

**PART I – THE SCHEDULE
SECTION C**

PERFORMANCE WORK STATEMENT

PADUCAH INFRASTRUCTURE SUPPORT SERVICES

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SECTION C – PERFORMANCE WORK STATEMENT

C.1.0 GENERAL INFORMATION

Section C.1.0 contains information that is relevant to the entire scope of the Contract.

C.1.1 PROJECT LOCATION AND BACKGROUND INFORMATION

The U.S. Department of Energy (DOE) Office of Environmental Management (EM) is responsible for the cleanup and legacy waste management activities at the Paducah Gaseous Diffusion Plant (PGDP or Paducah Site). The PGDP is located on a Federal reservation in Western Kentucky, approximately 10 miles west of Paducah, Kentucky, and 3.5 miles south of the Ohio River. The plant is situated on approximately 3,556 acres divided as follows:

- 748 acres within a fenced limited security area;
- Approximately 822 acres of uninhabited area surrounding the plant area; and
- 1,986 acres licensed to the Kentucky Department of Fish and Wildlife as part of the West Kentucky Wildlife Management Area.

Additionally, there are approximately 133 acres of off-site easements primarily associated with incoming raw water lines and pumps from the Ohio River, emergency notification sirens, and environmental sampling stations. Bordering the Paducah Site to the northeast, between the plant and the Ohio River, is the Tennessee Valley Authority Reservation where the Shawnee Steam Plant is located.

The PGDP is a Government-owned uranium enrichment plant that was constructed in the early 1950's and operated by DOE and its predecessor agencies for manufacturing enriched uranium for the fabrication of fuel assemblies to support commercial and military nuclear reactors and to support weapons development activities. PGDP includes Hazard Category 2 Nuclear Facilities primarily based on the uranium inventory; however, other radioactive materials, such as transuranics, are present and contribute to the hazard categorization of the facilities. The PGDP is undergoing transfer of the Gaseous Diffusion Plant (GDP) facilities, which are leased and operated by the United States Enrichment Corporation (USEC), back to DOE.

The 1992 Energy Policy Act (1992 EAct) initiated a process to privatize the DOE uranium enrichment enterprises. Initially, USEC was established to operate the Portsmouth, Ohio, and Paducah, Kentucky, GDP's as a Government corporation. The 1992 EAct also stated the Portsmouth and PGDPs were to be leased to USEC and required operations of the enrichment process to be regulated by the U.S. Nuclear Regulatory Commission (NRC), which issued certificates of compliance to USEC for both plants in November of 1996.

The DOE has numerous prime contractors that support ongoing activities at the Paducah Site. The number of contractors and scope of the contracts may change during the period of performance of this Contract. The current or future contractors and their respective summary scopes are described below:

1. The Remediation contractor is responsible for specified environmental remediation activities at PGDP;
2. The Deactivation contractor will be responsible for transfer of the facilities from USEC, deactivation of the PGDP facilities, preparing the facilities for future demolition, and Post-PGDP transfer environmental remediation;
3. The Depleted Uranium Hexafluoride (DUF₆) contractor is responsible for the operation of the DUF₆ Conversion Plant and management of DOE UF₆ cylinders; and
4. The Environmental Technical Services (ETS) contractor provides environmental, technical and administrative support services directly to DOE.

During the term of this Contract, the Infrastructure Support Services Contractor (herein referred to as the Contractor) shall interface with the other site contractors.

C.1.2 GOALS AND OBJECTIVES

The primary objective of this Contract is to perform infrastructure work at the Paducah Site. The Contractor shall comply with all applicable Federal, State, and local laws and regulations, Executive Orders, DOE Directives, Agreements and Orders (See Section J, Attachments J-1 and J-2). The Contractor shall provide all deliverables to DOE in accordance with Section J, Attachment J-4, List of Deliverables.

The Portsmouth Paducah Project Office (PPPO) works to ensure goals described in the DOE-EM, “*FY14 Annual Performance Agreement*,” Section J, Attachment J-13, are supported. The goals that are pertinent to this Performance Work Statement (PWS) are:

Goal 1: Improve safety, security and quality performance towards a goal of zero accidents, incidents, and defects and continue to improve the EM Complex-Wide Safety Culture.

Goal 2: Continue cleanup progress in a cost effective manner that is risk-informed, engages stakeholders, applies innovative solutions and provides value to the American taxpayer.

Goal 3: Improve management of contracts and projects/operations activities with the objective of delivering results on time and within cost.

Goal 4: Achieve excellence in leadership and resource management by championing financial stewardship, integrating business processes, optimizing EM culture change, and improving communications with the objective of enhancing accountability and achieving performance results.

Goal 5: Execute the EM Mission in a Sustainable Manner.

The Contractor shall support and implement actions in furtherance of the performance agreement and achievement of the above goals as they relate to the Paducah infrastructure activities.

C.1.3 CONTRACTOR PERFORMANCE AND KEY REQUIREMENTS

The Contractor shall furnish all personnel, facilities, equipment, supplies, and services (except as furnished by the DOE as set forth in this Contract); and otherwise do all things necessary for, or incident to, the performance of work under this Contract in a safe, compliant, efficient, integrated, and effective manner. The Contractor shall be responsible for planning, integrating, managing, and executing the programs, projects, operations, and other activities as described in this PWS.

The Contractor shall provide general operations oversight and project management functions to enable the safe operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations, environment, safety, health, and quality assurance within its own organization and its subcontractors' organizations. Consistent with Section E of this Contract, the Government will utilize Section J, Attachment J-11, Quality Assurance Surveillance Plan as a guide in its inspection and acceptance of Contractor services under the Contract.

The Contractor shall ensure that its technical approach and execution of work are compliant with the applicable statutory and regulatory requirements. The Contractor shall comply with all applicable federal, state, and local requirements and agreements including the protection and preservation of cultural, historic, or archeological resources. The Contractor shall recognize and work within the constraints imposed by this Contract and other regulatory agreements between DOE and regulatory agencies. Regulatory documents include applicable laws, regulations, directives, and agreements (Section J, Attachments J-1 and J-2).

C.1.4 TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

To further define requirements and quantities of work within Section C, the Government has provided additional data in Section J, Attachment J-8, Technical Documents, Exhibits, and Other Attachments. This data includes inventories, maps, and tables, listings, historical workload, performance standards, etc. Each Attachment J-8, Technical Documents, Exhibits, and Other Attachment is cross referenced within Section C.3.0 to specifically address the work within each subsection.

C.1.5 FORMAT AND STRUCTURE

The PWS includes five sections. Section C.1.0 contains information that is relevant to the entire scope of the Contract. Section C.2.0 contains project management and administration requirements that are relevant to the firm-fixed-price scope of the Contract. There are no Section J Exhibit Line Item Numbers (ELINs) directly associated with the requirements included under Section C.2.0. Sections C.3.0, C.4.0, and C.5.0 contain the technical information and requirements specific to the firm-fixed-price (including fixed unit rate), cost reimbursement, and IDIQ work, respectively.

C.2.0 MANAGEMENT AND ADMINISTRATION

C.2.1 ADMINISTRATION

The Contractor shall plan, integrate, manage, and execute the programs, projects, operations, and other activities as described in this Contract. The Contractor shall provide general operations oversight and project management functions to enable the safe operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations, environment, safety, health, and quality assurance within its own organization and its subcontractors' organizations. The Contractor shall identify specific positions requiring requisite security clearances. Section J, Attachment J-8.C.2.1, "*Historical Listing of Positions Requiring Clearances*," provides a listing of positions that have required clearances under prior contracts.

The Contractor shall interface with the prime contractors at the Paducah Site. Additionally, the Contractor shall provide a representative/point of contact to the Paducah Site Citizens Advisory Board (CAB). This representative will coordinate with the DOE Federal Coordinator or DOE Project Manager and provide responses to the CAB relative to questions concerning its work when requested.

C.2.2 ENVIRONMENTAL SAFETY, HEALTH, AND QUALITY PROGRAM

The Contractor shall conduct all activities required for compliance with all applicable laws, regulations, directives, and agreements, including those listed in Section J, Attachments J-1 and J-2. The Contractor's Integrated Safety Management (ISM) System and Environmental Safety, Health and Quality (ESH&Q) Programs shall be operated as an integral, but visible, part of how the Contractor conducts business. This program shall include: prioritizing work planning and execution; establishing clear ESH&Q priorities; allocating resources to address programmatic and operational considerations; and correcting non-compliances and addressing all hazards for all facilities, operations, and work. The Contractor shall ensure that cost reduction efforts and efficiency efforts are fully compatible with ESH&Q performance.

In accordance DEAR 952.223-72, Radiation Protection and Nuclear Criticality and DEAR 970.5223-1, Integration of Environment, Safety, and Health into Work Planning and Execution, the Government may stop work in the event of a non-compliance with applicable ES&H requirements and/or non-compliance with radiation protection and nuclear criticality safety standards. In the event that the Government issues a stop work order, an order authorizing the resumption of the work may be issued at the discretion of the Contracting Officer (CO). The Contractor shall not be entitled to an equitable adjustment by reason of, or in connection with, any work stoppage ordered in accordance with these clauses.

C.2.2.1 WORKER SAFETY AND HEALTH

The Contractor shall develop and submit to DOE for approval a Worker Safety and Health Program (WSHP) that is compliant with the requirements specified in 10 CFR § 851, and when implemented will reduce or prevent occupational injuries, illnesses and accidental losses.

The Contractor's safety program shall be integrated with other site-specific worker protection activities. The Contractor shall ensure the WSHP addresses and encompasses all work to be performed at the PGDP.

The WSHP shall also be applicable to the Contractor's subcontractors performing work at the PGDP. It is the Contractor's responsibility to ensure that all of its subcontractors performing work at the PGDP comply with the approved WSHP. The Contractor shall submit the written WSHP (see Section J, Attachment J-4, List of Deliverables) to DOE for approval within 60 calendar days of the Notice to Proceed (NTP).

In addition, an updated WSHP shall be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the WSHP are made. Annually, the Contractor shall submit either an updated WSHP to DOE for review and approval or a letter stating that no changes are necessary in the currently approved WSHP. The Contractor shall incorporate worker health and safety changes directed by DOE consistent with DEAR 970.5204-2, "*Laws, Regulations, and DOE Directives.*"

The Contractor shall provide safety and health Personal Protective Equipment (PPE) for its workers and the PPE utilized shall be commensurate to the level and type of hazards present. The Contractor shall be responsible for the subsequent decontamination and compliant disposal of such PPE.

The Contractor shall be responsible for reporting all occupational safety and health information as required in DOE O 231.1B, "*Environment, Safety, and Health Reporting.*" This reporting shall include electronic submission of injury and illness reports using the Computerized Accident/Incident Reporting System (CAIRS). The Contractor shall take all actions necessary to preclude serious injuries and/or fatalities; keep worker radiation exposures and environmental releases As Low As Reasonably Achievable (ALARA) and below established limits; minimize the generation of waste; maintain or increase protection to the environment; and maintain or increase public and worker safety and health.

C.2.2.2 RADIATION PROTECTION AND RADIOLOGICAL SITE SERVICES

The Contractor shall conduct all radiological activities in compliance with a documented Radiation Protection Program (RPP) approved by the Government. The Contractor shall develop and implement a RPP meeting the requirements of 10 CFR § 835, "*Occupational Radiation Protection*" and DOE O 458.1, "*Radiation Protection of the Public and the Environment*" to minimize worker exposure to radiation, minimize the spread of contamination and to keep occupational and environmental radiation exposures ALARA. The Contractor shall also provide timely response to employee and public concerns regarding radiological activities and the impact of these activities on the health and safety of the community.

The Contractor shall submit the written RPP (see Section J, Attachment J-4, List of Deliverables) to DOE for approval within 60 calendar days of NTP. In addition, an updated RPP shall be

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submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the RPP are made. The Contractor shall submit RPP updates to the Government annually.

The Contractor shall establish and implement an Environmental Radiological Protection (ERP) program to protect the public and environment against undue risk from radiation associated with its radiological activities at the PGDP. The program shall meet the requirements of DOE O 458.1, “*Radiation Protection of the Public and Environment*,” and ensure specified public dose limits are not exceeded.

The ERP program shall contain an ALARA process. The Contractor shall implement the program such that control and management of radiological activities is optimized so that releases to the environment and doses to members of the public are kept ALARA. The ERP program shall ensure that environmental monitoring shall be integrated with effluent monitoring, and conducted to characterize any releases of radioactive material from radiological activities. The Contractor shall submit the ERP plan (see Section J, Attachment J-4, List of Deliverables) to the DOE for approval within 60 calendar days of NTP.

The Contractor shall perform calibration and maintenance of all monitoring and surveying equipment at the PGDP as required by the 10 CFR § 835 for its activities.

The Contractor shall provide all safety and health protective equipment, radiation dosimetry (Thermoluminescent Dosimeters/Personal Nuclear Accident Dosimeters), bioassays and monitoring equipment for work performed under this Contract as required by 10 CFR § 835, “Occupational Radiation Protection.” Services provided by the Contractor on behalf of the Government to other site contractors are described in Section C.3.2, Radiological Site Services for Others.

The Contractor shall manage the Paducah External Dosimetry Program, Paducah Internal Dosimetry Program, Paducah Radiological Instrumentation Program, and Paducah Radiological Records Program and provide dosimetry and bioassay sampling in support of its activities. The Contractor shall provide appropriate analytical laboratory services to analyze samples it collects in support of its activities. The Contractor’s dosimetry program shall meet DOE Laboratory Accreditation Program (DOELAP) requirements and shall be used in all work areas that require dosimetry regardless of who manages that specific work area.

Services provided by the Contractor on behalf of the Government to other site contractors are described in Section C.3.2, Radiological Site Services for Others.

C.2.2.3 INTEGRATED SAFETY MANAGEMENT (ISM)

The Contractor shall develop and implement an ISM System that complies with the Section I Clause *DEAR 970.5223-1, Integration of Environment, Safety, and Health into Work Planning and Execution*. The Contractor’s ISM System shall ensure all work is performed safely and in a compliant manner that ensures the workers, public, and environment are protected from adverse

consequences. The Contractor shall establish safety performance objectives, performance measures, and commitments (POMC's) as required by DEAR 970.5223-1.

The Contractor's ISM System shall include a lessons learned program that is compliant with DOE Directives. The lessons learned program shall be structured to identify and apply available lessons in safety, quality and performance to this project as well as to capture, document, and provide lessons learned from this project for future application by others.

The Contractor shall prepare an ISM System Description (see Section J, Attachment J-4, List of Deliverables) in accordance with DEAR 970.5223-1 requirements and DOE G 450.4-1C guidance; including POMC's to implement the Contractor's ISM System within 60 calendar days after NTP, and submit the ISM System Description for DOE approval. The ISM System Description shall identify how the Contractor will maintain compliant and safe operations by integrating safety and health into all activities including environmental compliance. The System Description shall describe how the Contractor will measure ISM System effectiveness. POMC's shall be reviewed annually in response to DOE program and budget guidance and updated to ensure the integrity of the system. The POMC's annual review and update shall be submitted for DOE approval (see Section J, Attachment J-4, List of Deliverables). In addition, the ISM System shall be subject to a verification review and approval by a DOE chartered ISM System verification team within 180 calendar days of the NTP.

To continuously improve the ISM System, the Contractor shall perform annual ISM System effectiveness reviews and submit a report documenting the status of the ISM System (see Section J, Attachment J-4, List of Deliverables) to DOE along with any changes needed to the ISM System Description.

The Contractor shall also interface and provide input (see Section J, Attachment J-4, List of Deliverables) to the DOE-designated lead contractor responsible for the Environmental Management System for its assigned activities, including pollution prevention, waste minimization, and hazardous waste diversion, water use reduction and green-house gas reduction.

The Contractor shall serve as the consolidating contractor per DOE O 436.1, "*Departmental Sustainability*," and Executive Order 13514, "*Federal Leadership in Environmental, Energy, and Economic Performance*," for the PGDP consolidated Site Sustainability Plan (see Section J, Attachment J-4, List of Deliverables), to include the Comprehensive Energy Data Report (CEDR).

C.2.2.4 QUALITY ASSURANCE

The Contractor shall develop, maintain and conduct all work activities in accordance with a documented, DOE-approved Quality Assurance Program (QAP) in accordance with the requirements of EM-QA-001, "*EM Quality Assurance Program*" (latest revision). The Contractor shall prepare a site specific QAP or adopt the existing EM QAP. The Contractor shall prepare an organizational-specific Quality Assurance Implementation Plan (QIP) describing how

the requirements of the QAP are implemented and flowed down to lower tier organizations. The implementation of QAP requirements shall be in accordance with applicable QIP's.

The Contractor's QAP shall describe the overall implementation of the EM Quality Assurance (QA) requirements and shall be applied to all work performed by the Contractor. The QAP and QIP (see Section J, Attachment J-4, List of Deliverables) shall be submitted to DOE for approval within 30 calendar days of the NTP. The Contractor shall obtain DOE approval of the QAP prior to assuming full responsibility for the Paducah Infrastructure scope from the incumbent contractor. In addition, an updated QAP (see Section J, Attachment J-4, List of Deliverables) shall be submitted to DOE for review and approval when any significant changes or additions to the QAP are made.

The Contractor shall perform a QAP effectiveness review annually, and submit to DOE a declaration report that demonstrates QAP implementation (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall develop and implement a comprehensive Issues Management System for the identification, assignment of significance category, and processing of nuclear safety-related issues identified within the Contractor's organization in accordance with DOE O 414.1D, "Quality Assurance," EM-QA-001, "EM Quality Assurance Program," and associated DOE Directives (i.e., Policies, Guides, Manuals, and Orders).

C.2.2.5 CONTRACTOR ASSURANCE SYSTEM

The Contractor shall establish a Contractor Assurance System (CAS) tailored to site specific requirements at the PGDP. The Contractor shall develop and implement a CAS based on the requirements of DOE O 226.1B, "Implementation of Department of Energy Oversight Policy" and tailored to site specific requirements at the PGDP. The CAS program description (see Section J, Attachment J-4, List of Deliverables) shall be submitted to DOE for approval within 60 calendar days of the NTP.

C.2.2.6 EMERGENCY MANAGEMENT

The Contractor shall participate in the Paducah Site's Emergency Management program to include planning, preparedness, response, recovery, and readiness assurance per DOE O 151.1C, "Comprehensive Emergency Management System."

The Contractor shall designate an individual to administer emergency management for the infrastructure facilities and activities. The designated individual is responsible for coordinating infrastructure emergency management activities with the Paducah Site Emergency Management Program per DOE O 151.1C, "Comprehensive Emergency Management System."

The Contractor shall provide building/project emergency contingency plans to the Government (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall provide input to the Deactivation contractor for the annual updates to the Paducah Site Emergency Plan and the Paducah Emergency Readiness Assurance Plan (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall develop and maintain infrastructure facility specific Emergency Plan Implementing Procedures per DOE O 151.1C, “*Comprehensive Emergency Management System.*”

The Contractor shall coordinate with site DOE contractors and provide adequate staff to support the Emergency Operation Center and Joint Public Information Center efforts for its operations, and ensure adequate support is available to respond to an emergency.

The Contractor shall participate with other DOE contractors in the development of a site-wide drill and exercise program that is compliant with DOE O 151.1C, “*Comprehensive Emergency Management System.*” The Contractor shall participate in the Paducah Site’s training, drill/exercise program.

The Contractor shall develop a Hazard Survey for Infrastructure facilities/activities in accordance with DOE O 151.1C, “*Comprehensive Emergency Management System.*” Using the Hazard Survey results, the Contractor shall develop an Emergency Planning Hazard Assessment (EPHA) for Infrastructure facilities as needed in accordance with DOE O 151.1C, “*Comprehensive Emergency Management System.*”

The Contractor shall develop, update and coordinate with other site contractors and DOE, as needed, the Paducah Site/facility-specific Emergency Action Levels (EAL’s) for the spectrum of potential Operational Emergencies to include protective actions for implementation in the Site Emergency Program.

The Contractor shall develop and maintain an Emergency Management Readiness Assurance program which meets the requirements in DOE O 151.1C, “*Comprehensive Emergency Management System,*” and will complement the Paducah Site-wide Emergency Management Readiness Assurance program.

The Contractor shall provide annual updates to the Paducah Site Continuity of Operations Plan (COOP) in coordination with the Paducah Site’s COOP program per DOE O 150.1A, “*Continuity Program*” (see Section J, Attachment J-4, List of Deliverables).

C.2.2.7 OCCURRENCE REPORTING

The Contractor shall review and categorize identified issues as required by DOE O 232.2, “*Occurrence Reporting and Processing of Operations Information.*” The Contractor shall prepare Occurrence Reporting and Processing System (ORPS) reports when appropriate and perform subsequent follow-up actions to address the reported issues as necessary in accordance with these requirements. The reports shall be submitted per occurrence to the DOE ORPS in

accordance with DOE O 232.2, “*Occurrence Reporting and Processing of Operations Information*” (see Section J, Attachment J-4, List of Deliverables).

C.2.2.8 PRICE ANDERSON AMENDMENT ACT

The Contractor shall maintain an internal Price Anderson Amendments Act (PAAA) noncompliance identification, tracking, reporting and corrective action system and shall provide access to and fully support DOE reviews of the system. The Contractor shall be accountable for ensuring that subcontractors adhere to the PAAA requirements.

C.2.2.9 EMPLOYEE CONCERNS

The Contractor shall develop and implement a DOE Employee Concerns Program meeting the requirements of DOE O 442.1A, “*Department of Energy Employee Concerns Program.*”

The Contractor shall prepare and submit to DOE quarterly and annual Employee Concerns Status Reports (see Section J, Attachment J-4, List of Deliverables) for lessons learned and identification of possible adverse trends.

C.2.2.10 WASTE MANAGEMENT AND POLLUTION PREVENTION

The Contractor shall be responsible for appropriately and compliantly managing all waste it generates, to include initial characterization and final disposition. Radioactive waste shall be managed in accordance with DOE O 435.1, “*Radioactive Waste Management.*”

The Contractor shall develop and submit a Waste Management Plan (see Section J, Attachment J-4, List of Deliverables) within 60 calendar days of the NTP for DOE approval.

