PART I – THE SCHEDULE
SECTION C

PERFORMANCE WORK STATEMENT

PADUCAH INFRASTRUCTURE SUPPORT SERVICES

TABLE OF CONTENTS

C.1.0 PADUCAH SITE DESCRIPTION 4

C.1.1 BACKGROUND 4

C.1.2 GOALS AND OBJECTIVES 5

C.1.3 CONTRACTOR PERFORMANCE 5

C.1.4 TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS 5

C.2.0 MANAGEMENT AND ADMINISTRATION 6

C.2.1 ADMINISTRATION 6
C.2.1.1 Invoice Performance Reports 7
C.2.1.2 Annual Data Reports 7

C.2.2 ENVIRONMENT, SAFETY, HEALTH, AND QUALITY (ESH&Q) PROGRAM 7
C.2.2.1 Worker Health and Safety 8
C.2.2.2 Integrated Safety Management (ISM) 9
C.2.2.3 Occupational Radiation Protection Program and Radiological Site Services 10
C.2.2.4 Emergency Management 11
C.2.2.5 Quality Assurance 12
C.2.2.6 Contractor Assurance System 13
C.2.2.7 Issues Management System/Occurrence Reporting 13
C.2.2.8 Organizational/Safety Culture 15
C.2.2.9 Employee Concerns 16
C.2.2.10 Waste Management and Pollution Prevention 16

C.2.3 ENGINEERING 18

C.2.4 PROJECT MANAGEMENT 18
C.2.4.1 Project Management Activities 18
C.2.4.2 Status Meetings 20
C.2.4.3 Analysis of Funding Changes 21

C.2.5 PROPERTY MANAGEMENT 21
C.2.5.1 Real Property Services 21
C.2.5.2 Personal Property 21

C.2.6 EXPORT CONTROL INFORMATION (ECI) PROGRAM MANAGEMENT 22

C.2.7 SUPPORT ANNUAL PUBLIC AND DOE EVENTS 24

C.3.0 FIRM-FIXED-PRICE AND LABOR HOUR WORK 25

C.3.1 CONTRACT TRANSITION 25

C.3.2 SAFEGUARDS AND SECURITY (S&S) 26
C.3.2.1 Program Management Operations 27
C.3.2.3 Physical Protection 33
C.3.2.4 Information Security (INFOSEC) 36
C.3.2.5 Personnel Security (PERSEC) 40
C.3.2.6 Material Control and Accountability 41
C.3.2.7 Foreign Visits and Assignments (FVAs) 41

C.3.3 TELECOMMUNICATIONS, RADIO, AND COPIERS/PRINTERS 41
C.3.3.1 Telecommunications 41
C.3.3.2 Site Radio System 44
C.3.3.3 Copiers/Printers 44

C.3.4 OPERATIONS AND MANAGEMENT OF ASSETS 46
C.3.4.1 Property Management Services 46
C.3.4.2 Maintenance Management 48
C.3.4.3 Maintenance of Building Structures, Installed Equipment, and Furnishings 54
C.3.4.4 Paved, Gravel, and Earth Roads, and Yards 58
C.3.4.5 Erosion, Storm Damage Repair 60
C.3.4.6 On-site Fueling Service 60

C.3.5 FACILITY SERVICES (CUSTODIAL, SNOW/ICE ABATEMENT, PEST CONTROL, MOWING) 61
C.3.5.1 Custodial Services 61
C.3.5.2 Grounds Maintenance 65
C.3.5.3 Snow and Ice Prevention/Removal 71
C.3.5.4 Pest Control Services 74
C.3.5.5 Railroad System Maintenance and Repair 76

C.3.6 RECORDS MANAGEMENT AND DOCUMENT CONTROL 79
C.3.6.2 Requirement 79
C.3.6.3 Records Management Program 79
C.3.6.4 Creation/Receipt 81
C.3.6.5 Maintenance/Use 81
C.3.6.6 Records Disposition 84
C.3.6.7 Document Control 84
C.3.6.8 Reporting Records Information 84

