly sterilized
    - (b) Quality control checks, on a quarterly basis will be instituted; to ensure sterilization procedures are adequate. Operate mechanical pipette plugger so that no more than three pipettes sent out per week are unplugged
- h. Deliveries
  - (1) The Contractor shall prepare laboratory glassware orders, on a first-in-first-out basis and deliver to required sites as designated by the FOS. These sites may include:
    - (a) Laboratory entrances
    - (b) Shelf area(s) within a laboratory module
    - (c) Autoclave(s) entrances to a laboratory
  - (2) Minimum Standards of Performance
    - Deliver glassware to laboratory locations and other areas as required by the FOS with no more than 3% error

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i. Special Orders

(1) The Contractor shall process orders from scientists for special glassware issues. The Contractor shall make cotton stoppers, sharpen hypodermic needles, and make filters to provide specialized glassware, including, but not limited to:

- (a) Bleeding tubes and flasks
- (b) Filling bells
- (c) Antigen bottles
- (d) Filtering flasks
- (e) Tissue grinders
- (f) Scissor and forceps kits

(2) The Contractor shall prepare and maintain an adequate inventory of all glassware inventory items including special order items to avoid shortages or over-supply

(3) Minimum Standards of Performance

Gather and prepare items in accordance with FOS specifications. Maintain stock in adequate supply to meet demand

j. Documentation

(1) The Contractor shall maintain records for orders, usage and processing which include, but are not limited to the type and quantity of glass washed and ordered

(2) Minimum Standards of Performance

Document the type and quantity of glassware that is washed and ordered. The documentation will be maintained on a daily basis and retained as requested by the FOS. It is imperative that quality control is present at all times to ensure customer satisfaction, and minimize deficient operations

**C.179. General Support Services – Warehouse and Property Services**

a. Common Tasks

(1) The Contractor shall maintain supplies needed for internal contractor operations as described in the contract. The Contractor shall also requisition, purchase, stock, issue, and document supplies of scientific clothing, glassware, compressed gases and cryogenic liquids as required by Government scientific and support personnel to conduct the PIADC scientific mission in adequate

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quantities to prevent outages or surpluses. All supplies will meet quality standards as established by Government supply catalogs, as required by the user, and as approved by the FOS

(2) The Contractor shall also provide receiving, delivery, shipping and freight services for items delivered to or leaving the PIADC. Activities include, but are not limited to:

- (a) Receiving and checking in freight
- (b) Selecting containers appropriate for the material
- (c) Packing, marking, and labeling packages in accordance with the transporter's requirements
- (d) Weighing prepared shipments
- (e) Advising the Procurement Office as to the weight and destination
- (f) Receiving shipping ticket and funds from Procurement to reimburse commercial parcel delivery services upon pickup

b. Receive Freight

(1) The Contractor shall receive, inspect and process incoming deliveries of supplies and equipment to the PIADC daily in accordance with FOS instructions. Contractor personnel will be available to receive deliveries after normal duty hours. Incoming shipments to Plum Island will be processed for delivery to the requisitioner within one workday of receipt

(2) Biological items, radiological items, and perishables will be transported from Orient Point to Plum Island expeditiously to prevent deterioration. Packages will be stored to prevent damage to, or deterioration of the contents. The Government Safety Officer will be notified immediately upon receipt of all biological and radioactive shipments

(3) The Contractor shall inspect all incoming freight against the Government purchase order to ensure it is in good condition and conforms to the purchase order. Any discrepancies or damaged freight will be referred to the FOS for resolution

(4) Minimum Standards of Performance

(a) Check incoming freight for correctness, type, quantity, and quality against requisitions and purchase orders. Deliver to the requisitioner within one half hour of receipt at the PIADC during normal working hours

(b) The Contractor shall notify the Biological Safety Officer when packages containing biological or radioactive materials are received. Special attention is given to handling packages that are packed in wet ice, dry ice, or are marked as perishable

c. Cost Accounting

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(1) The Contractor shall record supply costs for compressed gases, cryogenic liquids and other supplies utilized by Government personnel on a computer linked to the Contractor's accounting system. Data entries will include, but are not limited to:

- (a) Name of requesting agency
- (b) Approved charge number
- (c) Item description
- (d) Item stock number
- (e) Item quantity issued
- (f) Unit price of item
- (g) Total price of order
- (h) Date of order
- (i) Name of requestor

(2) The Contractor shall develop a summary cost expenditure report and submit quarterly, in a FOS approved format

(3) Minimum Standards of Performance

Maintain data detailing supply issues and costs on an automated system; provide reports in accordance with FOS requirements to include quarterly and cumulative reports on receipts and issues

d. Shipping

(1) The Contractor shall select appropriate containers and pack, mark, and label items shipped from the PIADC to meet the regulations of the transporter. The Contractor shall consider such factors as size, type, weight, cost, mode of transportation, destination of items, and due date to select the most economical means of shipment for the Government

(2) The Contractor shall pack, mark, label and complete restricted article forms for shipment of hazardous materials. Shipments will conform to procedures set forth in the Code of Federal Regulations, Part 49. The Contractor shall be responsible for assigning a shipper's letter of instructions, Government Bill of Lading, customs forms, manifests, and export certificates as necessary for each shipment

(3) Minimum Standards of Performance

Pack items to prevent breakage or spillage of contents, wrap and label package in accordance with the Code of Federal Regulations, Part 49 and regulations of the USPS and International

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Air Transport Association. Arrange transportation of package at the lowest cost to comply with customer requirements

e. Documentation

(1) The Contractor shall be responsible for keeping records of all incoming and outgoing shipments including the types, weight, and number of packages. An index and files will be maintained and available for the FOS inspection upon request

(2) Minimum Standards of Performance

Maintain an index and file of shipment and delivery records according to FOS instructions. Materials received will be verified against requisitions and purchase orders. Status reports will be provided upon request

f. Compressed Gases

(1) The Contractor shall order, receive, and deliver gas cylinders as required to conduct research, maintenance and construction activities at the PIADC. Handling of compressed and other gas cylinders will be in accordance with OSHA, Compressed Gas Association (CGA), and Department of Transportation (DOT) regulations. Activities include, but are not limited to:

(a) Ordering, receiving, warehousing, and delivering compressed gas cylinders

(b) Retrieving empty cylinders for refilling or return to vendor

(c) Inspecting cylinders for leaks and malfunctions

(d) Maintaining cylinders, i.e. painting, running hydrostatic tests, replacing and checking caps and neck rings, etc.

(e) Advising and consulting with PIADC staff on proper handling of compressed gases

(f) The Contractor shall supply, monitor and change out all propane gas cylinders in areas of use at the PIADC, ensuring change out prior to total depletion of the gas

(2) Minimum Standards of Performance

Order, receive, store, issue and deliver compressed gas cylinders and trailer tanks to meet customer demand in accordance with OSHA, CGA, and DOT regulations. Perform preventative maintenance on Government-owned compressed gas cylinders and trailer tanks in accordance with FOS approved schedules

g. Cryogenic Liquids

(1) The Contractor shall fill, issue, and deliver dewars of liquid nitrogen in accordance with FOS established procedures from the bulk tank located at the PIADC. The Contractor shall monitor the



**SECTION C – STATEMENT OF WORK**  
**90 Day Letter Contract - Undefinitized**  
**(One 9-month Base, Three 1-month Options - Definitized)**

supply of liquid nitrogen in the tank at the PIADC and notify the FOS when the level falls below specified limits

(2) Minimum Standards of Performance

Order and fill dewars with liquid nitrogen to meet customer demand. Maintain and repair Government-owned dewars according to FOS approved preventative maintenance schedules

h. Gas Cylinder Documentation

(1) The Contractor shall maintain historical data on gas cylinders owned by the Government. The Data maintained for each cylinder will include, but not be limited to:

- (a) Inspection dates
- (b) Maintenance performed
- (c) Hydrostatic test results
- (d) Date of refill
- (e) Type of gas

(2) These records will be available for Government inspection upon request

(3) Minimum Standards of Performance

Maintain and compile reports on gas cylinder and trailer tanks detailing the inspection dates, maintenance performed, hydrostatic test results, refill date, and type of gas for each Government-owned cylinder and trailer tank; make reports available to the FOS monthly

i. Routine Maintenance and Repair

(1) The Contractor shall maintain, adjust, and repair equipment such as, but not limited to the Diazo machines, in accordance with equipment specifications and manufacturer's instructions. All repairs will be referred to the FOS for approval before beginning work. Preventative maintenance will be performed in accordance with the FOS approved schedule

(2) Minimum Standards of Performance

All equipment maintained according to schedule developed by the Contractor and repaired in a timely manner when required

**C.180. General Support Services – Transportation**

a. Common Tasks

**SECTION C – STATEMENT OF WORK**  
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**(One 9-month Base, Three 1-month Options - Definitized)**

The Contractor shall transport authorized personnel, vehicles, cargo, biological specimens and animals to and from Plum Island, from Orient Point, New York, and passengers to and from Old Saybrook, Connecticut, and other points in the surrounding area. Transport services will be accomplished using vehicles that include, but are not limited to ferry boats, buses, vans, passenger cars, trucks or heavy equipment

b. Ferry Operations

(1) The Contractor shall provide marine transportation via the ferries M.S. SHAHAN II, J.J. CALLIS, and DANIEL E. SALMON, in accordance with all local, state, and Federal regulations. The Contractor shall practice good seamanship and provide assistance to distressed or disabled vessels or civilians on or in the water as necessary