The Contractor shall develop and implement a Pollution Prevention Plan in accordance with Executive Order 13423, “*Strengthening Federal Environmental, Energy, and Transportation Management,*” and Executive Order 13514, “*Federal Leadership in Environmental, Energy, and Economic Performance*” (see Section J, Attachment J-4, List of Deliverables), which includes recycling and a hazardous materials reduction program that ensures unnecessary waste is not generated and that encourages waste reduction.

The Contractor shall collect, stage, and disposition recyclable materials from buildings and structures requiring janitorial services, as listed in Section J, Attachment J-8.C.3.0, “*Listing of Facilities Responsibility Matrix.*” The Contractor shall report the recycle numbers to the DOE on a monthly basis with a breakdown of quantities in pounds for glass, plastic, aluminum, paper, and cardboard, as well as the number of printer cartridges and copier toner cartridges sent to a certified recycler for re-use (see Section J, Attachment J-4, List of Deliverables).

C.2.3 ENGINEERING

The Contractor shall conduct engineering reviews, studies, and design as necessary to perform the work required by the Contract. Engineering activities may include, but are not limited to, the following discipline areas; engineering management, waste/environmental, electrical, mechanical, fire protection, civil, system, structural, and radiological engineering. The Contractor shall comply with the requirements of the State of Kentucky when providing professional engineering services. The Contractor shall design items and processes using sound engineering/scientific principles and appropriate standards; incorporate applicable requirements and design bases in design work and design changes; identify and control design interfaces; verify/validate the adequacy of design products using individuals or groups other than those who performed the work; and verify/validate work before approval and implementation of the design.

C.2.4 PROJECT MANAGEMENT

C.2.4.1 PROJECT MANAGEMENT ACTIVITIES

The Contractor shall establish, maintain, and use a performance measurement system that accurately records and reports the Contract performance against the requirements of the Contract, accurately reflects the Contract price in Section B of the Contract, and is consistent with DOE and EM policies and guidance for operations activities. The performance measurement system shall establish performance milestones, schedules, and percentage of project completion. The performance measurement system shall employ sound performance measurement principles and provide adequate insight into potential risks to DOE relating to achievement of schedule and technical performance objectives. Earned Value Management System (EVMS) reporting is not mandated, but may be used at the discretion of the Contractor.

The Contractor shall assist in the performance of all applicable project reviews that may include, but are not limited to, Independent Project Reviews (IPR's); quarterly project reviews; safety, security, and quality assurance assessments; and periodic reviews of project performance.

Project measurement and reporting for operations activities shall be performed in accordance with EM's Operations Activities Protocol, dated March 15, 2012, and the DOE Integrated Planning, Accountability, and Budgeting System – Guidance Documents, dated June 2011 or the most current version.

The Contractor shall prepare and submit a work plan (see Section J, Attachment J-4, List of Deliverables) by September 1 of each year that reflects the requirements and schedule of this Contract and the metrics to be achieved during the forthcoming year. The plan shall be consistent with EM's Operations Activities Protocol, dated March 15, 2012 requirements and template, as applicable.

The Contractor shall submit a Monthly Progress Report (see Section J, Attachment J-4, List of Deliverables) to the CO, with a copy to the Office of Project Assessment ContractorsMPR@hq.doe.gov, not later than the eighth business day prior to the end of each calendar month. The report shall provide the prior month's performance for each Contract Line Item Number (CLIN) and an update of the performance to date. The report shall include a

narrative description of scope accomplished, progress on corporate and Contract specific performance metrics, status of milestones, and deliverables, as well as an update of the project schedule.

In combination with the Monthly Progress Report and monthly invoice, the Contractor shall submit a monthly self assessment, similar in format and content as Section J, Attachment J-11, Government Quality Assurance Plan, that assesses the Contractor's work performance for that period against Contract requirements and performance standards.

The Contractor shall ensure timely response to Contract modifications and declaration of changed conditions, through the submission of Contract change proposals to maintain alignment of the authorized work within the Contract scope. The Contractor shall provide all management and technical information to:

- 1) Support the budget formulation activities including, but not limited to, emerging work items list; budget formulation input (including Integrated Priority List), fall limited budget update submission, budget scenario development, and budget presentations (such as public and regulatory briefings, etc.);
- 2) Support audits, evaluations, and external technical reviews; and
- 3) Support other DOE project performance assessments and information needs.

All project management information developed under this Contract shall be provided electronically or be electronically accessible by DOE. In support of the Paducah Integrated Site-wide Federal Lifecycle Baseline, the Contractor shall provide the interim and full Contract period of performance, schedule, and price information to the Government (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall provide the Work Breakdown Structure (WBS), WBS dictionary data, and price for each ELIN (see Section J, Attachment J-10). The schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction[®] software unless otherwise agreed to by the Government.

C.2.4.2 SUBMISSION OF PLANS AND REPORTS

The Contractor shall submit a schedule for submission of all plans and reports required by the Contract (see Section J, Attachment J-4, List of Deliverables) within 30 calendar days of NTP for review and comment. For documents requiring DOE approval, the schedule shall allow for the submission of a draft document to DOE for review and comment, and a final document for DOE approval. For documents requiring approval from an outside (i.e., non-DOE) organization (including all regulatory documents submitted for approval), the schedule shall allow for the submission of a draft document for DOE review and comment, the submission of a draft document addressing DOE comments to the outside organization for review and comment, and a final document for approval by the outside organization. This schedule shall be updated as part of the Monthly Progress Report specified in Section C.2.4.1.

C.2.4.3 STATUS MEETINGS

The Contractor shall establish a routine weekly status/project integration meeting with DOE (and include other organizations and contractors as necessary) to review ongoing and future Contract activities and issues. Within these routine weekly status meetings, the Contractor shall provide a brief written weekly status of ongoing and future Contract activities to DOE. The Contractor shall also participate in the recurring team meetings with DOE and other organizations and contractors to discuss ongoing and future Contract activities and issues. The meetings include a weekly site planning meeting, a monthly shared site meeting, and a monthly performance review meeting. DOE may establish additional recurring meetings at its discretion.

C.2.4.4 ANALYSIS OF FUNDING CHANGES

The Contractor shall analyze proposed or directed funding changes for their impact on scope and schedule elements of the contract, and shall advise DOE of any such impacts.

C.2.5 PROPERTY MANAGEMENT

C.2.5.1 REAL PROPERTY SERVICES

The Contractor shall comply with DOE O 430.1B, “*Real Property Asset Management*” for the acquisition, management and disposition of real property assets.

C.2.5.2 PERSONAL PROPERTY

The Contractor shall manage all personal property assigned/Government Furnished Equipment (GFE) in accordance with DOE O 580.1A, “*Department of Energy Personal Property Management Program*.” The Contractor shall also routinely input data and maintain the Property Information Database System (PIDS). The current personal property information is provided in Section J, Attachment J-8.C.2.5.2, “*PIDS Current*.”

C.3.0 FIRM-FIXED-PRICE WORK

C.3.1 CONTRACT TRANSITION

Upon CO issuance of the NTP, the Contractor shall begin transition from the incumbent contractor for a period of 60 calendar days. During the transition period, the incumbent contractor will be responsible for delivery of services. The Contractor shall assume full responsibility for delivery of services as approved by the CO at the end of the transition period.

The Contractor shall have all necessary personnel, including key personnel for the Contract, available during the transition period, to minimize any decreases in productivity and to prevent possible negative impacts on services. Key personnel identified in Section H shall be on site during the transition period.

The Contractor shall submit a Transition Plan (see Section J, Attachment J-4, List of Deliverables) for DOE approval 15 calendar days after NTP. The Transition Plan shall include a description of all activities necessary to execute all sections of the Contract, a listing of involved organizations, and a schedule. Coordination with other site contractors is required to ensure continuation of services by the Contractor as identified in Section J, Attachment J-5, Government Furnished Services and Interface Requirements Matrix. The Transition Plan must ensure there is no loss or degradation of the services that are provided to the Government and its contractors.

The Contractor shall put into place any agreements it deems necessary between it and other site contractors/subcontractors for provision of services. Any agreement that requires DOE consent will be subject to a 14 calendar day review and approval period unless a longer review/approval period is warranted due to the size and complexity of the document.

The Contractor shall provide weekly Transition Status Reports (see Section J, Attachment J-4, List of Deliverables) to DOE until Contract Transition is completed. During transition, the Contractor shall establish routine status meetings with DOE and affected contractors to review transition activities and issues.

C.3.2 RADIOLOGICAL SITE SERVICES FOR OTHERS

C.3.2.1 GENERAL

The Contractor shall provide radiological services to other site contractors on behalf of the Government in the areas of equipment maintenance, personnel radiological monitoring and records management.

C.3.2.2 RADIOLOGICAL INSTRUMENTATION

The Contractor shall calibrate, maintain and perform repairs for personnel and environmental monitoring and surveying equipment assigned to other site contractors per the requirements of 10

CFR § 835, “Occupational Radiation Protection” and DOE O 458.1, “Radiation Protection of the Public and the Environment.” The radiological instrumentation inventory is provided as Section J, Attachment J-8.C.3.2.1, “***Listing of Other Site Contractors’ Equipment being Maintained.***” The Contractor shall schedule and document the completion of this work through the Computerized Maintenance Management System (CMMS).

C.3.2.3 DOSIMETRY PROGRAM

The Contractor shall develop, maintain and execute an internal and external bioassay program that meets the requirements of the National Voluntary Laboratory Accreditation Program (NVLAP) and DOELAP. Additionally, the program shall be compliant with 10 CFR § 835, Subpart E. This program shall apply to all work areas that require dosimetry regardless of which contractor(s) have been assigned operational responsibility for the area(s). Projected Workload for this activity is provided in Attachment J-8.C.3.2.3 Table 1, “***Quantity of Personnel Active in Dosimetry Program.***”

The Contractor shall provide bioassays and baseline bioassays as needed by DOE, its contractors, and subcontractors. Projected Workload for this activity is provided in Attachment J-8.C.3.2.3 Table 2, “***Quantity of Personnel Requiring Bioassays/Baseline.***”

C.3.3 SAFEGUARDS AND SECURITY

The Contractor shall be the Paducah Site Contractor Cognizant Security Authority (CCSA) responsible for administering the Safeguards and Security (S&S) program for all DOE personnel, prime contractors and others having official business on the PGDP site. The Contractor shall perform CCSA S&S activities for DOE site security oversight/operations at the Paducah Site in compliance with, but not limited to, DOE O 142.3A, “*Unclassified Foreign Visits and Assignments Program*”; DOE O 470.3B, “*Graded Security Protection*”; DOE O 470.4B, “*Safeguards and Security Program*”; DOE O 471.6, “*Information Security*”; DOE O 472.2, “*Personnel Security*”; DOE O 473.3, “*Protection Program Operations*”; DOE Tactical Doctrine; National Security Decision Directive (NSDD) 298; and National Industrial Security Program, Operating Manual (NISPOM).

The Contractor shall prepare, submit, and implement S&S deliverables as specified below and in Section J, Attachment J-4. Procedures and plans shall be coordinated with the Portsmouth CCSA contractor and shall ensure contractor consistency, continuity, and a risk-graded protection approach between the sites. The Contractor shall implement the following programmatic elements in accordance with the aforementioned DOE Directives applicable to each element:

- *Program Management Operations:* Protection Program Management, Safeguards and Security Planning and Procedures, Management Control, and Program Wide Support.
- *Physical Protection:* Access Controls, Intrusion Detection and Assessment Systems, Barriers and Delay Mechanisms, Testing and Maintenance and Communications.
- *Information Security:* Basic Requirements, Technical Surveillance Countermeasures,

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Operations Security, Classification Guidance and Classified Matter Protection and Control.

- *Personnel Security*: Access Authorizations, Human Reliability Programs, Control of Classified Visits and Safeguards and Security Awareness.
- *Materials Control and Accountability*: Program Administration, Material Accountability and Materials Control.
- *Foreign Visits and Assignments*: Sponsor Program Management and Administration, Counterintelligence Requirements, Export Controls/Technology Transfer Requirements, Security Requirements and Approvals & Reporting.

A program description and workload history is provided in Attachment J-8.C.3.3 Table 1, “*Security Services Workload History.*”

The above programs shall be provided as a Government-Furnished Services and Items (GFSI) service to Kentucky Department of Fish and Wildlife (pertaining to the DOE leased land adjacent to the Paducah Site), other site tenants, and PGDP prime contractors on site, and shall be provided to meet DOE Directives and performance standards identified in Attachment J-8.C.3.3 Table 2, “*Performance Matrix.*”

The Contractor shall develop and coordinate site tours and site security activities between DOE, Kentucky Department of Fish and Wildlife, other site tenants, all site prime contractors, and their respective subcontractors.

The Contractor shall provide personnel development and training for security programs, security education, and awareness briefings. The Contractor shall administer controlled article and vehicle passes, visitor control/local site specific badges, and the Paducah Site security lock and key program. The Contractor shall coordinate Communication Security (COMSEC) and Technical Surveillance and Countermeasures (TSCM) programs (as applicable), perform oversight of alarm systems and automated access control systems, provide training of other site derivative classifiers (DC’s) and site-wide risk analysis. The Contractor shall provide support to the DOE PPPO Lexington facility and its technical support contractors upon DOE’s request.

The Contractor shall provide a Classification Officer and supporting staff for all DOE classification activities at the Paducah Site. This position is required to obtain and possess the Officially Designated Federal Security Authority (ODFSA) Classification Officer’s approval prior to receiving the Office of Classification approval. The Contractor Classification component is required to comply with all applicable classified and controlled unclassified information security requirements. The Contractor shall transmit documents or information to the designated entities. Courtesy copies shall be provided to the local Federal Classification Officer and the EM Program Classification Officer.

All Contractor Security management, staff, and locksmiths at the Paducah site shall obtain and possess a “Q” access authorization. The Contractor shall provide a staff member organizationally independent from operations to administer the security locks and keys activities for the Paducah Site.

The Contractor shall attend, and provide a written activities description of, routine weekly status/project integration meeting with DOE, other site contractors, and other relevant organizations to review ongoing and future S&S activities and issues. The Contractor shall support recurring team meetings with DOE, other site contractors, and other relevant organizations to discuss ongoing and future S&S activities and issues. In addition to the above, the recurring meetings shall include the weekly site planning meetings, monthly shared site meetings, monthly performance review meetings, and additional meetings as described in Section C.2.4.3.

C.3.3.1 PROGRAM MANAGEMENT OPERATIONS

The Contractor shall integrate and coordinate the S&S program for all prime contractors at the Paducah Site.

The Contractor shall coordinate CCSA activities with the PGDP prime contractors per Section C.1.1, and prepare a clarification letter. This clarification letter shall delineate the Contractor's responsibilities as the designated CCSA on the PGDP site to implement and coordinate site S&S activities with the other prime contractors. The letter shall demonstrate that the CCSA has ensured that all other prime contractors on site have been informed of their responsibility to comply with the CCSA security procedures for the S&S program. The letter will further clarify that each contractor is responsible for communicating with their respective subcontractors the requirement to adhere to the CCSA S&S plans and procedures. This letter shall be submitted within 30 calendar days of the NTP to the PPPO Facility Security Officer (FSO) for approval (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall evaluate and develop the security posture at the Paducah Site, which includes:

- 1) asset identification,
- 2) threat assessments, risk assessments, assessment approach and/or vulnerability analyses, and
- 3) site security posture requirements for protective force.

The Contractor shall develop and implement an integrated S&S program consistent with DOE O 470.4B, "*Safeguards and Security Program*," DOE P 470.1A, "*Safeguards and Security Program*," and related directives and laws referenced therein. The Contractor shall ensure that the program includes the role of the Protective Force as it relates to the DOE interests at the Paducah Site. The Contractor shall develop an S&S program to ensure implementation of the Site Security Plan (SSP) encompassing all DOE interests at the Paducah Site. The Contractor shall provide a copy of the procedure/plan to all other DOE prime contractors' FSOs at the Paducah Site for their implementation.

C.3.3.1.1 Protection Program Management and Administrations

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The Contractor shall develop, implement and maintain the Paducah Site S&S program for all DOE interests at the site. This includes all applicable areas of S&S with the exception of Protective Force and Materials Control and Accountability (MC&A). The Contractor shall only provide safeguards oversight of the MC&A program.

The Contractor shall provide personnel training programs that achieve the required level of proficiency and competence necessary to qualify the personnel to effectively perform assigned S&S tasks and/or responsibilities. The level of qualification required shall be determined by valid and complete job analyses.

The Contractor shall document S&S training procedures in facility or site security plans.

The Contractor shall develop and implement a S&S Training Program Plan (see Section J, Attachment J-4, List of Deliverables), including accurate and complete employee training records that encompasses all program elements performed by employees working at the Paducah Site.

The Contractor shall appoint a FSO located at the Paducah Site. The Contractor FSO shall complete training within one (1) year of appointment to the position demonstrating qualification to perform the duties of the FSO position, including security operations conducted at their assigned facility.

The Contractor shall familiarize all Contractor and subcontractor personnel with the integrated safeguards and security process. The Contractor shall demonstrate these personnel are aware of their individual security responsibilities and have completed required S&S training.

C.3.3.1.2 S&S Planning and Procedures

The Contractor shall develop, document, and submit to DOE a SSP (see Section J, Attachment J-4, List of Deliverables) detailing the S&S protection strategy for DOE assets at the Paducah Site. The S&S protection strategy shall be developed in accordance with DOE Directives utilizing a graded approach. The SSP shall address site-specific S&S activities to include: 1) access control, 2) protection of classified matter, 3) protection of unclassified controlled information (UCI), 4) physical protection of special nuclear material, 5) personnel security, 6) Security Conditions (SECON) measures, and 7) protection of Government property.

The Contractor shall develop a protection strategy to prevent compromise of classified matter and prevent 10 CFR § 824 violations.

The Contractor shall maintain the SSP for all DOE S&S interests at the Paducah Site. The Contractor shall conduct vulnerability analyses /risk assessments and prepare security plans in support of DOE programs (e.g., physical protection, site visits, etc.) at the Paducah Site.

The Contractor shall coordinate with the other DOE prime contractors to develop the S&S

strategy for the PGDP. The Contractor shall maintain all approved security plans in a current and accurate status reflecting current and accurate site S&S procedures and requirements. The Contractor shall coordinate with other DOE prime contractor(s) that are a concurring signatory to the SSP and responsible for management of the S&S activities within their contract requirements.

The Contractor shall evaluate the DUF₆ Conversion Project Operational Site Security Plan for concurrence. The DUF₆ Conversion Project Operational Site Security Plan shall be included as an addendum to the CCSA SSP. The Contractor shall review the DUF₆ Conversion Project Operational Site Security Plan, and verify the DUF₆ Conversion Project Operational Site Security Plan is consistent with the Contractor's CCSA SSP, site security procedures, and applicable DOE Directives.

The Contractor shall develop and maintain a procedure for the management of controlled articles at the Paducah Site. The procedure shall include a review process to determine approval or denial of DOE contractor requests to use controlled articles (e.g., cameras, cell phones, portable electronic devices and recording devices).

The Contractor shall develop a SECON response plan (see Section J, Attachment J-4, List of Deliverables). The plan maintained shall be immediately implementable, including whenever changes occur to the Department's or a site's SECON status. This plan shall be coordinated with and concurred on by the Deactivation contractor to ensure the plan can be carried out in an acceptable time frame.

The Contractor shall develop a site demonstration plan (see Section J, Attachment J-4, List of Deliverables). The plan maintained shall be immediately implementable for various different demonstrations or protests. This plan shall be coordinated with and concurred on by the Deactivation contractor to ensure the plan can be supported.

The Contractor shall develop a site active shooter plan (see Section J, Attachment J-4, List of Deliverables). The plan maintained shall be immediately implementable for a variety of active shooting situations. This plan shall be coordinated with and concurred on by the Deactivation contractor to ensure the plan can be supported.

C.3.3.1.3 Management and Control

The Contractor shall perform surveys, self-assessments, and program reviews demonstrating that the S&S systems and process at the Paducah Site are operating in compliance with DOE Directives for the protection of security assets and interests. These activities shall provide for timely identification and correction of deficiencies/noncompliant conditions and validate the effectiveness of corrective actions taken to prevent adverse events or consequences.

C.3.3.1.3.1 Surveys and Self-Assessment Programs. The Contractor shall perform comprehensive self-assessments of S&S topical areas in accordance with the annual self-assessment report and the SSP requirements. The Contractor shall prepare an annual comprehensive site assessment report and submit to PPPO for submittal to the

appropriate DOE ODFSA (see Section J, Attachment J-4, List of Deliverables). The Contractor shall receive, and the report shall include, other contractors' self-assessment schedules and reports that shall include S&S topical areas under other contractors' management (e.g., classified storage areas, transportation of classified matter, and protection of UCI). The Contractor shall provide its self-assessment reports (see Section J, Attachment J-4, List of Deliverables) to affected contractors and the PPPO FSO for development of corrective action plans (CAP's). The Contractor shall review and concur on other contractors' S&S topical area self-assessments and track corrective actions to closure.

C.3.3.1.3.2 Performance Assurance Program (PAP). The Contractor shall develop, implement and maintain a PAP Plan (see Section J, Attachment J-4, List of Deliverables) that ensures: 1) S&S activities performed to protect DOE S&S interests meet established monitoring and testing requirements, and 2) the activities are performed with sufficient rigor to ensure that the program elements are at all times effective in proactively identifying and precluding adverse activity before security is compromised.

C.3.3.1.3.3 Resolutions of Findings. The Contractor shall resolve findings associated with S&S activities. The Contractor shall perform the following: 1) review of previous surveys and self-assessments, 2) tracking of corrective actions, 3) documentation of self-assessments, 4) development, implementation, and tracking of CAP's, 5) conducting causal analysis, and 6) trending analysis of self-assessment findings.