C.3.7 MAIL SERVICES 85
C.3.7.1 General 85
C.3.7.2 Scheduled Service 85

C.3.8 ENVIRONMENTAL INFORMATION CENTER (EIC) OPERATIONS 85

C.3.9 TRAINING SERVICES 86
C.3.9.1 General 86
C.3.9.2 Requirement 86
C.3.9.3 Conduct of Training 86
C.3.9.4 Service 87

C.3.10 RADIOLOGICAL SITE SERVICES FOR OTHERS 87
C.3.10.1 General 87
C.3.10.2 Radiological Instrumentation 87
C.3.10.3 Dosimetry Program 87

C.3.11 ENERGY EMPLOYEES OCCUPATIONAL INJURY COMPENSATION PROGRAM ACT.....88

C.3.12 CYBER SECURITY, COMPUTING, AND INFORMATION TECHNOLOGY (IT).....90
C.3.12.1 Cyber Security.....91
C.3.12.2 IT Support and Management.....92

C.3.13 CONTRACT CLOSEOUT 96

C.4.0 COST REIMBURSEMENT WORK 97

C.4.1 BENEFIT PLANS.....97

C.4.2 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY 97

C.4.3 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES 97

C.4.4 SOFTWARE LICENSES.....97

C.4.5 UTILITIES.....98

C.4.6 MEDICAL MONITORING FOR DOE.....99

C.4.7 DOE AND OTHER CONTRACTOR CELL PHONES, COPIERS, AND PRINTER SUPPLIES.....99

C.5.0 TASK ORDERING..... 100

SECTION C – PERFORMANCE WORK STATEMENT

C.1.0 PADUCAH SITE DESCRIPTION

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

- Approximately 615 acres within a fenced Limited Area (LA) security area;
- Approximately 822 acres located outside the LA security fence restricted by Property Protection Area fencing or other site controls;
- Approximately 133 acres in acquired easements; and
- 1,986 acres licensed to the Commonwealth of Kentucky as part of the West Kentucky Wildlife Management Area (WKWMA).

Additionally, there are approximately 133 acres of off-site easements primarily associated with railroads, incoming raw water lines and pumps from the Ohio River, and emergency notification sirens. Bordering the Paducah Site to the northeast, between the plant and the Ohio River, is the Tennessee Valley Authority (TVA) Reservation where the Shawnee Steam Plant is located. DOE maintains agreements to perform monitoring and maintenance activities on both TVA and Kentucky-owned WKWMA property utilizing license agreements **(REEMCBCDOE-7-15-0108 and REEMCBCDOE-8-11-0200)**.

C.1.1 BACKGROUND

The PGDP is a government-owned former uranium enrichment plant that was constructed in the early 1950's and operated by DOE and its predecessor agencies for manufacturing enriched uranium for the fabrication of fuel assemblies to support commercial and military nuclear reactors and to support weapons development activities. PGDP includes Hazard Category 2 Nuclear Facilities primarily based on the uranium inventory; however, other radioactive materials, such as transuranics, are present and contribute to the hazard categorization of the facilities. The PGDP is undergoing deactivation of the Gaseous Diffusion Plant facilities, which are no longer enriching uranium.

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

1) The Deactivation and Remediation (D&R) contractor is responsible for the deactivation of the PGDP facilities, preparing the facilities for future demolition, and for environmental remediation activities at PGDP;

2) The Depleted Uranium Hexafluoride (DUF_6) contractor is responsible for the operation of the DUF_6 Conversion Plant and management of DUF_6 cylinders; and
3) Technical Support Services (TSS) contractors provide environmental, technical, and administrative support services directly to DOE.

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

C.1.2 GOALS AND OBJECTIVES

The primary objective of this Contract is to perform infrastructure services at the Paducah Site. Infrastructure services at the Paducah Site includes: Surveillance, Maintenance, and Repair and Construction/Replacement of Facilities; Janitorial Services; Grounds Maintenance, Snow Removal, and Pest Control; Roadway Parking and Lot Maintenance; Computer and Telecommunication Services; Fleet Management; Real Property Management; Records Management and Document Control; Safeguards and Security; Environment Safety, Health, and Quality Program; Training Services; Mail Services; Shipping and Receiving; and Other Activities and Support to DOE. The Portsmouth/Paducah Project Office (PPPO) manages this scope under the Environmental Management (EM) Program.