(2) All vessels will meet the minimum crew requirements as defined in the vessel's "Certificate of Inspection". While operating the vessels, the Contractor shall not pollute any body of water traveled

(3) The Marine Public Address systems will be available for, and utilized by, the marine crews, PIADC personnel and Contractor management for making operational, administrative and safety announcements

(4) Safety of the passenger and equipment will be paramount. The Government may decline operations if sea or weather conditions are adverse to equipment operations

(5) The Contractor shall prepare and submit to the FOS, for approval, within 30-days of award, a "Severe Weather Plan" incorporating dismissal procedures, passenger safety rules for adverse weather, and hurricane berthing requirements

(6) The Contractor shall operate the PIADC vessels in accordance with PIADC Marine transportation policy and procedures and as scheduled or as amended by the FOS

(7) The Marine Personnel shall perform vessel and transportation Command and Preventative Maintenance Tasks as outlined in TE-16

(8) The interior and exterior of the vessels will be kept clean and free of dirt, trash, rust, corrosion and dock and creosote marking. The FOS will be notified immediately if any Government equipment is inoperable or unavailable. Typical duties performed during vessel operations include, but are not limited to:

- (a) Transporting passengers and cargo to and from Plum Island
- (b) Inspecting each vessel prior to departure and at the end of daily operations
- (c) Perform janitorial effort in accordance with TE-18
- (d) Securing vessels in storm berths during periods of adverse weather

**SECTION C – STATEMENT OF WORK**  
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(e) When docked at locations away from the PIADC, the Contractor shall ensure security precautions are taken to monitor each vessel to prevent or report fires, accidents, sinking, theft, or pilferage

(9) The Contractor shall complete all logs/forms required for vessel operation as required by the United States Coast Guard and requested by the FOS

(10) Minimum Standards of Performance

(a) The Contractor shall operate Government-owned vehicles in accordance with all local, state, and Federal regulations

(b) The Contractor shall operate on schedule (within 5 minutes) 95% of the time.

(c) Docking arrivals and departures will not cause discomfort or distress to passengers, nor cause damage to vessels or the docking facilities

(d) The Contractor shall ensure that all safety equipment required by the Coast Guard Certificate of Operation Inspection will be in place aboard PIADC marine vessels and operation/functional at all times prior to operation of the vessel

(e) Pre-operational checklists will be maintained and signed by the responsible party for all vessels

(f) Ensure only authorized personnel board the vessel

(g) At least minimum crew requirements will be maintained, as identified in TE-21

(h) Floors will be clean and free of dirt, sand, trash, and stains

(i) Seats will be clean, free of marks and stains, and free for tears

(j) All decks will be kept broom clean, at a minimum

(k) The exterior finish will have no scrapes, gouges, stains, rust or corrosion more than one week old that are not under repair or have a current work order in place requesting the repairs

(l) The windows will be kept clean and free of streaks

(m) Marine heads (toilets) will be inspected after every voyage and cleaned as necessary, but no less than daily and be free of streaks, scale, scum, urine deposits, rust, and stains

(n) Vessel kitchen and cooking areas will be kept clean, free of debris and left over food items. Garbage and trash will be removed at the end of each shift

c. Bus Operations

**SECTION C – STATEMENT OF WORK**  
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**(One 9-month Base, Three 1-month Options - Definitized)**

(1) The Contractor shall operate a bus service on Plum Island to transport PIADC employees between the ferryboats and various work sites in accordance with all local, state, and Federal regulations.

(2) The buses will operate Monday through Friday, making morning runs and separate afternoon runs in order to accommodate passengers arriving and departing on scheduled boats. The Contractor shall operate the buses for special runs, which may require multiple trips, for events such as seminars, special dinners, and all employee meetings, as requested by the FOS

(3) The FOS will be notified immediately if any Government equipment is inoperable or is otherwise unavailable. Any changes to the bus schedule must be approved in advance by the FOS

(4) Bus transportation will be provided by the Contractor to accommodate passengers for boat arrivals and departures on weekends and holidays

(5) Minimum Standards of Performance

The Contractor shall operate Government-owned buses in accordance with all local, state, and Federal guidelines

(a) Buses will depart from their pick up points within five minutes of the scheduled departing time

(b) Safety and comfort of passengers will be paramount

(c) Operators will be careful to avoid unnecessarily hard braking or hitting of holes, bumps, and curbs

(d) All safety equipment on the buses will be in place and working properly

(e) The interior of the buses will be kept free of debris and trash. Floors will be clean and free of dirt, sand, trash, stains, and at a minimum, kept broom-swept clean

(f) Seats will be clean, free of marks, stains and tears

(g) The exterior finish will have no scrapes, gouges, stains, rust, or corrosion more than one week old that are not under repair or have a current work order in place requesting the repairs

(h) The windows will be kept clean and free of streaks

d. Supply and Equipment Transport

(1) The Contractor shall operate motor vehicles and motorized heavy equipment to transfer items such as, but not limited to, animals, packages, pallets, compressed gas tanks, liquid nitrogen tanks, and scientific equipment between the ferry and the designated delivery area. Vehicles used to perform this function include, but are not limited to: the payloader, pick-up trucks, the forklift, and the Animal tractor-trailer

**SECTION C – STATEMENT OF WORK**  
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(2) The Contractor shall operate motor vehicles and heavy equipment in accordance with all local, state, and Federal regulations

(3) Minimum Standards of Performance

The Contractor shall operate motor vehicles and motorized heavy equipment so that material is transferred to and from Plum Island at least twice daily. Material is to be unloaded from the ferry immediately after docking

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <b>SECRET</b> b. LEVEL OF SAFEGUARDING REQUIRED <b>NONE</b>	
<b>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</b>			<b>3. THIS SPECIFICATION IS: (X and complete as applicable)</b>		
<b>X</b>	a. PRIME CONTRACT NUMBER <b>HSHQPD-09-C-00006</b>		<b>X</b>	a. ORIGINAL (Complete date in all cases) <b>20090730</b> Date (YYYYMMDD)	
	b. SUBCONTRACT NUMBER			b. REVISED (Supersedes all previous specs)      Revision No. Date (YYYYMMDD)	
	c. SOLICITATION OR OTHER NUMBER			c. FINAL (Complete item 5 in all cases) Date (YYYYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <b>X</b> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.					
<b>5. IS THIS A FINAL DD FORM 254?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <b>X</b> NO. If Yes, complete the following: In Response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
<b>6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)</b>					
A. NAME, ADDRESS, AND ZIP CODE <b>FIELD SUPPORT SERVICES</b> <b>6303 IVY LANE SUITE 130</b> <b>GREENBELT, MD 20770-1479</b>		B. CAGE CODE <b>0P3R8</b>	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) <b>DEFENSE SECURITY SERVICE</b> <b>928 ELKRIDGE LANDING ROAD</b> <b>LINTHICUM, MD 21090-2917</b>		
<b>7. SUBCONTRACTOR</b>					
a. NAME, ADDRESS, AND ZIP CODE <b>NA</b>		B. CAGE CODE	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
<b>8. ACTUAL PERFORMANCE</b>					
a. NAME, ADDRESS, AND ZIP CODE <b>Department of Homeland Security (DHS)</b> <b>Science &amp; Technology (S&amp;T) Plum Island Animal</b> <b>Disease Control Center (PIADC) Orient, NY.</b>		B. CAGE CODE	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
<b>9. GENERAL IDENTIFICATION OF THE PROCUREMENT</b> <b>(U) PROVIDES OPERATIONS AND MAINTENANCE SUPPORT SERVICES FOR DEPARTMENT OF HOMELAND SECURITY (DHS) S&amp;T PIADC.</b>					
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>		YES      NO	<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		YES      NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<b>X</b>
b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<b>X</b>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<b>X</b>
d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<b>X</b>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		<b>X</b>
(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<b>X</b>
(2) Non-SCI			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<b>X</b>
f. SPECIAL ACCESS INFORMATION			h. REQUIRE A COMSEC ACCOUNT		<b>X</b>
g. NATO INFORMATION			i. HAVE TEMPEST REQUIREMENTS		<b>X</b>
h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<b>X</b>
i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<b>X</b>
j. FOR OFFICIAL USE ONLY INFORMATION		<b>X</b>	l. OTHER (Specify)		
k. OTHER (Specify)					<b>X</b>

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

Direct
  Through (Specify):  
**NONE AUTHORIZED**

**UNLESS CONTRACTOR HAS OBTAINED AUTHORITY TO RELEASE FROM THE DEPARTMENT OF HOMELAND SECURITY: CONTRACTOR SHALL COORDINATE WITH THE COTR AND THE OFFICE OF SECURITY (ASD) ON ALL CHANGES TO THIS GUIDANCE** to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review. \* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. Security Guidance.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

**Reference Item 10 j:** "The Contractor is responsible for handling and marking FOUO information in accordance with DHS Directive (MD 11042.1) "Safeguarding Sensitive but Unclassified (For Official Use Only) Information," dated January 6, 2005; Furthermore contractors must sign a special Non-Disclosure Agreement before receiving access to unclassified FOUO information. Contractors with questions on handling DHS FOUO shall contact DHS OS ASD at (202) 447-5341."