C.3.3.1.3.4 Incident Reporting and Management. The Contractor shall develop, implement and maintain the site DOE Incidents of Security Concern (IOSC) Program Plan, and shall take actions to ensure that it is notified of all IOSC's at the Paducah Site. The Contractor shall prepare an IOSC Program Plan and submit to PPPO for submittal to the appropriate DOE ODFSA (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall provide DOE-approved Inquiry Officials (IO's) that shall conduct inquiries to establish pertinent facts and circumstances regarding IOSCs. Other prime contractor FSOs shall be placed on distribution for inquiry reports and CAP's applicable to their respective company. The Contractor shall provide IOSC reports to the DOE ODFSA (see Section J, Attachment J-4, List of Deliverables). The Contractor shall receive reports from other prime contractors on site with IO authority. The Contractor shall transmit all IOSC reports to the DOE ODFSA. The Contractor shall perform trending analysis of IOSCs at the Paducah Site, and submit a trending analysis report to PPPO on a quarterly basis (see Section J, Attachment J-4, List of Deliverables). The Contractor shall, with the exception of incidents of Management Interest (MI), categorize each IOSC, issue an initial report, conduct an inquiry, and issue a closure report. The Contractor shall ensure that each IOSC is properly categorized by significance level category and type.

The Contractor IO's shall possess previous investigative experience or Departmental IO training. The Contractor IO's shall be appointed in writing by the designated DOE ODFSA.

For each IOSC, the Contractor shall develop a closure basis, and submit an Incident Closure Report to the DOE ODFSA (see Section J, Attachment J-4, List of Deliverables) to document the basis for incident closure. The Contractor shall provide a report level of detail commensurate to the category of the incident consistent with IOSC Program Plan requirements.

C.3.3.1.4 Program-Wide Support

C.3.3.1.4.1 Facility Approval and Registration of Activities. The Contractor shall comply with DOE Directives governing facility clearances (FCLs) and activity registration requirements as described in DOE O 470.4B, "*Safeguards and Security Program.*" The Contractor shall develop and implement the FCL program procedures as part of facility or site security plans. The Contractor's FCL procedure shall stipulate the requirements for initiating: (1) the issuance, modification, suspension, and/or termination of FCLs; (2) the registration of both FCLs and underlying contractual activities; and (3) the incorporation of S&S laws, regulations, and directives into prime contracts.

The Contractor's FCL procedure shall prescribe interactions with the CCSO and the other PGDP prime contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the DOE ODFSA for implementation.

The DOE ODFSA is responsible for granting final security approval of and officially registering FCLs and S&S activities in the DOE Safeguards and Security Information Management System (SSIMS).

C.3.3.1.4.2 Foreign Ownership, Control, or Influence. The Contractor shall comply with DOE Directives governing receiving and maintaining a favorable foreign ownership, control, and influence (FOCI) determination as described in DOE O 470.4B, "*Safeguards and Security Program.*" The Contractor shall develop and implement the FOCI program procedures as part of facility or site security plans. The procedures shall stipulate the requirements for the attaining and maintaining favorable FOCI determinations; and the need for incorporation of S&S laws, regulations, and directives into other PGDP prime contractor subcontracts.

The DOE ODFSA is responsible for final FOCI determinations, as well as granting final security approval of S&S activities in the DOE SSIMS.

C.3.3.1.4.3 Security Management in Contracting. The Contractor shall incorporate required DEAR clauses into subcontracts as described in DOE O 470.4B, "*Safeguards and Security Program.*" The Contractor shall notify the Government of the need to modify its subcontracts to incorporate new or revised DOE S&S Directives within 30

calendar days of issuance. The Contractor shall ensure that subcontracts involving classified information have the applicable security clauses included in subcontract general terms and conditions, and that CSCS forms are issued to the DOE ODFSA. The Contractor shall maintain control over the CSCS forms.

The Contractor shall ensure that procedures applicable to the security management in contracting are documented in facility or site security plans. The procedures shall prescribe interactions and perform validations with the other PGDP prime contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the DOE ODFSA for implementation.

C.3.3.2 PHYSICAL PROTECTION

C.3.3.2.1 Access Controls

The Contractor shall physically protect DOE interests and assets at the Paducah Site. The physical protection program shall maintain a security lock and key program that determines the application of Level III keys as well as more restricted keys. The Contractor shall issue all Level III and higher keys onsite, although other site contractors may utilize their own lock and key program for Level IV administrative locks (e.g., desks, file cabinets, etc.). The Contractor shall coordinate all requests and usage of classified storage and classified meeting space.

The Contractor shall provide combination changes and repairs to classified repositories for DOE and other site contractors.

C.3.3.2.1.1 Security Areas. The Contractor shall ensure that security areas are established, implemented and maintained to include, but not limited to:

- General Access Areas (GAAs)
- Property Protection Areas (PPAs)
- Limited Areas (LAs)

The Contractor shall establish, implement and maintain the access control applicable for each designated security area to include, but not limited to:

- Access Control
- Escort Requirements
- Automated Access Control Systems
- Vehicle Access

The Contractor shall ensure the development, implementation and maintenance of a Prohibited and Controlled Articles Program to be used for official Government business. The program shall be documented in the SSP. The Contractor shall develop procedures to account for, control, and limit controlled articles entering specified security areas.

C.3.3.2.1.2 Posting and Signage Requirements. The Contractor shall post signs in accordance with DOE Directives at facilities, installations, and real property based on the need to implement Federal statutes protecting against degradation of S&S interests. Examples of such signs include:

- Trespassing
- Prohibited Articles
- Controlled Articles
- Official Business
- Electronic Surveillance

C.3.3.2.1.3 DOE Security Badge Program. The Contractor shall implement and ensure compliance of the Paducah Security Badge Program to include, but not limited to:

- Requirements
- Types
- Issuance, Use, Recovery and Destruction
- Accountability
- Protection of DOE Badge Materials and Equipment
- Security Badge Validation
- DOE Recipient Requirements
- Homeland Security Presidential Directive (HSPD)-12 Requirements

The Contractor shall issue security badges to all Federal employees, site contractor employees who require long term (greater than 6 months) access to DOE facilities, and other DOE-authorized individuals. Local Site Specific Only badges shall be developed and issued as needed to address unique issues and unique local badging requirements such as local site specific access badges and temporary visitor badges.

C.3.3.2.1.4 Locks and Keys. The Contractor shall develop, implement and maintain a Security Lock and Key Program Plan (see Section J, Attachment J-4, List of Deliverables). The lock and key program shall protect and manage locks and keys in a graded manner based on the S&S interests being protected, identified threat, existing barriers, and the other protection measures afforded these interests.

The Contractor shall evaluate and document the use and protection strategy for grand master, master, sub-master, and control keys in the SSP.

The Contractor shall implement an inventory system that ensures the accountability for Levels I, II, and III security locks, keys, key rings, key ways, and pinned cores. The Contractor shall develop site specific procedures for the control of Level IV security locks and keys.

The Contractor shall maintain a locksmith that is organizationally independent from the Operations organization.

The Contractor shall provide limited security support at the DOE PPPO Lexington facility of up to two (2) visits per year (i.e., classified repository support, classified lock and keys).

C.3.3.2.1.5 Escort Requirements. The Contractor shall develop, implement and maintain an escort program integrated into the SSP. The Contractor shall not implement the escort program until the PPPO FSO and appropriate ODFSA have approved the SSP.

C.3.3.2.1.6 Automated Access Control Systems. The Contractor shall develop, implement and maintain an automated access control system compliant with HSPD-12 and Federal Information Processing Standard (FIPS) Publication 201. The Contractor shall oversee all aspects of the automated access control system and shall maintain the operability of assigned facilities/equipment per attachment J-8.C.3.3.2.1.6, "*Automated Access Control System Listing*" and consistent with Section 3.5, Operations and Management of Assets.

C.3.3.2.2 Intrusion Detection and Assessment Systems

The Contractor shall evaluate, design, establish, and maintain the protection strategy for use of intrusion detection and assessment systems at the Paducah Site. The Contractor shall make this protection strategy available to all PGDP prime contractors.

C.3.3.2.3 Barriers and Delay Mechanisms

The PGDP has security area(s) where physical barriers serve as the physical demarcation line. Barriers such as fences, walls, and doors or activated barriers are used to deter and delay unauthorized access. A more complete description of Barriers and Delay Mechanisms types and general requirements are contained in DOE O 473.3, "*Protection Program Operations.*"

The Contractor shall develop and implement a barrier and delay strategy in accordance with the requirements of DOE O 473.3, "*Protection Program Operations*" for the PGDP. The Contractor shall conduct oversight on and ensure that all barriers and delay mechanisms for the PGDP are maintained.

C.3.3.2.4 Storage of Classified Matter

The Contractor shall oversee secure storage for classified matter and ensure compliant storage and protection of assigned assets.

The Contractor shall evaluate, design, establish, and maintain the protection strategy for new or reconfigured storage approaches including the determination of the need for vaults, vault type rooms, GSA storage, and/or non-conforming storage, as applicable.

The Contractor shall ensure that security plans are shared with the Deactivation contractor (responsible for the Protective Force) for all classified storage areas at the Paducah Site that require their involvement in the implementation.

C.3.3.2.5 Testing and Maintenance

The Contractor shall establish and implement an effective method for assessing Intrusion Detection System (IDS) alarms (e.g., line supervision, intrusion, false, nuisance, system failures, tamper, and radio frequency when radio frequency is used) to quickly and accurately determine the cause. The Contractor shall establish the requirement for IDS alarms, establish and assess the Paducah Site IDS alarm testing and maintenance program, and implement IDS alarm testing and maintenance for assigned facilities.

C.3.3.2.6 Communications

The communications requirements driven by the DOE O 473.3, “*Protection Program Operations*,” apply solely to the Protective Force, which is addressed in the Deactivation contract.

C.3.3.3 INFORMATION SECURITY

The Contractor shall establish and maintain an effective information security program at the Paducah Site including both classified, Privacy Act, and UCI, which includes Official Use Only Information (OUO), Unclassified Controlled Nuclear Information (UCNI) and Export Controlled Information (ECI). The Contractor shall assist other Paducah prime contractors responsible for protecting classified and sensitive information by providing guidance and adjudication of information security issues.

C.3.3.3.1 Basic Requirements

The Contractor shall develop, implement and maintain a comprehensive UCI Program. The program shall prescribe identifying, marking and protecting the information that includes UCI. The Contractor shall have training and approval authority for DUF₆ Conversion Project ECI matters for site-wide information security concerns, but will defer to the DUF₆ Conversion contractor’s ECI reviewing officials for the final site authority for DUF₆ Conversion Technology.

C.3.3.3.2 Technical Surveillance Countermeasures

The Contractor shall implement and maintain a TSCM Program, as required.

C.3.3.3.3 Operations Security

The Contractor shall develop, implement and maintain an Operations Security (OPSEC) Program and a documented OPSEC Program plan (see Section J, Attachment J-4, List of Deliverables). The program plan shall be site-wide, ensure protection of Critical Information (CI), and enhance mission effectiveness and protection of operations and activities.

C.3.3.3.4 Classification Guidance

The Contractor shall provide a Classification Officer and supporting staff for all DOE classification activities at the Paducah Site. These activities include work for others and gaseous diffusion technology. All personnel performing the DC functions at the PGDP shall be trained and certified by the Contractor Classification Officer. The PPPO Classification

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Officer, currently the ORO Classification Officer, is the DOE ODFSA for PPPO classification matters. The PPPO FSO is the PPPO Classification Coordinator and serves as the point of contact regarding Paducah classification activities. The Classification Officer and the derivative declassifiers (DDs) shall be trained at the Office of Director of Classification at DOE Headquarters (HQ).

The Classification Officer shall have access to classified information at the level of Secret Restricted Data (S-RD); and therefore shall possess a DOE Q clearance. The person occupying this position shall have completed the DOE Classification Officer training, and he/she shall be: 1) recommended for appointment by the DOE Oak Ridge Office Classification Officer, 2) concurred upon by the PPPO FSO, and 3) approved by DOE HQ.

The Contractor shall provide support to DOE for classification reviews/determinations, technical reviews, legacy issues support, litigation support, support for issues involving the Department of Justice and DOE Inspector General, worker's compensation support, and review for release of information to the public (although not the final determination of release) under the Freedom of Information Act (FOIA) and Privacy Act. The Contractor shall transmit documents or information to the designated entities.

Courtesy copies of assessments and other relevant information shall be provided to the PPPO Classification Coordinator, local Federal Classification Officer and the Office of Environmental Management Program Classification Officer (see Section J, Attachment J-4, List of Deliverables).

C.3.3.3.5 Classified Matter Protection And Control

The Contractor shall protect classified information in all forms in accordance with DEAR clause 952.204-2, "Security" and all applicable laws, regulations, policies, directives, and other requirements that apply. A violation of the provisions of the Contract relating to the safeguarding or security of Restricted Data (RD) or other classified information may result in a civil penalty pursuant to subsection A of Section 234B of the Atomic Energy Act of 1954, as amended (42 U.S.C. § 2282b). The procedures for the assessment of civil penalties are set forth in 10 CFR § 824, Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations.

The Contractor shall develop and implement a COMSEC program for users of COMSEC equipment (as applicable).

C.3.3.3.5.1 Control of Classified Matter. The Contractor shall develop, implement and maintain a Classified Matter Protection and Control (CMPC) Program. This program shall address the process for the handling and protection of classified information throughout its lifecycle, which includes: 1) origination, 2) classification, 3) marking, 4) accountability, 5) in-use, 6) storage, 7) reproduction, 8) transmission, 9) receipt, and 10) destruction.

The CMPC Program shall specify the requirements for classified information to be

protected and controlled commensurate with its classification level, category, and caveats (if applicable). All pertinent attributes shall be used to determine the degree of protection and control required to prevent unauthorized access to classified information. All procedures utilized to protect classified information shall be documented in security plans. The Contractor shall ensure classified information is protected such that authorized access to classified information requires appropriate clearance, relevant access approval, and need to know. The procedures/plans shall implement the requirement for methods to deter, detect, respond to, and mitigate unauthorized access to classified information.

The Contractor shall establish and maintain a classified mailing address and a classified shipping address.

C.3.3.3.5.1.1 Transportation Security Plans. The Contractor shall evaluate, design, establish, and maintain the security requirements for packaging, marking, mailing, and shipping classified materials and or UCI as prescribed by the current DOE Directives.

C.3.3.3.5.1.1.1 Transportation Security Plan(s) for Unclassified Controlled Information (UCI) and/or Classified Matter. The Contractor shall develop and obtain approval from the DOE ODFSA of Transportation Security Plan(s) (see Section J, Attachment J-4, List of Deliverables) for the offsite shipment of UCI and/or classified matter that may contain category IV quantities of special nuclear material (SNM). The Contractor shall establish a method for tracking shipments beginning at departure and ending at the arrival of the destination for disposition of the UCI and/or classified matter. The Transportation Security Plan(s) shall describe and document the strategy for securing and tracking the shipment of gaseous diffusion process equipment components, work for others material and material containing UCI and/or classified matter being shipped from the PGDP to an offsite long-term disposal facility approved by DOE. The plan shall address the requirements for common carrier trucks, the driver(s), and clearance (if required). The plan shall address the physical preparation, packaging and the transport of the matter. Implementation of the security plan(s) and shipment tracking will be the responsibility of the Deactivation contractor, who will be a concurrence signature on the Transportation Security Plan(s).

C.3.3.4 PERSONNEL SECURITY

The Contractor shall provide personnel security, which includes: 1) clearance processing, 2) personnel security program support, and 3) visitor control and badging. The visitor control and badging shall include support to Personal Identity Verification (PIV) activities and clearance processing of drug test results provided by the Human Resource Organization for all on-site DOE contractor (non-Federal) personnel, others having official business on site, and potential new hires who require a security clearance. The other site contractors shall provide payment for laboratory services provided on behalf of their employees. The Contractor shall provide badging

services for DOE, other site contractors, and DOE-authorized individuals in accordance with the DOE implementing directives for HSPD-12.

C.3.3.4.1 Access Authorization

The Contractor shall establish, implement, and maintain a Personnel Security Program/Procedure. The Procedure shall apply to the Contractor, other DOE onsite contractors, site subcontractors, DOE employees and all others having official business at the Paducah Site. The procedure shall describe the individual employee's personnel security responsibilities and requirements.

The Contractor shall provide compliant, accurate and timely processing of DOE security clearance requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, re-certifications, and reinvestigations through the established channels to the DOE Cognizant Personnel Security Office for finalization. The Contractor shall make all notifications and information requests within required time limits per applicable DOE Directives.

The Contractor shall establish written procedures which shall include the following requirements for the protection of security clearance request information: 1) Designating responsible employees who are trained in the procedures for reviewing completed security forms before their submission to DOE; 2) Informing all employees with access to completed security forms, pre-employment or pre-processing check information and other security clearance-related information of their responsibility to protect the information from unauthorized disclosure; and 3) Ensuring individuals have the opportunity to complete and submit all forms or other data collections required during the security clearance process in private. The Contractor shall designate an employee(s) to review such forms. The Contractor shall utilize designated employee(s) to provide assistance in completion of any forms. The Contractor shall maintain personnel security records in accordance with the DOE Directives.

C.3.3.4.2 Control of Classified Visits

The Contractor shall develop and implement a program to address the requirements for classified visits in accordance to DOE O 470.4B, "*Safeguards and Security Program*," Attachment 3, Section 4. The Contractor shall protect classified information and matter by ensuring that only persons with the appropriate security clearances, need-to-know, and programmatic authorizations are afforded access during visits where the release or exchange of such information is involved. The Contractor shall control classified visits to ensure that access to classified information by cleared U.S. citizens or individuals from foreign governments visiting DOE facilities is controlled in accordance with national laws and regulations, international treaties and agreements, and DOE Directives. The Contractor shall be responsible for ensuring that the classified visits program at facilities under their cognizance are performed in accordance to the procedures applicable to classified visits, which shall be documented in facility or site security plans.

C.3.3.4.3 Safeguards and Security Awareness

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The Contractor shall develop, implement and maintain the S&S Awareness Program for all DOE contractors and subcontractors at the Paducah Site. The safeguards and security awareness program shall communicate personal security responsibilities to all individuals at the Paducah Site. For individuals granted access to classified information or matter, or SNM, the security awareness program shall provide the means to instruct these individuals in their duties and responsibilities related to the access while afforded to them, and shall reiterate those duties and responsibilities upon termination of access. The program shall provide supplementary awareness activities that continuously reinforce good security practices.

The Contractor shall ensure that the procedures applicable to the security awareness program are documented in facility or site security plans. The Contractor shall ensure that:

- 1) if security briefings are conducted through electronic means, a method exists to ascertain and verify that the individual completes all required content prior to receiving credit for the briefing;
- 2) all individuals granted DOE security clearances (access authorizations) execute a SF 312, Classified Information Nondisclosure Agreement, prior to being granted access to classified information or matter, or SNM;
- 3) non-DOE personnel granted unescorted access to a facility or site security area receive appropriate awareness information (e.g., information on prohibited and controlled articles);
- 4) supplemental awareness materials intended to make personnel aware of their security responsibilities and tailored to local facility/site conditions and issues and appropriate for both cleared and non-cleared employees and visitors are developed and issued;
- 5) executed SF 312 forms and other records related to the security awareness program are maintained in accordance with Information Security Oversight Office (ISOO) and DOE records requirements;
- 6) individuals are appropriately authorized to witness and accept the SF 312 on behalf of the United States and that such designations of authority are documented in the current facility/site security plan; and,
- 7) administrative actions to be taken when it is determined that individuals fail to complete the requirement for annual refresher briefings.

The Contractor shall plan, conduct, and record the following briefings in accordance with the Paducah Site (or applicable facility) security requirements:

- Initial
- Site Specific Awareness
- Comprehensive
- Refresher
- Termination
- Supplemental Awareness

C.3.3.5 MATERIAL CONTROL AND ACCOUNTABILITY

The Contractor shall establish and maintain an effective program for the S&S oversight of the MC&A Program(s) by the other contractors having custody at the Paducah Site. The Contractor shall perform oversight of the custodial contractors (Remediation contractor, Deactivation contractor, and DUF₆ contractor), which shall have established accountability and physical protection programs including, for affected contractors, a plan for Category IV (but not Category III) quantities of SNM.

C.3.3.6 FOREIGN VISITS AND ASSIGNMENTS

The Contractor shall develop a program for Foreign Visits and Assignments (FVA's) that shall establish and implement the requirements for contractors that involve foreign national access to DOE-owned or leased sites, information, technologies, or equipment. The FVA's Program and/or procedure shall describe: 1) the approval process for foreign national visits and assignments, 2) reviews of foreign national access requests to ensure that unauthorized access is denied, and 3) a process for documenting and tracking visits and assignments by foreign nationals to the Paducah Site or involving DOE contractor information or technologies. The Contractor shall comply with the requirements. The Contractor shall flow down the requirements of this DOE directive to subcontractors at any tier to the extent necessary to ensure Contractor compliance with the requirements.

The Contractor shall coordinate all DOE and DOE contractor visitor requests for access to the Paducah Site, including FVA's.

FVA's shall be covered by the approved Contractor SSP that addresses risk and sensitivity factors including: 1) security area type to be accessed, 2) determination of whether sensitive subjects will be shared, and 3) affiliation with sensitive countries or countries identified as state sponsors of terrorism.

C.3.4 COMPUTING, TELECOMMUNICATION, AND CYBER SECURITY

The Contractor shall provide PGDP technical support to include: 1) an interchange of information on technical parameters and capabilities of the Computing and Telecommunication systems; 2) location and identification of building terminals and communication rooms; and 3) verification of cable record information as directed by the Government. The Contractor shall maintain documentation for all assigned systems. These efforts include setting of equipment options to determine proper operational conditions; restoration of service to existing equipment; establishment of service to new facilities; establishment of service for existing facilities under renovation; transfer from one system to another system; and support of hardware and software upgrades.

C.3.4.1 CYBER SECURITY

C.3.4.1.1 General

The Contractor shall provide Cyber Security services for itself and other DOE-authorized users, primarily the Deactivation contractor and its subcontractors. The Cyber Security

services for the ETS contractor, DOE and DUF₆ are provided by others. The Contractor shall ensure safe, efficient, timely and effective implementation of cyber security requirements.

