

**PART I – THE SCHEDULE  
SECTION C**

**PERFORMANCE WORK STATEMENT**

**PORTSMOUTH 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 Portsmouth Gaseous Diffusion Plant (PORTS or Portsmouth Site). The Portsmouth Site is a 3,778-acre federal reservation in south-central Ohio, one (1) mile east of U.S. Route 23, in rural Pike County. The site is approximately 75 miles south of Columbus, Ohio, and 22 miles north of Portsmouth, Ohio. The nearest residential center is the village of Piketon (approximately 1,800 population), approximately five (5) miles northwest of the facility on U.S. Route 23.

The Portsmouth Gaseous Diffusion Plant was constructed by the Atomic Energy Commission in the early 1950s for the purpose of enriching the fissile isotope of uranium from natural uranium to various product concentrations. The facility was originally constructed and operated as a uranium enrichment plant to supply both highly enriched uranium (HEU) and low enriched uranium (LEU) for defense purposes and commercial nuclear fuel sales. After 1991, the Portsmouth site produced only LEU for commercial power plants. The 1992 Energy Policy Act initiated a process to privatize the DOE uranium enrichment enterprise. PORTS was subsequently leased to United States Enrichment Corporation (USEC) in 1993 and regulatory oversight transferred in large part to the Nuclear Regulatory Commission in 1997.

In May of 2000, USEC announced that enrichment operations at the Portsmouth site would cease in 2001. In addition, USEC announced its intention to terminate the lease at Portsmouth and return those facilities to the Department of Energy (DOE). DOE then decided that PORTS should be maintained in a status that would allow a cost-effective resumption of enrichment operations within 18 to 24 months (Cold Standby [CSB]). The Under Secretary of Energy approved the decision to terminate CSB effective September 30, 2005. Beginning October 1, 2005, the facilities were put in Cold Shutdown (CSD) as an interim measure until decontamination and decommissioning (D&D) activities begin. In 2005, an infrastructure contract was awarded to provide infrastructure support to the facilities retained by DOE.

In 2007, the decision to proceed with the D&D project was made. The D&D project was established with the approval of Critical Decision (CD)-1. A Facilities Support Services (FSS) contract and D&D contract were awarded in 2009 and 2010 respectively. In 2013, an environmental technical services contract was awarded to provide technical support to DOE and to support DOE oversight of the D&D project.

The Portsmouth Site currently has four (4) major prime contractors that support DOE with ongoing activities. The number of contractors and scope of the contracts may change during the period of performance of this contract. The current contractors and their respective summary level of scope are described below:

1. Fluor-B&W Portsmouth, LLC (FBP) is responsible for D&D of the Gaseous Diffusion Plant and its support facilities;
2. Babcock Wilcox Conversion Services (BWCS) is responsible for operations of the Depleted Uranium Hexafluoride Conversion (DUF<sub>6</sub>) Plant;
3. Wastren-EnergX Mission Support, LLC (WEMS) is responsible for infrastructure support services; and

4. Restoration Services Incorporated (RSI), the environmental technical services (ETS) contractor, provides 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 and various other site tenants. The site has other tenants who are not directly supporting DOE activities. For example, the Ohio National Guard uses a Portsmouth facility that has minimal impact on the Contractor. Those facilities and systems required for uranium enrichment at the American Centrifuge Plant (ACP) will remain leased. The Contractor shall interface with site tenants in areas where scope activities may impact site tenants such as grounds and road maintenance and clearing. Additionally, some direct services are provided via work authorization to ACP through this contract. The Contractor shall support DOE in full cost recovery of services provided to ACP. The Contractor shall participate and adhere to the site established shared site process to communicate and evaluate changes that may impact other site tenants.

### **C.1.2 GOALS AND OBJECTIVES**

The primary objective of this contract is to perform infrastructure work at the Portsmouth Site in support of DOE's D&D mission. The Contractor shall comply with all applicable Federal, State, and local laws and regulations, Executive Orders, DOE Orders (and other types of Directives), Regulatory Permits, and 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, "Portsmouth Infrastructure 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 Portsmouth infrastructure activities.

### **C.1.3 CONTRACTOR PERFORMANCE AND KEY REQUIREMENTS**

The Contractor shall furnish all personnel, facilities, equipment, supplies, and services (except as set forth in this contract to be furnished by the Government), 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-8.C.1, Quality Assurance Surveillance Plan as a guide in its inspection and acceptance of Contractor services under this 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, but are not limited to, all applicable laws, regulations, directives, permits, licenses, plans, orders, 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 Document, Exhibit, 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 Portsmouth Site contractors and various other site tenants. Additionally, the Contractor shall provide a representative/point of contact to the Portsmouth Site Specific Advisory Board (SSAB). This representative shall coordinate with the DOE Federal Coordinator or DOE Project Manager and provide responses to the SSAB relative to questions concerning its work when requested.

## **C.2.2 ENVIRONMENT, SAFETY, HEALTH, AND QUALITY (ESH&Q) PROGRAM**

The Contractor shall conduct all activities required for compliance with all applicable laws, regulations, permits, agreements, Orders, and DOE Directives 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. 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, document, 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 Portsmouth Site.

The WSHP shall also be applicable to the Contractor's subcontractors performing work at the Portsmouth Site. It is the Contractor's responsibility to ensure that all of its subcontractors performing work at the Portsmouth Site 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 days of the Notice to Proceed (NTP).

In addition, an updated WSHP shall be submitted to DOE for review and approval at least 90 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 will be provided safety and health Personal Protective Equipment (PPE) by the D&D contractor for its workers. The PPE utilized shall be commensurate to the level and type of hazards

present (as specified by the Contractor). The D&D contractor will be responsible for the subsequent decontamination and disposal of such PPE.

The Contractor shall report all occupational safety and health information as required in DOE Order 231.1B, *“Environment, Safety, and Health Reporting,”* including 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 Integrated Safety Management**

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 all work under this Contract as well as to capture, document, and provide lessons learned from all work under this Contract 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 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 ISM 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 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 (D&D 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 provide data needed by the D&D contractor (the consolidating contractor) per DOE Order 436.1, *“Departmental Sustainability,”* and Executive Order 13514, *“Federal Leadership in Environmental, Energy, and Economic Performance,”* for the Portsmouth Site consolidated Site

Sustainability Plan (see Section J, Attachment J-4, List of Deliverables), to include the Comprehensive Energy Data Report (CEDR).

### **C.2.2.3 Occupational Radiation Protection Program**

The Contractor shall conduct DOE radiological activities in compliance with a documented Radiation Protection Program (RPP) approved by DOE. For radiological work performed by the Contractor, including radiological worker training also provided to others, the Contractor shall develop procedures or other documentation in accordance with the D&D contractor's approved RPP that meets the requirements of 10 CFR § 835, "*Occupational Radiation Protection*" and DOE Order 458.1, "*Radiation Protection of the Public and the Environment*". The Contractor shall conduct its work to minimize worker exposure to radiation, minimize the spread of contamination and to keep occupational and environmental radiation exposures ALARA. The Contractor shall 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 documentation (see Section J, Attachment J-4, List of Deliverables) to DOE for approval within 60 days of NTP. In addition, updates shall be submitted to DOE for review and approval at least 90 days prior to when any significant changes or additions are made.

The ALARA process shall be implemented 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 Contractor will receive dosimetry services from the D&D contractor (See Section J, Attachment J-5, Government Furnished Services and Interface Requirements Matrix).

### **C.2.2.4 Emergency Management**

The Contractor shall provide support to DOE by participating in the site's Emergency Management program including planning, preparedness, response, recovery, and readiness assurance per DOE Order 151.1C, "*Comprehensive Emergency Management System*." The Contractor shall designate an individual to be responsible for and to administer emergency management functions for the organization. This responsibility includes; interface with the D&D contractor who is responsible for site wide emergency management issues; participation in training, drills and exercises; and establishing fundamental worker safety programs consistent with DOE Order 151.1C. The Contractor shall coordinate with the D&D contractor 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 provide building/project emergency contingency plans (see Section J, Attachment J-4, List of Deliverables) to DOE, as needed for assigned facilities (Section J, Attachment J-15) and support updates to the Site Emergency Plan(s) and Emergency Readiness Assurance Plan. The Contractor shall develop and maintain implementing procedures as needed for order compliance. The Contractor shall update/revise, submit for DOE approval, and execute the approved project specific Emergency Plan and implementing procedures in coordination with the Portsmouth Site Emergency Management Program coordinator, within 60 days of the NTP (see Section J, Attachment J-4, List of Deliverables). The Contractor shall review and/or update/revise, submit for DOE approval within 60 days of NTP Emergency Planning Hazard Surveys and, if applicable, Emergency Planning Hazard Assessments for assigned facilities and work scope (see Section J, Attachment J-4, List of Deliverables). The Contractor

shall work with the D&D contractor to develop and update as needed, facility-specific Emergency Action Levels (EALs) for the spectrum of potential Operational Emergencies for its operations.