**Reference Item 11a:** Contract performance is restricted to Department of Homeland Security (DHS) Science & Technology (S&T) Plum Island Animal Disease Control Center (PIADC) Orient, NY. Cleared personnel are required to perform this service. All contractor personnel must: be U.S. citizens, have been granted a final security clearance by the U.S. Government (Interim Secret clearances are accepted by DHS), have been approved as meeting criteria by DHS CSO, and have been indoctrinated by a Non Disclosure Agreement, Standard Form 312 for this specific program prior to being given any access to such information released or generated under this contract. Immigrant aliens, personnel cleared on an interim basis, or personnel holding contractor granted CONFIDENTIAL clearances, are not eligible for access to classified information released or generated under this contract. Classified material released or generated under this contract is not releasable to foreign nationals without the expressed written permission of the CSO. Recipients of classified information under this contract may not be released to subcontractors without permission of the DHS CSO. The contractor and COR will revalidate all billets under this contract with the CSO annually or when a revised DD Form 254 is issued, whichever is sooner."

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements identify the pertinent contracted clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

Yes
  No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

Yes
  No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL <b>JOSE J. SALAZAR</b> jose.salazar1@dhs.gov	b. TITLE <b>Chief, Industrial Security Program</b> Branch	c. TELEPHONE (include Area Code) <b>(202) 447-5346</b>
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d. ADDRESS (Include Zip Code)  
Department of Homeland Security  
301, 7<sup>TH</sup> & D St. SW  
Washington D.C. 20528

e. SIGNATURE  


**17. REQUIRED DISTRIBUTION**

<input checked="" type="checkbox"/>	a. CONTRACTOR
<input type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY

WD 05-2373 (Rev.-7) was first posted on www.wdol.gov on 06/02/2009

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Shirley F. Ebbesen                      Division of  
Director                                      Wage Determinations

Wage Determination No.: 2005-2373  
Revision No.: 7  
Date Of Revision: 05/26/2009

State: New York

Area: New York Counties of Nassau, Suffolk

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		17.76
01013 - Accounting Clerk III		20.96
01020 - Administrative Assistant		29.37
01040 - Court Reporter		21.19
01051 - Data Entry Operator I		13.95
01052 - Data Entry Operator II		15.22
01060 - Dispatcher, Motor Vehicle		25.16
01070 - Document Preparation Clerk		15.41
01090 - Duplicating Machine Operator		14.69
01111 - General Clerk I		14.82
01112 - General Clerk II		16.94
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		23.35
01141 - Messenger Courier		11.89
01191 - Order Clerk I		19.59
01192 - Order Clerk II		20.45
01261 - Personnel Assistant (Employment) I		17.89
01262 - Personnel Assistant (Employment) II		20.03
01263 - Personnel Assistant (Employment) III		23.27
01270 - Production Control Clerk		23.27
01280 - Receptionist		14.72
01290 - Rental Clerk		17.89
01300 - Scheduler, Maintenance		19.25
01311 - Secretary I		19.25
01312 - Secretary II		22.56
01313 - Secretary III		23.35
01320 - Service Order Dispatcher		20.00
01410 - Supply Technician		29.37
01420 - Survey Worker		20.03
01531 - Travel Clerk I		14.74
01532 - Travel Clerk II		15.97
01533 - Travel Clerk III		17.34
01611 - Word Processor I		17.16
01612 - Word Processor II		20.16
01613 - Word Processor III		21.45
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		27.14
05010 - Automotive Electrician		27.14
05040 - Automotive Glass Installer		26.01
05070 - Automotive Worker		26.01
05110 - Mobile Equipment Servicer		19.81
05130 - Motor Equipment Metal Mechanic		28.38



05160 - Motor Equipment Metal Worker	26.01
05190 - Motor Vehicle Mechanic	28.27
05220 - Motor Vehicle Mechanic Helper	22.05
05250 - Motor Vehicle Upholstery Worker	24.88
05280 - Motor Vehicle Wrecker	26.01
05310 - Painter, Automotive	27.14
05340 - Radiator Repair Specialist	26.01
05370 - Tire Repairer	16.69
05400 - Transmission Repair Specialist	28.27
07000 - Food Preparation And Service Occupations	
07010 - Baker	18.23
07041 - Cook I	16.75
07042 - Cook II	18.23
07070 - Dishwasher	13.67
07130 - Food Service Worker	13.67
07210 - Meat Cutter	22.64
07260 - Waiter/Waitress	14.45
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.10
09040 - Furniture Handler	16.03
09080 - Furniture Refinisher	21.10
09090 - Furniture Refinisher Helper	17.91
09110 - Furniture Repairer, Minor	19.40
09130 - Upholsterer	21.10
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.67
11060 - Elevator Operator	13.67
11090 - Gardener	18.39
11122 - Housekeeping Aide	13.68
11150 - Janitor	15.30
11210 - Laborer, Grounds Maintenance	15.86
11240 - Maid or Houseman	13.68
11260 - Pruner	13.79
11270 - Tractor Operator	17.52
11330 - Trail Maintenance Worker	15.86
11360 - Window Cleaner	17.61
12000 - Health Occupations	
12010 - Ambulance Driver	22.48
12011 - Breath Alcohol Technician	22.61
12012 - Certified Occupational Therapist Assistant	22.80
12015 - Certified Physical Therapist Assistant	21.08
12020 - Dental Assistant	15.93
12025 - Dental Hygienist	32.86
12030 - EKG Technician	27.81
12035 - Electroneurodiagnostic Technologist	27.81
12040 - Emergency Medical Technician	23.62
12071 - Licensed Practical Nurse I	20.12
12072 - Licensed Practical Nurse II	22.61
12073 - Licensed Practical Nurse III	23.58
12100 - Medical Assistant	16.66
12130 - Medical Laboratory Technician	23.34
12160 - Medical Record Clerk	18.71
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	17.99
12210 - Nuclear Medicine Technologist	32.47
12221 - Nursing Assistant I	13.17
12222 - Nursing Assistant II	14.37
12223 - Nursing Assistant III	15.13
12224 - Nursing Assistant IV	15.87
12235 - Optical Dispenser	21.45
12236 - Optical Technician	15.32
12250 - Pharmacy Technician	15.87
12280 - Phlebotomist	23.02

12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	31.62
12312 - Registered Nurse II	36.82
12313 - Registered Nurse II, Specialist	36.82
12314 - Registered Nurse III	44.98
12315 - Registered Nurse III, Anesthetist	44.98
12316 - Registered Nurse IV	53.98
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	26.50
13012 - Exhibits Specialist II	31.89
13013 - Exhibits Specialist III	40.66
13041 - Illustrator I	28.35
13042 - Illustrator II	31.89
13043 - Illustrator III	40.66
13047 - Librarian	37.25
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	31.89
13058 - Library Technician	24.10
13061 - Media Specialist I	20.20
13062 - Media Specialist II	22.50
13063 - Media Specialist III	24.96
13071 - Photographer I	18.78
13072 - Photographer II	24.62
13073 - Photographer III	32.88
13074 - Photographer IV	44.26
13075 - Photographer V	50.85
13110 - Video Teleconference Technician	20.66
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.49
14042 - Computer Operator II	21.07
14043 - Computer Operator III	23.58
14044 - Computer Operator IV	26.13
14045 - Computer Operator V	28.87
14071 - Computer Programmer I	(see 1) 25.17
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.49
14160 - Personal Computer Support Technician	26.13
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	37.04
15020 - Aircrew Training Devices Instructor (Rated)	43.48
15030 - Air Crew Training Devices Instructor (Pilot)	48.93
15050 - Computer Based Training Specialist / Instructor	37.04
15060 - Educational Technologist	35.73
15070 - Flight Instructor (Pilot)	48.93
15080 - Graphic Artist	27.53
15090 - Technical Instructor	32.16
15095 - Technical Instructor/Course Developer	39.22
15110 - Test Proctor	25.56
15120 - Tutor	25.56
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.72
16030 - Counter Attendant	10.72
16040 - Dry Cleaner	13.19
16070 - Finisher, Flatwork, Machine	10.72
16090 - Presser, Hand	10.72
16110 - Presser, Machine, Drycleaning	10.72

16130 - Presser, Machine, Shirts	10.72
16160 - Presser, Machine, Wearing Apparel, Laundry	10.72
16190 - Sewing Machine Operator	14.01
16220 - Tailor	14.80
16250 - Washer, Machine	11.62
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.87
19040 - Tool And Die Maker	24.46
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.96
21030 - Material Coordinator	22.40
21040 - Material Expediter	22.40
21050 - Material Handling Laborer	14.62
21071 - Order Filler	16.34
21080 - Production Line Worker (Food Processing)	16.96
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	13.89
21150 - Stock Clerk	17.41
21210 - Tools And Parts Attendant	16.96
21410 - Warehouse Specialist	16.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.17
23021 - Aircraft Mechanic I	24.93
23022 - Aircraft Mechanic II	26.17
23023 - Aircraft Mechanic III	27.48
23040 - Aircraft Mechanic Helper	20.14
23050 - Aircraft, Painter	23.80
23060 - Aircraft Servicer	22.28
23080 - Aircraft Worker	22.99
23110 - Appliance Mechanic	21.10
23120 - Bicycle Repairer	17.94
23125 - Cable Splicer	32.70
23130 - Carpenter, Maintenance	30.97
23140 - Carpet Layer	22.51
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	23.44
23182 - Electronics Technician Maintenance II	27.39
23183 - Electronics Technician Maintenance III	28.51
23260 - Fabric Worker	21.34
23290 - Fire Alarm System Mechanic	21.92
23310 - Fire Extinguisher Repairer	22.43
23311 - Fuel Distribution System Mechanic	27.29
23312 - Fuel Distribution System Operator	22.65
23370 - General Maintenance Worker	24.45
23380 - Ground Support Equipment Mechanic	24.93
23381 - Ground Support Equipment Servicer	22.28
23382 - Ground Support Equipment Worker	22.99
23391 - Gunsmith I	22.43
23392 - Gunsmith II	24.87
23393 - Gunsmith III	27.03
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.99
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.91
23430 - Heavy Equipment Mechanic	24.27
23440 - Heavy Equipment Operator	31.17
23460 - Instrument Mechanic	27.61
23465 - Laboratory/Shelter Mechanic	25.95
23470 - Laborer	15.95
23510 - Locksmith	21.10
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	21.92