C.3.4.1.2 Requirements

The Contractor shall comply with the Cyber Security requirements as specified in DOE O 205.1B, “*Department of Energy Cyber Security Program*,” the applicable DOE Risk Management Approach Implementation Plan (RMAIP), all current versions of applicable National Institute of Standards & Technology (NIST) Special Publications (SP) and the Committee on National Security Systems (CNSS) 1253.

C.3.4.1.3 System Security Plan

The Contractor shall develop, implement and maintain a System Security Plan (see Section J, Attachment J-4, List of Deliverables) consistent with the SSP, to be coordinated with the other Paducah Site contractors. The Contractor shall update the System Security Plan annually thereafter. The System Security Plan shall be submitted to the Government for approval within 60 calendar days of the NTP. The Contractor shall develop, implement and maintain an effective assurance system, incident handling plan, and other plans as detailed in DOE O 205.1B, “*Department of Energy Cyber Security Program*.”

C.3.4.1.4 Subcontracts

The Contractor shall ensure that all Cyber Security requirements are flowed down to all subcontracts supporting this Contract, including the handling of sensitive information to include personally identifiable information (PII), protecting information and information systems from unauthorized access, and reporting any significant attempts or successful intrusions into these systems by unauthorized individuals.

C.3.4.1.5 Clearances

Cyber Security personnel and privileged users such as systems administrators may be required to obtain a DOE Q clearance under this Contract. All Cyber Security and Information Technology (IT) personnel who have Incident Response (IR) and Contingency Planning (CP) responsibilities shall have a DOE Q clearance. Section J, Attachment J-8.C.2.1, “*Historical Listing of Positions Requiring Clearances*,” provides a listing of positions that have required clearances under prior contracts.

C.3.4.1.6 Cyber Threats

The Contractor shall be proactive regarding cyber threats, and systems shall be protected based on evolving threats in accordance with the Federal Information Systems Management Act (FISMA). The FISMA requires all IT systems be Authorized to Operate (ATO). The Contractor shall obtain an ATO designation from the DOE Delegated Federal Authorizing Official (AO) to operate the General Support System for the Paducah Site. Only the AO has the ability to grant an ATO or a Denial of Authorization to Operate (DATO) for any system operated by the Contractor on behalf of DOE-EM. The IT systems covered under this Contract shall operate in accordance with all terms and conditions specified in the ATO and shall not operate if a DATO has been issued. If an AO issues a DATO, all costs associated with any mission delay shall be the responsibility of the Contractor.

C.3.4.1.7 Applications

All applications purchased or developed to support the mission under this Contract shall be able to run on mandatory IT baseline security configurations without any deviations. Legacy applications shall deploy compensating controls as long as they are implemented and shall be replaced as soon as feasible as determined by the AO. The Contractor shall use federally available enterprise applications and licenses, if they exist, prior to purchasing or developing custom products to implement the Contract. This includes enterprise solutions to provide cyber security.

C.3.4.2 TELECOMMUNICATIONS AND RADIO COMMUNICATIONS

C.3.4.2.1 General

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to provide reliable and secure telecommunications and networked voice, video and data services, Mobile Device Management, pager, and radio communications for the Paducah Site. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. See Section J, Attachment J-8.C.3.4.1, "*Information Technology Service Matrix.*"

C.3.4.2.2 Requirements

The Contractor shall perform services to ensure the Paducah Site telecommunications system and radio system are available 24 hours per day, 7 days per week. The telephone system consists of the Administration/private branch exchange (PBX), private automatic exchange (PAX), and Red Phone telephone systems and all associated equipment described in Attachment J-8.C.3.4.4, "*Performance Level Standard.*" The Contractor shall provide landline, dataline (see Section C.3.4.3.2, Computer Services), voice messaging, fax machines, video/web conferencing services to DOE and site contractors (except DUF₆) consistent with Attachment J-8.C.3.4.4, "*Performance Level Standard.*"

C.3.4.2.3 Mobile Devices

The Contractor shall provide Mobile Device Management (MDM) services for itself and other DOE-authorized users, primarily the Deactivation contractor and its subcontractors, consistent with the Attachment J-8.C.3.4.1, "*Information Technology Service Matrix.*" The Contractor is responsible for providing its own devices such as cell phones, smartphones, and Blackberries to the MDM service.

C.3.4.2.4 Radio

The Contractor shall maintain the Federal Communications Commission (FCC) radio frequency license, tower, transmission, and radio repair/replacement services. All services will be supplied consistent with the Attachment J-8.C.3.4.1, "*Information Technology Service Matrix.*" The radio communications system and supported users is described in Attachment J-8.C.3.4.3, "*Communications System Description.*" Narrow band frequency radios shall be supplied by the user contractor. Radio services shall include engineering, maintenance and operations of radio communication services, including two-way, fire

dispatch, safety and emergency preparedness, security systems and infrastructure. The Contractor shall manage radio services, including radio spectrum licensing and design, engineering integration, operations and maintenance, installation, upgrade and required system calibration services. The Contractor shall maintain registration of radio frequencies with the National Telecommunications and Information Administration.

C.3.4.2.5 Emergency Notification Service

The Contractor shall provide reliable electronic notification service to individual personnel associated with the PGDP emergency response organizations.

C.3.4.2.6 Site Telephone System

The Contractor shall operate and maintain the Paducah Site telephone switching system(s), transmission equipment, and ancillary equipment in a serviceable condition, or restore it to a serviceable condition to include preventative maintenance, purchasing of parts, inspection, periodic testing, adjustment, repair, and other routine work to optimize the life expectancy of the equipment and systems. The Contractor shall perform operations and maintenance in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local regulations, and DOE Directives.

C.3.4.2.7 User Services

The Contractor shall perform maintenance and repair of all installed data/communication lines up to and including the end user receptacle (jack or port). The Contractor is also responsible for moving office phone numbers. The end user (i.e., Deactivation contractor and its subcontractors) will be responsible for providing the peripheral equipment related to the telephone system for its own personnel (e.g., telephones, headsets, add-on accessories). The Deactivation contractor shall install any additional data/communication lines and ports necessary to support its own activities if a sufficient number of ports are not available in the work location.

C.3.4.2.8 Service Outages

The Contractor shall coordinate with the Contracting Officer's Representative (COR) and site users the need for any scheduled service outages. Such outages shall be scheduled to minimize inconvenience to users, based upon Government user work schedules. The Contractor shall provide 72 hours advance notice prior to scheduled outages and the notification shall include the reason for the interruption, duration, start and stop times, and the equipment, lines, and buildings affected. Emergency outages shall be coordinated with all end users.

C.3.4.2.9 Emergencies

The Contractor shall respond in case of emergencies, outages, alerts and exercises, 24 hours per day, 7 days per week. The Contractor shall provide services as necessary until the emergency, outage, alert, or exercise is completed.

C.3.4.2.10 Restoration

The Contractor shall submit for DOE approval a Restoration Priority List (see Section J, Attachment J-4, List of Deliverables) within 120 calendar days of the NTP.

The Contractor shall respond on site and initiate repair actions within the response times designated below, from the time of discovery of a problem. The Contractor shall restore services in accordance with the approved Restoration Priority List, unless otherwise directed by the Government. The Contractor shall work on repair actions until all service is restored. Outages and designated response times are defined as follows:

- 1) **Emergency Outage.** On-site response is required within one (1) hour. If an outage significantly affects a mission, the COR may declare the outage as Emergency. Emergency outages are classified as a loss of over 75% or more of total call handling capability of any communications system. Outages impacting emergency response capability will be addressed immediately.
- 2) **Priority Outage.** On-site response is required within four (4) hours. Priority outages are classified as a loss of over 25% or more of total call handling capability of any communications system; loss of telephone circuits; total loss of telephone service within a building/facility.
- 3) **Routine Outage.** On-site response is required within twelve (12) hours. Includes outages not otherwise categorized as Emergency or Priority.

C.3.4.2.11 System Changes

The Contractor shall interface with end users on system changes. The Contractor shall review work packages and design/configuration plans for system changes/alterations developed by others to maintain compatibility with all Paducah Site services and systems.

C.3.4.2.12 New Installations

New installation of telecommunications wiring in facilities will be acquired through Section C.5.0 of this Contract, or via other procurement means.

C.3.4.2.13 Voice Mail

The Contractor shall provide voice mail operations to DOE and site contractors. This includes management and administration for multiple customers, additions, deletions, modifications, user support, diagnostic, maintenance, programming changes, and remote access to voice-messaging service.

C.3.4.3 IT SUPPORT AND SERVICES

C.3.4.3.1 Print, Scan, and Copy Services

C.3.4.3.1.1 General. The Contractor shall provide, for DOE personnel and the ETS contractor, equipment, professional and technical services to ensure continuous copier, printer, and scanner operation for identified facilities (Attachment J-8.C.3.4.2, *“Information Technology System, Application Inventory, & Workload History”*) and consistent with Attachment J-8.C.3.4.1, *“Information Technology Service Matrix.”*

C.3.4.3.1.2 Requirement. The Contractor shall provide for equipment purchase or lease, maintenance, parts replacement, toner, paper, staples, and all other consumables. The Contractor shall provide unlimited service calls within the normal work day and shall respond within four (4) business hours after the Government places a service request by phone. The Contractor shall provide all labor and replacement parts to perform preventative maintenance, cleaning and repairs to units. The Contractor shall provide toner cartridges, paper and staples for each machine and maintain the print, copy, and scan capability. The end user is responsible for loading consumables into the equipment (e.g., paper, staples, etc.).

C.3.4.3.2 Computer Services

C.3.4.3.2.1 General. The Contractor shall provide labor, management, supervision, tools, material, and network equipment necessary to perform IT support and management services at Paducah Site. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operation of IT support and management services. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. The Contractor shall review additional system extensions/additions and/or services proposed to be implemented by the Deactivation contractor, or other DOE-authorized users, in order to ensure that system configuration and compatibility with all Paducah Site IT services and systems is maintained. Refer to Attachment J-8.C.3.4.2, *“Information Technology System, Application Inventory, & Workload History.”*

C.3.4.3.2.2 Requirements. The Contractor shall provide IT support and management services to ensure IT requirements are met through effective utilization of intranet, enterprise applications, and local systems and applications in a secure environment with minimal interruptions. IT support and management services performed under this Contract shall be provided at the performance standard identified in Attachment J-8.C.3.4.4, *“Performance Level Standard”* to maintain availability of systems, applications, and data.

C.3.4.3.2.3 Intranet. The Contractor shall provide intranet management and support services to ensure functional requirements of network users are met through effective utilization of resources and available IT facilities. Refer to Attachment J-8.C.3.4.2, *“Information Technology System, Application Inventory, & Workload History.”*

C.3.4.3.2.4 Hardware. The Contractor shall perform maintenance and repair of all installed data/communication lines, including switches or routers, up to and including the end users receptacle (jack). The Contractor shall not provide local user equipment and/or replacement (computers, monitors, printers) or specialty software to network users with the exception of its own personnel, consistent with Attachment J-8.C.3.4.1, *“Information Technology Service Matrix”* and Attachment J-8.C.3.4.2, *“Information Technology System, Application Inventory, & Workload History.”* The end user (Deactivation

contractor and other DOE-authorized end users) are responsible for procurement of computers and associated hardware and specialty software for its personnel and subcontractors. Additionally, the Deactivation contractor shall install any additional data/communication lines and ports necessary to support its own activities if a sufficient number of ports are not available in the work location. If additional facilities are used to house personnel (e.g., trailers, new construction, renovations), the Deactivation contractor is responsible to install data/communication lines.

C.3.4.3.2.5 Work Packages. The Contractor shall interface with other site contractors to maintain compatibility with all Paducah Site services and systems. The Contractor shall review and approve work packages and design/configuration plans for system changes/alterations developed by the other site contractors. The Contractor shall perform needed risk assessments involved in changes/alterations performed by other site contractors, consistent with Section C.3.4.1, Cyber Security.

C.3.4.3.2.6 Network File Storage. The Contractor shall provide and manage network file storage to ensure sufficient capacities are allocated to user organizations. Refer to Attachment J-8.C.3.4.2, “*Information Technology System, Application Inventory, & Workload History.*”

C.3.4.3.2.7 Maintenance and Upgrades. The Contractor shall maintain the Local Area Networks (LANs) and Wireless Local Area Networks (WLANs) as stand-alone systems in accordance with the Original Equipment Manufacturers’ technical manuals and specifications, applicable federal, state, and local laws and regulations, and DOE Directives. The Contractor shall provide basic operating software for usage of the LANs and WLANs.

The LANs and WLANs shall be available for use by the Contractor, the Deactivation contractor, and other DOE-authorized end users, including maintaining secure remote access capability for Paducah users. The LANs and WLANs shall be configured to allow separation of multiple users. The LAN and WLAN support includes operation, maintenance, data backups, repairs and upgrades to the LAN and WLAN systems and components as necessary to provide reliable and ongoing connectivity.

The Contractor shall evaluate and recommend to the Government major upgrades required to the LAN and WLAN.

C.3.4.3.2.8 Application Deployment Services. The Contractor shall provide users listed in Attachment J-8.C.3.4.2, “*Information Technology System, Application Inventory, & Workload History*” with enterprise IT application deployment services to ensure applications can be effectively utilized. The Contractor shall support designated application users to ensure deployed enterprise IT applications are usable and technical assistance is provided in a timely manner. The Contractor shall provide technical assistance to designated application users when requested to resolve all network, system, and equipment issues associated with the local utilization of deployed enterprise

applications. Technical assistance includes, but is not limited to, adjusting settings and configuration of workstations, verifying database connectivity, and checking connection and settings of peripheral equipment. The Contractor shall assist users to resolve encountered errors related to user input, data, and execution process. The Contractor shall respond to assistance requests from customers within the timeframe identified in Attachment J-8.C.3.4.4, "***Performance Level Standard.***" Network users will be responsible for purchase of local computer hardware.

C.3.4.3.2.9 Outages and Interruptions. The Contractor shall perform maintenance to ensure local systems and applications operate properly and interruptions are minimized. The Contractor shall provide 72 hours advance notice, including estimated downtime, to client organizations prior to performing scheduled system maintenance that would interrupt the availability of systems or applications. Emergency outages shall be coordinated with end users.

C.3.4.3.2.10 Help Desk. The Contractor shall operate a help desk to ensure operational issues of local systems and applications are responded to and properly resolved within the timeframe identified in Attachment J-8.C.3.4.4, "***Performance Level Standard.***" The Contractor shall assist individual users to resolve local system and application operational related issues that include, but are not limited to, hardware and software related issues, system connections, and system configurations. The Contractor shall resolve all operational issues in a manner that would cause minimal interruptions to the availability of local systems and applications. The Contractor shall provide a designated phone line to accept assistance requests during normal hours of operation as established in Section F.5, and provide the capability to provide assistance outside of these hours within three hours of being notified. Services performed under this Contract shall be provided at the performance standard identified in Attachment J-8.C.3.4.4, "***Performance Level Standard.***"

C.3.4.3.2.11 Portfolio Management Services. The Contractor shall provide application portfolio management services to ensure efficient and appropriate utilization of applications and their licenses. The Contractor shall provide core software to all users consistent with to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History.***" The Contractor shall manage application licenses to ensure license reviews are completed in a timely manner and licenses are utilized appropriately. The Contractor shall conduct annual license reviews of all applications' usage and corresponding terms in the licensing agreements to identify license deficiencies and excesses. Licenses procured shall be transferable to DOE or the successor contractor. The Contractor shall report all licensing agreement violations to the Government immediately upon discovery. Refer to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History.***"

C.3.4.3.2.12 Service Support. The Contractor shall provide service support including unpacking, installation, testing, removal of personal computers (PCs) and related components; software installation, removal, or upgrades as necessary; ensuring

operability between PCs and peripheral devices, the LAN, the WLAN and the Wide Area Network (WAN); and providing personal interface in assessing user needs through personal visits and telephone.

C.3.4.3.2.13 DOE Site Network. The Contractor shall provide all basic support to the DOE site network (which includes the ETS contractor). This basic support includes unpacking, installation, testing, and removal of PCs, printers, copiers and all associated consumables and related components; wiring; moving; and basic hands-on support. The Contractor shall coordinate this work with the PPPO Federal Help Desk.

C.3.4.3.2.14 Remote Systems. The Contractor shall establish and maintain the capability to access and utilize all remote DOE systems or databases in use at the PGDP. Remote DOE systems and databases include: CAIRS; Non-Compliance Tracking System (NTS) database; ORPS; Foreign Access Central Tracking System (FACTS) database; Facilities Information Management System (FIMS); Condition Assessment Information System (CAIS); Federal Telephone System Access; and EM's Integrated Planning, Accountability, and Budget System (IPABS); Automated Transportation Management System (ATMS).

C.3.5 OPERATIONS AND MANAGEMENT OF ASSETS

C.3.5.1 PROPERTY MANAGEMENT SERVICES

C.3.5.1.1. Real Property Services

C.3.5.1.1.1 DOE Support. The Contractor shall provide all requested informational support (see Section J, Attachment J-4, List of Deliverables) to the DOE Certified Realty Specialist in furtherance of site real estate activities. Such support may include due diligence in leasing and disposal, managing real estate processes, property and facility management and space planning.

C.3.5.1.1.2 Relocation Services. The Contractor shall provide intra-site/inter-site office relocation of Paducah Site personnel for DOE and other site contractors (office furnishings and equipment to include but not limited to coordination with site services, e.g., office set-ups, phone, computer, office key, janitorial services, etc.). The Contractor shall relocate (move) 25 personnel annually.

C.3.5.1.1.3 Facilities Information Management System. The Contractor shall be the PGDP's central coordinating organization for the FIMS. The Contractor shall coordinate with other DOE contractors at the Paducah Site to maintain and input data to the FIMS database in accordance with DOE O 430.1B, "*Real Property Asset Management*," and annual guidance provided by DOE. The FIMS database currently contains approximately 160 data elements for approximately 900 buildings, trailers, other structures and facilities (OSF's), land and leases.

C.3.5.1.1.4 Ten Year Site Plans (TYSP). The Contractor shall coordinate with all site contractors to prepare the annual PGDP TYSP (see Section J, Attachment J-4, List of Deliverables) in accordance with DOE O 430.1B, *“Real Property Asset Management.”* The Contractor shall be responsible for the overall integration and submission of TYSP for all site contractors, to include the Site Sustainability Plan in accordance with DOE O 436.1, *“Departmental Sustainability.”*

C.3.5.1.2 Personal Property

The Contractor shall coordinate and provide disposition support for Government owned personal property determined to be excess for all PGDP site contractors and DOE operations in accordance with DOE O 580.1A, *“Department of Energy Personal Property Management Program,”* DOE O 458.1, *“Radiation Protection of the Public and Environment”* and additionally, when applicable, the following will apply:

- The Contractor shall disposition classified equipment and material in accordance with the requirements of 41 CFR § 109-45.309-52 and DOE O 471.6, *“Information Security.”*
- The Contractor shall identify control and disposition high-risk property in accordance with the DOE Personal Property Letter 970-3, Revision 1, dated February 3, 1998.
- The Contractor shall disposition nuclear-related or proliferation sensitive property in accordance with the requirements of 41 CFR § 109-45.309-53.

The Contractor shall interface with the Paducah Area Community Reuse Organization (PACRO) to transfer eligible excess personal property per the PACRO/DOE Property Transition Agreement.

C.3.5.1.3 Fleet Management Services

The Contractor shall coordinate with the other site contractors to provide site-wide, statistical usage tracking, and reporting on GSA leased vehicles and DOE-owned vehicles/equipment. The current vehicle information is provided in Section J, Attachment J-8.C.3.5.1.3a, *“Fleet Vehicles.”*

C.3.5.2 MAINTENANCE MANAGEMENT

The Contractor shall provide all maintenance necessary to ensure safe and cost effective operation of facilities and equipment as described in this Contract in order to meet current and future mission requirements utilizing best practices.

The Contractor shall manage the total work effort associated with the maintenance required for all assigned property to meet the performance objectives and standards as described in sections C.3.5.3 through C.3.5.9 in this Contract. Such management shall include planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.

The Contractor shall implement all necessary work control procedures to ensure fully adequate and timely completion of work requirements/maintenance (scheduled or unscheduled), to include tracking of work in progress. The Contractor shall plan and schedule maintenance to ensure material, labor, and equipment are available to complete requirements within the scheduled durations or for LEVEL II work in accordance with C.3.5.2.1.5.2.1 LEVEL II Maintenance Categories. Verbal scheduling and status reports shall be provided when requested by the Government (see Section J, Attachment J-4, List of Deliverables). The Contractor shall utilize a CMMS to fulfill the requirements stated herein.

C.3.5.2.1 Computerized Maintenance Management System (CMMS)

The Contractor shall fully utilize the computer software program MAXIMO as their CMMS. The Contractor shall operate and maintain the CMMS. The Contractor shall provide full access to the CMMS by the Government to include any licensing requirements. The Contractor shall utilize the CMMS to track all scheduled and unscheduled maintenance/services, service orders, individual job orders, standing job orders, preventative maintenance, inventory and any other uses as appropriate.

C.3.5.2.1.1 Maintenance Request Reception and Processing. The Contractor shall provide the capability to receive, prioritize, correspond, and respond to service orders during normal hours of operation as established in Section F.5. The Contractor shall establish and maintain procedures for receiving emergency service orders after hours. Service orders for non-emergency work will be accepted only from the facility managers designated by the Government.

The Contractor shall develop, input, update, and maintain all service order information within the CMMS. The status of all assigned and completed service orders shall be made available to the Government Representative upon request (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall process, record, and track the following information within the CMMS:

- Date/time the call or service order was received.
- Name and telephone number of requester.
- Location of service work requirement/facility identification.
- Date/time Contractor responded on-site.
- Priority identified/confirmed
- Brief description of service work estimated.
- Equipment ID number, if applicable.