The Contractor shall provide annual updates (see Section J, Attachment J-4, List of Deliverables) to the Site Continuity of Operations Plan(s) (COOP) in coordination with the site's COOP program.

#### **C.2.2.5 Quality Assurance**

The Contractor shall develop, maintain and conduct all work activities in accordance with a documented, DOE-approved Quality Assurance Program (QAP) pursuant to 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 days of the NTP. The Contractor shall obtain DOE approval of the QAP prior to assuming full responsibility for the 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 (see Section J, Attachment J-4, List of Deliverables) a declaration report that demonstrates QAP implementation.

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 Order 414.1D, "*Quality Assurance*," EM-QA-001, "*EM Quality Assurance Program*," and associated DOE Directives (i.e., Policies, Guides, Manuals, and Orders).

#### **C.2.2.6 Contractor Assurance System**

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

#### **C.2.2.7 Occurrence Reporting**

The Contractor shall review and categorize identified issues as required by DOE Order 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 issue as necessary in accordance with these requirements. The reports shall be submitted per occurrence to the DOE ORPS and require DOE review and approval as required by DOE Order (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 Order 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 compliantly managing all waste it generates, to include compliant initial characterization, storage and accumulation, and support to/for final disposition. Waste disposal will be the responsibility of the D&D contractor. The Contractor will be responsible for waste management activities until turnover to the D&D contractor. Radioactive waste shall be managed in accordance with DOE Order 435.1, *“Radioactive Waste Management”* until transferred to the D&D Contractor.

The Contractor shall develop and submit a Waste Management Plan (see Section J, Attachment J-4, List of Deliverables) meeting the requirements of DOE O 435.1, *“Radioactive Waste Management”* within 60 days after NTP for DOE approval.

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

The Contractor shall collect and stage recyclable materials from assigned (Section J, Attachment J-15) facilities. The D&D contractor will disposition recyclable materials. The Contractor shall report (see Section J, Attachment J-4, List of Deliverables) the recycle numbers to the DOE on a monthly basis with a breakdown of quantities in pounds for glass, plastic, aluminum, paper, cardboard; and the number of printer cartridges and copier toner cartridges sent to a certified recycler for re-use.

### **C.2.3 ENGINEERING**

The Contractor shall provide all engineering support required to perform this PWS. The Contractor is responsible for determining the level of engineering support necessary. Engineering activities may include, but are not limited to engineering management, waste management engineering, facility engineering, system engineering, structural engineering, project engineering, and radiological engineering. Professional Engineers registered within the State of Ohio shall be required for all structural engineering assessments and projects wherein the safeguarding of life, health and property is concerned. All engineers 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 (IPRs); 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 the Office of Environmental Management'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 DOE Contracting Officer (CO) with a copy to the Office of Project Assessment ([ContractorsMPR@hq.doe.gov](mailto: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 or separately, the Contractor shall submit a monthly inspection report self-assessment with certification statement, similar in format and content as Section J, Attachment J-8.C.1, Government Quality Assurance Plan, which assesses the Contractors work performance for that period against contract requirements and performance standards (see Section J, Attachment J-4, List of Deliverables).

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 scope with the contract. 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 to DOE. In support of the Portsmouth Integrated Site-wide Federal Lifecycle Baseline, the Contractor shall provide the initial, interim, and full contract period of performance scope, schedule, and cost information to the DOE and the ETS contractor (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall provide the Work Breakdown Structure (WBS), WBS dictionary data, WBS/PWS crosswalk, and price for each Exhibit Line Item Number (ELIN) (see Section J, Attachment J-10). The schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction<sup>®</sup> software unless otherwise agreed to by DOE.

#### **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 within 30 calendar days of NTP for review and comment (see Section J, Attachment J-4, List of Deliverables). 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, but are not limited to; D&D project weekly planning meeting, Contractor project weekly meeting, monthly Shared Site meeting, monthly Contractor performance review, and relevant monthly Integrated Project Team meetings).

#### **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 Order 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 Order 580.1A, “*Department of Energy Personal Property Management Program.*”

The Contractor shall be responsible for personal property management functions for assigned personal property (Section J, Attachment J-3, Infrastructure Accountable Property List ), and as assigned by the CO. These functions are:

- The Contractor shall manage all assigned Government-owned accountable and non-accountable personal property in accordance with 41 CFR 101 and 41 CFR 109.
- The Contractor shall ensure all written warranties for items purchased using federal funds are issued with DOE as having full ownership title.
- The Contractor shall disposition classified equipment and material in accordance with the requirements of 41 CFR 109-45.09-52 and DOE Order 471.6, “*Information Security*” and DOE Order 205.1B, “*DOE Cyber Security Program*”.
- The Contractor shall maintain a cradle to grave high-risk material and equipment identification and reporting process. The Contractor shall identify control and disposition high-risk property in accordance with the DOE Personal Property Letter (PPL) 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 disposition Automatic Data Processing Equipment (ADPE) as stated in 41 CFR 109-43.307-53 and in accordance with DOE Order 250.1B, “*DOE Cyber Security Program*”.

## **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 not to exceed 60 days. During the transition period, the incumbent contractor will continue to be responsible for delivery of services. The Contractor shall assume full responsibility for delivery of services when readiness for transition is achieved and approved by the CO, thereby ending 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 within 15 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 uninterrupted 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 DOE 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 to DOE (see Section J, Attachment J-4, List of Deliverables) 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 SAFEGUARDS AND SECURITY (S&S)**

The Contractor shall be the 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 Portsmouth Site. The Contractor shall perform CCSA S&S activities for DOE site security oversight/operations at the Portsmouth Site in compliance with, but not limited to, DOE Order 142.3A, “*Unclassified Foreign Visits and Assignments Program*”; DOE Order 470.3B, “*Graded Security Protection*”; DOE Order 470.4B, “*Safeguards and Security Program*”; DOE Order 471.6, “*Information Security*”; DOE Order 472.2, “*Personnel Security*”; DOE Order 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 Paducah 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, 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 Section J, Attachment J-8.C.3.2 Table 1, “*Security Services Workload History*”.

The above programs shall be provided as a Government-Furnished Services and Items (GFSI) to other contractors on site, and shall be provided to meet DOE Directives and performance standards identified in Section J, Attachment J-8.C.3.2 Table 2, “*Security Performance Level Standard*”.

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 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 a Classification Officer and supporting staff for all DOE classification activities at the Portsmouth 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 Portsmouth 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 Portsmouth Site.

The Contractor shall attend and provide a written activities description for a 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 reoccurring meetings shall include the weekly site planning meetings, monthly shared site meetings, and monthly performance review meetings.

The Contractor shall provide security program support to ACP as needed to support the DOE work authorization (WA #815218 FSS Security & HSPD-12 Security Badging). The Contractor shall prepare invoicing to support DOE in full cost recovery of services to ACP.

### **C.3.2.1 Program Management Operations**

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

The Contractor shall coordinate CCSA activities with the PORTS 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 Portsmouth 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 shall 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 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 site including, but not limited to: 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 Order 470.4B, *Safeguards and Security Program*, DOE Policy 470.1A, *Safeguards and Security Program*, and

its 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 site. The Contractor shall develop a procedure/program plan to ensure implementation of the Site Security Plan (SSP) encompassing all DOE interests at the site. The Contractor shall provide a copy of the procedure/plan to all other DOE prime contractors' FSOs at the site for their implementation.

#### **C.3.2.1.1 Protection Program Management and Administrations**

The Contractor shall develop, implement and maintain the 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 site.

The Contractor shall appoint a FSO located at the Portsmouth 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 ensure these personnel are aware of their individual security responsibilities and have completed required S&S training.

#### **C.3.2.1.2 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 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 Portsmouth 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 Portsmouth Site.