C.1.3 CONTRACTOR PERFORMANCE

The Contractor shall ensure that all its activities are performed in compliance with applicable Federal, State, local laws and regulations, Executive Orders, DOE directives, and Regulatory Agreements and Orders (see Section J, Attachment J-1 List A and J-2 List B). This includes protection and preservation of cultural, historic, or archeological resources, and constraints imposed by regulatory agreements between DOE and regulatory agencies. References to DOE Directives in Section C are provided for information and general understanding, however, Section J, Attachment J-1 List A and Attachment J-2 List B contain the specific applicable version of the DOE Directive applicable to Section C and are considered principle requirements.

The Contractor shall provide all deliverables to DOE in accordance with **Section J, Attachment J-4, *List of Deliverables***.

C.1.4 TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

A summary of the Contract deliverables is provided in **Section J, Attachment J-4 *List Of Deliverables,*** however, the summary list does not include all required deliverables identified in all sections of the Contract. The Contractor shall be responsible for all the deliverables specified in all sections of the Contract, applicable standards, DOE directives, federal regulations, and regulatory documents under the Contract. A specific deliverable included on the Section J, Attachment J-4 list will be referenced as (**Deliverable #**).

To further define requirements and quantities of work within Section C, DOE has provided additional data in **Section J, Attachment J-8, *Technical Documents, Exhibits, and Other Attachments***. This data includes inventories, maps, tables, listings, historical workload,

performance standards, etc. Each of the **Section J, Attachment J-8** Attachments are cross-referenced to the applicable section of the PWS and may be applicable to multiple PWS sections.

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 a staff equipped with the necessary management, technical expertise and experience to ensure performance objectives and standards are met.

As requested by DOE, the Contractor shall provide DOE with copies of all implementing policies, plans, and procedures for execution of programs required under this Contract **(Deliverable 3)**. All deliverables provided under this Contract, including implementing policies, plans, and procedures, shall be the property of the Government for present and future use without any proprietary data limitations.

The Contractor shall provide general operations oversight and project management functions to enable the safe and secure 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 for flowing down the applicable ESH&Q requirements into its subcontracts and for overseeing the implementation in its subcontractors' organizations. The Contractor shall also provide any required training for its own personnel that is not otherwise included under Section C.3.9, Training Services**.**

The Contractor shall identify specific positions requiring requisite security clearances. The scope of this contract requires some personnel to have Q or L security clearances. Positions should be evaluated and clearances should only be requested for those that have specific duties that require clearances. For example, Cyber security personnel may be required to obtain a DOE Q access authorization under this Contract. All information technology and cyber security personnel (e.g., some System Administrators, Network Administrators, Information System Security Officers, Forensic Analysts, and Contingency Plan Coordinator) who have incident response and contingency planning responsibilities shall obtain and maintain a DOE Q clearance. All Contractor Security management, staff, and locksmith(s) at the Paducah Site shall be able to obtain, possess, and retain a "Q" Access Authorization based upon their respective job duties and access requirements. The Contractor is required to provide escorts for its own personnel who are not cleared, when required.

The Contractor shall submit a Deliverable Schedule to include the expected submission dates of all deliverables required by the Contract **(Deliverable 1)** within 10 calendar days of the Notice to Proceed (NTP) in order to facilitate the DOE review process. 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, 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.

The Contractor shall interface with the prime contractors at the Paducah Site. Additionally, the Contractor shall provide a representative/point of contact to the Paducah Site Citizens Advisory Board (CAB). This representative will coordinate with the DOE Federal Coordinator or DOE Project Manager and provide responses to the CAB relative to questions concerning its work when requested **(Deliverable 2)**.