C.3.5.2.1.2 Status Inquiry. A status report of any item of work (see Section J, Attachment J-4, List of Deliverables), to include all work that has been completed, shall be provided within two hours during normal hours of operation as established in Section F.5, or by 8:00 AM the following work day for inquiries after regular working hours. This update may be made by automated reports generated by the CMMS.

C.3.5.2.1.3 Data Element Entry. The Government will define data element entry requirements prior to start of Contract performance and revise data element entry requirements as necessary during Contract performance. The Contractor shall continue to deliver data element requirements and any future revisions of data element requirements at no additional cost to the Government.

C.3.5.2.1.4 Configuration Management. The Contractor shall redline and update installation drawings and 'as-built' drawings to reflect any changes that result from work performed by the Contractor. Markups of drawings shall be performed within fifteen (15) business days after completion of the work that resulted in the change to the drawing(s). A record of all changes/additions to assigned buildings, structures, and related equipment and systems made by the Contractor shall be provided to records management within 30 calendar days of the completed work.

C.3.5.2.1.5 Call Backs. The Contractor shall divide maintenance into two levels: LEVEL I is Scheduled Maintenance and LEVEL II is Unscheduled Maintenance (Maintenance Request or Service Order). All maintenance completed by the Contractor and found to be unacceptable by the Government shall be reworked by the Contractor within two (2) business days after notification (either verbal or written) by the Government. This rework shall be at no additional cost to the Government. A request or “call back” for further maintenance or service not adequately performed will not constitute LEVEL II Maintenance.

C.3.5.2.1.5.1 LEVEL I Maintenance. Scheduled Activity (Maintenance or Service) includes any activity or service that can be planned to include Predictive Maintenance, Preventative Maintenance (PM), Inspections, and Services that can be foreseeably, either routinely or regularly, scheduled or planned such as daily services and periodic inspections.

C.3.5.2.1.5.2 LEVEL II Maintenance. Unscheduled Activity (Maintenance or Service) includes, but is not limited to, any activity or service required that was not scheduled or planned nor foreseeably can be scheduled or planned such as corrective maintenance and surprise inspections. The Contractor may combine multiple repair requirements received for the same trade in the same building or structure at the same time into one service call as long as the service call firm-fixed-price limit of liability (\$10,000 that includes only direct labor and material costs) is not exceeded.

As part of the LEVEL II Maintenance (Unscheduled Activity/Service Call), the Contractor has full responsibility for any individual LEVEL II Maintenance up to \$10,000 (including all direct labor and material costs only) per job as part of the Contract price. Work LEVEL II requirements over \$10,000 (including all direct labor and material costs only) per job can be accomplished by separate contractual actions to include the IDIQ section of this Contract.

Work that would exceed the \$10,000 limit, except for emergency work as stated below, must be approved in writing by the Government prior to performance. Any work that is performed by the Contractor without such authority will be at the Contractor's own risk.

C.3.5.2.1.5.2.1 LEVEL II Maintenance Categories. The following are the maintenance categories, response to work site time requirements and limitation of maintenance expenditure limitation.

- **Priority 1 – Emergency:** Maintenance required to correct a failure or to arrest any condition which constitutes, or can foreseeably constitute an **immediate** danger to personnel, threaten to damage property, or threaten to disrupt PGDP operations (including security). Priority 1 – Emergency Maintenance takes priority over all other work.

The Contractor shall respond within 30 minutes of receipt of notification if during hours of operation or one (1) hour of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is corrected, or the emergent condition is arrested and the maintenance can be reclassified as either urgent or routine, as appropriate, and the corresponding completion time applied. Follow up maintenance shall be considered part of the original service call.

Any emergency work which the Contractor claims will exceed \$10,000 (including all direct labor and material costs only) must be approved by the Government prior to initiation of work or, if notification is impracticable, at the earliest possible time; however, in no event should the Contractor take more than eight (8) hours to inform the Government. Failure to adhere to the aforementioned may preclude the Contractor from receiving an equitable adjustment in the Contract price for emergency work performed in excess of \$10,000 (including all direct labor and material costs only).

- **Priority 2 – Urgent:** Maintenance required to correct failures which do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well-being of personnel, lead to property damage, or lead to disruptions in operations.

The Contractor shall respond within one (1) hour of receipt of notification if during hours of operation or two (2) hours of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is corrected, or the urgent condition is arrested and the maintenance can be reclassified as routine, and the corresponding completion time applied.

Follow up maintenance shall be considered part of the original service call.

- **Priority 3 – Routine:** Maintenance required to correct failures which cannot be classified as Priority 1 or Priority 2.

The Contractor shall respond within four (4) business hours of receipt of notification.

C.3.5.2.1.5.3 Completed Maintenance. Within one (1) working day after completion of each activity or service, the Contractor shall add the following information to the work authorization form and return to the Contractor work reception center for CMMS entry and activity closeout:

- Description of work actually completed.
- Brief description of material and parts used, including quantities.
- Date and time work began.
- Date and time work was completed.
- Operational checks performed.
- Hours of labor (by craft) expended.
- Signature or initials of the Contractor's craftsman performing the work (or supervisor), indicating that the work has been completed.

C.3.5.2.2 Weekly Reporting

The Contractor shall provide the Government a weekly maintenance report detailing all scheduled maintenance activity as described in Section C.3.5 of this Contract (see Section J, Attachment J-4, List of Deliverables). This weekly maintenance report may be made by automated reports generated by the CMMS. The weekly maintenance report shall contain the following:

- All Level II maintenance activities accomplished from the time of the prior weekly maintenance report to include current status and corrective action, as applicable.
- All Level I maintenance activities to be performed in the following week.
- All known Level II maintenance activities to be performed in the following week.
- Any scheduled deviation from routine services, e.g. Janitorial/Custodial cleaning schedule.

C.3.5.3 MAINTENANCE OF BUILDINGS, STRUCTURES, INSTALLED EQUIPMENT, AND FURNISHINGS

The Contractor shall perform maintenance, repair, replacement, and minor construction of buildings and structures, related systems, equipment and furnishings in accordance with Contract requirements and applicable DOE Directives for assigned facilities in Attachment J-8.C.3.0, *“Assignment of Responsibility by Facility”* for surveillance and maintenance requirements. Additionally, Attachment J-8.C.3.5.3, *“Characteristics for Facilities for Surveillance and*

Maintenance” provides additional information on these facilities. The work includes the performance of preventative maintenance, scheduled and service order work as described herein.

C.3.5.3.1 General

The Contractor shall maintain all assets in the originally installed condition, except in cases where condition was less than original when the Contract commenced; for these the asset must be maintained in at least the condition found at Contract outset. If an asset is replaced during the life of this Contract, it becomes the responsibility of the Contractor to maintain said asset in its installed condition. The Contractor shall maintain and/or replace worn, damaged, and defective furnishings (such as, but not limited to: desks, chairs and tables) to support assigned facility operations.

The Contractor shall provide new or factory reconditioned parts and components when providing maintenance, repair, and minor construction services as described herein. All replacement units, parts, components and materials to be used in the maintenance, repair, and minor construction of facilities and equipment shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; shall comply with applicable Government, commercial, or industrial standards such as National Board of Underwriters or Underwriters' Laboratories, Inc., National Board of Fire Underwriters, National Electrical Manufacturer's Association, American Society of Mechanical Engineers; and used in accordance with original design and manufacturer intent.

The Contractor shall arrange work so as not to cause interference with normal business activities. In those cases where some interference is unavoidable, the Contractor shall make every effort to minimize the impact of the interference. The Contractor shall notify the building occupants in writing at least two (2) business days in advance of any work to be performed in a facility that will tend to disrupt the conduct of normal business activities. Notification shall include the type of work to be done and the estimated completion date. The Contractor shall reschedule any work the COR deems necessary to avoid unacceptable disruptions of normal business activities.

When the Contractor completes work on a facility, system, or piece of equipment, that facility, system, or equipment shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall include operational checks and cleanup of the job site.

C.3.5.3.1.1 LEVEL I Maintenance for Facilities (Preventative and Scheduled Maintenance for Facilities). The Contractor shall develop and implement a comprehensive PM program for assigned buildings, structures, and installed equipment as set forth in this Contract. The Contractor shall identify and develop maintenance standards and procedures for each building and subsystem, structures, and installed equipment to their individual component level.

The Contractor shall perform PM activities on the assigned facilities, systems, and equipment. PM activities consist primarily of inspection, lubrication, calibration, adjustment, and minor part and component replacement (e.g., filters, belts, hoses, fluids, oil and grease) as required to minimize malfunction, breakdown, and deterioration of equipment; and the identification of and/or performance of any repairs required to ensure the equipment is operating per manufacturer's standards. The Contractor shall complete all identified repairs and provide all necessary services, parts, and materials as part of the PM.

Excessive or repeated system breakdowns or deficiencies may be considered by the Government as an indication of unsatisfactory Contractor performance of PM. The Contractor should recognize that untimely response to repair requirements and lower levels of PM will result in increased repair frequencies and additional material costs. The Contractor may, at its option and at no additional cost to the Government, increase the level and/or frequency of PM in an effort to minimize repair requirements.

C.3.5.3.1.2 LEVEL II Maintenance for Facilities (Service Order (SO) Task and Standards). The Contractor shall perform LEVEL II Service Order work as defined in Section C.3.5.2, Maintenance Management and in accordance with standards established in this Contract in performing corrective maintenance and repair to buildings, structures, installed equipment systems and system components. LEVEL II Service Order work shall be performed for all real property assets, to include assets that are not required to be in the PM program. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I tasks, remain applicable to LEVEL II Service Order tasks unless waived by the Government.

The Contractor shall perform unscheduled maintenance, repair, or modification of all elements related to assigned buildings, facilities or structural components or systems. The Contractor shall troubleshoot, test, diagnose, disassemble, fabricate, and repair or replace elements or sub-elements; repair, reassemble, and quality test to ensure proper functioning in accordance with the manufacturer's installation instructions, standard work practices or national codes (the more stringent requirement shall govern); and interpret manuals, blueprints, sketches, schematics, and specifications for all work.

C.3.5.3.1.3 Warranty Maintenance. The Contractor shall exercise manufacturers' commercial warranties on Government equipment on the Government's behalf. The Contractor shall report any difficulty in exercising manufacturers' warranties to the Government and request assistance as necessary. It is the Contractor's responsibility to correct equipment deficiencies, regardless of the manufacturers' actions. If the manufacturer fails to honor the warranty, it shall not relieve the Contractor of this responsibility.

- **Invalid Warranties.** The Contractor is responsible for invalid warranties due to poor workmanship or by not following manufacturers' installation or operating instructions. Replacements and repairs will be at the Contractor's expense.

- **Warranty Monitoring.** The Contractor shall develop and maintain information within the CMMS on warranties for equipment and facilities pertaining to the Contract within 90 calendar days following the NTP and throughout the Contract term.

C.3.5.3.1.4 Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Components

- 1) **Roofing Systems.** All roofing systems for facilities shall be inspected, maintained, and repaired in accordance with industry practice and the National Roofing Contractors Association (NRCA) “Roofing and Waterproofing Manual.” All maintenance and repairs shall be accomplished to ensure that the roofing systems remain as watertight assemblies, that water does not enter the interior of the building or the insulating layer, and that the water drains freely from the roof surface at all times. Damaged, deteriorated, or missing roofing, sheathing, flashing, gravel stops, miscellaneous roof structures and components, and structural supports shall be repaired or replaced as required to provide a watertight seal and to retain the original whole condition of the roof system.
- 2) **Structural Components.** In the inspection, installation, maintenance, and repair to assets, the Contractor shall develop standards as required. The Contractor shall inspect all structural components that shall include: foundations and exterior walls, interior walls and ceilings, chimneys and stacks, porches and decks, structural elements, loading ramps and platforms, exterior and interior stairs, sub-floors, windows, glazing, and thermal and moisture protection.
- 3) **Interior Walls, Ceilings, and Trim.** Damaged and deteriorated walls, ceilings, and related trim shall be repaired or replaced to provide an attractive surface which is free of noticeable cracks, rips, scars, spalls, raised areas, holes and dents, broken or missing components, and marks and stains. Trim items and ceiling fixtures shall be removed as necessary to provide access to the damaged area. Upon completion of the repair activity, fixtures and trim shall be reinstalled, and items repainted or refinished to restore them to their original condition. Broken and stained ceiling tiles shall be replaced with tiles of the same material, style, size, and color. A damaged or broken suspended grid system shall be repaired or replaced as necessary to provide a suspended ceiling system as designed.
- 4) **Interior Doors.** Interior doors shall be maintained and repaired, as necessary to operate smoothly without binding or sticking. Damaged, deteriorated, or missing doors and associated hardware shall be repaired or replaced as required. The replaced doors shall be the same type and have the same finish as the original doors. Scarred areas of doors shall be sanded, sealed and finished to match the surrounding door surface.
- 5) **Doors, Windows, and Screens.** Doors, windows, and screens shall operate smoothly without binding or sticking in accordance with the manufacturer's

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design. Damaged, deteriorated, or missing doors, windows, and screens, and associated components shall be repaired or replaced as required. Caulking, glazing, and weather stripping shall be fully intact to maintain a completely weather tight seal. Replacement glass shall be of the same size, type, and quality as the existing glass. Safety glass shall be provided where required by building codes regardless of the existing type of glass. Damaged, deteriorated, warped, swollen, and sagging doors shall be repaired/replaced with doors of the same type and size. Damaged, inoperable, or missing hardware such as hinges, locks, striker plates, latches, keepers, window operating mechanisms, door closures, springs, etc. shall be adjusted, repaired, or replaced as required. Replacement hardware shall match existing hardware in type, size, quality, and finish and meet the Building Hardware Manufacturers Association (BHMA) Product Standards. Hardware shall be installed in accordance with the manufacturer's recommendations.

- 6) Stairs and Stairwells. The Contractor shall secure loose treads, risers, stringers, handrails, brackets, and other components. Badly damaged stair and handrail components shall be repaired/refinished to match original components.
- 7) Cabinets and Countertops. Damaged or deteriorated cabinets, shelving, and countertops shall be repaired or replaced as required. Missing or inoperative hardware shall be replaced. Countertops shall be free of warped, chipped, burned, cut, or otherwise marred areas
- 8) Interior Accessories. The Contractor shall repair or replace all damaged, inoperative, or missing interior accessories, paper holders, soap trays, dispensers, towel bars, shower curtain rods, medicine cabinets, mirrors, and doorstops. Loose accessories shall be re-secured by tightening or replacing screws or by using a suitable adhesive. Damaged or missing items shall be replaced with items matching the original.
- 9) Flooring and Floor Covering. Damaged or deteriorated flooring, subflooring, and structural members shall be repaired or replaced to provide a structurally sound, uniform, and aesthetic surface which is free of cracks, breaks, chips, tears, gouges, stains, and buckling. Damaged flooring to be replaced shall be removed without affecting adjacent areas. Impacted trim and molding will be replaced. In the installation, maintenance and repair of floor covering, the Contractor shall follow generally accepted trade practices recognized by industry related trade associations or written instructions from the floor-covering manufacturer. The following classifications of floors and floor coverings are found at the PGDP: concrete, vinyl asbestos tile, asphalt tile, resilient floor covering, carpet, and rugs.
- 10) Baseboards. Deteriorated or damaged sections of baseboard shall be removed. Wall and floor surfaces shall be cleaned of all dirt, oil, grease, mildew, moisture,

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adhesive, and debris. Loose baseboards shall be re-secured to the wall and damaged, deteriorated, or missing baseboard sections shall be replaced.

- 11) Exterior Walls. Damaged or deteriorated wall areas shall be repaired or replaced to restore to a serviceable, structurally sound, and watertight condition. This work includes, but is not limited to, replacing damaged masonry units, tuckpointing loose or eroded mortar joints, sealing penetrations in wall openings; replacing damaged or deteriorated structural members, siding, underlayment, and exterior trim; replacing miscellaneous hardware items; and removal of vegetation, discoloration, graffiti, or other defects which will render an unsightly appearance to exterior walls.
- 12) Exterior Trim. Exterior trim, including all exterior moldings, shall be repaired or replaced as required. Surfaces to receive trim shall be thoroughly cleaned of sealant and paint build-up prior to installation of trim. Damaged or deteriorated insulation board or underlayment shall be replaced with material of the same type, thickness, and quality. Bird screens and soffit vents shall be intact and free of corrosion and missing pieces.
- 13) Gutters and Downspouts. Clogged gutters and downspouts shall be cleaned out. Broken, damaged, misaligned, or leaking gutters and downspouts shall be repaired or replaced with new material to match original as to gauge, type of material and finish. Loose hangers and fasteners shall be tightened. Missing or broken wire guards, hangers and fasteners for gutters and downspouts, and splash blocks shall be replaced.
- 14) Exterior Concrete and Masonry Structures. Exterior concrete (Portland cement and asphaltic) surfaced areas such as patios, sidewalks, and steps shall be repaired so they are structurally sound, at original alignment and grade, and are free of damage and major cracks. Masonry fences and steps shall be repaired to replace missing or broken masonry units. Deteriorated mortar parts, gaps, breaks, and loose components shall be repaired.
- 15) Exterior Accessories. Damaged, deteriorated, or missing building accessories, exhaust fan vent caps, chimney caps, lighting, and other miscellaneous components and hardware shall be installed, repaired, or replaced as required.
- 16) Stairs. Damaged or deteriorated stairs and stairways, including treads, risers, nosings, stringers, brackets, balustrades, handrails, and other components shall be repaired or replaced as required.
- 17) Overhead or Rolling Doors. Railings shall be checked for alignments. Rusted or corroded areas shall be repaired or replaced. All bearings, rollers, gears, and pulleys shall be properly lubricated. All hangers, bolts, springs, and pins shall be free of rust and corrosion and appropriately lubricated. Cables and fusible links

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shall be properly installed and free from corrosion and rust. See Attachment J-8.C.3.5.3.1.4b, “*Overhead/Rolling Doors by Facility*” for further equipment details.

- 18) Architectural and Traffic Signage. The Contractor shall perform replacement and sign fabrication tasks necessary for maintenance, repair, replacement, and alterations of interior and exterior signs for buildings, structures, facilities, and road signs. All signage tasks shall be performed in accordance with Local, State, and Federal DOT traffic sign directives and regulations. Signs will be repaired or replaced when damaged, faded, outdated, or otherwise illegible.

- 19) Heating, Ventilation and Air Conditioning (HVAC) Systems. The term HVAC System as used in this document means any installed equipment designed for the sole purpose of conditioning the air in an occupied space. It may be for heating, cooling or both. The Contractor shall operate, maintain, and repair all HVAC systems. The Contractor shall perform specific inspections, procedures, and preservation required by the manufacturer; verify all systems and components are operating as designed; and identify needed repairs that may be accomplished during the off-season. This work includes the maintenance, repair, and installation of all components, devices, equipment and associated systems, compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of equipment essential to the proper operation of equipment and systems in accordance with the manufacturer’s manuals. See Attachment J-8.C.3.5.3.1.4c, “*HVAC Systems by Facility/Location*” for further equipment details.

- 20) Refrigeration Equipment. Refrigeration systems are reach-in type residential, walk-in commercial refrigerators, and electric water coolers. Refrigeration equipment will be maintained in operable condition.

- 21) Painting. In the maintenance and repair of painted surfaces, the Contractor shall prepare and paint surfaces in accordance with manufacture’s recommendations and standard industry practice. The Contractor shall accomplish color-coding and directional markings of pipes and conduits, various safety markings on floors and walls, and all other painting tasks needed for safe operation and maintenance of facilities. The Contractor shall not paint over manufacturers’ data plates or other items such as outlet covers, hardware, and windows. All furnishings, equipment, floor coverings, and other surfaces that are not to be painted shall be carefully moved, covered, or otherwise protected prior to painting. Items such as hardware, hardware accessories, machined surfaces, blinds, curtains, plates, light fixtures, and similar items in contact with painted surfaces shall be removed, masked, or otherwise protected prior to surface preparation. All removed items shall be

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reinstalled and furnishings and other property returned to its original position. Painted items shall operate without binding. The Contractor shall be responsible for the cost of repairing any damage caused to Government property. Prior to painting, surfaces to be painted shall be cleaned to remove all dirt, dust, rust, scale, grease, oil, and other deleterious substances. All scratches, nicks, cracks, gouges, spalls, or peeling paint shall be repaired. Paint shall be carefully applied to provide smooth finished surfaces free from runs, drops, ridges, waves, variations in color, or other defects.