The Contractor shall coordinate with the other DOE prime contractors to develop the S&S strategy for the site. 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) at the site 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 DUF<sub>6</sub> Conversion Project Operational Site Security Plan for concurrence. The DUF<sub>6</sub> Conversion Project Operational Site Security Plan shall be included as an addendum to the CCSA SSP. The Contractor shall review the DUF<sub>6</sub> Conversion Project Operational Site Security Plan, and verify the DUF<sub>6</sub> 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 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 D&D 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 D&D 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 D&D contractor to ensure the plan can be supported.

### **C.3.2.1.3 Management and Control**

The Contractor shall perform surveys, self-assessments, and program reviews demonstrating that the S&S systems and process at the 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.3.2.1.3.1 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.3.2.1.3.2 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.3.2.1.3.3 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.3.2.1.3.4 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 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 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 ODSFA 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.3.2.1.4 Program-Wide Support**

**C.3.2.1.4.1 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 Order 470.4B. 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 site 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.3.2.1.4.2 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 Order 470.4B. 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 Portsmouth Site 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.3.2.1.4.3 Security Management in Contracting.** The Contractor shall incorporate required DEAR clauses into subcontracts as described in DOE Order 470.4B. The Contractor shall notify the Government of the need to modify its subcontracts to incorporate new or revised DOE S&S Directives within thirty (30) 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 Portsmouth Site prime contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the DOE ODFSA for implementation.

## **C.3.2.2 Physical Protection**

### **C.3.2.2.1 Access Controls**

The Contractor shall physically protect DOE interests and assets at the 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.3.2.2.1.1 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.3.2.2.1.2 Posting and Signage Requirements.** The Contractor shall post signs in accordance with DOE Directives for posting at facilities, installations, and real property based on the need to implement Federal statutes protecting against degradation of S&S interests to include but not limited to:

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

**C.3.2.2.1.3 DOE Security Badge Program.** The Contractor shall implement and ensure compliance of the Portsmouth 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 (including ACP (HSPD-12 only), DUF<sub>6</sub>, Contractor, D&D, and PPPO personnel) 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.3.2.2.1.4 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) times per year (i.e., classified repository support, classified lock and keys).

**C.3.2.2.1.5 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.3.2.2.1.6 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 Section J, Attachment J-8.C.3.3.2.1.6, "*Automated Access Control System Listing*" and consistent with Section 3.4, Operations and Management of Assets.

### **C.3.2.2.2 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 site. The D&D contractor will be responsible for implementation of the strategy.

### **C.3.2.2.3 Barriers and Delay Mechanisms**

PORTS has security area(s) where physical barriers serve as the physical demarcation line. A more complete description of Barriers and Delay Mechanisms types and general requirements are contained in DOE Order 473.3, "*Protection Program Operations*".

The Contractor shall develop and implement a barrier and delay strategy in accordance with the requirements of DOE Order 473.3, "*Protection Program Operations*" for PORTS.

Maintenance of assigned barriers shall be conducted in accordance with Section C.3.4, Operations and Management of Assets, and applicable DOE Directives referenced therein.

**C.3.2.2.3.1 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 D&D contractor for all classified storage areas at the site that require their involvement in the implementation.

#### **C.3.2.2.4 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 site IDS alarm testing and maintenance program, and implement IDS alarm testing and maintenance for assigned facilities.

#### **C.3.2.2.5 Communications**

The communications requirements driven by the DOE Order 473.3 apply solely to the Protective Force, which is addressed in the D&D contract.

### **C.3.2.3 Information Security**

The Contractor shall establish and maintain an effective information security program at the 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 DOE PORTS contractors responsible for protecting classified and sensitive information by providing guidance and adjudication of information security issues.

#### **C.3.2.3.1 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, but is not limited to, OUO, UCNI and ECI. The Contractor shall have training and approval authority for DUF<sub>6</sub> Conversion Project matters for site-wide information security concerns, but will defer to the DUF<sub>6</sub> Conversion contractor's ECI reviewing officials for the final site authority for DUF<sub>6</sub> Conversion Technology.

#### **C.3.2.3.2 Technical Surveillance Countermeasures**

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

#### **C.3.2.3.3 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.3.2.3.4 Classification Guidance

The Contractor shall provide a Classification Officer and supporting staff for all DOE EM classification activities at the Portsmouth Site. These activities include gas centrifuge and gaseous diffusion technology. All personnel performing the DC functions at PORTS shall be trained and certified by the Contractor Classification Officer. The PPPO Classification 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 PORTS 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); therefore, ADC's involved shall possess a DOE "Q" access authorization. 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 classification reviews/determinations, technical reviews, legacy issues support, litigation support for issues involving the Department of Justice, 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.

### C.3.2.3.5 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.3.2.3.5.1 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.3.2.3.5.1.1 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.3.2.3.5.1.1.1 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 III 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 PORTS 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 D&D contractor, who will provide concurrence on Transportation Security Plan(s).

### **C.3.2.4 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 DOE contractors, and other site contractors in accordance with the DOE implementing directives for HSPD-12.

#### **C.3.2.4.1 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 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.3.2.4.2 Control of Classified Visits**

The Contractor shall develop and implement a program to address the requirements for classified visits in accordance with DOE Order 470.4B, "*Safeguards and Security Program*". The control of classified visits ensures 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 ensure that:

- Local procedures are established for processing and handling visits by cleared U.S. citizens and foreign nationals.
- Classified visit requests are sent and received through the DOE cognizant security office and appropriate security offices of other Federal government agencies.
- Classified information or matter including the individual's personal notes, to be removed from the DOE's control, is sent through the DOE cognizant security office to the established classified mailing address as listed in SSIMS.

#### **C.3.2.4.3 Safeguards and Security Awareness**

The Contractor shall develop, implement and maintain the S&S Awareness Program for all DOE contractors and subcontractors at the site. The safeguards and security awareness program shall communicate personal security responsibilities to all individuals at the 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 individuals fail to complete the requirement for annual refresher briefings.

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

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

#### **C.3.2.5 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 site. The Contractor shall perform oversight of the custodial contractors (D&D and DUF<sub>6</sub> contractor), which shall have established accountability and physical protection programs including, for affected contractors, a plan for Category III (but not Category II) quantities of SNM.

#### **C.3.2.6 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 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 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.3.3 COMPUTING, TELECOMMUNICATION, AND CYBER SECURITY**

The Contractor shall provide 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.3.3.1 Cyber Security**

##### **C.3.3.1.1 General**

The Contractor shall provide Cyber Security services for itself and other site contractors and subcontractors, except DUF<sub>6</sub> project and USEC. The cyber security services for the ETS contractor, DOE, and DUF<sub>6</sub> are provided by others. The Contractor shall ensure safe, efficient, timely and effective implementation of cyber security requirements.

##### **C.3.3.1.2 Requirements**

The Contractor shall comply with the Cyber Security requirements as specified in DOE Order 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.3.3.1.3 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 site contractors. The Contractor shall update the System Security Plan annually thereafter. The System Security Plan shall be submitted to Government for approval within 60 days after the NTP. The Contractor shall develop, implement and maintain an effective assurance system, incident handling plan, and other plans as detailed in DOE Order 205.1B.

##### **C.3.3.1.4 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.3.3.1.5 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 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.3.3.1.6 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 Portsmouth 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.3.3.1.7 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.3.3.2 Telecommunications**

### **C.3.3.2.1 General**

The Contractor shall provide reliable and secure telecommunications and networked voice, video and data services, Mobile Device Management, pager communications for the Portsmouth site. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. The Contractor shall develop and continue to support the development and implementation of a comprehensive future vision for communication and information technology infrastructure optimization and consolidation plan(s) consistent with D&D activities on the site. See Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*”.

### **C.3.3.2.2 Requirements**

The Contractor shall perform services to ensure the site telecommunications system is 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 Section J, Attachment J-8.C.3.3 Table 2 and Figure 1, *Communications System Description* and Attachment J-8.C.3.3 Table 3, “*Information Technology System, Application Inventory, & Workload History*”. The Contractor shall provide for land line, data line (see Section C3.3.3.2 Computer Services), voice messaging, fax machines, video/web conferencing services to DOE and site contractors (except DUF<sub>6</sub>) and ACP, consistent with Section J, Attachment J-8.C.3.3 Table 4, “*IT and Telecommunications Performance Level Standard*”.

The Contractor shall provide land line telephones, pagers, data telecommunications, and voice messaging to ACP as detailed in separate DOE work authorization (#813648, Telecommunications Support). Services provided to ACP shall be provided to obtain full cost recovery. The Contractor shall support DOE in invoicing of ACP for these services. This support includes detailed back-up and summary information by work authorization and contractor’s invoice number.