23580	- Maintenance Trades Helper	17.71
23591	- Metrology Technician I	27.61
23592	- Metrology Technician II	28.70
23593	- Metrology Technician III	27.06
23640	- Millwright	24.11
23710	- Office Appliance Repairer	21.41
23760	- Painter, Maintenance	26.70
23790	- Pipefitter, Maintenance	32.44
23810	- Plumber, Maintenance	31.23
23820	- Pneudraulic Systems Mechanic	27.03
23850	- Rigger	21.92
23870	- Scale Mechanic	24.87
23890	- Sheet-Metal Worker, Maintenance	29.81
23910	- Small Engine Mechanic	20.92
23931	- Telecommunications Mechanic I	30.91
23932	- Telecommunications Mechanic II	32.20
23950	- Telephone Lineman	33.44
23960	- Welder, Combination, Maintenance	21.92
23965	- Well Driller	22.73
23970	- Woodcraft Worker	25.10
23980	- Woodworker	18.57
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	13.05
24580	- Child Care Center Clerk	16.30
24610	- Chore Aide	12.79
24620	- Family Readiness And Support Services Coordinator	14.89
24630	- Homemaker	16.85
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	28.06
25040	- Sewage Plant Operator	23.31
25070	- Stationary Engineer	28.06
25190	- Ventilation Equipment Tender	21.53
25210	- Water Treatment Plant Operator	25.53
27000	- Protective Service Occupations	
27004	- Alarm Monitor	18.81
27007	- Baggage Inspector	16.93
27008	- Corrections Officer	29.93
27010	- Court Security Officer	30.31
27030	- Detection Dog Handler	20.36
27040	- Detention Officer	29.93
27070	- Firefighter	28.58
27101	- Guard I	16.93
27102	- Guard II	20.36
27131	- Police Officer I	32.37
27132	- Police Officer II	35.94
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	15.96
28042	- Carnival Equipment Repairer	16.75
28043	- Carnival Equipment Worker	13.67
28210	- Gate Attendant/Gate Tender	14.21
28310	- Lifeguard	13.30
28350	- Park Attendant (Aide)	15.90
28510	- Recreation Aide/Health Facility Attendant	18.95
28515	- Recreation Specialist	20.52
28630	- Sports Official	12.66
28690	- Swimming Pool Operator	20.98
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	24.87
29020	- Hatch Tender	24.87
29030	- Line Handler	24.87
29041	- Stevedore I	23.79
29042	- Stevedore II	27.51

30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.15
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.79
30021 - Archeological Technician I	22.43
30022 - Archeological Technician II	25.07
30023 - Archeological Technician III	31.09
30030 - Cartographic Technician	29.15
30040 - Civil Engineering Technician	25.14
30061 - Drafter/CAD Operator I	19.18
30062 - Drafter/CAD Operator II	26.50
30063 - Drafter/CAD Operator III	29.42
30064 - Drafter/CAD Operator IV	31.09
30081 - Engineering Technician I	18.16
30082 - Engineering Technician II	20.43
30083 - Engineering Technician III	22.99
30084 - Engineering Technician IV	28.38
30085 - Engineering Technician V	34.62
30086 - Engineering Technician VI	42.00
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	19.60
30240 - Mathematical Technician	31.09
30361 - Paralegal/Legal Assistant I	21.79
30362 - Paralegal/Legal Assistant II	27.02
30363 - Paralegal/Legal Assistant III	33.12
30364 - Paralegal/Legal Assistant IV	39.88
30390 - Photo-Optics Technician	28.11
30461 - Technical Writer I	25.48
30462 - Technical Writer II	31.14
30463 - Technical Writer III	39.84
30491 - Unexploded Ordnance (UXO) Technician I	24.09
30492 - Unexploded Ordnance (UXO) Technician II	29.15
30493 - Unexploded Ordnance (UXO) Technician III	34.94
30494 - Unexploded (UXO) Safety Escort	24.09
30495 - Unexploded (UXO) Sweep Personnel	24.09
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 24.35
30621 - Weather Observer, Senior	(see 2) 27.05
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	19.89
31043 - Driver Courier	16.72
31260 - Parking and Lot Attendant	9.96
31290 - Shuttle Bus Driver	17.70
31310 - Taxi Driver	13.37
31361 - Truckdriver, Light	17.75
31362 - Truckdriver, Medium	18.76
31363 - Truckdriver, Heavy	23.19
31364 - Truckdriver, Tractor-Trailer	23.19
99000 - Miscellaneous Occupations	
99030 - Cashier	18.74
99050 - Desk Clerk	12.65
99095 - Embalmer	27.84
99251 - Laboratory Animal Caretaker I	15.21
99252 - Laboratory Animal Caretaker II	15.97
99310 - Mortician	31.49
99410 - Pest Controller	18.15
99510 - Photofinishing Worker	14.37
99710 - Recycling Laborer	16.39
99711 - Recycling Specialist	18.48
99730 - Refuse Collector	21.17
99810 - Sales Clerk	13.36
99820 - School Crossing Guard	15.04

99830 - Survey Party Chief	24.99
99831 - Surveying Aide	14.66
99832 - Surveying Technician	20.12
99840 - Vending Machine Attendant	21.28
99841 - Vending Machine Repairer	23.13
99842 - Vending Machine Repairer Helper	19.51

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

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

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

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

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

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

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

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

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

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



**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**FIELD SUPPORT SERVICES, INC.**  
**AND**  
**INTERNATIONAL UNION OF OPERATING ENGINEERS**  
**LOCAL 30**  
**TERMS OF AGREEMENT**

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**AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ 2007 between Field Support Services, Inc. (hereinafter referred to as “FSSI” the “Company” or “Employer”) located at 6303 Ivy Lane, Suite 800, Greenbelt, Maryland 20770 and International Union of Operating Engineers. Local Unions 30, 30A, 30B AFL-CIO (hereinafter referred to as the “Union”) located at 115-06 Myrtle Avenue, Richmond Hill, NY 11418.

**PREAMBLE**

It is the intent and purpose of the Company and the Union to set forth herein the entire Agreement with respect to wages, hours and working conditions as it relates to operation and maintenance activities in support of the United States Department of Homeland Security (USDHS), Plum Island Animal Disease Center (PIADC) as contracted to FSSI. Further it is the intent of the parties to secure maximum efficiency of the operation and production from the employees; to prevent strikes and lockouts and to facilitate peaceful adjustment of grievances and unnecessary and avoidable delays and expense so far as possible. Furthermore it is recognized by the Agreement to be the duty of the Company, the Union and the employees to cooperate fully, both individually and collectively to meet the requirements of the customer. The Union recognizes that the Company is a contractor to the USDHS at the PIADC and that the Company is required at all times to fully meet its obligations as a contractor.

**ARTICLE I – DECLARATION OF PRINCIPLES**

- A. It being understood that the employees shall perform a fair and honest day’s work.
- B. That there shall be no restriction of the use of machinery, tools or appliances.
- C. That there shall be no restriction of the use of any raw or manufactured material.
- D. Union Business Representative: The Business Representative of the Union shall have access to the facilities at PIADC for the purposes of adjusting disputes, investigating working conditions and ascertaining that the Agreement is being adhered to providing that prior permission to visit is received from the Project Manager. Such permission shall not be unreasonably withheld. Upon entering the facility, the Business Representative shall report to the Project Manager or designee, so that an escort can be provided. The Company shall not be required to provide a special boat run for these visits, to alter the schedule of the boat runs or make special accommodations such as adjusting work hours, shift schedules or break times.
- E. Whenever any words used in this Agreement in the masculine gender, they shall be construed as though they were also used in the feminine gender.

## ARTICLE II – UNION RECOGNITION

The Company hereby recognizes the Union as the Exclusive Bargaining Representative for the purpose of bargaining collectively as required by Section 8D of the NLRA with respect to wages, hours and other conditions of employment, for the Company's employees assigned to the following bargaining unit.

Included: All full-time and regular part-time Able Bodied Seaman, Able Bodied Seaman/Mechanic, Bio-Systems Mechanic, Boiler Operator, Carpenter/Painter (inside lab), Carpenter/Mason/Painter, Cook I, Cook II, Custodian, Custodian/Lab Support, Decontamination Plant Operator, Electrician, Electronic Technician, Food Service Worker, General Maintenance Worker, Glassware Worker, Grounds Laborer/Laborer, HAZMAT Technician, Heavy Equipment Operator, HVAC Mechanic, Laundry Worker, Lead Boiler Operator, Lead Decontamination Plant Operator, Lead Electrician, Lead Motor Vehicle Mechanic, Lead Water/Wastewater Plant Operator, Maintenance Helper, Maintenance Mechanic, Marine Mechanic, Metal Worker, Millwright, Motor Vehicle Mechanic, MP2 Tech, Ordinary Seaman, Pipefitter/Plumber, Trades Helper, Truck Driver, Warehouse Clerk/Forklift Operator, WW/PW Plant Operator, and WW/PW Assistant employed by the Employer at its Plum Island, New York Facility.