C.2.1.1 Invoice Performance Reports

The contractor shall submit **(Deliverable 33b)** a recurring Invoice Performance Report (IPR) that summarizes the services and deliverables provided for the invoice period. The IPR shall include summary level descriptions of the progress, services rendered, and deliverables submitted. Each scope area should include the work scope elements as defined in **Section J, Attachment J-13, *IPR and APR Recurring Reports***.

As part of the IPR, the Contractor shall include a monthly self-assessment, similar in format and content as **Section J, Attachment J-11, *QASP***, which assesses the Contractor's work performance for that period against Contract requirements and performance standards. The Contractor shall support and provide requested information for DOE's follow-up assessments each month that confirm compliance with contract requirements.

C.2.1.2 Annual Data Reports

The contractor shall submit **(Deliverable 33c)** a comprehensive Annual Data Report (ADR) as described in **Section J, Attachment J-13**. The information shall be compiled each month of the fiscal year and provided to DOE on an annual basis, no later than November 30. The reported information in the ADR will cover the span of the fiscal year for the contract performance period, and will satisfy the criteria identified for each topical area.

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

The Contractor's Integrated Safety Management (ISM) System and 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 with **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 and* H.17**, DOE 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 DOE issues a stop work order, an order authorizing the resumption of the work may be issued at the discretion of the Contracting Officer (CO). The Contractor shall not be entitled to an equitable adjustment by reason of, or in connection with, any work stoppage ordered in accordance with these clauses.

The Contractor shall actively participate in site wide planning and programmatic committees, as applicable to the scope of the Contract. The Contractor will participate and support the site's standing groups/committees, for example: Safety Team of Paducah, Shared Site Committee, and Site Council. If requested, the Contractor will chair and coordinate meetings, including preparation of agendas and minutes for these types of committees.

The Contractor shall perform work in accordance with the Paducah Shared Site process. Shared Site Forms must be completed and submitted to the designated points of contact for routine and IDIQ work activities, when applicable, in order to coordinate with other site contractors. When the Contractor must perform work in facilities and areas that are assigned to another site contractor (i.e. the D&R Contractor or DUF6 Contractor), the Contractor must integrate safety basis and/or facility safety requirements into the work control process to ensure that all ES&H requirements are followed during the performance or work. The Contractor is expected to be familiar with and integrate the additional requirements of working in and around Hazard Category 2, Hazard Category 3, and/or radiological facilities as defined in **10 Code of Federal Regulations (CFR) § 830**, which are operated by the D&R or DUF6 Contractors.

C.2.2.1 Worker Health and Safety

The Contractor shall develop and submit to DOE for approval a Worker Safety and Health Program (WSHP) **(Deliverable 4)** within 30 calendar days of the NTP that is compliant with the requirements specified in **10 CFR § 851**, and when implemented will reduce or prevent occupational injuries, illnesses and accidental losses.

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

The WSHP shall also be applicable to the Contractor's subcontractors performing work at the PGDP. It is the Contractor's responsibility to ensure that all of its subcontractors performing work at the PGDP comply with the approved WSHP.

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

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

Contractor shall be responsible for the subsequent decontamination and compliant disposal of such PPE.

The Contractor shall report all occupational safety and health information on a quarterly basis as required in **DOE Order (O) 231.1, *Environment, Safety, and Health Reporting***. This reporting shall include electronic submission of injury and illness reports using the Computerized Accident/Incident Reporting System (CAIRS) **(Deliverable 5)**. 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.

The Contractor shall develop and submit for DOE approval a Transportation Safety Document as required by DOE O 460.1, Hazardous Materials Packaging and Transportation Safety for onsite hazardous materials transfers **(Deliverable 12**) within 30 days of NTP.

C.2.2.2 Integrated Safety Management (ISM)

The Contractor shall develop and implement an ISM System that complies with the Section I Clause **DEAR 970.5223-1, *Integration of Environment, Safety, and Health into Work Planning and Execution***. The Contractor's ISM System shall ensure all work is performed safely and in a compliant manner that ensures the workers, public, and environment are protected from adverse consequences. The Contractor shall establish safety performance objectives, performance measures, and commitments (POMCs) as required by DEAR 970.5223-1.