### C.3.3.2.3 Mobile Devices

The Contractor shall provide Mobile Device Management (MDM) services and devices such as cell phones/smartphones/blackberry for itself and for the D&D contractor, consistent with Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*”.

### C.3.3.2.5 Emergency Notification Service

The Contractor shall provide reliable electronic notification services and equipment to individual personnel associated with the PORTS emergency response organizations, including DOE, ACP, and site contractors. All services will be supplied consistent with the Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*”.

### C.3.3.2.6 Site Telephone System

The Contractor shall operate and maintain the 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, local regulations, and DOE Directives.

### C.3.3.2.7 User Services

The Contractor shall perform on-site maintenance and repair/replacement of all installed (telephones and accessories) and services to users within the D&D project, including DOE and the ETS contractor consistent with Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*”. The Contractor is responsible for moving office phone numbers. The Contractor shall provide the peripheral equipment, fax machines, telephones, headsets, add-on accessories related to the telephone system for onsite DOE, contractor, and subcontractor users.

### C.3.3.2.8 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 site end users.

#### **C.3.3.2.9 Emergencies**

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

#### **C.3.3.2.10 Restoration**

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

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

- a. **Emergency Outage.** On-site response is required within one 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 shall be addressed immediately.
- b. **Priority Outage.** On-site response is required within four 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.
- c. **Routine Outage.** On-site response is required within 12 hours. Includes outages not otherwise categorized as Emergency or Priority.

#### **C.3.3.2.11 System Changes**

The Contractor shall interface with the end users (D&D contractor, other site contractors and subcontractors) and shall review work packages and design/configuration plans for system changes/alterations developed by the D&D contractor to maintain compatibility with all site services and systems.

#### **C.3.3.2.12 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.3.3.2.13 Voice Mail**

The Contractor shall provide voice mail operations to DOE, ACP, and site contractors. This includes management and administration for multiple end users, additions, deletions, modifications, user

support, diagnostic, maintenance, programming changes, and remote access to voice-messaging service.

### C.3.3.3 IT Support and Services

#### C.3.3.3.1 Print, Scan, and Copy Services

**C.3.3.3.1.1 General.** The Contractor shall provide equipment, professional and technical services to ensure secure, reliable, and continuous copier, printer, scanner operation for identified facilities and consistent with Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*”. Services shall be provided for the onsite D&D contractor and subcontractors, DOE personnel, ETS contractor and subcontractors, and ISS contractor and subcontractors.

**C.3.3.3.1.2 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) hour 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.) (See Section J, Attachment J-8.C.3.3 Table 3, “*Information Technology System, Application Inventory, & Workload History*”)

**C.3.3.3.1.2 Document Reproduction.** The Contractor shall provide labor, supplies, and equipment for printing and/or reproduction services within the X-720 Records Facility to be furnished to all D&D project personnel including DOE and its support contractor personnel.

#### C.3.3.3.2 Computer Services

**C.3.3.3.2.1 General.** The Contractor shall provide information technology (IT) support and management services at Portsmouth. 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 develop and continue to support the development and implementation of a comprehensive future vision for communication and information technology infrastructure optimization and consolidation plan(s) consistent with D&D activities on the site. (See Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*”)

**C.3.3.3.2.2 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 Section J, Attachment J-8.C.3.3 Table 4, “*IT/Telecommunications Performance Level Standard*” to maintain availability of systems, applications, and data. (See Section J, Attachment J-8.C.3.3 Table 3 “*Information Technology System, Application Inventory, & Workload History*”)

**C.3.3.3.2.3 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. (See Section J, Attachment J-8.C.3.3 Table 3 “*Information Technology System, Application Inventory, & Workload History*”)

**C.3.3.3.2.4 Hardware.** The Contractor shall provide equipment repair and/or replacement (computer hardware and utility software) and services to the D&D contractor and subcontractor onsite network users consistent with Section J, Attachment J-8.C.3.3 Table 1, “*Information Technology Service Matrix*” and Attachment J-8.C.3.3 Table 3, “*Information Technology System, Application Inventory, & Workload History*”.

**C.3.3.3.2.5 Work Packages.** The Contractor shall interface with the other site contractors and their subcontractors to ensure that system configuration and compatibility with all Portsmouth Site services and systems is maintained. The Contractor shall review and approve work packages and design/configuration plans for system changes/alterations developed by the other site contractors. Consistent with Section C.3.3.1 Cyber Security, the Contractor shall perform needed risk assessments involved in changes/alterations performed by the other site contractors.

**C.3.3.3.2.6 Network File Storage.** The Contractor shall provide and manage network file storage to ensure sufficient capacities are allocated to user organizations. (See Section J, Attachment J-8.C.3.3 Table 3 “*Information Technology System, Application Inventory, & Workload History*”)

**C.3.3.3.2.7 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 D&D contractor, authorized visitors, as well as onsite subcontractors at the Portsmouth site. 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, and overall IT network/system.

**C.3.3.3.2.8 Application Deployment Services.** The Contractor shall provide users listed in Section J, Attachment J-8.C.3.3 Table 3, “*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 end users within the timeframe identified in Section J, Attachment J-8.C.3.3 Table 4, “*IT/Telecommunications Performance Level Standard*”.

**C.3.3.3.2.9 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.3.3.3.2.10 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 Section J, Attachment J-8.C.3.3 Table 4, “*IT/Telecommunications 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 from 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.

**C.3.3.3.2.11 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 Section J, Attachment J-8.C.3.3 Table 3, “*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 COR immediately upon discovery.

**C.3.3.3.2.12 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.3.3.3.2.13 DOE Site Network.** The Contractor shall provide all basic support to the DOE site network (which includes the ETS contractor) including, 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.3.3.3.2.14 Remote Systems**

The Contractor shall establish and maintain the capability to access and utilize all remote DOE systems or databases in use at PORTS, including: Computerized Accident/Incident Reporting System (CAIRS); Non-Compliance Tracking System (NTS) database; Occurrence Reporting and Processing System (ORPS); Foreign Access Central Tracking System (FACTS) database; Facility 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.3.4 OPERATIONS AND MANAGEMENT OF ASSETS

### C.3.4.1 Property Management Services

#### C.3.4.1.1 Real Property Services

**C.3.4.1.1.1 DOE Support.** The Contractor shall provide all requested informational support 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.3.4.1.1.2 Relocation Services.** The Contractor shall provide onsite relocation of 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.) within and/or between assigned facilities. The Contractor shall relocate (move) 15 personnel annually.

**C.3.4.1.1.3 Federal Inventory Management System (FIMS).**

At PORTS, the D&D contractor will have responsibility for the upkeep, maintenance, and reporting for the site associated Facilities Information Management System (FIMS) excluding the DUF<sub>6</sub> project. The Contractor shall coordinate with the D&D contractor for response to data calls and provision of data needed to maintain FIMS; and related reporting for ISS assigned assets (Section J, Attachment J-15). The Contractor shall support an annual FIMS data verification per DOE Order 430.1B and guidance provided annually by DOE.

**C.3.4.1.1.4 Ten Year Site Plans (TYSP).**

At PORTS, the D&D contractor has the responsibility for overall integration and submission of the sites TYSP. The Contractor shall coordinate with the D&D contractor for response to data calls and provision of data needed for comprehensive plan development in accordance with DOE Order 430.1B (annual plan/update submittal).

#### C.3.4.1.2 Personal Property

The Contractor shall perform high-risk property reviews for the D&D project including all property to be released from site control for any reason including transfer, sale, or disposal. These reviews shall include inspection of facilities prior to deactivation/demolition. The reviews shall be for the entirety of the D&D project and for activities associated with this PWS, as well as those performed by the D&D contractor, DOE, and DOE's support contractor.

The Contractor shall provide disposition guidance on "Trigger List" items (a list of equipment whose export triggers the requirement for safeguards) and export controlled personal property and information (see Safeguards and Security, Section C.3.2).

#### C.3.4.1.3 Fleet Management

The D&D contractor will be responsible for comprehensive fleet management and reporting. The Contractor will coordinate with D&D contractor fleet management and provide data needed for required data calls and fleet reporting. The Contractor will comply with the ongoing fleet consolidation with GSA (Section J, Attachment 8.x GSA Fleet MOA) The Contractor shall be

responsible for purchase/lease of equipment required to perform services under this contract and maintenance of GFE needed by and assigned to the Contractor in the provision of the services.