Excluded: All other employees including Secretary, Payroll Clerk, Accounting Clerk III, Personnel/Accounts Payable Clerk, Secretary (Quality Assurance/Safety), Safety and Occupational Health Specialists, Clerk-Typist I, Receptionist/Customer Service, EMT/Guards, Guards, Photographer, Hospitality Manager, Masters/Boat Captains, Transportation Manager, Technical Systems Manager, Systems Technician, Telecommunication Technicians, and Supervisors as defined in the Act.

The term "employees" as used herein, unless the context otherwise indicates, means the employees covered by this Agreement. Employees who have been employed by the Employer for a period of at least thirty (30) days shall be required to become members of the Union as a condition of continued employment. This provision does not apply to temporary employees as defined in Article XXIV.

Any employees covered by this Agreement, who are, or who during the term hereof become members of the Union shall continue to be members of and maintain themselves in good standing in the Union. Written notice by the Union to the Employer that an employee is no longer a member in good standing in the Union shall be sufficient for the Employer to cause the dismissal of such employee within thirty (30) days. The Employer and Union shall not discriminate against any employee by reason of his membership or non-membership in the Union.

For the purpose of this Agreement, an employee shall be considered a member of the Union in good standing if he tenders his periodic dues, initiation fees and assessments uniformly required as a condition of Union membership. Notwithstanding the foregoing, in lieu of joining the Union, Employees may make payments to the Union that are equivalent to Union dues, less political expenditures.

### **ARTICLE III – MANAGEMENT RIGHTS**

Retention of Management prerogatives, except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent management rights, prerogatives and functions customarily and traditionally exercised by the Company to operate its business and direct its employees are hereby expressly reserved and vested exclusively by and to the Company. These rights include, but are not limited to, the right to determine prices of services, volumes of production and methods of financing, to drop or add a product line, to sell, merge, consolidate or lease the business, or any part thereof; to determine the qualifications of employees to perform work, including the right to administer testing as needed to confirm employees' qualifications, to establish, eliminate, revise or continue policies, practices or procedures; the right to determine, and from time to time predetermine, the number, location, relocation and types of its operations, and the methods processes and materials to be employed; to discontinue processes or operations or to discontinue their performance by employees of the Company; to determine the number of hours per day and per week operations shall be carried on; to select and assign work to such employees in accordance with the requirements determined by Management; to determine the existence or the lack of work; to make and enforce reasonable rules for disciplining employees for cause; to promote employees; to change or eliminate existing jobs or create new jobs; and to take such measures as Management of the Company may determine to be necessary for the orderly, efficient and profitable operations of the business.

### **ARTICLE IV – CHECK-OFF AND HOLD HARMLESS**

A. Upon receiving the written authorization of an employee, the Company agrees to deduct from each employee's paycheck each month membership dues, initiation fees and assessments, or the equivalent dues as described in Article II, in such amounts as shall be fixed pursuant to the by-laws and constitution of the Union during the full term of this Agreement and any extension or renewal thereof. The Company agrees that such deductions shall, after deduction, be forwarded monthly to the duly authorized officer of the Union along with a list of names from whom the deductions were made.

B. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits or other forms of liability, as well as the reimbursement of attorneys' fees and costs, arising from the obligations and executions thereof of this article and Article II as stated above.

**ARTICLE V – WAGES**

A. The rates of pay for each classification of employees are attached and outlined in Schedule “A” and made part of this Agreement.

The following pay increases shall be effective for all employees:

Effective Date	1/1/08	1/1/09	1/1/10
Increase in Hourly Rate	2%	2%	2%

B. No employee shall suffer a reduction in wages because of the signing of this Agreement. All rates and increases herein stated are minimums and shall not prevent the Employer from paying higher than the minimum for such things as special skills, seniority, lead pay, etc.

C. A Shift Differential – A shift differential shall be paid on all hours worked on second and third shifts at the rate of 5% of the hourly wages of those employees affected.

**ARTICLE VI – HOURS**

A. The Employer shall be free to fix the hours of employment, provided that a normal workweek for such employee shall consist of forty (40) hours, divided into either five (5) days of eight (8) hours each or four (4) days of ten (10) hours each. Management will give seven (7) days notice prior to changing work schedules. The notice requirement does not pertain to emergencies or employee illness. The employee’s regular shift shall not be changed simply to avoid overtime. Employees will give seven (7) days notice when requesting shift changes.

B. Overtime will be paid at time and one-half for all hours worked in excess of forty (40) hours per week. Commencing January 1, 2005, overtime will be paid at time and one-half for all hours worked in excess of eight (8) consecutive hours per day or forty (40) hours per week. However, employees who are scheduled to work ten (10) hours per day shall be paid overtime for all hours worked in excess of ten (10) consecutive hours per day or forty (40) hours per week. There shall be no stacking of overtime. Illustration #1. Should an employee be scheduled to work eight (8) hours and actually work ten (10) consecutive hours in a workday, for a total of 42 hours in a workweek, they will receive overtime compensation (time and a half) for a total of two hours. Illustration #2. Should the employee be assigned to work 6:00 p.m. Monday to 2:00 a.m. on Tuesday and Tuesday 5:00 p.m. to 1:00 a.m. Wednesday, the employee would not be entitled to overtime for working on Tuesday because the nine (9) hours of work on Tuesday were not consecutive.

C. Employees who are called in and are required by the Employer to perform overtime work shall receive for the work so performed the overtime compensation provided herein, but in no case less than the applicable overtime rate for four (4) hours of work. The provisions herein shall in no event apply to scheduled overtime work. There shall be no stacking of overtime.

D. Should the government close the PIADC due to weather conditions, and should it authorize FSSI to compensate Employees for their missed shifts, then FSSI shall compensate the Employees accordingly. However, such hours shall not be deemed hours worked for purposes of calculating overtime. Essential and other personnel who remain on the PIADC premises at the request of FSSI during the time the PIADC is closed shall have their hours count as hours worked for purposes of calculating overtime.

E. The Company retains the right to assign the least senior qualified person to any classification. All persons assigned to other than their classification for a minimum of 20% of the workweek shall be paid at the higher rate for the time worked, however, if the position is a lower rate they shall be paid at their current rate. Employees in training shall be paid at their current rate.

F. Overtime shall be distributed equitably among Employees of occupational classifications to the extent practicable and consistent with efficient operation, except that employees performing the work during their regular eight (8) hour shift shall be offered first.

F. One (1) fifteen minute paid break may be taken in a four-hour shift period. There will be one-half (½) hour lunch break, without pay, per shift.

#### **ARTICLE VII – HOLIDAYS**

A. Employees shall be paid for ten (10) holidays. The holidays are attached and set forth in Schedule “B” and made a part of this Agreement. The exact dates that the holidays are to be recognized will be established each year.

B. It is the intent and purpose of the Employer to give as many employees as possible these days off, but the Union recognizes and agrees that certain employees may be required to work on said days in order to maintain the facilities at Plum Island. Should an employee be required to work on a holiday, the employee shall be paid for the holiday and shall be compensated at time and one-half (1½) his regular rate for work performed on that day; i.e., a total of two and one-half (2½) times the employee’s regular hourly rate.

C. Employees not scheduled to work on any holiday shall receive one day’s pay for said day.

#### **ARTICLE VIII – HIRING**

A(1). The Union has established an Employment Procedure to be administered and financed by the Union.

A(2). Neither the Union in referring, nor the Employer in hiring, shall discriminate against an applicant because of membership or non-membership in the Union. It is the principle

implicit in the relationships of the Company and the Union that no employee or applicant for employment will be discriminated against because of such individual's race, age, religion, gender, national origin, disability, Veteran, or other protected status. Preferences in employment will be provided to qualified Veterans and qualified Arctic Slope Regional Corporation ("ASRC") shareholders.

A(3). When the Company determines to fill a job within the Bargaining Unit, the Company will post a notice of the vacancy or job opening on the employee bulletin boards for five (5) work days. Subject to the provisions elsewhere in this Agreement, any employee may submit a bid for the job to the Project Manager, in writing, during the posting period. The Company shall not be required to post a notice of vacancy of job opening for a particular job more than once every thirty (30) days. Any bid submitted within a posting period shall remain valid for thirty (30) days.

The Employer shall notify the steward and the Union in writing of all bargaining unit position vacancies, including part-time and recalls, and shall afford the Union the same five (5) work day posting period to refer applicants for the vacancy before the Employer hires from any other sources. In referring applicants, after persons on layoff from the Employer have been recalled, the Union shall give preference to persons with prior experience in the industry, and persons living in the communities the Employer serves, including eastern Long Island and Connecticut, and must meet the qualifications required by the Employer for a particular job vacancy.

Notwithstanding the foregoing, the Employer, after giving notice to the Union, may fill vacancies if it must fill the position without delay to meet an emergency.

Disqualification of bidder. An employee who successfully bids and fills an internal job is on probation in the new position for 60 days. If the employee is unable to perform the job to which he bid to the Company's satisfaction during the probation period, he shall be returned to the job classification he held at the time submitting the bid.

A(4). Notwithstanding the foregoing, the Employer retains the exclusive right to reject any applicant for employment, regardless of whether the applicant is referred by the Union or submits an application through another source. The Company's rejection of an applicant shall be final and not subject to the Grievance and Arbitration provisions of this Agreement.

B. Promotions from one job classification covered by this Agreement to another job classification covered by this Agreement shall be made on the basis of seniority where, in the opinion of the Employer, the ability and performance of the employees eligible for such promotion is equal. The Employer shall give notice of any such promotion in advance to the Union so the Union, if it desires, can discuss such promotion with the Employer. The judgment of the Employer, however, shall be final and not be subject to the Grievance and Arbitration provisions of this Agreement.