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

The Contractor shall prepare an ISM System Description **(Deliverable 8)** in accordance with DEAR 970.5223-1 requirements, including POMCs to implement the Contractor's ISM System, and submit the ISM System Description for DOE approval within 30 calendar days of NTP. The ISM System Description shall identify how the Contractor will maintain compliant and safe operations by integrating safety and health into all activities including environmental compliance. The System Description shall describe how the Contractor will measure ISM System effectiveness. POMCs shall be reviewed annually in response to DOE program and budget guidance and updated to ensure the integrity of the system. The POMCs annual review and update shall be submitted for DOE approval **(Deliverable 9)**. In addition, the ISM System shall be subject to a verification review and approval by a DOE.

The Contractor shall also interface and provide input **(Deliverable 11)** to the DOE-designated lead contractor responsible for the Environmental Management System for its assigned activities, including pollution prevention, waste minimization, and hazardous waste diversion, water use reduction and green-house gas reduction, in accordance with **DOE O 436.1, *Departmental Sustainability***.

C.2.2.3 Occupational Radiation Protection Program and Radiological Site Services

The Contractor shall conduct all radiological activities in compliance with a documented Radiation Protection Program (RPP) approved by DOE. The Contractor shall develop and implement a RPP meeting the requirements of **10 CFR § 835, *Occupational Radiation Protection*.** The Contract shall also meet the requirements of **DOE O 458.1, *Radiation Protection of the Public and the Environment***, to minimize worker exposure to radiation, minimize the spread of contamination and to keep occupational and environmental radiation exposures ALARA. The Contractor shall also provide timely response to employee and public concerns regarding radiological activities and the impact of these activities on the health and safety of the community. The Contractor shall ensure that the RPP incorporates the requirements of Section C.2.2.10, Waste Management and Pollution Prevention, for restrictions on metals release, recycling, and release of any materials for disposal.

The Contractor shall submit the written RPP **(Deliverable 6)** to DOE for approval within 40 calendar days of NTP. In addition, an updated RPP shall be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the RPP are made. Annually, the Contractor shall submit either an updated RPP to DOE for review and approval or a letter stating that no changes are necessary in the currently approved RPP.

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

The Contractor shall provide all necessary safety and health protective equipment, radiation dosimetry (i.e. Optically Stimulated Dosimeters, Thermoluminescent Dosimeters/Personal Nuclear Accident Dosimeters), bioassays and monitoring equipment for work performed under this Contract as required by **10 CFR § 835, *Occupational Radiation Protection***.

The Contractor shall provide and manage the Paducah External Dosimetry Program, Paducah Internal Dosimetry Program, Paducah Radiological Instrumentation Program, and Paducah Radiological Records Program and provide dosimetry and bioassay sampling in support of its activities. The Contractor shall provide appropriate analytical laboratory services to analyze samples it collects in support of its activities. The Contractor's dosimetry program shall meet DOE Laboratory Accreditation Program requirements and shall be used in all work areas that require dosimetry regardless of who manages that specific work area. The Contractor shall perform an audit of any company/laboratory performing dosimetry or radiological instrument calibration and maintenance scopes of work.

Services provided by the Contractor to other site contractors are described in Section C.3.10, Radiological Site Services for Others.

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

The ERP program shall contain an ALARA process. The Contractor shall implement the program such that control and management of the Contractor's radiological activities are optimized so that releases to the environment and doses to members of the public are kept ALARA. The ERP program shall monitor the Contractor's activities and integrate with effluent monitoring, and conducted by the D&R Contractor to characterize any releases of radioactive material from radiological activities. The Contractor shall submit the ERP plan **(Deliverable 7)** to the DOE for approval within 40 calendar days of NTP. In addition, an updated ERP program shall be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the ERP program are made. Annually, the Contractor shall submit either an updated ERP to DOE for review and approval or a letter stating that no changes are necessary in the currently approved ERP.