The Contractor shall manage their GSA fleet required to provide services under this contract and shall maintain leased vehicles consistent with GSA guidelines and shall be responsible for damage claims and penalty payments from GSA. The Contractor may at their option utilize GSA Certified Vendor services from the D&D contractor facility in order to receive maintenance at GSA prescribed intervals and receive repairs as necessary within the guidelines of GSA agreements.

**C.3.4.1.3.1 Fleet** - Support to DOE Site Office. The Contractor shall coordinate and provide the delivery and return of five (5) GSA leased DOE site office passenger vehicles for maintenance to GSA approved vendors. The Contractor shall arrange for in maintenance in coordination with the PPPO-Portsmouth Site Office and DOE Environmental Management Consolidated Business Center (EMCBC) fleet manager. The Contractor shall also provide for external washing and inside cleaning of vehicles approximately 4 times per year. This scope does not include performing actual vehicle maintenance or repair.

### **C.3.4.2 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.3.4.3 through C.3.4.5 in this contract. Such management includes, 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 specified time limits and in accordance with the quality standards established in this contract. Verbal scheduling and status reports shall be provided when requested by the CO. The Contractor shall utilize a Computerized Maintenance Management System (CMMS) to fulfill the requirements stated herein.

#### **C.3.4.2.1 Computerized Maintenance Management System (CMMS)**

The Contractor shall fully utilize the computer software program SOMAX 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.3.4.2.1.1 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 shall 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.

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.3.4.2.1.2 Status Inquiry.** A status report of any item of work, to include all work that has been completed and awaiting inspection by the Government, shall be provided within two hours during normal hours of operation as established in Section F.5, or by 0800 the following work day for inquiries after regular working hours. This update may be made by automated reports generated by the CMMS.

**C.3.4.2.1.3 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.3.4.2.1.4 Reserved**

**C.3.4.2.1.5 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 at no additional cost to the Government by the Contractor within two (2) working days after notification (either verbal or written) from 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 shall not constitute Level II Maintenance.

**C.3.4.2.1.5.1 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, re-occurring services, periodic inspections, etc.

**C.3.4.2.1.5.2 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 all 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 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 shall be at the Contractor's own risk.

**C.3.4.2.1.5.2.1 Level II Maintenance Categories.** The Contractor shall adhere to the following maintenance priority categories and response to work site time requirements.

- **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 PORTS 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 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.

- **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 two (2) hours of receipt of notification if during hours of operation or within two (2) hours after the start of regular working hours the following business day, if outside hours of operation.

**C.3.4.2.1.5.3 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.3.4.2.2 Weekly Reporting**

The Contractor shall provide the Government a weekly maintenance report detailing all scheduled maintenance activity as described in Section C.3.4 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.

#### **C.3.4.3 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 Section J, Attachment J-15. Section J, Attachment J-8.C.3.4.3 Table 1, "*Characteristics for Facilities for Surveillance and Maintenance*" provides additional information on assigned facilities to be maintained. The work includes the performance of preventative maintenance, scheduled and service order work as described herein.

Maintenance Performance Level Standard, Section J, Attachment J-8.C.3.4.3 Table 2, delineating work requirements, standards of performance, and weights for each contract requirement. The performance level standard is used by the Government to assess Contractor performance and is the primary method for calculating deductions for unsatisfactorily performed or nonperformed work.

##### **C.3.4.3.1 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, refrigerators, microwaves, 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) working 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. Except where otherwise noted, replacements shall match existing dimensions, finish, color, and design. During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas nor accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress.

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) working 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.

The Contractor shall manage the total work effort associated with the maintenance and services required herein to ensure fully adequate and timely completion and tracking of work in progress. Such management includes, but is not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide staff with the necessary management expertise to assure the performance of the required work. All workmanship shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; applicable activity, local, state, and federal standards; and applicable building and safety codes.

**C.3.4.3.1.1 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.

The Contractor shall submit a detailed PM and Operation Plan with PM schedule (see Section J, Attachment J-4, List of Deliverables) for approval within 180 calendar days after notice to proceed. The schedule shall cover the entire term of the contract and include, for assigned facilities and each system/piece of equipment, the facility number, the work to be performed (e.g., semiannual PM), and the week of the month the PM will be performed. The Contractor shall strictly adhere to the schedule to facilitate the Government's inspection of the work. Proposed changes to the approved schedule must be submitted in writing to DOE at least five working days prior to the originally scheduled PM date.

The PM Plan and Schedule shall include:

- A description of each item of equipment or facility to include the building number, location, equipment name, nomenclature, and serial number.
- A detailed PM schedule for facilities/components/equipment must provide a detailed listing of daily, weekly, bi-weekly, monthly, quarterly, semi-annual, and annual tasks, as well as annual start-up and shutdown work.
- All work must be itemized by specific equipment and tasks to be performed and include estimated labor hours for these tasks and associated start and stop dates.
- All tasks in the plan must reflect and adhere to current maintenance recommendations (to include manufacturers' recommendations and instructions). Identification of major systems as a piece of equipment or task is not sufficient.

**C.3.4.3.1.2 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.3.4.2, Maintenance Management and in accordance with standards established in this contract in performing corrective maintenance and repair to buildings, structures, installed equipment system and systems 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.3.4.3.1.3 Maintenance of Warranty(s)**

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 shall be at the Contractors expense.

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

**C.3.4.3.1.4 Level I Maintenance and Level II 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 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 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. Damaged or deteriorated stairs and stairways, including treads, risers, nosings, stringers, brackets, balustrades, handrails, and other components shall be repaired or replaced 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 including, 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 shall 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 PORTS: 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, 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, tuck-pointing 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) 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 shall be properly installed and free from corrosion and rust.
- 17) 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 shall be repaired or replaced when damaged, faded, outdated, or otherwise illegible.
- 18) 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, including, 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. The Contractor will perform reoccurring duct inspection, repair, and cleaning to maintain effective and efficient operation of HVAC systems and to provide for indoor air quality.

- 19) Refrigeration Equipment. Refrigeration systems are reach-in type residential, walk-in commercial refrigerators, and electric water coolers. Refrigeration equipment shall be maintained in operable condition.
- 20) 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 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.
- 21) 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.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) Keys and Locks. As indicated in Section C.3.2, S&S, 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.3.2).

- 26) 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.3.2).

The Contractor shall maintain the outer boundary fence (X-208A) and provide brush control on both sides of the fence. The fence will be maintained clear of trees, brush and other vegetation to the degree that the fence is not damaged. Repairs to the fence shall be accomplished to ensure the fence is capable of confining farm animals and acts as a barrier to notify personnel that they are entering DOE restricted access property. The fence shall be posted in accordance with requirements identified in 10 CFR 860.6, Trespassing on Department of Energy Property.

- 27) Re-Lamping. The Contractor shall re-lamp lighting fixtures contained in assigned facilities. The Contractor shall periodically inspect each building included in this contract to systematically replace burned out and/or blinking bulbs. All relamping is a **Level I** activity.
- 28) Fire Protection. The fire protection system is assigned to and maintained and operated by the D&D contractor.
- 29) 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.3.4.4 Paved, Gravel and Earth Roads, and Yards.**

##### **C.3.4.4.1 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, drainage systems and related areas, and associated structures and appurtenances at PORTS. 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. Road and parking lot maintenance within the DUF<sub>6</sub> project area is not included in this scope of work. All roadways identified as the Contractor's responsibility to maintain shall be kept clear of fallen trees, limbs and storm debris as necessary. Overgrowth of trees, vines or bushes along roadways shall be kept trimmed away from the roadway in a manner that allows for normal passage of traffic and requisite clearance. Traffic control signs and traffic control devices shall be maintained on DOE roadways. Guardrails shall be maintained in good serviceable condition including any necessary coatings to prevent corrosion of the metal surfaces, including replacement if needed.

### C.3.4.4.2 Description

There is 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 Section J, attachments provide an overview of structures and appurtenances at PORTS:

- a) Section J, Attachment J-8.C.3.4.4A Listing of Roads
- b) Section J, Attachment J-8.C.3.4.4B Portsmouth Site Map
- c) Section J, Attachment J-8.C.3.4.4C Listing of Bridges

### C.3.4.4.3 Level I, Scheduled/Preventative Maintenance Tasks and Standards

**C.3.4.4.3.1 General.** The Contractor shall provide all maintenance and scheduled repairs to paved/unpaved areas and ancillary structures.