- 22) Plumbing Systems. The Contractor shall maintain plumbing systems and their associated components in accordance with State and local plumbing codes. The Contractor's plumbing work shall include the PM of these systems and the repair or replacement of their associated components. The quality of workmanship shall always be equal to, or better than, the minimum specified by the applicable code. Plumbing systems and fixtures shall be free flowing, in good, safe operating condition, and free of leaks and drips. All sinks, tubs, toilets, urinals, basins, and faucets, lavatories, showers, drain lines, and other plumbing shall be free of leaks and drips, operate properly, drain freely, and be free of cracks. All fixtures and components that cannot be repaired shall be replaced. The Contractor shall mop up, vacuum, or otherwise remove water resulting from overflowing fixtures, leaks, or clogged drains. Surfaces and areas exposed to wastewater shall be disinfected. Walls, ceilings, and other structures, paved areas such as sidewalks and roads, grassed areas, etc. which are damaged by and/or removed to gain access to leaks, clogs, or other defects shall be restored by the Contractor to original condition. Water heaters shall be repaired or replaced as required to provide hot water without leaks. Controls, control devices, and safety devices shall operate safely and properly.
- 23) Electrical Material and Equipment. All electrical equipment, service connections, distribution panels, connections, grounds, outlets, switches, wiring, branch circuits, ground fault circuits, lighting fixtures, and photo cells shall be repaired or replaced as required so as to operate as originally intended and designed, and in a safe manner. Cracked, broken, or missing receptacle and switch faceplates shall be replaced with new plates of the same/original color and size. Light fixture lenses and globes that are damaged or missing shall be replaced. All exterior lighting shall also be repaired/replaced, including light bulb replacement as required so as to operate as originally intended and designed, and in a safe manner. Electrical materials and equipment utilized by the Contractor shall comply with existing codes of the National Fire Protection Association (NFPA), Bureau of Standards, and the American Safety Code. All work shall conform to the requirements of the latest editions of the NFPA-70 (National Electrical Code) and the National Electrical Safety Code (NESC). All electrical equipment, devices, and replacement parts installed shall be Underwriters Laboratory (UL) listed and labeled

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- 24) Elevators (Vertical Transport Equipment). The Contractor shall perform all maintenance, repair, inspection, testing, and component replacement of equipment per the manufacturer's original specifications to keep elevators in a safe operating condition. The Contractor shall perform service call work as necessary to determine the reason for system and equipment malfunctions, eliminate the cause(s), and restore the system or equipment to satisfactory working condition. Performance standards include: Equipment areas/rooms clean; Car meets manufacturer's rated speed; Car movement smooth with no unusual or objectionable noise or vibration; Car stops level with all floors/landings; All doors and safety edges operate at rated speeds per original equipment specifications; Normal and emergency operating controls, lights and indicator lamps, and safety systems and mechanisms are operational; All cables within allowable limits of wear and acceptably lubricated. See Attachment J-8.C.3.5.3.1.4d, "*Elevators*" for further equipment details.
- 25) Gas/Diesel Dispensing Stations. There are two (2) fueling stations on site. The maintenance activities shall include: calibration of bulk fuel tanks, valve lubrication, cleaning of vents and strainers, replacement of hoses on pumps (if required), adjustment of mixing temperature control valves, and all other maintenance required to keep the fueling stations in a safe operating condition. See Attachment J-8.C.3.5.3.1.4e, "*Gas/Diesel Dispensing Stations Description*" for equipment details on these stations. The inspection, maintenance, and repair of these assets shall follow all applicable Federal, State, and local guidelines.
- 26) Metal/Sheet Metal Working. The Contractor shall maintain the capability to repair, replace, or construct metal components of buildings and structures, install building equipment, and construct and install metal components in support of other maintenance activities. Metalworking includes the full range of metalworking and sheet metal activities: heating and bending to form metal shapes, drilling, torch cutting, hammer forging, grinding, and sawing and fitting of metal parts. Processes include preheating, brazing, bead welding, flame cutting pressure welding, and heat-treating. The Contractor shall also weld all types of metals using electric, acetylene, and/or inert gas shielded welding processes. Welding shall be performed on light, heavy gauge, and hardened metals using flat, vertical, horizontal, and overhead positions.
- 27) Keys and Locks. As indicated in Section C.3.3, Safeguards and Security, the Contractor shall manage a security lock and key program. The Contractor shall also, for assigned facilities, install, maintain, adjust, repair or replace electrical, mechanical, and combination locks, latches, panic devices, door closers, and keys. These may be installed in buildings or building components. The Contractor's work shall include setting and changing lock combinations, recovering locks, and making/replacing keys. The Contractor shall repair or replace, and install locks. Locking systems shall be inspected, maintained and repaired as per manufacturer's instructions and applicable guidance. The Contractor shall comply

with the requirements of the CCSA Safeguards and Security Program (see Section C.3.3).

- 28) Security Fences and Wire Cages. The Contractor shall provide maintenance/repair of security fences and gates to ensure all exterior and interior fences are kept in good repair, and unauthorized entry is not permitted. All gates shall be maintained secure, and all hinges and locking devices kept in good working order. Repairs required include, but are not limited to, the following: repairing holes in chain link fence and wire cages, stringing of barbed wire on top of fence, replacing or resetting of fence support stanchions, replacing or repairing hinges and locking devices, and removal of rust and the painting of fences. More stringent inspection and repair may be needed for designated security fencing as required for the S&S Program (see Section C.3.3). See Attachment J-8.C.3.5.3.1.4a, “*Security Fences and Wire Cages Listing/Description*” for additional details on this item.
- 29) Re-Lamping. The Contractor shall re-lamp lighting fixtures contained in the facilities that require surveillance and maintenance by the Contractor as identified in Attachment J-8.C.3.0, “*Listing of Facilities Responsibility Matrix.*” The Contractor shall periodically inspect each building included in this Contract to systematically replace burned out and/or blinking bulbs. All relamping activities are LEVEL I activities.
- 30) Miscellaneous. For any facility attribute, system or component not specifically covered (e.g., structures, bus stops, ceiling tiles) the Contractor shall inspect, maintain and repair as required in accordance with nationally recognized standards or industry best practices.

C.3.5.4 CUSTODIAL MAINTENANCE AND SANITARY WASTE DISPOSITION

C.3.5.4.1 General

The Contractor shall provide custodial maintenance so the facilities are clean, sanitary, and sightly.

C.3.5.4.2 Materials

The Contractor's cleaning techniques and products shall protect the integrity of both the surfaces and the finishes that are receiving cleaning services. The Contractor shall purchase and use cleaning products containing recovered materials that are EPA-designated items to the greatest extent practicable or when not practicable, the Contractor shall purchase and use cleaning products that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose.

The Contractor shall post warning signs and barricades in areas of floor care operations, as appropriate, to ensure personnel safety.

The Contractor's cleaning techniques for biological material to include excrement and vomit shall be in compliance with Center of Disease Control protocols, and approved Federal, State and local regulations as implemented through the Contractor's WSHP.

C.3.5.4.3 LEVEL I Maintenance, Scheduled Cleaning Services

The Contractor shall develop, implement and provide to the Government a space cleaning plan (see Section J, Attachment J-4, List of Deliverables), which incorporates:

- Facilities indicated in Attachment J-8.C.3.0, "*Listing of Facilities Responsibility Matrix,*"
- Service level required in Attachment J-8.C.3.5.4 Table 1, "*Listing of Facilities and Service Level,*" and
- Frequency shown in Attachment J-8.C.3.5.4 Table 2, "*Service Level Frequency Description.*"

The Contractor shall perform space cleaning services to the standards described herein according to the space cleaning services schedule. The Contractor shall only report deviations from the space cleaning plan into the weekly maintenance report (see Section C.3.5.2.2).

C.3.5.4.3.1 Space Cleaning. The Contractor shall clean offices, conference rooms, breakrooms, kitchen areas, restrooms, file rooms, closets, entry areas, curtilage, hallways, steps and stairs, entrances, sidewalks, landings, balconies, ledges, smoking areas and sheltered areas/gazebos adjacent to buildings or facilities. The Contractor shall ensure the spaces are clean, sanitary and sightly. Furniture and other items moved while performing basic services shall be returned to their original positions.

- 1) **Waste Containers.** All waste containers shall be emptied and plastic liners shall be placed into waste containers. Any plastic liner with food wastes or that is soiled or leaking shall be replaced with a new plastic liner. Waste containers shall be washed as needed inside and outside using a disinfectant and shall be free of odors. After washing, containers shall be wiped dry and new plastic liners installed. Boxes, cans, bottles, and other items placed adjacent to waste containers and marked "TRASH" shall also be removed and disposed of. All waste collected shall be disposed of in the nearest outside trash collection point. Waste that falls on the floor and outside grounds during the waste removal process shall be picked up and disposed of by the Contractor.
- 2) **High Area Cleaning.** The Contractor shall provide high area cleaning services to ensure surface areas are clean. Surfaces between 7 feet and 14 feet shall be cleaned free of dirt, dust, and cobwebs. Where glass is present, both sides shall be clean and free of streaks. This includes all walls and ceiling areas and anything affixed to, or included in, these surfaces. This does not include removal of vents, tiles, or fixtures.

- 3) **Low Area Cleaning.** The Contractor shall provide low area cleaning services to ensure surface areas are clean. Low area cleaning includes all furniture and fixtures (e.g., partitions, radiators, equipment, hand railings in stairways, grills, ledges, sills, walls, baseboards, doors, glass in partitions and doors, light fixtures, miscellaneous hardware and bright metal work) to a maximum height of 7'-0" above floor level.
- 4) **Door Tracks.** Tracks shall be clean and free of dirt, debris, built up grime, dust, smudges, and other extraneous matter.
- 5) **Interior Window and Glass Cleaning.** The Contractor shall clean window and glass surfaces and adjacent areas to ensure that surfaces are clean.
- 6) **Window Treatments.** The Contractor shall clean window treatments to include blinds, draperies, curtains, shades, and all other accessories and appurtenances to ensure that surfaces are clean. All treatments and coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported for repair.

C.3.5.4.3.2 Floor Care. Floor care shall consist of the following services:

- 1) **General Requirements:**
 - a. The Contractor shall move non-permanent rugs and other floor coverings prior to floor care services. The Contractor shall return furniture, rugs, floor coverings, and other items moved during services to their original positions.
 - b. Mops and cleaning rags shall be cleaned and sanitized before and after a day of use. Mops and cleaning rags used in restrooms shall not be used to clean any other areas.
 - c. The Contractor shall ensure that all bare floors, base moldings, and grout are clean and free of debris including dirt, water streaks, mop marks, string, gum, tar, and any other foreign matter.
 - d. The Contractor shall ensure that any cleaning of flooring that may contain Asbestos Containing Building Material (ACBM), such as vinyl asbestos tile (VAT), shall comply with the Contractor's WSHP.
 - e. The Contractor shall ensure that damp mopping is the only method of wet cleaning for floors containing asphalt material.
- 2) **Sweeping/ Dust Mopping.** The Contractor shall sweep/dust mop uncarpeted floors including stairwells and elevators to ensure floors are clean.
- 3) **Carpets and Rugs:**

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- a. Vacuuming. The Contractor shall vacuum carpets and rugs to remove loose dirt, dust, and debris ensuring they are clean.
 - b. Deep Cleaning (Shampooing). The Contractor shall ensure that all carpets are vacuumed and free of all loose soil and/or any debris prior to shampooing carpets. The Contractor shall use shampooing with water extraction, chemical extraction, steam cleaning, and/or other similar deep cleaning processes or an equivalent method that properly cleans carpets and rugs, rendering them free of any streaks, spots, and/or stains. Once cleaned, carpets and rugs should have a uniform appearance. After drying, the Contractor shall return all furniture, or other equipment that was moved to the original position.
- 4) Walk-off Mats. The Contractor shall provide and service the walk-off mats and clean surfaces below the mats.
 - 5) Damp Mop. The Contractor shall damp mop uncarpeted floors, including stairwells and elevators to ensure that they are clean.
 - 6) Wet Mop. The Contractor shall ensure wet mopped floors are cleaned using disinfectant cleaner(s) with additional scrubbing, if necessary. Surfaces, baseboards, and corners shall be clean and dry. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. There shall be no visible buildup of finish in corners or crevices.
 - 7) Waxing and Buffing:
 - a. Spray Cleaning and Buffing. Prior to spray cleaning and buffing, floors shall be damp mopped as specified above. Floors shall be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The Contractor shall use a blend of detergents and polymers to emulsify surface soil and repair traffic areas. If buffing produces loose residue, it shall be removed in a manner that will leave the floor clean without destroying the high gloss produced by buffing. When cleaning and buffing is completed, the floor shall have a uniform, high-gloss finish from wall to wall, including corners, free of scuff and heel marks.
 - b. Waxing and Buffing. In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be damp mopped as specified above immediately prior to application of wax. Floors shall be buffed, if required, to a uniform gloss finish free from dirt, traffic marks, and stains.
 - c. Stripping, Waxing and Buffing. In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely

stripped, waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be buffed to a uniform gloss finish free from dirt, traffic marks, and stains.

C.3.5.4.3.3 Breakroom Areas. The Contractor shall service all breakrooms to ensure they are clean, sanitary, sightly and stocked with sufficient supplies, such as soap, paper towels, and similar items. The Contractor shall clean, disinfect and sanitize all fixtures and surfaces to include sinks, drinking fountains, washbasins, coffee areas, and similar fixtures, and ensure that no dust, spots, soiled substances, discoloration, mold, build-up, or excess moisture is present in these areas. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains.

C.3.5.4.3.4 Restroom Services. The following work requirements shall be performed each time restroom services are performed:

- 1) **Cleaning.** Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be washed inside and outside using a disinfectant, and shall be free of stains and odors. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains. Stains shall be removed from all urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories or sinks. Floors shall be swept/dust mopped free of dirt, then mopped with a disinfectant. Floor drains shall be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors shall be cleaned free of dirt, stains, and graffiti. Mirrors shall be cleaned and polished. All metal fixtures and hardware shall be wiped, cleaned and free of streaks. Waste containers shall be emptied, disinfected, and plastic liners replaced. If present, shower stall rooms and locker/dressing rooms shall be considered part of the restrooms, and cleaned accordingly.
- 2) **Servicing/Inspecting/Stocking.** Servicing restrooms shall include inspecting, cleaning, and replenishing supply dispensers. Restroom supplies include paper towels, toilet tissue, toilet seat protectors, air fresheners and soap. The Contractor shall stock restrooms with sufficient supplies to ensure they will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them upon notification.

C.3.5.4.3.5 Collection and Disposition of Waste. The Contractor shall be responsible for pickup and disposition of sanitary waste, including disposition of sanitary waste in up to ten (10) dumpsters at or around the PGDP.

The Contractor shall separately collect and manage recyclable and consumer hazardous waste generated by the Contractor from other waste streams in accordance with the waste minimization program per C.2.2.3 and C.2.2.10.

C.3.5.4.4 LEVEL II Maintenance, Un-Scheduled Cleaning Services

Upon notification through the issuance of a LEVEL II Maintenance request, the Contractor shall respond and perform in accordance with Section 3.5.2, Maintenance Management.

C.3.5.5 GROUNDS MAINTENANCE

C.3.5.5.1 General

The Contractor shall perform grounds maintenance, including grass cutting, edging, grass trimming, fertilizing, policing grounds, removing leaves, inspecting, and performing minor repairs. Activities within this Section are organized as LEVEL I Scheduled/Preventative Maintenance and LEVEL II Service Order Maintenance. Activities that exceed the LEVEL II Service Order limitation of \$10,000 (including all direct labor and material costs only) may be addressed through Section 5.0 IDIQ.

C.3.5.5.2 Assets

The Government owns a total of 3,556 acres at the PGDP. The Government has restricted access to 748 acres within the fenced Limited Security area and approximately 822 acres of uninhabited buffer zone surrounding the PGDP. The remainder is leased by the State of Kentucky. Attachment J-8.C.3.5.5a, "*Mowing Zone Map*" is a reference for this section.

C.3.5.5.3 Requirements for all Zones/Areas

The following requirements are applicable to services performed in all Zones or Areas.

C.3.5.5.3.1 Debris Removal. The Contractor shall remove any trash, paper, or other debris prior to mowing/cutting that detracts from the finished appearance of the area or present a safety hazard. Such debris includes but is not limited to: paper, cigarette butts, cans, bottles, limbs, leaves, fallen trees, and other objects within the maintenance area, and shall include debris lodged in shrubs, hedges, fences, and along foundations and other walls or structures.

C.3.5.5.3.2 Trimming. The Contractor shall trim grass/vegetation around utilities, fences, utility poles, lightning protection poles, guy wires, sign posts, fire hydrants, buildings, electrical structures, plastic and concrete jersey barriers, and parking lot bumpers. The grass/vegetation shall be cut and maintained at a height consistent with the adjacent grass, or if standing alone, cut to a maximum six inches (6") height and to a radius of three feet (3') around.

C.3.5.5.3.3 Deep Ditches. The Contractor shall control the height of vegetation to less than 12 inches in deep ditches where water regularly accumulates and it is impractical to enter with mowers on a regular basis even during dry weather, even if the area is non-radiological.

C.3.5.5.3.4 Clippings Removal. The Contractor shall remove or blow off grass clippings and leaves (not trash) deposited by the mowing operation from sidewalks, concrete porches, building aprons, streets, etc.

C.3.5.5.3.5 Coordination. The Contractor shall coordinate with the other site contractors prior to the performance of work activities that might impact their operations.

C.3.5.5.3.6 Scalping. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage trees and shrubs.

C.3.5.5.4 Mowing Schedule

The Contractor shall submit a Mowing Plan, Mowing Map and Annual Mowing Schedule (see Section J, Attachment J-4, List of Deliverables) for review and approval by DOE.

The mowing schedule shall be broken down by month and week when each area will be mowed.

C.3.5.5.5 LEVEL I Scheduled/Preventative Maintenance Grounds Services

The Contractor shall perform LEVEL I Scheduled/Preventative Maintenance Grounds Services as follows:

C.3.5.5.5.1 Damage. The Contractor shall notify and provide a condition report to the Government of any existing damages to PGDP facility assets prior to the Contractor commencing work. Damage caused by the Contractor to PGDP facility assets (i.e., utility poles, signposts, power outlets, telephone pedestals, fire hydrants, grounding system wires, wire molding and ground rods, and guy wires) shall be reported within one (1) working day of the incident. All repairs/replacements of Contractor damage to PGDP facility assets shall be at the Contractor's expense.

C.3.5.5.5.2 Mowing/Vegetation Control. Mowing Frequency/Specific Requirements by zone are as follows:

- 1) ZONE I – This designation provides the service level for vegetation control and grounds maintenance to areas that are adjacent to highly utilized facilities as related to administrative buildings/parking areas etc. These areas contain landscaping, ornamental trees shrubs, beds and other landscaping features and as such are provided the highest level of maintenance. The grass within this zone shall be maintained to a height of six (6) inches or less.
- 2) ZONE II – This designation provides the service level for vegetation control for semi-improved grounds (e.g., adjacent to surfaced roads, unpaved roads). The grass within this zone shall be maintained to a height of twelve (12) inches for

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non-radiological areas, or a height of thirty-six inches or less for radiological areas.

- 3) ZONE III - This designation provides the service level for vegetation control for semi-improved grounds (e.g., fields, open areas). b. The Contractor shall mow the vegetation/grass at a frequency of no less than every 30 calendar days to maintain vegetation/grass at a height of eighteen (18) inches or less. The vegetation within this zone shall be maintained to a height of thirty-six inches or less for any radiological areas.
- 4) ZONE IV – This designation provides the service level for vegetation control to Regulated Engineered Facilities that are in accordance with the standards established within enforceable regulatory agreements between the Government and the State of Kentucky. These are also known as specific Solid Waste Management Units (SWMU) mowing. There are eight SWMU’s at the PGDP that are Regulated Engineered Facilities as detailed below:

SWMU	Facility ID	Unit of Measure	Quantity
2	C-749 Uranium Burial Ground	sq. ft.	32,000
3	C-404 Low Level Radioactive Waste Burial Ground	sq. ft.	286,700
4	C-747 Contaminated Burial Ground	sq. ft.	197,400
5	C-746-F Burial Ground	sq. ft.	13,500
6	C-747-B Burial Ground	sq. ft.	240,900
7	C-747-A Burial Ground	sq. ft.	294,000
30	C-747-A Burn Area	sq. ft.	128,000
145	Residential/Inert Landfill Borrow Area	Acre	44

- a. These following SWMU’s have caps listed as Mowing Remedial Action areas in agreements with the State of Kentucky that require maintenance and mowing:
 1. The burial grounds (SWMU 2, 4, 5, 6, and 7), burn area (SWMU 30), and residential/inert landfill borrow area (SWMU 145), have a soil cover (versus a cap).
 2. SWMU 3 (C-404 - Resource Conservation and Recovery Act (RCRA) landfill) has a Subtitle C RCRA cap, and is approximately 1.2 acres in area.
 - b. The Contractor shall mow the vegetation/grass at a frequency of no less than every 30 calendar days to maintain vegetation/grass at a height of eighteen (18) inches or less.
- 5) Zone V – This designation provides the service level for vegetation control to the areas: Number 4 Lagoon; Scrap Yard Sedimentation Basin; Soil Borrow

Stockpile; Pump and Treat Decon Pad; and Firing Range. This Zone shall be mowed on a biannual basis to prevent woody growth.

- 6) Zone VI- This designation provides the service level of vegetation control to generally unimproved grounds where control of undergrowth is desired. This Zone shall be mowed on an annual basis to prevent woody growth.

C.3.5.5.5.3 Scheduled Service for Air Monitors. The Contractor shall maintain a mowed, debris free, and pest controlled (chiggers) pathway that is no less than three (3) feet wide and with a vegetation height not to exceed four (4) inches that lead to National Emission Standards for Hazardous Air Pollutants (NESHAP) air monitors. Accesses to these air monitors are necessary to maintain regulatory compliance with monitoring requirements in regulatory agreements and the PGDP environmental monitoring program. There are nine (9) monitors as follows:

- 1) NESHAP Air Monitoring Station Background,
- 2) NESHAP Air Monitoring Station at Outfall 002,
- 3) NESHAP Air Monitoring Station at Outfall 012,
- 4) NESHAP Air Monitoring Station at Outfall 015,
- 5) NESHAP Air Monitoring Station near C-612,
- 6) NESHAP Air Monitoring Station near Post 57,
- 7) NESHAP Air Monitoring Station at Landfill,
- 8) NESHAP Air Monitoring Station at NE Plume Well, and
- 9) NESHAP Air Monitoring Station East of U LF in use at the PGDP.

C.3.5.5.5.4 Scheduled Service for Sampling Wells: The Contractor shall provide an access route and mow a ten (10) foot radius circle with a vegetation height not to exceed four (4) inches around the groundwater wells based on the Remediation contractor's sampling schedules. The Remediation contractor provides sampling schedules on a month-ahead basis so that the wells can be examined to determine what mowing is necessary to ensure safe access is maintained. Weed spraying is prohibited so these areas must be mowed or cut.

The PGDP has 356 groundwater monitoring wells that are sampled on a routine basis by the Remediation contractor (or a successor). The number of monitoring wells monitored may fluctuate plus/minus 10% per year. Mowing around wells is performed one, two, or three times per year and is scheduled based on the sampling schedule included in the PGDP Environmental Monitoring Plan. Attachment J-8.C.3.5b, "**Sampling Well Location Map**" provides the location of the monitoring wells to be serviced. The Contractor shall coordinate with the Remediation contractor (or a successor) on mowing around applicable wells. The Contractor shall coordinate with other site contractors to access these areas based on the Government Furnished Services and Interface Requirements Matrix (Attachment J-5).

C.3.5.5.5.5 Reserved.