C.2.2.4 Emergency Management

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

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

The Contractor shall coordinate with the D&R contractor and provide adequate staff to support the Emergency Operation Center (EOC) and Joint Public Information Center (JPIC) efforts for its operations, and ensure adequate support is available to respond to an emergency. The Contractor shall provide on-call personnel to support positions within the DOE EOC and JPIC for drill/exercises and emergency events. The Contractor shall participate with other DOE contractors in the development of a site-wide drill and exercise program that is compliant with **DOE O 151.1, *Comprehensive Emergency Management System***. The Contractor shall participate in the Paducah Site's training, drill/exercise program and shall support exercises including the EOC and JPIC at least quarterly or as needed. The Contractor shall also participate in and support site drills including the plant population at least twice per year. One aspect of the emergency management program is being drilled or exercised monthly. Not all personnel will participate in all drills/exercises, but the Contractor shall support core areas such as security more frequently. The Contractor shall staff JPIC positions appropriate to the PWS (for example, Infrastructure Contractor Spokesperson or EOC position for Security Coordinator).

The Contractor shall provide Building/Project Emergency Contingency Plans for all assigned buildings within 40 calendar days of the NTP **(Deliverable 18) for information**. These shall also

be provided for any newly assigned facilities within 40 days of assignment. Additionally, the plans shall be provided when changes are necessary.

The Contractor shall provide input to the D&R Contractor for the annual updates to the Paducah Site Emergency Plan and the Paducah Emergency Readiness Assurance Plan **(Deliverables 19 and 20)**.

In accordance with **DOE O 151.1, *Comprehensive Emergency Management System***, the Contractor shall develop and maintain infrastructure facility specific Emergency Plan Implementing Procedure(s). Documentation of flow-down from the Paducah Site Emergency Plan shall be submitted to DOE for approval within 40 calendar days of the NTP **(Deliverable 21)**.

The Contractor shall prepare and submit to Site Emergency Management Coordinator the development and subsequent updates of information necessary to facilitate development of a site wide All-Hazards Surveys and Emergency Planning Hazard Assessments coordinated with the submittal of the D&R Contractor Emergency Management Coordinator reviews or whenever a major change affecting the hazards occurs **(Deliverable 23).**

The Contractor shall assist the Site Emergency Management Coordinator to develop and update as needed, facility-specific Emergency Action Levels (EALs) for the spectrum of potential Operational Emergencies identified by the Emergency Planning Hazard Assessment to include protective actions for implementation in the Site Emergency Program **(Deliverable 25).**

The Contractor shall develop, submit, and implement an Emergency Management Readiness Assurance program **(Deliverable 26)** which meets the requirements in **DOE O 151.1, *Comprehensive Emergency Management System***, and will integrate the applicable requirements of and be consistent with the Paducah Site-wide Emergency Management Readiness Assurance program.

The Contractor shall provide annual updates **(Deliverable 22)** to the D&R Contractor for incorporation into the Paducah Site Continuity of Operations Plan (COOP) in coordination with the Paducah Site's COOP program in accordance with **DOE O 150.1, *Continuity Program***.

C.2.2.5 Quality Assurance

The Contractor shall review, revise as needed, submit any revisions for DOE approval, and (once approved) execute and continually improve the approved organization-specific the **Quality Assurance Program (QAP) (Deliverable 13)** in accordance with 10 CFR 830, **DOE O 414.1, *Quality Assurance, Attachment 1 Contractor Requirements Document*** (CRD); and, associated DOE directives referenced herein (i.e. Policies, Manuals, and Orders). The QAP shall be submitted to DOE for approval within 40 days of the NTP and approval must be received prior to assuming full responsibility for operations.