**C.3.4.4.3.2 Records.** The Contractor shall utilize CMMS to document deficiencies resulting from inspections.

**C.3.4.4.3.3 Paved Surfaces Maintenance and Repair.** The Contractor shall maintain and repair paved surfaces in accordance with the latest edition of the Ohio 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 for submittal to DOE (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.

Paved surfaces shall be maintained free of potholes (impacting safe roadway use for passenger vehicles) and with adequate striping to make the roadway boundaries readily visible at night. Paved surface maintenance includes patching of potholes (impacting safe use by passenger vehicles and pedestrians), placing and replacing parking blocks, resurfacing, marking, striping, sweeping/cleaning as necessary.

**C.3.4.4.3.4 Unpaved Surfaces Maintenance and Repair.** The Contractor shall maintain and repair gravel surface roads and areas in accordance with the Ohio Standard Specifications for Road and Bridge Construction. Gravel roads and parking lots shall be maintained with regular grading sufficient to avoid large potholes and with sufficient gravel to make the road passable by passenger vehicles without the need for all wheel drive. Maintenance of unpaved roads and parking lots includes, but is not limited to, stabilization of road segments and maintaining proper drainage.

- a) **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 sufficient aggregate each year for repair of unpaved surface roads and parking areas.
- b) **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.3.4.4.3.5 Storm Drain System Maintenance and Repair.** The Contractor shall maintain the drainage systems associated with roads and grounds to include ditches and culverts. To maintain proper runoff, the Contractor shall inspect and repair plugged and/or damaged culverts, clean catch basins, 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. Drainage ditches shall be maintained clear of debris and obstacles in order to maintain proper drainage. Culverts shall remain clear of obstructions and maintained in a manner that precludes washouts. Culverts shall be replaced when they become structurally compromised or indication of a subsidence or sink hole is evident. The Contractor shall maintain proper drainage through appropriate vegetation control as described in Section C.3.5.2 Grounds Maintenance. The storm sewer system is assigned to and maintained by the D&D contractor.

**C.3.4.4.3.6 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.3.4.4.4 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.3.4.5 Grounds – Erosion, Storm Damage Repair**

**C.3.4.5.1 General.** In addition to grounds maintenance associated with C.3.4.4 Paved, Gravel and Earth Roads, and Yards Maintenance; and mowing activities in C.3.5.2 Grounds Maintenance, the Contractor shall provide repair services for significant soil erosion and response to severe storm damage impacting site operation.

**C.3.4.5.2 Erosion Repair.** The Contractor will perform seeding, strawing, topsoil backfill, rock placement (amoring), and/or application of erosion control matting in maintained areas in order to maintain the applicable performance standard. The Contractor will inspect and report areas of erosion that require repair.

C.3.4.5.3 Storm Damage. The Contractor will remove fallen trees and other debris from maintained facilities and areas to accommodate vehicle traffic, grounds maintenance, and other site operations.

### **C.3.5 FACILITY SERVICES (CUSTODIAL, SNOW/ICE ABATEMENT, PEST CONTROL, MOWING)**

#### **C.3.5.1 Custodial Services**

##### **C.3.5.1.1 General**

The Contractor shall provide custodial services as described herein at the facilities assigned in Section J, Attachment J-15, *FACILITIES/AREAS RESPONSIBILITY MATRIX AND SITE SERVICES*, so the facilities are clean, sanitary, and sightly. The assigned facilities/areas are further described including the required service levels in Attachment J-8.C.3.5.1 Table 1, “*Custodial Facilities Description and Service Level*.” The Contractor shall provide custodial services in accordance with Attachment J-8.C.3.5.1 Table 2, “*Custodial Service Level Frequency Description*.”

##### **C.3.5.1.2 Materials**

The Contractor's cleaning techniques and products shall protect the integrity surfaces and 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.3.5.1.3 Level 1 Scheduled Cleaning Services**

The Contractor shall perform space cleaning services as described herein at the facilities to the level shown for each assigned facility. Furniture and other items moved while performing basic services shall be returned to their original positions.

**C.3.5.1.3.1 Space Cleaning.** The Contractor shall clean spaces to include the following areas: offices, conference rooms, break rooms, 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.

- a) 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. Sanitary dumpsters will be provided by the D&D contractor and waste disposal will be performed by the D&D contractor.

- b) 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.
- c) 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.
- d) Door Tracks. Tracks shall be clean and free of dirt, debris, built up grime, dust, smudges, and other extraneous matter.
- e) Interior Window and Glass Cleaning. The Contractor shall clean window and glass surfaces and adjacent areas to ensure that surfaces are clean.
- f) Window Treatments. The Contractor shall clean window treatments to include, but not limited to, 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.3.5.1.3.2 Floor Care.** Floor care shall consist of the following services:

**C.3.5.1.3.2.1 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.

**C.3.5.1.3.2.2 Sweeping/ Dust Mopping**

The Contractor shall sweep/dust mop uncarpeted floors including stairwells and elevators to ensure floors are clean.

**C.3.5.1.3.2.3 Carpets and Rugs:**

Vacuuming. The Contractor shall vacuum carpets and rugs to remove loose dirt, dust, and debris ensuring they are clean.

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.

**C.3.5.1.3.2.4 Walk-off Mats.** The Contractor shall provide and service the walk-off mats and clean surfaces below the mats.

**C.3.5.1.3.2.5 Damp Mop.** The Contractor shall damp mop uncarpeted floors, including stairwells and elevators to ensure that they are clean.

**C.3.5.1.3.2.6 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.

**C.3.5.1.3.2.7 Waxing and Buffing.**

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 leaves 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.

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.

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.3.5.1.3.3 Break room Areas.** The Contractor shall service all break rooms 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.3.5.1.3.4 Restroom Services.** The following work requirements shall be performed each time restroom services are performed:

**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.

**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 such that will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them upon notification.

**C.3.5.1.3.5 Collection and Disposition of Waste.** The D&D contractor will be responsible for pickup and disposition of sanitary waste at a designated dumpster from the facility. The Contractor shall collect waste within the facility and discard in designated collection dumpster.

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.2.2.10.

#### **C.3.5.1.4 Level II Maintenance, Un-Scheduled Cleaning Services:**

Upon notification through the issuance of a Level II service request, the Contractor shall respond to spills, leaks, etc. to maintain identified service levels and ensure facilities are clean, sanitary, and slightly.

### **C.3.5.2 Grounds Maintenance**

#### **C.3.5.2.1 General**

The Contractor shall provide all work necessary to maintain grounds to acceptable standards i.e., inspecting, servicing, repairing, and maintaining all grounds, mowing, trimming, reseeding, removing debris, correcting soil erosion problems, maintaining trees and shrubs, fertilizing, policing (litter

control) in assigned areas as specified in Section J, Attachment J-8.C.3.5.2 Table 1, “**Grounds Performance Level Standard**.” The grounds areas are generally divided into the following categories for the purpose of this PWS: Improved Areas; Semi-Improved Areas (Monitoring Access; Edge Areas, Fencing, Roadways, Ditches, Holding Ponds, Easements), Regulated Areas, Unimproved Areas, and Special Events. The Contractor shall coordinate with the other site contractors prior to the performance of work activities that might impact their operations. Herbicides may be used as approved by DOE.

### **C.3.5.2.2 Assets and Areas**

The Government owns a total of x acres at the Portsmouth Site. The Government has restricted access to x acres within the fenced LA and approximately x acres of buffer zone surrounding the LA. Areas will be maintained in accordance to the Section J, Attachment J-8-C.3.5.2 Figure 1, “**Mowing Zone Map**”, and applicable performance standard for these areas Section J, Attachment J-8.C.3.5.2 Table 1, “**Grounds Performance Level Standard**.” A facility description and workload history is provided in Section J, Attachment J-8.C.3.5.2 Table 2, “**Grounds Workload History**.”

#### **C.3.5.2.2.1 Areas**

**Improved Areas.** Improved areas are intensely maintained and include grounds within the built up areas with lawns, landscaping, frequent access, and the like. Grass mowing, weed trimming, and edging shall be accomplished in these areas, around structures, and other permanent objects. Lawns shall be kept free of bare areas, ruts, holes, weeds, dead vegetation, debris, and unwanted vegetation that present an unsightly appearance. All holes or depressions shall be filled and compacted to adjacent grade level. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage trees and shrubs.