C. Any changes in staffing required by USDHS shall be final and not subject to the Grievance and Arbitration provisions of this Agreement.

### ARTICLE IX – SENIORITY

A. Site seniority is defined as a Bargaining Unit employee’s continuous service at the PIADC site as a contractor employee of FSSI and its predecessors.

B. Job classification seniority is defined as the continuous service in their job classification with FSSI.

C. The Company shall supply the Union with a job classification and site seniority list of the employees covered by this Agreement. Such list(s) shall be revised semi-annually.

D. Layoff. The Company will determine the time of layoffs, the number of employees to be laid off, and in what job classification layoffs will occur. If a layoff should occur, the Union shall be notified at least one (1) week in advance. Such layoffs shall be made by job classification seniority within the job classification affected. The employee with the least job classification seniority shall be the first to be laid off. Any employee subject to layoff may exercise site seniority in the following order:

1. Within any job classification in which an employee had previously established classification seniority and is still qualified.

2. In the case of a layoff, probationary employees shall be laid off first.

3. If, at the time of layoff, any eligible employee refuses to exercise their seniority rights, such employee shall retain seniority rights to be recalled.

Such employee must notify the Company of an intention to exercise seniority rights within five (5) calendar days of the layoff notice. An employee so displaced may similarly exercise seniority rights to displace another employee in accordance with the same criteria.

E. Termination of Seniority. Any employee’s seniority shall be terminated and his rights under this Agreement forfeited for the following reasons:

1. Discharge for just cause, quit, retirement or resignation;

2. Failure to give notice or intent to return to work after recall within five (5) working days, or failure to return to work on the date specified for recall, as set forth in the written notice of recall;

3. Time lapse of twelve (12) months, or for a period equal to the employee’s seniority (whichever is less) since the last day of actual work for the Company or its predecessors.

4. Failure to return to work upon expiration of a leave of absence.

5. Absence in excess of two (2) years due to physical disability, provided, however, that where such absence is due to compensable disability incurred during the course of such employment, such absence shall not break continuous service, provided that such individual has returned to work within a seven (7) calendar day period after final payment of statutory compensation for such disability or after the end of the period used in calculating a lump sum payment. Upon return to work from a period of disability, the employee must present appropriate documentation verifying his availability date and medical fitness to return to work in his last classification worked.

F. Recall

1. Order of Recall. If the Company determines to fill job vacancies for the purpose of reinstatement in a job classification from which employees are laid off, such employees, eligible for recall, shall be recalled in reverse order of layoff, according to seniority.

2. Notice of Recall. The Company will forward Notice of Recall by certified mail to the last known address of the employee reflected on Company records. The employee must within five (5) working days of delivery or attempted delivery of the Notice of Recall, notify the Company of his intent to return to work on the date specified for recall and thereafter, return to work on such date.

G. Seniority. If application of the preceding sections results in two (2) or more employees having the same seniority, the employee whose last four (4) digits in his social security number is the largest shall be deemed more senior (e.g., 4231 is larger than 1234). Seniority shall be applicable only as expressly provided in this Agreement.

## **ARTICLE X – SHOP STEWARD**

A. The Company agrees to recognize two chief shop stewards, who will be Union members at Plum Island appointed by the Union to attend to the interest of the Union, and the Employer shall allow reasonable time for the performance of such duty.

B. The Company agrees that the Union may appoint up to a maximum of three (3) assistant shop stewards. The chief stop stewards or any assistant shop steward are authorized to deal with the Company's Project Manager on Union business issues.

C. A chief steward or a designated assistant shall be allowed to perform these duties on-site during the stewards' working hours without loss of compensation. The performance of their Union duties shall be within a reasonable amount of time per shift.

D. The shop steward shall be on the job at all times during working hours as far as is practical. The steward shall not hinder or delay the performance of his work or other employee's work.

E. The steward must first obtain permission from his immediate supervisor before leaving his workstation to perform his steward duties. Upon completion of such business, he shall immediately report back to his supervisor before returning to work. Permission will not be unreasonably withheld.

F. The steward shall not solicit grievances.

## ARTICLE XI – GRIEVANCE

A. The word "grievance" as used in this Agreement means a complaint filed by an employee and/or the Union against the Company alleging failure of the Company to comply with any provisions of this Agreement not excluded from this Grievance Procedure.

B. A grievance, to be recognized, must be brought to the Company's attention within five (5) working days of its occurrence.

C. If the Company fails to answer within the time limits set forth in the Agreement, the grievance shall automatically proceed to the next step.

D. Procedure. Grievance shall be handled in the following sequence and manner:

1. At Step 1, the employee or employees and Assistant Shop Steward shall take the matter up with the Department Manager within five (5) working days of knowledge of infraction, and the grievance shall be presented in writing specifying, where possible, the Article and Paragraph of the Agreement claimed to have been violated. If the matter is not satisfactorily resolved within said five (5) day period, the grievance may be processed at step 2.

2. At Step 2, the Shop Steward shall within five (5) working days take the matter up with the Project Manager. If the matter is not satisfactorily resolved within five (5) working days after having taken the matter up with the Project Manager at Step 2, the grievance may be processed at Step 3.

3. At Step 3, the grievance shall within five (5) days be taken up with the Project Manager and/or his/her representative and the Union's Business Representative. If the matter is not satisfactorily resolved within ten (10) working days, it shall be subject to arbitration in accordance with provisions hereinafter set forth.

E. Discipline and Discharge. The Company reserves the right to discipline or discharge employees in accordance with Company policy and procedures. Should the Union dispute the Company's discharge decision as not being for just cause, then such dispute may be processed as a grievance starting at Step 3 of the Grievance Procedure.

F. Arbitration. If within ten (10) working days from and after the day that the Company's answer to Step 3 was given to the Union, the grievance is not satisfactorily resolved, the Company or the Union shall have the right to appeal the grievance to arbitration. Either party may extend the filing period by five (5) days by notifying the other party in writing. The arbitrator shall be selected from a panel of seven (7) submitted to the parties from the American Arbitration Association. Both parties agree that a request for arbitration must be submitted to the non-grieving party within the proper time frame from the receipt of the Company's answer to Step 3 or the right to arbitrate that grievance is forfeited.

G. Cost of Arbitration. All fees and expenses of the Arbitrator shall be borne by the losing party, except where one of the parties to the Agreement requests a postponement of a previously scheduled arbitration hearing which results in a postponement charge. The postponing party shall pay such charge unless such postponement results in or from settlement of the grievance, in which case the postponement charge shall be borne equally by the parties. A postponement charge resulting from a joint postponement request shall be borne equally by the parties. Each party shall pay any and all expenses for their own representatives and witnesses.

H. Arbitrator's Authority. The Arbitrator shall have the authority to determine the procedural rules of arbitration and shall have the authority to make such binding awards as are necessary to enable him to act effectively, subject to the following:

The decision of the Arbitrator shall be binding upon the Company, the Union, and the aggrieved employee or employees. The Arbitrator shall have no power to add to or subtract from or modify any of the terms of this Agreement or modifications thereto or any Agreements made supplementary hereto or to substitute his discretion in cases where the Company is given discretion by this Agreement or any modifications as provided herein. Any backpay award shall be reduced by any sums received as unemployment compensation, from interim employment, and/or by such amount as the arbitrator deems reasonable if he/she finds that the employee failed to mitigate damages.

## **ARTICLE XII -- STRIKES AND LOCKOUTS**

During the period of this Agreement, there shall be no strikes, sympathy strikes, stoppages, boycotts, slowdowns, picketing, reduction in work standards, or other interferences with the operation of the Company and/or its customers (all of which are hereinafter referred to as "strikes").

A. No officer or representative of the Union shall authorize, instigate, aid or condone any strikes, and no employee shall participate in any strike.

B. The Company shall be under no obligation to bargain with the Union concerning employees who are on strike or concerning the subject of any strike so long as the strike continues.

C. The Company may, in its sole discretion, discipline or discharge any employees who engage in a strike, and such action shall not be subject to review upon any ground other than the employee did not take part in the strike.

D. Should any employee in the bargaining unit engage in any of the listed activities, the Company and the Union agree this shall be sufficient cause for immediate termination and without notice, forfeiture of all benefits, vacation, seniority, and any and all conditions and allowances that may be due him, excluding wages or other items covered by law.

E. In the event that any employee or group of employees in the bargaining unit engage in any activities herein prohibited, the Union agrees that, upon being notified by the Company, it will take immediate action and direct such employee or group of employees to cease such activity and resume such work immediately. The resumption of work shall not preclude the Company from exercising its right to discipline or discharge said employee(s).

F. There shall be no lockouts during the term of this Agreement. A lockout as mentioned herein shall not include the closing down of the operation or any part thereof or curtailing any operations for business reasons.

### **ARTICLE XIII – VACATION**

The vacation schedules of the employees covered by this Agreement will be in accordance with the following:

A. Vacation accruals, based on employee's anniversary date of employment, shall be as follows:

Two (2) weeks after completion of one (1) year of employment. Three (3) weeks after completion of five (5) years of employment. Four (4) weeks after completion of fifteen (15) years of employment. Five (5) weeks after completion of twenty (20) years of employment.

B. Should a holiday fall during the employee's vacation period, an additional day of vacation shall be allowed.

C. No two employees of the same job classification in department will be allowed to take vacation at the same time. Management has the right to approve or disapprove all requests for vacation, based on operational or manpower needs.