The Contractor may adopt the existing QAP, and shall notify DOE if the existing QAP is being adopted. The Contractor's QAP shall be applied to all work performed by the Contractor (e.g., mission, safety, and health). The Contractor's QAP shall include an organizational-specific

Quality Assurance Implementation Plan (QIP) describing how the requirements of the QAP are implemented and flowed down to lower tier organizations **(Deliverable 13).** The Contractor shall review and annually update its QAP and submit for DOE approval, or submit a letter stating no changes are necessary. The implementation of QAP requirements shall be in accordance with the QIP. The Contractor's implementation of a specific QAP shall not relieve the Contractor from any responsibility to furnish the contracted items/services in full conformance with all the terms of the Contract, 10 CFR 830 or other applicable laws and regulations. If there is any inconsistency between the specific QA program and any other terms of the Contract, the more restrictive requirements apply.

C.2.2.6 Contractor Assurance System

The Contractor shall develop, submit for DOE approval, and (once approved) implement the approved Contractor Assurance System (CAS) Description **(Deliverable 17a)**, as required by **DOE O 226.1, *Implementation of DOE Oversight Policy***, within 40 days of NTP, with quarterly reports submitted thereafter **(Deliverable 17b).** This document shall identify and address program and performance deficiencies, opportunities for improvement, and processes to report deficiencies to the responsible managers and authorities, and shall be tailored to site specific requirements at the PGDP. The CAS Description shall establish and effectively implement corrective and preventive actions, and share lessons learned across all aspects of the work scope. The Contractor shall review and update annually their CAS Description in accordance with **DOE O 226.1, *Implementation of DOE Oversight Policy*** and submit a declaration of compliance annually to to DOE **(Deliverable 15)**.

C.2.2.7 Issues Management System/Occurrence Reporting

The Contractor shall develop and implement a comprehensive Issues Management System **(Deliverable 16a)** for the identification, assignment of significance category, and processing of quality or safety-related issues identified within the Contractor's organization in accordance with **DOE O 414.1, *Quality Assurance*, Attachment 1, *Contractor Requirements Document*; the EM Quality Assurance Program, DOE O 226.1, *Implementation of DOE Oversight Policy;*** associated DOE directives referenced herein (i.e. Policies, Manuals, and Orders). The Issues Management System shall be submitted to DOE for approval within 40 days of the NTP.

The Contractor shall develop and implement a single computerized comprehensive Issues Management System using a "zero-threshold" level for the identification, assignment of significance category, and processing for all issues raised across all levels of the Contractor's organization. The significance assigned to the issues shall be the basis for all actions taken by the Contractor in correcting the issue from initial causal analysis and reviews for reporting to DOE through completion of Effectiveness Reviews, if required, based on the seriousness of the issue. All issues are to be tracked in one combined location and disseminated to DOE. The Contractor will provide a listing of open actions and status monthly for information **(Deliverable 16b).**

The Contractor shall:

- Establish and implement practices to ensure appropriate event notification for timely response, addressing the following elements:
    - Procedures for internal, DOE, and external notifications, including events, persons to be notified, persons responsible to make notifications, contact information, and recordkeeping.
    - Communications equipment for notifications.
- Notify the DOE Facility Representative (FR) for events such that real time notification of DOE line management occurs for personnel injuries, personnel radioactive contamination or internal deposition, chemical exposures, work stoppages, and other situations that might receive public, regulatory, or DOE-HQ attention. In addition, the FR shall be notified on a 24/7 basis of events that reach a threshold to notify the Facility Manager, including non-reportable and adverse conditions. Specific criteria for FR notification shall be, but are not limited to, the following:
    - Employees receive occupational injuries or are exposed to hazards that result in transport to a first aid facility, a hospital, or cause the individual to be entered into a medical monitoring program.
    - Employees are unexpectedly exposed to hazardous substances (e.g., Be, asbestos, mercury, lead) in excess of regulated limits, or unplanned immediately dangerous to life and health conditions.
    - Employees receive skin or personal clothing contamination where decontamination must be performed. Contractors shall distinguish between clothing contamination and skin contamination.
    - Employees have indications of radioactive internal deposition, as verified by positive nasal smears, positive workplace monitoring results requiring follow-up (i.e., whole body count, bioassay), or other measured indications of a potential internal deposition.
    - When a stop work is invoked for a safety-related reason, by either workers or Contractor management.
    - Whenever a situation is discovered that presents an immediate danger to workers, the environment, or the public, or when it is determined such a condition was known to exist and was not mitigated.
    - Whenever the following barriers associated with determining isolation conditions for hazardous energy fail: Tagout Preparation, Technical Review, Installation, Verification, Safe Condition Check, and Safe to Work Check.
    - Transportation incident/accident involving radioactive or hazardous materials.
    - Whenever an incident occurs that involves the potential loss of control or compromise of classified or nuclear materials.