**Semi-Improved Areas.** Semi-improved grounds require less maintenance and include storage areas, graveled areas, open field area with less use, and access. Mowing in these areas will be maintained to ensure that brush and small trees do not take permanent root and the area remains open and clear of trees and brush. Trimming will be needed in limited areas to accommodate personnel access, prevent woody/vine growth on equipment, fences, and/or structures, and maintain drainage flow.

**Monitoring Station Access.** The Portsmouth Site has 800 groundwater monitoring wells that are sampled on a routine basis. 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 D&D contractor’s sampling schedules. Approximately 25% of the groundwater monitoring wells requires mowing for an access route and cleared circle around these wells. The D&D contractor provides sampling schedules 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 Contractor will coordinate with the D&D contractor on mowing around applicable wells. There are fifteen (15) ambient air monitoring stations at various locations surrounding the DOE site at Portsmouth. Access to the monitors is necessary to maintain these monitors on a regular basis. The Contractor shall maintain a mowed, debris free, pathway that is no less than three (3) feet wide and with a vegetation height not to exceed four (4) inches leading to the monitors to ensure safe walking access. Air monitoring and well locations are provided in Section J, Attachment J-8.C.3.5.2 Figure 2, “**Air and Well Monitoring Locations Map**.”

Fencing, Roadways, Ditches, Holding Ponds, Easements. The Contractor shall perform grass and vegetation control along sections of security fences, roadways on both sides of the fence/roadway, and ditches including, trimming around fences, guardrails, signs and other structures. The Contractor shall maintain the outer boundary fence (X-208A) and provide brush control on both sides of the fence. The fence will be maintained clear of trees, brush and other vegetation to the degree that the fence is not damaged. A cleared access route along the fence will be maintained at a width of x for its entire length. The Contractor shall remove obstructions and control vegetation in above ground storm drainage systems to permit unrestricted flow of storm water runoff. 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.

Unimproved Areas. Unimproved grounds include wooded or otherwise undeveloped areas that are not mowed. Unimproved areas may be transected by maintained (semi-improved) areas such as roads, fences, ditches, or easements. The Contractor shall contact DOE National Historic Preservation Act (NHPA) Lead and/or D&D Contractor NHPA Lead prior to mowing in sensitive archaeological areas.

Regulated Engineered Facilities. A number of Solid Waste Management Units (SWMU) are present at the Portsmouth site. Some of these SWMUs have caps (Mowing Remedial Action areas) that require maintenance and mowing, such as: X-231A, X-231B, X-734A, X-734B, X-735N, X-735S, X-749, X-749A, and X749B Landfills. Care must be taken not to damage the caps by scalping of the vegetative cover, rutting, fertilizer burn, or other means. Mowing, maintenance, and repair requirements for these caps are delineated in the Integrated Surveillance and Maintenance Plan (DOE/PPPO/03-0084&D3) for the Portsmouth Gaseous Diffusion Plant, Piketon, Ohio. The Contractor shall be responsible for the mowing, repair, fertilization, monument maintenance, and pest control of these caps in strict compliance with the plan. In performing activities in these areas, the Contractor shall consult and coordinate with the D&D contractor to prevent any potential damage during maintenance and mowing. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage engineered caps.

Special Events. Special event services can be in any maintained area described above and include single event requests to accommodate, for example, events, visitors, and inspections. Request may include mowing otherwise unmaintained areas or increase service levels in a particular area.

### **C.3.5.2.3 Schedules**

The Contractor shall submit and annually update 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 Contractor shall provide a weekly schedule of mowing activities.

### **C.3.5.2.4 Level I Scheduled/Preventative Maintenance Grounds Services**

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

#### **C.3.5.2.4.1 Damage**

Contractor shall notify and provide a condition report to the Government of any existing damages to facility assets prior to the Contractor commencing work (see Section J, Attachment J-4, List of

Deliverables). Damage caused by the Contractor to site 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 shall be at the Contractor's expense.

### C.3.5.2.4.2 Services

**C.3.5.2.4.2.1 Debris/Litter 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.3.5.2.4.2.2 Mowing.** The Contractor shall maintain designated areas to ensure specified grass/vegetation heights. (See Section J, Attachment J-8.C.5.2 Figure 1 "*Mowing Zone Map*")

**C.3.5.2.4.2.3 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.

**C.3.5.2.4.2.4 Fertilizing and Liming.** The Contractor shall apply a commercial-type granular fertilizer and lime on improved areas and regulated facilities areas at application rates and chemical compositions as needed to maintain healthy and growing grass cover. Other areas may need application of fertilizer/lime/amendments to control, repair, or prevent erosion.

**C.3.5.2.4.2.5 Reseeding.** The Contractor shall reseed with grass seed in improved areas and regulated facilities to maintain a healthy and growing vegetative cover. The Contractor shall reseed in all areas as needed to control, repair, or prevent erosion.

**C.3.5.2.4.2.6 Tree/Shrub Maintenance.** In all areas, the Contractor shall provide tree maintenance to prevent interference with pedestrian and vehicular traffic, and structure encroachment. Tree Maintenance includes removing dead, broken, damaged or diseased wood, or structurally weak limbs, branches; removing or pruning branches to clear roofs, adjacent structures, low hanging limbs which encroach onto walks, roadways and parking lots. Further, this task includes removal of (including stumps in improved or semi-improved areas) dead, dying, or otherwise hazardous trees.

**C.3.5.2.4.2.7 Clippings Removal.** The Contractor shall remove or blow off grass clippings and leaves deposited by the mowing operation from sidewalks, concrete porches, building aprons, streets, etc. in improved areas. The Contractor will clean/clear sidewalks of animal droppings that become a slip/trip hazard, impact facility cleanliness, or otherwise impact facility ingress/egress.

**C.3.5.2.4.2.8 Soil Erosion Repair.** The Contractor will perform seeding, strawing, topsoil backfill, amoring, and/or application of erosion control matting in maintained areas in order to maintain the applicable performance standard. The Contractor will inspect and report areas of erosion that require repair.

### C.3.5.2.5 Equipment

The Government will provide equipment stipulated in Section J, Attachment J-3, Infrastructure Accountable Property List. The Government makes no representation that the GFE listed in the

attachment is sufficient to accomplish the requirements of the contract. The Contractor shall provide any equipment required to accomplish the listed work if the Government furnished equipment provided is found to be insufficient to accomplish the job. The Contractor shall be responsible for maintaining all equipment required to implement the PWS, in accordance with the manufacturer's recommendation for preventive and routine service as well as any required repairs to maintain the equipment in a safe and serviceable condition. The Contractor will be responsible for the replacement of government furnished equipment at the end of its serviceable life.

#### **C.3.5.2.6 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. 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. Unspecified, reoccurring events occur at various locations on site that require limited area and frequency of grounds services to accommodate special events such as: soil characterization, surveys, ceremonies, and public affairs. There will be four (4) special event request annually, limited to five (5) acres in size, or similar combination thereof.

### **C.3.5.3 Snow and Ice Prevention/Removal**

#### **C.3.5.3.1 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 PORTS. 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.3.5.3.2 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.

#### **C.3.5.3.3 Snow and Ice Removal Planning**

The Contractor shall interface with all PORTS contractors to fully coordinate snow and ice removal tailored to support 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 days after NTP and an updated plan annually by August 30<sup>th</sup>, 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 Portsmouth Site, 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. PORTS 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 site contractors.

#### **C.3.5.3.4 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.3.5.3.5 LEVEL I: Snow and Ice Removal**

**C.3.5.3.5.1 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 0.5 inches at all times and areas shall be free and clear within 60 minutes of the completion of the weather event.

**C.3.5.3.5.2 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 1.0 inches at all times and areas shall be free and clear within 120 minutes of the completion of the weather event.

### **C.3.5.3.6 Level II: Service Orders**

Upon notification through the issuance of a Level II service request, the Contractor shall perform priority requests for snow and ice removal. These services may be required to be performed outside normal duty hours

### **C.3.5.4 Pest Control Services**

#### **C.3.5.4.1 General**

The Contractor shall conduct pest control activities utilizing integrated pest management (IPM) techniques for all assigned grounds areas designated in Section J, Attachment J-15, *“FACILITIES/AREAS RESPONSIBILITY MATRIX AND SITE SERVICES.”*

#### **C.3.5.4.2 Certification**

The Contractor shall comply with the requirements of the State of Ohio 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.3.5.4.3 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.3.5.4.4 Materials**

All pesticides used by the Contractor shall be registered with the EPA 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.