D. Vacations will be limited to two (2) periods, if an employee has more than two (2) weeks vacation due then he will take a second vacation within the twelve (12) month period. An employee who is entitled to vacation leave may take (1) or more weeks in less than a full week's increment provided seven (7) calendar days advance written notice is given and written approval is granted by the Company.

E. Seniority will be the basis for choice regarding a vacation period desired by more than one employee within a job classification.

F. The final vacation schedule rests with management and will be determined as to the needs of operations. All vacations must be approved by management seven (7) days in advance of the start of the vacation. Vacation leave, up to the maximum amount that an employee can earn in a single year, can be carried over from year to year.

G. Vacation benefits shall be credited on the employee's anniversary date, and upon termination of employment, the employee shall receive all credited and unused vacation.

**ARTICLE XIV – APPRENTICESHIP TRAINING PROGRAM**

It is the Company's option to use the Apprenticeship Training Program.

Should the Company wish to use said Program there shall be a three (3) year Apprenticeship Program. All apprentices must be participants in the Local #30 Apprenticeship Training Program. No apprentice may remain as an apprentice for more than 42 months. At any time at the Employer's discretion, an apprentice may be promoted to Engineer and a new apprentice referred from the Union Hall and hired at the new hire rate. If an apprentice is not promoted by the 42<sup>nd</sup> month anniversary, the apprentice shall be returned to the Union Hall and a new apprentice referred from the Union Hall and hired at the new hire rate.

**ARTICLE XV – SICK LEAVE BENEFIT AND VERIFICATION OF ILLNESS**

Regular full-time employees accrue sick leave at the rate of 1.54 hours per pay period or a maximum of 40 hours per year. Employees may not carry over more than 40 hours of sick leave at calendar year end. Employees will not be compensated for any unused sick leave at the time of the termination of their employment.

A. All employees must notify the appropriate manager at least two (2) hours before the start of the workday if they are ill and unable to report to work.

B. Management reserves the right to verify illnesses and may require a doctor's verification after three (3) days or when there is reasonable doubt regarding the absence. Employer may also require an examination by his own doctor at Employer's expense.

**ARTICLE XVI – FRINGE BENEFITS**

A. These benefits and contributions for the Welfare Trust Fund, Pension, Annuity, Apprentice Training and Industry Stabilization Fund shall be:

DATE	HEALTH AND WELFARE	PENSION	ANNUITY	APPRENTICESHIP	INDUSTRY STABILIZATION FUND
1/1/08	\$6.50 per hour	\$1.02 per hour	\$1.02 per hour	\$.01 per hour	\$.01 per hour

1/1/09	\$7.35 per hour	\$1.05 per hour	\$1.05 per hour	\$.01 per hour	\$.01 per hour
1/1/10	\$8.20 per hour	\$1.15 per hour	\$1.15 per hour	\$.01 per hour	\$.01 per hour

B. The Employer shall make contributions each pay period for the duration of this contract. This shall apply to hours paid during the term of this collective bargaining agreement commencing on a full-time employee's thirty (30th) day of employment.

C. In the event that an employee is absent from work because of illness or injury, the Employer will pay the contributions as set forth above for each compensated hour of sick leave or vacation leave.

D. The Trustees of the representative Welfare, Pension, Apprenticeship and Annuity Funds and/or their representative shall have the right on five (5) days written notice to the Employer to examine the pertinent books and records of the Employer for the purpose of ascertaining if the Employer is paying the proper contributions to the Funds.

E. Effective January 1, 2008, the Employer shall be under no obligation to provide any benefits or insurance coverage or contributions except those that are listed specifically in this Article.

F. The Union warrants and represents that the Employer's liability with respect to providing contributions and benefits shall be no greater than as provided above, that the respective trust funds are jointly established trust funds administered, operated, and maintained in accordance with the law, and further that the trust funds have been and continue to be qualified by the Internal Revenue Service. The Union shall indemnify and hold harmless the Employer, including but not limited to the reimbursement of the Employer's attorneys fees and costs, arising out of any and all claims made against it relating to the funds.

**ARTICLE XVII – JURY DUTY**

For each day to a maximum of ten (10) working days that an employee is required to serve on the jury duty and presents court certification thereof, the Employer shall pay the difference between the amount such employee would normally have earned had he worked his straight time scheduled hours and his remuneration for such day for jury duty. In case of written application by any employee required to serve on jury duty, the Employer shall pay such employee as though he had worked his regularly scheduled straight-time hours; provided, however, that such employee will remit to the Employer the amount of his jury pay he received for such jury duty upon returning to work. Where practical, the employee will return to work immediately following release from jury duty to resume work for the remainder of the workday. An employee must have a minimum of thirty (30) days' service to be paid for jury duty. The Company will be provided with documentation within seven (7) days of being served.

**ARTICLE XVIII – DEATH IN FAMILY**

All full-time and part-time employees are eligible to apply for bereavement leave. Eligible employees may, with management approval, be granted a personal leave of absence in the event of a death in their immediate family, which includes the employee's spouse, children, parents, brothers, sisters, parents-in-law and grandparents. The employee must submit a leave of absence request prior to commencement of the leave and must provide the name of the deceased along with the funeral arrangements. FSSI recognizes that in emergency situations, prior approval cannot always be obtained. The maximum period of leave will be three (3) consecutive days if required travel is within 400 miles of employee's work location and five (5) consecutive days of distance is over 400 miles. Employees shall not receive pay under this provision for scheduled days off. Absences due to situations covered above will not be charged against the employee's vacation unless the absences exceed the guidelines contained herein. The employee must attend the funeral, which must take place within the aforementioned three (3) or five (5) day leave period. An employee must have a minimum of thirty (30) days' service to be paid under this Article.

#### **ARTICLE XIX – VEHICLE USE**

If an employee is required to use his personal vehicle in the course of the workday, he shall be compensated at the mileage rate then in effect as established by the Internal Revenue Service ("IRS"). Employees may not use their vehicles unless they first receive approval from their supervisors.

#### **ARTICLE XX – SAFETY EQUIPMENT**

Safety equipment, as may be required by the Company's contract with the USDHS, or by management in recognition of applicable national standards, will be paid for by the Company and, whenever possible, provided by Company selected pre-paid sources. Such safety equipment will include, but need not be limited to, safety shoes, uniforms, and safety glasses. Any such equipment will be replaced on an "as needed" basis as approved by management.

Employees designated to wear safety equipment shall wear such equipment at all appropriate times while on duty.

#### **ARTICLE XXI – PROBATIONARY EMPLOYEES**

A. Newly hired Employees shall be considered probationary for a period of 90 days from the date of employment, excluding time lost for sickness and other leaves of absence.

B. It is understood that at any time during the probationary period the Employer may discharge any probationary employee at will and such discharge shall not be subject to the grievance and arbitration provisions of this Agreement.

#### **ARTICLE XXII – SEVERABILITY**



In the event any provision of this Agreement be adjudged in conflict with any law, ordinance or regulation of the state of federal government or any department thereof, said provision shall be null and void but all other provisions of this Agreement shall remain in full force and effect.

### **ARTICLE XXIII – SUBCONTRACTING**

The Company agrees that it will not subcontract regular Bargaining Unit work. The Company retains the right to subcontract any work that cannot be performed due to absences or vacancies, or to perform special tasks or additional tasks as directed by the customer. The Company retains the right to use temporary and part-time employees.

### **ARTICLE XXIV – JURISDICTION**

A. The Company and the Union agree that the work performed by the employees shall include but not be limited to all work which is considered common task: (a) All operating engineering, (b) all electrical, (c) all carpentry, (d) all painting, (e) all plumbing/steamfitting, (f) all marine operation, (g) all safety operation, (h) all laborers and all other employees in categories not excluded by the certification.

#### **B. Employee Status**

1. Full-time – A full-time employee shall be an employee who is scheduled to work 40 hours per week.

2. Part-time – a part-time employee is an employee who is regularly scheduled to work less than 40 hours per week and shall receive contract benefits on a pro rata basis.

3. Temporary – a temporary employee shall be an employee hired for either a specific task or function that is not typically performed by the bargaining unit, or because of a temporary shortage of manpower. The temporary employee shall be hired for a period of no longer than 60 consecutive days in a 12-month period. Temporary employees shall not be entitled to any benefits under the contract.

### **ARTICLE XXV -- BARGAINING UNIT WORK**

Supervisors and other employees excluded from the bargaining unit may perform work normally performed by bargaining unit employees under the following conditions:

1. In the event of emergencies;
2. When necessary for training and/or instructing employees;

3. In circumstances which are required to ensure the quality of performance and/or the satisfaction of the Company's obligation and responsibilities as a contractor to the federal government;

4. When technical expertise and/or skills are not available within the workforce to execute a particular task or series of tasks, and time/performance constraints do not permit the Employer to seek out such skills or expertise.

#### **ARTICLE XXVI -- DRUG AND ALCOHOL FREE WORKPLACE**

The Company and the Union are committed to ensuring that PIADC is a Drug and Alcohol Free Workplace. The parties acknowledge that the Company can engage in drug and alcohol testing pursuant to the DOT/FMCSA, Non-DOT, and United States Coast Guard - Homeland Security policies, which are incorporated herein by reference.

#### **ARTICLE XXVII-- BARGAINING ON EXCLUDED MATTERS**

A. The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understanding and agreement arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement.

B. Therefore, the Company and the Union each, for the life of this Agreement, agree that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement, unless mutually agreed to by both parties.

#### **ARTICLE XXVIII -- DURATION AND RENEWAL OF AGREEMENT**

##### Section 1

This Agreement shall become effective the 1st day of January 2008, and shall continue in force until the 31<sup>st</sup> day of December 2010, and thereafter from year to year, unless terminated or amended as hereinafter provided.