C.3.5.5.5.6 Shrubs and Hedges. To maintain their existing growth characteristics/shape, shrubs and hedges in the Zone I Area(s) shall be pruned annually between May 15th and October 15th. Shrubs and hedges shall be fertilized with a 23-10-5 fertilizer mixture two (2) times a year: once in the spring, prior to June 1st, and once in the fall, prior to October 15th. The shapes of hedges shall not be changed without prior approval of the Government.

C.3.5.5.6 LEVEL II Service Orders for Grounds Maintenance

The Contractor shall perform LEVEL II Service Orders in accordance with the standards and requirements of this Contract. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work activities include, but are not limited to, enhanced grounds maintenance due to special events, tree removal, pruning in areas outside of Zone I, or limited brush hogging in areas where service is not indicated.

C.3.5.6 PAVED, GRAVEL AND EARTH ROADS, AND YARDS

C.3.5.6.1 General

The Contractor shall inspect, schedule, maintain and repair roadways, surfaced areas, and support facilities. This includes paved and unpaved roads, streets, parking lots, sidewalks, recreational areas, erosion control, drainage systems and related areas, and associated structures and appurtenances at the PGDP. Activities within this Section are organized as LEVEL I Scheduled/Preventative Maintenance or LEVEL II Service Order. Activities that exceed LEVEL II Service Order limitations may be addressed through Section 5.0.

C.3.5.6.2 Description

There are approximately [TBD] square yards of paved roads, parking areas, and open storage; [TBD] square yards of unpaved roads; [TBD] linear feet of sidewalks; with associated accessories such as bridges, culverts, curbs, gutters, head walls, and traffic signs and devices. The following attachments provide an overview of structures and appurtenances at the PGDP:

- | | |
|----------------------------|--------------------------------|
| 1) Attachment J-8.C.3.5.6a | Listing of Roads |
| 2) Attachment J-8.C.3.5.6b | PGDP Site Map |
| 3) Attachment J-8.C.3.5.6c | Listing of Bridges |
| 4) Attachment J-8.C.3.5.6d | Map Detailing Bridge Locations |

C.3.5.6.3 LEVEL I, Scheduled/Preventative Maintenance Tasks and Standards

C.3.5.6.3.1 General. The Contractor shall provide all maintenance and scheduled repairs to paved/unpaved areas and ancillary structures.

C.3.5.6.3.2 Records. The Contractor shall utilize CMMS to document deficiencies resulting from inspections.

C.3.5.6.3.3 Paved Surfaces Maintenance and Repair. The Contractor shall maintain and repair paved surfaces in accordance with the latest edition of the Kentucky Standard Specifications for Road and Bridge Construction. During the month of May, the Contractor shall inspect all surfaced areas and related structures and prepare an Inspection Report (see Section J, Attachment J-4, List of Deliverables). This report shall focus on all areas of the pavement system to include the pavement surface, pavement markings, shoulders, ditches, drainage, signage, curbing along with documenting Potholes, Upheavals, and Alligator Cracked Repair. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

C.3.5.6.3.4 Unpaved Surfaces Maintenance and Repair. The Contractor shall maintain and repair earth surface roads and areas in accordance with the Kentucky Standard Specifications for Road and Bridge Construction.

- 1) **Scheduled Service.** The Contractor shall grade Unpaved Roads and Parking Areas to level ruts and washes, fill in low areas, and cut down high areas, to achieve the specified grade and slope two (2) times each year, once in the spring and once in the fall. The Contractor shall provide up to fifty (50) cubic yards of aggregate each year for repair of unpaved surface roads.
- 2) **Preventative Maintenance Inspections.** During the month of May, the Contractor shall inspect all unpaved roads, parking areas and ancillary structures and prepare an Inspection Report (see Section J, Attachment J-4, List of Deliverables). This report shall focus on all areas of the unpaved road system to include the road surface, shoulders, ditches, drainage, signage, curbing. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair

C.3.5.6.3.5 Storm Drain System Maintenance and Repair. The Contractor shall maintain the storm drainage systems. To maintain proper runoff, the Contractor shall inspect and repair damaged inlet gratings, clean catch basins, drop inlets, manholes, culverts, inlet headwalls, and exits and similar structures on a regular schedule. The schedule shall be based on the rate of silting or clogging with debris.

C.3.5.6.3.6 Bridge Maintenance and Repair. The Contractor shall inspect vehicular bridges in accordance with the requirements of 23 CFR § 650.301, National Bridge Inspection Standards (NBIS) and provide an Inspection Report (see Section J, Attachment J-4, List of Deliverables). The Inspection Report shall document the results of the inspection(s) and provide the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

C.3.5.6.3.7 Vegetation Control. The Contractor shall perform vegetation control on areas adjacent to paved, gravel and earth roads, and yards in accordance with the requirements of C.3.5.5, Grounds Maintenance.

C.3.5.6.4 LEVEL II, Service Orders Tasks and Standards

The Contractor shall perform LEVEL II Service Orders in accordance with the standards and requirements of this Contract. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work activities include, but are not limited to, paving; guardrail repairs/replacement; culvert repair and installation; repairs to bridges; application of gravel/stone to surfaces, cleaning of ditches; repair or replace damaged or washed out sections of paved or unpaved roads; excavate and replace pavement to gain access to sewer or drainage facilities or other utilities for repair work; repair or replace headwalls to prevent erosion or scour the embankment adjacent to culvert inlets.

C.3.5.7 SNOW AND ICE PREVENTION/REMOVAL

C.3.5.7.1 General

The Contractor shall provide de-icing (removal of snow or ice) and anti-icing from facilities (e.g., entrances, steps, landings, sidewalks, driveways, roadways, parking areas, and handicapped accessibility areas) at the PGDP. De-icing can be accomplished by mechanical means (plowing or scraping) and/or chemical application. Anti-icing can be accomplished by treatment with ice melting chemicals before or during a storm, to prevent or delay the formation of ice, or the adhesion of ice and snow to the surface, providing vehicles and pedestrians safe travel.

All chemicals used shall not damage any DOE surface and shall comply with Federal specifications and local codes. The chemicals shall be approved by the Government prior to the first inclement weather event. The Contractor shall ensure there is an adequate supply of chemicals and sand on site or readily available to cover unexpected snow and ice occurrences.

The official source for weather information/data is the National Oceanic and Atmospheric Administration (NOAA). This is the only data related to weather events, to include start time, end time and total accumulation, which will be officially recognized by the Government.

C.3.5.7.2 Requirements

Suspected accumulation of ice shall be mitigated by means of anti-icing and actual accumulations shall be abated by applications of de-icing, to provide secure footing and safe driving conditions.

The Contractor shall capture all anti-icing and de-icing activities in CMMS, distinguishing between removal and prevention.

C.3.5.7.3 Snow and Ice Removal Planning

The Contractor shall interface with all PGDP contractors to fully coordinate snow and ice removal tailored to support PGDP operations. The Contractor shall submit a detailed Snow and Ice Removal Plan (see Section J, Attachment J-4, List of Deliverables) for review and approval to the Government during the first 90 calendar days after NTP and an updated plan annually by August 30th, thereafter. The plan shall include:

- 1) Detailed description of the methodology for sequencing and prioritizing snow and ice removal.
- 2) Detailed description and maps designating priority sequence for roads, parking areas and walkways to facilities:
 - a. Priority 1: Primary routes for ingress and egress onto PGDP, parking lots and walkways to operational facilities (e.g., 24/7 operation).
 - b. Priority 2: Roads leading to, parking lots, and walkways to facilities where the majority of personnel work.
 - c. Priority 3: Major connecting roads, perimeter roads, parking lots and walkways to facilities with personnel.
 - d. Priority 4: All other roads and facilities.
- 3) List of equipment required above the list of the equipment on-hand.
- 4) List of material (salt, chemicals) required above the list of material (salt, chemicals) on hand.
- 5) Description of treatment to be used, e.g., chemicals, salt for each road, parking area and walkway.
- 6) Plan for heavy accumulation of snowfall to include:
 - a. Sources for additional personnel required and notification of personnel,
 - b. Sources for additional equipment required,
 - c. Increased frequency of service in response to increased accumulation of snow,
 - d. PGDP shutdown due to heavy accumulation of snow and ice.
- 7) Identification of all site damages to parking lot surfaces, curbs, parking lot light poles, site fencing, sidewalks, curbs, roads, etc. so that all existing deficiencies are identified and corrected before the commencement of snow/ice removal services for the year.
- 8) Concurrence of plan from other PGDP contractors.

C.3.5.7.4 Mechanical Means of Snow Removal

The Contractor shall use care to avoid damaging all vehicles and to minimize accumulation of plowed snow in the vicinity of the vehicles. The Contractor shall plow in a manner that does not obstruct streets, parked vehicles, fire hydrants, refuse dumpsters, obstacles (i.e., water valves, radiological areas, etc.), parking lot entrances, exits, or roadway intersections. In the event of an obstacle, the Contractor shall notify the DOE for further instructions.

The Contractor shall push snow to the outer edges of the parking lots. In cases of heavy accumulations of snow and/or consecutive accumulations, the snow shall be removed and relocated from the parking areas adjacent to facilities if operations are impaired. The Contractor shall not push/stack snow against any wall or building. The Contractor shall ensure that placement of snow is such that it will not create a potential hazard when it melts.

C.3.5.7.5 LEVEL I: Snow and Ice Removal

C.3.5.7.5.1 Non-Significant Weather Events (Less than 4 hours in continuous duration or 4 inches in total accumulation). The Contractor shall maintain snow and ice levels below one-half (1/2) inch at all times and areas shall be free and clear within 60 minutes of the completion of the weather event.

C.3.5.7.5.2 Significant Weather Events (More than 4 hours in continuous duration or 4 inches in total accumulation). The Contractor shall maintain snow and ice levels below one (1) inch at all times and areas shall be free and clear within 120 minutes of the completion of the weather event.

C.3.5.7.6 LEVEL II: Service Orders

Upon notification through the issuance of a LEVEL II request in accordance with Section 3.5.2, Maintenance Management of this Contract, the Contractor shall perform request for unscheduled services snow and ice removal. These services may be required to be performed outside normal duty hours

C.3.5.8 RAILROAD SYSTEM MAINTENANCE AND REPAIR

C.3.5.8.1 General

The Contractor shall inspect and perform maintenance, repair and minor improvements of the railroad tracks at the PGDP. The Contractor shall maintain the railroad property assets in good condition for safe use. Activities within this Section are organized as LEVEL I Scheduled/Preventative Maintenance and LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limitation of \$10,000 (including all direct labor and material costs only) may be addressed through Section 5.0 IDIQ.

C.3.5.8.2 Assets

Railroad System includes 27,500 linear feet of track inside the limited area and security fence, 21,230 linear feet of track outside the limited area to Woodville Road, and 0.25 mile section identified as Track 1, located in the DUF₆ Project Cylinder yards along with three (3) railroad trestles.

The following attachments provide an overview of facilities:

- | | | |
|----|-------------------------|---------------------|
| 1) | Attachment J-8.C.3.5.8a | Rail System Map |
| 2) | Attachment J-8.C.3.5.8b | Listing of Switches |
| 3) | Attachment J-8.C.3.5.8c | Listing of Trestles |

- 4) Attachment J-8.C.3.5.8d Trestle Location Map

C.3.5.8.3 LEVEL I Scheduled/Preventive Maintenance Tasks and Standards

Scheduled/Preventive Maintenance consists of three (3) functions: Railroad Preventive Maintenance Inspection (RPMI), Railroad Scheduled Service and Vegetation Control.

C.3.5.8.3.1 Railroad Preventive Maintenance Inspection

- 1) Rail Inspection. The Contractor shall perform inspections of the tracks in accordance with the Federal Railroad Administration (FRA) Part 213, Class 1, *“Track Safety Standards.”* The Contractor shall inspect and maintain crossing signs and signals in accordance with American Railroad Engineering Association (AREA) standards and manufacturer’s specifications.
- 2) Rail Inspection Schedule. The Contractor shall perform inspections on a monthly basis. Inspections shall be no more than 30 calendar days and no less than 20 calendar days from last inspection.
- 3) Trestle Inspections. The Contractor shall inspect rail trestles in accordance with the requirements of 49 CFR § 213, *“Track Safety Standards”* and *Manual for Railway Engineering*, American Railway Engineering and Maintenance-of-Way Association.
- 4) Trestle Schedule. The Contractor shall perform inspections annually.
- 5) Reports for Rail System Inspections. The Contractor shall immediately advise the Government of all significant problems discovered with the rail system. Catastrophic (Serious) defects will be reported immediately. Critical (Potentially Serious) defects will be reported daily. The Contractor shall submit an inspection report of track conditions and any defects found (see Section J, Attachment J-4, List of Deliverables) upon completion of inspections. Contractor reports shall be signed and dated by a qualified inspector and shall have a qualification certificate attached. The Contractor’s inspection reports shall be consistent with FRA standards and shall also include; track segment inspected, date of inspection, narrative description which accurately reflects the deficiency, location, and estimated cost for correction. The Contractor shall provide the Government a copy of the rail and trestle inspection reports (see Section J, Attachment J-4, List of Deliverables) within five (5) business days of completion.

C.3.5.8.3.2 Railroad Scheduled Service. Scheduled service work shall consist of maintenance and correction of minor deficiencies for rail switches and trackage. The Contractor shall provide to the Government a service schedule (see Section J, Attachment J-4, List of Deliverables). The Railroad Scheduled Service must be reviewed and approved by the Government prior to commencement of work. The Contractor shall perform the following for:

- 1) Rail Switches:
 - a. Check and adjust rail braces, guard rails and joint bars.
 - b. Switches, derailleurs, and rail oilers shall be operated, cleaned, lubricated and adjusted

- c. Refill all gear boxes
- d. Lubricate all moveable parts and switch plates
- e. Replace missing or damaged switch targets
- f. Paint targets (if necessary)
- g. Adjust gage, guard face gage, and guard check gage
- h. Check and tighten all bolts.
- i. Check for all loose spikes and re-spike as required. Tie plugs or other approved methods shall be used.
- j. Replace all missing or broken bolts.
- k. Check for insecure switch stand.
- l. All switch components must be free of lost motion. Switch point closure should be adjusted if a switch mechanism can be thrown in either direction and locked with a 1/8-inch metal spacer between the switch point and stock rail.

2) Railroad Trackage:

- a. Check and tighten all joint bar bolts, and rail stop bolts.
- b. Check for loose tie spikes and re-spike as required. Tie plugs or other approved methods shall be used.
- c. Replace all missing or broken joint bar bolts, and rail stop bolts.
- d. Lubricate all joint bars. Check gage and adjust gage rods as required.

C.3.5.8.3.3 Vegetation Control. The Contractor shall eliminate or control vegetation from areas within and adjacent to trackage where not required for erosion control. The Contractor shall prevent vegetation from becoming a fire hazard, obstructing visibility of signs and signals, interfering with employees performing normal trackside duties, or preventing proper functioning of signals and communication lines. The Contractor shall provide vegetation control services as scheduled maintenance.

The Contractor shall maintain ballast areas free of vegetation sixteen (16) feet wide [eight (8) feet each side of center line]. Any herbicides used shall be registered with the U.S. Environmental Protection Agency and as approved by the Government. Use shall be in strict compliance with label directions for control of vegetation. Non-selective soil residual herbicides shall not be used under the drip line of trees or shrubs, nor within ten feet of annual flowers or gardens. A contact herbicide may be used within such areas. Special care will be taken so that vegetation in privately owned areas adjacent to treated areas is not damaged. The Contractor shall be responsible for any damage caused by herbicide treatments made by Contractor personnel.

C.3.5.8.4 LEVEL II Service Order

The Contractor shall perform LEVEL II Service Order work in accordance with standards established in this Contract to provide corrective maintenance and repair to Railroad System, installed equipment system(s) and system components. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract,

that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work to the railroad system include, but are not limited to, tie replacement, rail replacement, trestle repairs, ballast cleaning, rail realignment, repair to rail crossing and warning lights.

C.3.5.9 PEST CONTROL SERVICES

C.3.5.9.1 General

The Contractor shall conduct pest control activities utilizing integrated pest management (IPM) techniques. Activities within this Section are organized as LEVEL I Scheduled or Preventative Maintenance and LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limitation of \$10,000 (including all direct labor and material costs only) may be addressed through Section 5.0 IDIQ.

C.3.5.9.2 Assets

PGDP site facilities are scheduled for building pest control services. Services for animal/carcass removal are site wide.

The following technical exhibits/attachments supplement this section to further define tasks under this Section.

- 1) Attachment J-8.C.3.0 Listing of Facilities Responsibility Matrix
- 2) Attachment J-8.C.3.5.3 Characteristics of Facilities for Surveillance and Maintenance
- 3) Attachment J-8.C.3.5.9 Paducah Pest Control Facilities

C.3.5.9.3 Certification

The Contractor shall comply with the requirements of the State of Kentucky in providing pest control services. All work shall be performed by certified individuals, and in accordance with federal, state, local, and installation laws and regulations. Evidence of such permits and licenses (see Section J, Attachment J-4, List of Deliverables) shall be provided to the Government before work commences.

C.3.5.9.4 Records

The Contractor shall maintain records of all pest control operations, both chemical and nonchemical, including surveillance. Records shall be made available upon request for inspection (see Section J, Attachment J-4, List of Deliverables).

C.3.5.9.5 Materials

All pesticides used by the Contractor shall be registered with the EPA and State of Kentucky for the use intended. Labels and material safety data sheets for each pesticide proposed to be

used shall be submitted to the Government for approval at least fourteen (14) calendar days prior to use (see Section J, Attachment J-4, List of Deliverables). Approvals may be limited to specific pests/sites. Proposed changes in approved pesticide usage shall be submitted to the Government for approval at least fourteen (14) calendar days in advance of the anticipated use.

- 1) All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used, and have it readily available for the Government's inspection at all times.
- 2) All pesticides, rinse water, and containers shall be disposed of in accordance with label directions. Pesticides, rinse water, and containers shall not be disposed of on the PGDP.
- 3) Pesticide spills shall be cleaned, decontaminated, and reported to the Government as required by the WSHP and applicable environmental standards.

C.3.5.9.6 LEVEL I Pest Control Services: Scheduled Services

- 1) Program. The Contractor shall develop and implement an Integrated Pest Management Program (a planned program incorporating continuous monitoring, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, personnel, property, or material, using targeted, sustainable methods) ensuring compliance with all other applicable Contractor programs to include, but not limited to the ISM System, ESH&Q and QA programs.
- 2) Inspections. The Contractor shall perform an initial inspection of all facilities as stated in Section C.3.5.9.2 Assets for structural pests (e.g., termites, carpenter ants, wood-destroying fungi, powder post beetles, and other wood-destroying pests) and general signs of nuisance pests (e.g., cockroaches, mice, silverfish) within 90 calendar days of NTP. The Contractor shall maintain an inspection system and perform inspections and tests for structural and nuisance pests. The findings of each inspection of a structure, including negative findings shall be reported the Government. Completed inspection reports (see Section J, Attachment J-4, List of Deliverables) shall be provided to the Government within 30 calendar days following the completion of each inspection. Inspections shall include, but not limited to, the following areas if accessible and unobstructed: plumbing in bathrooms, kitchens, laundry rooms, or other areas; window and door frames and sills; baseboards, flooring, walls, and ceilings; entrance steps and porches; exterior of slab or foundation walls; crawl spaces to include support piers and beams, floor joists, sill plates, and foundation walls; and weep holes.
- 3) Treatment. The Contractor shall provide pest control services on a scheduled basis for the control of cockroaches, ants, silverfish, spiders, mice, rats, and any other pest native to the Paducah, Kentucky area. Services shall be provided at the

locations(s)/site(s) provided for in Section C.3.5.9.2 Assets, and as frequently as required to maintain the acceptable level of control.

- 4) Removal. The Contractor shall provide the removal of nuisance animals (e.g., skunks, opossums, snakes, cats, and dogs). The Contractor shall remove all dead or dying rodents or other animals, as needed. The Contractor shall coordinate these efforts and abide by all applicable requirements contained within the ISM System and ESH&Q programs.
- 5) Schedule. Proposed annual service schedules shall be submitted to the Government for approval within 30 calendar days of initial inspection (see Section J, Attachment J-4, List of Deliverables). Schedules shall indicate the week of the month that monthly or less frequent services shall be performed and be provided within the weekly maintenance report (Section C.3.5.5.2).

C.3.5.9.7 LEVEL II Pest Control Services: Unscheduled Service Request

The Contractor shall perform LEVEL II Service Orders in accordance with the standards and requirements of this Contract. LEVEL II Service Order work is comprehensive in nature for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work activities include, but are not limited to, building interiors and areas of buildings not covered by scheduled pest control services, around the exterior of buildings, and in adjacent exterior areas for the control of arthropods, rodents, and other crawling and flying pests.

C.3.5.9.8 Acceptable Level of Control

The Contractor shall eliminate structural and nuisance pests within 30 calendar days of completion of the initial inspection. After which, facilities shall remain free of any infestation.

C.3.6 RECORDS MANAGEMENT AND DOCUMENT CONTROL

C.3.6.1 GENERAL

The work activities in this section pertain to establishing and implementing a records management program for managing historical (see Attachment J-8.C.3.6.1, “*Historical Records Description*”) and newly generated records in all formats, including early capture and control throughout their life cycle. The Contractor shall ensure records are authentic, reliable, and usable and ensure they remain so for the length of their authorized retention period. This includes web content and other media used for official business resulting in the creation/receipt of agency records.

C.3.6.2 REQUIREMENT

All records will be managed in accordance with all prescribed laws, regulations, directives and processes to ensure adequate and proper documentation of the organizations, missions, functions, policies and decisions made under this Contract.