- a) 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.
- b) 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 Portsmouth Site.
- c) Pesticide spills shall be cleaned, decontaminated, and reported to the Government as required by the WSHP and applicable environmental standards.

#### **C.3.5.4.5 Pest Control 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. Pest control will be limited to areas impacting safe operations of facilities, roads/traffic, and/or field operations.

- 2) Treatment. The Contractor shall provide pest control services on a request basis for the control of tick, ants, wasps, spiders, mice, rats, and any other pest. Services shall be provided at assigned facilities and as frequently as required to maintain the acceptable level of control.

Examples of work activities include pest treatment for discovery of infestations/nests or pest that need immediate attention for the control of wasps, ticks, etc. impacting personnel near buildings, portals, or effective completion of field work.

- 3) Removal. The Contractor shall provide the removal of nuisance animals (e.g., skunks, opossums, snakes, groundhogs, 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. Examples of work activities include trapping and removal of groundhogs damaging landfill caps, feral cats/dogs, rodents, and raccoons impacting road safety or ingress/egress of facility occupants.

#### **C.3.5.4.6 Acceptable Level of Control**

The Contractor shall eliminate nuisance pests within 30 calendar days of completion of the initial inspection.

### **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 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. The Contractor shall provide Records Management and Document Control services to the ACP as detailed in DOE work authorization (#813749, RMDC Support for ACP). The Contractor shall prepare invoicing to support DOE in full cost recovery of services to ACP.

The Contractor shall provide records management services as described in this section, and in accordance with Section J, Attachment J-8.C.3.6 Table 3, “*Records Performance Level Standard*.” Section J, Attachment J-8.C.3.6 Table 1, “*Records Management Workload History*” provides further detail on historic workload.

#### **C.3.6.2 Requirement**

All records shall 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 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 D&D 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 Order 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 Portsmouth 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 Section J, Attachment J-8.C.3.6 Table 2, “*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 PPO 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 site such as USEC, the D&D 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 Order 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.3.2, 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 vault 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.

### 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, SHIPPING AND RECEIVING SERVICES

### C.3.7.1 Mail Services

The Contractor shall be responsible for mail and classified mail services (pick-up and delivery, twice daily) from the local U.S. Post Office(s) and providing an on-site central location (X-720) for U.S. Postal and inter-company mail pick-up and drop-off for DOE, ETS, and D&D Project contractors and subcontractors. Each contractor (DOE, ETS, D&D Project contractor) is responsible for obtaining its respective mail and distribution of such mail from this central location. Each contractor shall also be responsible for outgoing U.S. Mail postage/stamps costs associated with DOE related business. The Contractor shall provide for U.S. Mail postage/stamps for DOE regular mail. Individual contractors are also responsible for any premium mailing or package services, such as Federal Express, UPS, etc. associated with DOE related business. Certified mail will be tracked to ensure and document delivery to intended recipient.

### C.3.7.2 Shipping and Receiving

The Contractor shall provide shipping and receiving services for DOE and DOE site contractors (excluding DUF<sub>6</sub>) and subcontractors. The Contractor shall staff, administer and operate a shipping and receiving service for the D&D Project in the existing X-720 facility. The shipping and receiving facility will be staffed during normal business hours (as established in Section F.5). Historic workload data on items types and quantities of items shipped and received are included in Section J, Attachment J-8.C.7 Table 1, “*Shipping and Receiving Workload Data*”. The Contractor shall not be responsible for the shipping of waste generated from the D&D and remediation activities. The Contractor shall perform services in accordance with Section J, Attachment J-8.C.7 Table 2, “*Shipping and Receiving Performance Level Standard*”.

#### C.3.7.2.1 Receipt

The service shall provide for receipt of materials at the loading dock including receiving and recording of bills of lading into a shared database that is accessible for all customers to view and track shipment status. For D&D contractor material, bills of lading are to be forwarded to the D&D

contractor. The Contractor shall not be responsible for invoices for any other contractor's materials. Receipt of material at the loading dock includes verifying the number of containers and material quantities contained in the shipment and performing visual inspection of the shipment. The Contractor will assist the purchasing contractor in dealing with shortages, overages, damage, and administrative errors.

Materials received shall be stored in appropriate locations as necessary to preserve the quality of the material. Appropriate care should be provided to secure all items from theft or misappropriation as needed. The loading dock and material storage areas shall be appropriately secured when not attended by Contractor personnel.

#### **C.3.7.2.2 Delivery**

Materials received at the loading dock by the Contractor shall be verified and transported (as needed) to the location designated by the purchasing contractor as soon as possible following receipt to avoid any adverse impact to the performance of the purchasing entity. Quality inspections required by the purchasing contractor shall be provided at the loading dock location by the purchasing contractor prior to delivery of materials to the designated field location. The Contractor will be responsible for notifying the purchasing contractor that the material is received and ready for quality inspection. The Contractor will coordinate transport and inspection with the D&D contractor as to minimize duplication of effort. The Contractor will be responsible for provision of security escorting of material to recipient contractor.

For vehicles, delivering D&D contractor bulk material, Protective Force will be responsible for escorting truck driver (and any passenger). For vehicles, delivering material for other site tenants, the Contractor personnel will escort the truck driver (and any passenger).

#### **C.3.7.2.3 Shipping**

The Contractor shall be responsible for shipping services via commercial carriers. DOE and DOE contractors and subcontractors will package the material in the appropriate packaging for shipment and deliver the item to the loading dock area. The Contractor will maintain all paperwork and tracking numbers associated with the shipment and coordinate the shipment with the appropriate shipping service agency. Analytical samples delivered to the loading dock will arrive already packed in a cooler with ice.

### **C.3.8 ENVIRONMENTAL INFORMATION CENTER (EIC) OPERATIONS**

The DOE EIC for PORTS located at Portsmouth Gaseous Diffusion Plant, DOE Environmental Information Center, Ohio State University, Endeavor Center 1862 Shyville Road, Room 207, Piketon, OH 45661, 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 Portsmouth Site environmental cleanup efforts.

The Contractor shall staff the EIC such that it shall be accessible to the public from the hours of Monday and Tuesday, 9:00 – 12:00AM, Wednesday, and Thursday, 12:00 – 4:00PM, and Friday closed.

The Contractor shall develop, manage, and maintain the DOE EIC Online Document Repository. 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 general access training courses for personnel at PORTS, including the D&D contractor personnel, DOE personnel, DOE technical support personnel, and site visitors, as needed.

#### **C.3.9.2 Requirement**

The Contractor shall provide the delivery of the training courses listed in Section J, Attachment J-8.C.3.9, “*Training Courses and Word Load Data*”. Attachment J-8.C.3.9, “*Training Courses and Word Load Data*” also provides a projected summary of the training provided by the Contractor to all site contractors. Each contractor at PORTS 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 Contractor shall be responsible for providing all equipment, displays, material, training devices, and mock-ups needed for the provision of these services, with the exception of GFE, Section J, Attachment J-3. 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 shall be coordinated with the recipient contractor and tailored to site specific work activities to ensure specific site policies, equipment, and practices utilized in the field are utilized/addressed in training content and/or practical. 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 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 ENERGY EMPLOYEES OCCUPATIONAL INJURY COMPENSATION PROGRAM ACT

EEOICPA is a U.S. Department of Labor program being 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 3.2, Safeguards and Security, and C.3.6, Records Management and Document Control for the review and release of all records.

When directed by the DOE, 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 should provide enough information for 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 '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

Environmental Records

- Site ASER/Annual Environmental Reports
- Environmental Monitoring Databases

Contractor Close-out Records

- Due Diligence Reports/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
- Various Radiological Control Databases
- Various Indexed Details Databases

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

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

Records must be managed in accordance with 36 CFR §, Subchapter B, "Records Management"; in particular:

- Because of their intrinsic value, best practices to preserve information and records shall be used when records are transferred from one organization or contractor to another. Comprehensive inventories, indexes, finding aids, databases, and other related information are to be transferred to the new custodian of the records.
- As directed by the Government, all Federal records in the possession of the Contractor shall be transferred to an approved storage facility or as directed by the Government. This facility may be a NARA records storage facility, a DOE records storage facility or site, or a commercial records storage facility.

- The original records or best available copies are to be provided. If copies rather than original documents are transferred, the Contractor shall provide documents that are legible and reproducible.

### **C.3.11 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 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY**

The Contractor shall manage Government furnished property in accordance with C.2.5, Property Management. 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.3.4.2), 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 C.2.0, C.3.0, and C.4.0 where applicable, unless otherwise stated.