##### Section 2

If either party to this Agreement should desire to renew, revise, or terminate this agreement, then not less than one hundred and fifty (150) days nor more than one hundred and eighty (180) days prior to the 31<sup>st</sup> day of December 2010, such party shall give written notice to

the other, together with particulars relating thereto, by registered mail. Such notice to the Company shall be sent to:

Pat Stefl                               with a copy to  
ASRC Federal Holding Company  
6303 Ivy Lane, Suite 800  
Greenbelt, MD 20770

Pargament & Hallowell, PLLC  
Attn: Jeffrey J. Pargament  
1776 K Street, NW, Suite 825  
Washington, DC 20006

Notice to the Union shall be sent to:

International Union of Operating Engineers  
Local 30, 30A and 30B  
115-06 Myrtle Avenue  
Richmond Hill, NY 11418

### Section 3

Within fifteen (15) days following receipt of the written notice to renew or revise this Agreement, together with the particulars relating thereto, the party receiving said notice and particulars shall be prepared to commence negotiations and it shall so advise the other party, together with their particulars relating thereto. Unless otherwise mutually agreed, only those matters referred to in the particulars shall be discussed at such negotiations.

### Section 4

In the event that the parties have not reached a new or amended agreement in accordance with the above provisions by October 1, 2010, the following procedure will go into effect:

a. The Company and the Union will each designate a representative to an arbitration panel. Within the next five (5) days, these representatives shall attempt to mutually agree upon a third party impartial arbitrator. If such party is not mutually agreed upon, a request shall be made to the American Arbitration Association to so designate the third party impartial arbitrator. The three (3) member panel shall then meet as soon as possible for the purpose of taking evidence and having the third party impartial arbitrator render an award on any remaining issues of differences between the Company and the Union on a new or amended Agreement.

b. The parties shall be irrevocably bound by the report of the impartial arbitrator on such issues and shall immediately implement the report as terms and conditions of the new or amended agreement. The report to be implemented shall be a majority report, and failing agreement of the panel, the report of the impartial arbitrator shall become the award. Notwithstanding the foregoing, should the parties be unable to reach agreement on the duration of the new agreement, the arbitrator may not establish the termination date of the follow-up collective bargaining agreement to be later than December 31, 2013.

## Section 5

The Company will not lockout nor will the Union or the employees stop work during the above proceedings because of the critical obligations to the USDHS. During any period after January 1, 2008, that a new or amended Agreement is not agreed upon, the full terms and conditions of the existing Agreement expiring December 31, 2010, shall remain in full force and effect, until such time as the arbitration panel renders its award in accordance with (b) above. The parties agree that the arbitrator shall have no authority to award retroactively any increases in wages, benefits or other financial terms. Additionally, any such increases must be communicated to both the Company and the Union at least 40 days prior to the anniversary date of the Company's contract with the USDHS. For example, if the Company's contract with the USDHS has an anniversary date of January 1, 2011, for the wage increases decided by the arbitration panel to be implemented by January 1, 2011, said increases must be communicated to and received by the Company and the Union on or before November 21, 2010. Should the increase not be communicated timely, the increase will not be implemented until January 1, 2012, assuming the Company remains on the contract with the USDHS.

## Section 6

The parties agree that Sections 4 and 5 of this Agreement, i.e., "interest arbitration" shall, at the Company's discretion, remain terminable. The Company shall notify the Union by July 1, 2010 should it elect not to participate in interest arbitration, for the successor agreement to this agreement that expires December 31, 2010. The parties agree that the arbitrator shall not have jurisdiction to impose interest arbitration if the Company gives timely notice not to participate into interest arbitration.

Field Support Services, Inc.

International Union of Operating Engineers,  
Local 30

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**MEMORANDUM OF AGREEMENT NO. 001**

This Memorandum of Agreement (MOA) is voluntarily entered into by the parties indicated below and pertains to the IUOE membership on FSSI's contract with the United States Department of Homeland Security (USDHS) at the Plum Island Animal Disease Center (PIADC). This MOA stands separate and apart from the Collective Bargaining Agreement (CBA) between the parties at the PIADC. The term of this MOA is from January 1, 2008 through December 31, 2010.

“Employees are authorized to donate any portion of their currently credited, but unused vacation time to a fellow employee at the PIADC. The recipient employee must have a documented emergency need for the time and the donation must be fully documented on a Company-provided form. Written approval by the Project Manager is required and such approval shall not be unreasonably withheld, although requests for other than emergency purposes will be denied.”

FSSI

International Union of Operating Engineers,  
Local 30

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**MEMORANDUM OF AGREEMENT NO. 002**

This Memorandum of Agreement (MOA) is voluntarily entered into by the parties indicated below and pertains to the IUOE membership on FSSI's contract with the United States Department of Homeland Security (USDHS) at the Plum Island Animal Disease Center (PIADC). This MOA stands separate and apart from the Collective Bargaining Agreement (CBA) between the parties at the PIADC. The term of this MOA is from January 1, 2008 through December 31, 2010.

Employees who receive work-related telephone calls from FSSI management personnel, as designated by FSSI's project manager, outside of his/her assigned work hours for the purpose of requesting counsel or telephone assistance, will be paid for a minimum of one quarter (1/4) hour at the applicable overtime rate and in quarter of an hour increments for calls in excess of fifteen minutes.

FSSI

International Union of Operating Engineers,  
Local 30

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**MEMORANDUM OF AGREEMENT NO. 003**

This Memorandum of Agreement (MOA) is voluntarily entered into by the parties indicated below and pertains to the seniority and benefits rights of employees who participated in the work stoppage that commenced while they were in the employ of FSSI's predecessor at the PIADC site. For purposes of "seniority," employees who did not perform actual services for one year, due to their participation in the work stoppage and/or because they were permanently replaced, will be deemed to 1) have lost their seniority; 2) be new employees, and 3) subject to Article XXI of the Agreement.

Notwithstanding the foregoing, for purposes of calculating vacation benefits only, the aforementioned employees will be given credit for their prior active service on the PIADC site. By way of example, if an employee started work at the PIADC site for FSSI's predecessors on January 1, 1995 and experienced a break in service, due to a work stoppage between January 1, 2002 and June 30, 2003, said employee will be deemed a new, probationary employee as of July 1, 2003. However, for determining vacation pay eligibility as of July 1, 2004, the employees would be deemed to have eight (8) years of service.

FSSI

International Union of Operating Engineers,  
Local 30

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Date: \_\_\_\_\_

Date: \_\_\_\_\_



## SCHEDULE A

TITLE	1/1/08	1/1/09	1/1/10
Able Bodied Seaman	\$20.06	\$20.46	\$20.87
Able Bodied Seaman/Mechanic	\$21.18	\$21.60	\$22.03
Bio-systems Mechanic	\$25.77	\$26.28	\$26.81
Boiler Operator	\$26.93	\$27.47	\$28.02
Carpenter/Painter (inside lab)	\$27.05	\$27.59	\$28.14
Carpenter/Mason/Painter	\$29.30	\$29.89	\$30.49
Cook	\$20.32	\$20.72	\$21.14
Cook I	\$18.83	\$19.21	\$19.59
Custodian	\$15.73	\$16.04	\$16.36
Custodian/Lab Support	\$17.28	\$17.62	\$17.98
Decontamination Plant Operator	\$25.77	\$26.28	\$26.81
Electrician	\$31.17	\$31.79	\$32.43
Electronic Technician	\$28.00	\$28.56	\$29.13
Food Service Worker	\$15.24	\$15.54	\$15.85
General Maintenance Worker	\$22.53	\$22.98	\$23.44
Glassware Worker	\$15.69	\$16.00	\$16.32
Grounds Maintenance Laborer	\$16.94	\$17.28	\$17.63
HAZMAT Technician	\$27.86	\$28.41	\$28.98
Heavy Equipment Operator	\$28.98	\$29.56	\$30.15
HVAC Mechanic	\$28.00	\$28.56	\$29.13
Laundry Worker	\$15.73	\$16.04	\$16.36
Lead Boiler Operator	\$28.04	\$28.60	\$29.17
Lead Decontamination Plant Operator	\$28.00	\$28.56	\$29.13
Lead Electrician	\$32.29	\$32.94	\$33.60
Lead Motor Vehicle Mechanic	\$28.40	\$28.96	\$29.54
Lead Water/Wastewater Plant Operator	\$31.17	\$31.79	\$32.43
Maintenance Helper	\$22.85	\$23.30	\$23.77
Maintenance Mechanic	\$25.77	\$26.28	\$26.81
Marine Mechanic	\$27.29	\$27.83	\$28.39
Metal Worker	\$25.77	\$26.28	\$26.81
Millwright	\$31.17	\$31.79	\$32.43
Motor Vehicle Mechanic	\$27.29	\$27.83	\$28.39
MP2 Tech	\$29.05	\$29.63	\$30.22
Ordinary Seaman	\$16.72	\$17.05	\$17.39
Pipefitter / Plumber	\$25.77	\$26.28	\$26.81
Trades Helper	\$22.85	\$23.30	\$23.77

Truck Driver	\$24.07	\$24.55	\$25.04
Shipping and Receiving Clerk	\$17.41	\$17.76	\$18.11
WW/PW Plant Operator	\$25.77	\$26.28	\$26.81
WW/PW Assistant Operator	\$27.31	\$27.85	\$28.41

## **SCHEDULE B**

### **PAID HOLIDAYS**

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day