C.3.6.3 RECORDS MANAGEMENT PROGRAM

The Contractor shall serve as the Paducah Site-wide Records Custodian and shall manage all records (regardless of media) generated/received in the performance of the Contract, including records obtained from a predecessor contractor (if applicable), and the Remediation and Deactivation contractors in accordance with 44 U.S.C. 21; 44 U.S.C. 29; 44 U.S.C. 31; 44 U.S.C. 33; 44 U.S.C. 36; 36 CFR Chapter XII, Subchapter B, *Records Management*; DOE O 243.1B, “*Records Management Program*,” and any other DOE requirements as directed by the CO. The Contractor shall be responsible for records management and document control in support of its operation, which includes records obtained from other contractors, DOE and the historical record collections stored on-site and at the Federal Record Center (FRC). These functions include, but are not limited to, tasks associated with creating, receiving, maintaining, storing, protecting, scheduling and dispositioning records (including electronic and email), identification/classification/declassification, records management data calls by National Archives and Records Administration (NARA) and DOE-HQ, support to ongoing requests related to the FOIA, the Privacy Act and the Energy Employee Occupational Illness Compensation Program Act (EEOICPA), the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries and legal discoveries.

C.3.6.3.1 Electronic Records Management System (ERMS)

The Contractor shall implement records management controls to ensure that the identification, maintenance and disposition of all records (regardless of media), including electronic and email, are managed through the use of an ERMS (Documentum or equivalent) in accordance with Federal and DOE requirements and guidelines for all records submitted and maintained related to site operations, environmental restoration, deactivation services and DOE at the Paducah site. The Contractor shall ensure electronic records received for Records Management have been properly scanned, pages rotated, proper markings and are clear and legible. Records must be scheduled, cutoff and arranged by collections (e.g., case file, project, chronologically, numerically, alphabetically, etc.) for proper disposition in accordance with the NARA-approved DOE Records Disposition Schedules. Documents must meet NARA requirements, including those listed in Attachment J-8.C.3.6.3.1, “*Selected NARA Requirements*.” The Contractor shall provide a web search capability for the ERMS to allow record searches. This search capability shall be made available to DOE and other contractors as authorized by the Government.

C.3.6.3.2 Audiovisual Records

The Contractor shall implement records management requirements for the creation, maintenance and storage of audiovisual records in accordance with 36 CFR § 1237 and 36 CFR § 1235.42 and any updated NARA requirements/guidance.

C.3.6.3.3 Deliverables

The Contractor shall prepare, revise, submit for DOE approval, and execute an approved Records Management Plan, File Plan, Vital Records Plan and Inventory, Records Disposition Plan and Records Management Close-out or transition plan (see Section J, Attachment J-4, List of Deliverables) consistent with applicable records management federal laws, regulations and DOE requirements, including clause DEAR 970.5204-3, Access to and Ownership of Records and Section H clause entitled “Privacy Act Systems of Record.”

All records subject to the management of the Contractor (e.g., records in support of its operation), are to be inventoried, scheduled and dispositioned in accordance with Federal laws, regulations, DOE Directives and an approved Records Management Plan.

C.3.6.3.4 Records Ownership

Except for those defined as Contractor-owned (in accordance with DEAR 970.5204-3, “Access to and Ownership of Records,” see Section I), all records (see 44 U.S.C. 3301 for the statutory definition of a record) acquired or generated by the Contractor (and subcontractors) in the performance of this Contract including, but not limited to, records from a predecessor contractor (if applicable) and records described by the Contract as being maintained in Privacy Act Systems of Records shall be the property of the Government.

The Contractor shall coordinate with the PPPO Records Management Field Officer (RMFO) for records work flow related issues.

C.3.6.4 CREATION/RECEIPT

The Contractor shall develop and implement site-wide recordkeeping requirements that reflect adequate and proper documentation of all Contractor (and subcontractor) records generated / received (regardless of media) in the performance of their contracts as required by Federal regulations found in 36 CFR, Subchapter B, *Records Management*.

C.3.6.4.1 Electronic Information Systems

The Contractor shall manage records contained in electronic information systems by incorporating recordkeeping controls into the system or export the records into the current ERMS (Documentum or equivalent) in accordance with 36 CFR Part 1236, Electronic Records Management.

C.3.6.4.2 Inventory and File Plan

The Contractor shall develop and maintain up-to-date site-wide inventories, site-wide file plan and systems that provide for the identification, location and retrieval of all categories (record series) of records created and received.

C.3.6.5 MAINTENANCE/USE

The Contractor shall maintain and preserve all records, including the historical records collection (paper and electronic) stored on-site, at the FRC and in Documentum. Other entities on the

Paducah Site such as USEC, the Remediation contractor, the Deactivation contractor, and DOE (including DOE's ETS contractor) will forward all records to the Contractor for processing (schedule, import into Documentum, etc.). Records submitted by site contractors and their subcontractors shall be scanned; pages rotated correctly, the markings ensured to be clear and legible and meet the NARA requirements listed above. Records obtained from DOE shall be scheduled, indexed, and processed in paper format. The Contractor shall be responsible for receipt (including reviewing documents for meeting electronic storage requirements), storage/preservation, distribution, tracking, indexing, turnover, retrieval, copying, and scheduling of these records.

C.3.6.5.1 Quality Assurance Records

The Contractor shall ensure records identified as Quality Assurance records under American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) National Quality assurance (NQA)-1 are categorized; managed in accordance with NQA-1 and 36 CFR Chapter XII, Subchapter B; and are maintained for traceability to the applicable item, activity or facility.

C.3.6.5.2 Privacy Act Records

The Contractor shall ensure records that contain personal information retrieved by name, or another personal identifier are maintained in Privacy Act Systems of Records, in accordance with FAR 52.224-2, "Privacy Act" and DOE O 206.1, "*DOE Privacy Program*."

C.3.6.5.3 Classified Records

The Contractor shall protect and handle classified information and critical information in accordance with applicable laws, regulations, policies, and directives. Classified documents may be processed electronically so long as the computer systems meet all classified security requirements. Until the required computer systems are available to copy, log, process, transmit, and/or store classified documents, they shall be processed as hard copy. See Section C.3.3, Safeguards and Security.

C.3.6.5.4 Records Requests

The Contractor shall process record requests for the FOIA, the Privacy Act and EEOICPA, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries and other record requests.

C.3.6.5.5 Administrative Records

The Contractor shall maintain the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and RCRA Administrative Records (AR) in accordance with the Environmental Protection Agency (EPA) guidance for CERCLA Response Actions and 40 CFR Part 300, "National Oil and Hazardous Substances Pollution Contingency Plan" and the Hazardous and Solid Waste Amendments Act of 1984 (HSWA), 42 U.S.C. 6901, et. Seq. The ARs are compilations of all documents that are considered or relied on when response-action decisions are made. Public participation in the development of the AR is required by law. Materials that are typically part of the project record and that have been identified for inclusion in the AR(s) shall be duplicated in their entirety for both the project record and the

AR(s). If redactions are needed for placement on the website, both the original and redacted versions must be maintained. See Section C.3.8 Environmental Information Center (EIC).

C.3.6.5.6 Contaminated Records

The Contractor shall incorporate the processing of newly generated and historical records from potentially contaminated areas and those stored in the records vaults into the WSHP and RPP to ensure the records can be retained for the proper retention period and/or allow for the scanning or release for storage at an FRC. Contaminated records, depending on retention period, can be reproduced to allow for retention of the copy as the “record” and destruction of the contaminated copy.

C.3.6.6 RECORDS DISPOSITION

The Contractor shall disposition all records including historical/legacy records in accordance with the NARA-approved DOE Records Disposition Schedules and applicable federal laws and regulations. Disposition activities include scanning to electronic, transferring of paper records to an FRC or NARA, maintain electronically in an ERMS, and/or destroy once retention has been met and proper approvals obtained.

- Schedule, box, index, complete transfer paperwork, and obtain DOE RMFO approval prior to sending transfer paperwork and/or shipping inactive temporary records to a FRC and/or permanent records to the NARA.
- Complete destruction certificate and submit to DOE RMFO for review and obtaining DOE Legal approvals prior to destruction.

NOTE: Paducah is currently under litigation moratorium which does not allow for the destruction of any records.

C.3.6.7 DOCUMENT CONTROL

The Contractor shall develop, implement and maintain sound document control systems and processes ensuring efficient tracking, retrieval, revision control and distribution of documents, including drawings.

C.3.7 MAIL SERVICES

C.3.7.1 GENERAL

The Contractor shall provide mail services and document pick-up services to the Government.

C.3.7.2 SCHEDULED SERVICE

The Contractor shall:

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- 1) Maintain two (2) Contractor-rented post office boxes for the pick-up of mail, post outgoing mail, and sort the mail for pickup by other site contractors.
- 2) Operate the PGDP central mailroom. The Paducah Site mailroom shall serve as the centralized mail location for other site contractors to drop off and pick up inter-organizational mail.
- 3) Collect and deliver inter-organizational and U.S. mail twice daily to C-103, DOE Site Office, Monday through Friday, (excluding Government holidays). The Contractor shall frank all outgoing U.S. mail for DOE by means of the Government postage meter.

C.3.8 ENVIRONMENTAL INFORMATION CENTER OPERATIONS

C.3.8.1 GENERAL

The DOE EIC for the PGDP was opened in 1993 to provide residents of Western Kentucky and the surrounding area a convenient means of participating in environmental restoration program decisions and to enable the public to learn more about the DOE's environmental work. The EIC houses the CERCLA AR, hereinafter referred to as the AR, which are files for public use. Along with the AR, the EIC also contains general material regarding PGDP site environmental cleanup efforts.

The space for the EIC is funded separately by the DOE for use under this Contract. The DOE EIC is located at 115 Memorial Drive, Paducah, Kentucky 42001.

C.3.8.2 SCHEDULED SERVICE

The Contractor shall staff the EIC such that it will be accessible to the public from the hours of 8:00AM until 12:00PM, Monday through Friday. The telephone number for the EIC is (270) 554-3004. The Contractor shall manage and maintain the DOE EIC Online Document Repository. The Online Document Repository accessible at the following URL address: www.paducaheic.com.

The DOE will ensure that documents from other site contractors for inclusion in the EIC are provided. The Contractor shall transfer the records to a searchable electronic system, which shall be accessible on the internet by the general public. The EIC provides access to the electronic files in the AR, Post Decision (PD), and General Reference Compendium (GRC). The EIC also stores a hard copy of selected documents which are not available on this website. The Contractor shall provide the following EIC features:

- Americans with Disabilities Act (ADA) Accessibility Compliance
- Free Copies of Documents to the public
- Public Use Reading Room
- Public Use Computer Systems
- Public Website Accessibility to EIC Electronic Documents

- Public Searchable Document Index

C.3.9 TRAINING SERVICES

C.3.9.1 GENERAL

The Contractor shall provide specified training courses for personnel at the PGDP.

C.3.9.2 REQUIREMENT

The Contractor shall provide the delivery of the training courses listed in Attachment J-8.C.3.9.1, Table 1, “*Training Courses.*” Attachment J-8.C.3.9.1, “*Table 2 Projected Workload,*” also provides a projected summary of the training provided by the Contractor to all site contractors. Each contractor at the PGDP is responsible for providing additional training services specific for their work scope.

The Contractor shall develop and maintain a training program (computer based and instructor led in classroom), develop a training schedule, update and document necessary databases and systems related to the training program, notifying personnel of training needs, maintain training schedules, and provide site access training qualification records and cards.

The Government will provide the existing Computer Based Training modules to assist in the establishment of the training program.

C.3.9.3 CONDUCT OF TRAINING

The Contractor shall provide the training courses to ensure compliance with applicable environmental health and safety laws and regulations. Training classes will be coordinated with other site contractors and tailored to the PGDP site activities. Furthermore, training program reciprocity/facility access between site contractors is required. The Contractor shall coordinate with other site contractors to consolidate training modules, where practicable. The Contractor shall review course content quarterly, and revise/update as necessary to meet current requirements and site conditions.

C.3.9.4 SERVICE

The Contractor shall develop a training schedule for site specific courses listed in Section C.3.9.2, Requirement. The training courses shall be scheduled throughout the year. The Contractor shall be responsible for coordinating with the other site contractors to ensure the appropriate and required training services are available to maintain compliance with general site access. The Contractor shall monitor the status of training and notify individuals of pending training needs within 30 calendar days prior to expiration of requisite training certifications. The Contractor shall, for those individuals not completing the requisite training by the required completion date, provide a notice of training non-compliance to the individual’s company stating

the person has not completed the requisite training and is to be placed on restrictions from general site access.

C.3.10 ON-SITE FUELING SERVICE

The Contractor shall provide on-site refueling capability through the two on-site fueling stations for DOE and other site contractors. The refueling station shall support regular and alternative fuels, specifically E-85, as well as maintain the ability to expand if the fuel needs of the fleet changes, such as bio-diesel.

Costs for fuel shall be charged to each using customer, including DOE, on a cost reimbursement first-in-first-out (FIFO) basis for the cost of the fuel only. No indirect costs and/or profits shall be added to the fuel cost charged to customers. The cost to maintain and operate the fueling station shall be considered to be an infrastructure cost and is included within the firm-fixed-price CLIN.

C.3.11 ENERGY EMPLOYEES OCCUPATIONAL INJURY COMPENSATION PROGRAM ACT

EEOICPA is a U.S. Department of Labor program that is funded by DOE. The work contained within this section is to ensure DOE's compliance with EEOICPA, Public Law 106-398, 42 U.S.C. 7384, *et seq.*

The Contractor shall, as requested by the Government, for each individual:

- 1) verify the existence of employment histories and availability of records, if any.
- 2) provide medical records, radiation dose records, and any other records related to or pertinent to the condition or case for any individual.

The Contractor shall comply with the requirements of Section 3.4, Safeguards and Security, and C.3.6, Records Management and Document Control for the review and release of all records.

The Contractor shall not contest a state workers' compensation claim or award determined to be valid pursuant to Subtitle D of the EEOICPA.

The Office of Former Worker Screening Programs has developed a list of records that are essential for DOE to fulfill its role under EEOICPA and the Former Worker Medical Screening Program. This list is not all inclusive but provides sufficient information to allow the Contractor to understand the types of records, including those under the Privacy Act Systems of Records that are needed by the Government. Also included are records requirements to ensure records preservation.

Following is a list of records used to process Subtitle B (Employment Verification, NIOSH) and Subtitle E (Toxic Exposure) EEOICPA Claims. A subset of these records is also used in implementing the Former Worker Medical Screening Program. All of the following could be

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‘active’ or ‘inactive’ records. They also may be in different media forms (i.e., paper, electronic, databases, microfiche, etc.).

Employment Records

- Employment Personnel Files
- Personnel Action Forms
- Employee Position Descriptions
- Job Assignment Outlines
- Performance Appraisals / Annual Reviews
- Job Acceptance Notices
- Termination Notices
- Human Resources Personnel Databases
- Personnel Security Badges
- Personnel Security Badging Databases
- Training Records / Training Records Database (rare use...if nothing else available)
- Job position descriptions

Project Records (For Projects involving Radiation/Hazardous Materials)

- Contracts
- Project Reports
- Hazard Assessments
- Monitoring Data
- Project Close Out Records

Dose Exposure Records

- Annual Summary Dose Reports
- Locator Cards (indicating dates, location and contractor/subcontractor of dosimeter assigned)
- Daily Area Exposure Reports
- Quarterly Area Exposure Reports Whole Body Reports
- Urinalysis Reports
- Bioassay Results
- Radiological & Environmental Sciences Lab Reports (by month)
- Visitor Dosimetry Badging Reports
- Incident / Accident Reports

Medical Records

- Occupational Medical Files
- Incident / Accident Reports
- X-Ray Reports
- General Physicals
- Various Lab Work Results
- Notice of Injuries
- Notice of Return to Work
- Letters to/from Physicians
- Occupational Medical Databases
- Worker’s Comp Files / Database

Toxic Exposure Records

- Industrial Hygiene Sampling Data
- Industrial Hygiene Hazard Assessments
- Industrial Hygiene Databases
- Safety Reports
- Site-Developed Area Descriptions and Associated Hazards
- Site-Developed Job Descriptions and Associated Hazards

Contractor Close-out Records

- Due Diligence Reports/Records

Facility Records

- Facility Maps, Building Maps/Floor Plans/drawings
- Facility Descriptions
- Facility Based Hazard Assessment/Inventory Records/Databases
- Facility Monitoring Records/Databases
- Facility Safety Analysis Reports
- Facility/Building Close Out Records
- Annual and/or monthly summary reports of production, safety, operation events,

- Various Radiological Control Databases
- Various Indexed Details Databases

incidents, accomplishments relevant to exposures for a period of time.

Environmental Records

- Site ASER/Annual Environmental Reports
- Environmental Monitoring Databases

C.3.12 CONTRACT CLOSEOUT

The Contractor shall provide all necessary support for a smooth Contract transition at the end of the Contract period. Six (6) months prior to the expiration of the Contract period (upon CO direction), the Contractor shall submit a Contract Close-out Plan (see Section J, Attachment J-4, List of Deliverables) to DOE for review and approval. The Contract Close-out Plan shall include all remaining administrative matters necessary to effectively and efficiently close out the Contract, including, but not limited to, resolution of remaining and open agreements and remaining records disposition required by the Government.

C.4.0 COST REIMBURSEMENT WORK

Unless specifically included in PWS Section C.4.0, all Contract requirements are included in the firm-fixed-price, fixed unit rate, or IDIQ CLINs. The cost reimbursement CLIN includes the following specific cost reimbursement items. No direct labor costs, indirect costs, or fee shall be paid in addition to cost reimbursement items included in PWS Section C.4.0.

C.4.1 PENSION FUNDING PAYMENTS AND RETIREE MEDICAL

The Contractor shall ensure pension and retiree medical benefits are managed in accordance with applicable clauses incorporated within Section H, Post-Contract Responsibilities for Pension and Other Benefit Plans. Cost reimbursement work includes only allowable pension funding payments via the East Tennessee Technology Park (ETTP) Multi-Employer Pension Plan (MEPP) and retiree medical benefit payments via the ETTP Multi-Employer Welfare Agreement (MEWA).

Contractor costs related to pension and retiree medical benefit administration (other than those costs identified above) are included under the firm-fixed-price CLIN.

C.4.2 UTILITIES

The Contractor shall pay utility invoices received from the following energy suppliers in support of Paducah Site activities:

UTILITIES Table of Remote Facilities		
Type of Utilities	Vendor	Location/FIMS
Electric	Kentucky Utilities	Kevil Training Trailer – K-T01
Electric	Kentucky Utilities	C755-N Parking area
Electric	Kentucky Utilities	C-755- Complex once DOE Implements MOU
Electric	Kentucky Utilities	Northwest Pump and Treat Alternative Treatment Unit
Electric	Jackson Purchase	Landfill Ogden Landing C-746-U1
Electric	Jackson Purchase	Landfill Gate Operator C-746-U
Electric	Jackson Purchase	Landfill Sanitary C-746-S-1
Electric	Jackson Purchase	Leachate Treatment Building C-746-U3
Electric	Jackson Purchase	Leachate Coll-PO—02242 C-746-U3
Electric	Jackson Purchase	NE Plume Pump C-614
Electric	Jackson Purchase	Magazine Rd #1 EW 228
Electric	Jackson Purchase	Magazine Rd #1 EW 229
Propane Gas	Paducah Propane	C-743-T17
Telephone	Ballard Telephone	SAIC Facility 175 Freedom Blvd.

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Telephone	AT&T	SAIC Facility 175 Freedom Blvd.
Water/Sewer	Ballard County Economic & Industrial Development Board, Inc.	Kevil Facility Kevil-KY
Water	Ballard County Economic & Industrial Development Board, Inc.	SAIC Facility 175 Freedom Blvd.
Water	West McCracken Water	Landfill Ogden Landing
Electric	Kentucky Utilities	Kevil Facility Kevil-KY
Gas	New Commonwealth Natural Gas	Kevil Facility Kevil-KY
Electric	Kentucky Utilities	C-103
Gas	ATMOS	C-752-A
Telephone	Bell South	EIC 115 Memorial Dr., Pad, KY 42001
Telephone	Ballard Telephone	Alarm Kevil Facility Kevil-KY
Telephone	Ballard Telephone	Kevil Facility Kevil-KY

The Contractor shall also provide payment on the Government's behalf for designated local residence water bills in accordance with the DOE Action Memorandum for the Water Policy at the Paducah Gaseous Diffusion Plant, DOE/OR/06-1201&D2.

C.4.3 DOE PHYSICALS

The Contractor shall provide medical screening of the DOE field office personnel, if required, to enter the work areas and meet the requirements of the WSHP (10 CFR § 851), or RPP (10 CFR § 835).

C.4.4 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY

The Contractor shall manage Government furnished property in accordance with C.2.5, Property Management, and C.3.5.1, Property Management Services. Notwithstanding, the replacement of Government furnished property for which title shall pass to and vest in the Government shall be reimbursed as a direct item of cost under this section of the Contract in accordance with FAR 52.245-1, "Government Property." All cost reimbursable purchases of property under this section shall be approved in advance by the Government.

C.5.0 INDEFINITE DELIVERY/INDEFINITE QUANTITY WORK

Contract requirements which cannot be defined or quantified in sufficient detail or frequency to be included in the firm-fixed-price, fixed unit rate, or cost reimbursement CLINs, or which are beyond the scope of a service call (as defined in Section C.3.5.2), will be included in the IDIQ CLIN. Such work, tasks, and activities may include, but are not limited to, the task listings, descriptions, and related requirements per the IDIQ ELINs, Section J, Attachment J-10. Such work, tasks, and activities may also include, but are not limited to, the following general areas of the PWS:

- Facilities maintenance, alterations, and recapitalization
- Roads maintenance, alteration, and construction
- Grounds maintenance
- IT equipment, infrastructure support, and upgrades
- Safeguards and security support
- Engineering support
- Training services
- Records management support

Services of such personnel and/or completion of specific tasks shall be performed by the Contractor at the rates identified in Section J, Attachment J-10. If IDIQ work requires additional positions and/or tasks, the Government and the Contractor may negotiate the additional associated rates.

IDIQ work will be ordered by the Government under Task Orders issued pursuant to the Section H clause entitled “Task Ordering Procedure.” The period of performance will be specified in each order. Performance standards for IDIQ work will be the same as those in PWS sections 2.0, 3.0, and 4.0 where applicable, unless otherwise stated.