- Whenever non-compliance with an environmental permit or requirement is identified and self-notification to a regulatory authority is planned.

- Notify the FR prior to conducting event investigations (e.g., critique, fact-finding, post-job). Notification will be made, allowing sufficient time for the FR to attend.

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

The Contractor shall:

- Establish and implement operations practices for investigating events to determine their impact and prevent recurrence, addressing the following elements:

  - Specific events requiring investigation and criteria for identifying other events or conditions to be investigated;

  - Designation of investigators and their training and qualification;

  - Investigation processes and techniques;

  - Causal analysis and corrective action determination;

  - Event investigation reporting, training, and trending; and

  - Responses to known or suspected sabotage.

- Support DOE accident investigations for accidents occurring on self-performed and subcontracted work activities, as required in current DOE directives.

C.2.2.8 Organizational/Safety Culture

The Contractor shall:

- Implement DOE P-450.4, *Integrated Safety Management Policy*, by incorporating DOE's ISM Core Functions and Guiding Principles into management systems/processes.

- Adopt and continuously improve organizational culture (Site core values and behaviors), safety culture, and safety conscious work environment, including implementation and utilization of programs/processes that support employees raising concerns without fear of retaliation. These programs/processes include, but are not limited to: Employee Concerns

Program (ECP), the Differing of Professional Opinions Process; Ethics and Compliance Program/Process; and Alternative Dispute Resolution.

- Continuously promote a work environment where employees are encouraged to raise concerns. The Contractor shall define expectations, rigorously reinforce those expectations, and take actions to mitigate the potential for a chilling effect.

- Develop, implement, and maintain a Safety Culture Sustainment Plan (SCSP) within. The SCSP shall address the safety culture focus areas, such as Leadership, Employee Engagement, and Organizational Learning. Specific deliverables regarding how the SCSP will be evaluated, and how updates will be provided to DOE will be included in the SCSP. The Contractor shall review and update the SCSP at least annually.

- Conduct business in a manner fully transparent to DOE. Activities are demonstrated by open, clear, and well communicated management actions and technical and project documentation. Identified issues and trends are proactively shared with DOE.

Champion a culture that rewards proactive self-identification and reporting of issues that identifies and takes action on systemic weaknesses leading to sustained continuous self-improvement.

C.2.2.9 Employee Concerns

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

The Contractor shall prepare and submit to DOE quarterly and annual Employee Concerns Status Reports **(Deliverable 28)** for lessons learned and identification of possible adverse trends.

C.2.2.10 Waste Management and Pollution Prevention

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

The Contractor shall develop and submit a Waste Management Plan (WMP) **(Deliverable 29)** within 30 calendar days of the NTP for DOE approval. Annually, the Contractor shall submit either an updated WMP to DOE for review and approval or a letter stating that no changes are necessary in the currently approved WMP. The Contractor shall also submit an annual waste forecast by August 1 each year, identifying the volume of waste to be generated and the anticipated disposition/recycle pathway by task/by month. Any waste designated for disposal, must identify the waste type and projected disposal facility. This forecast should also be updated quarterly by the 15th of the month following the quarter and submitted to DOE **(Deliverable 30)**.

The Contractor shall disposition waste consistent with the following disposal designations.

Category	**Disposition**
Non-Hazardous/Non-Radioactive Free Release Waste	Recycle or Disposal
Non-Hazardous/Non-Radioactive Below Authorized Limits	Coordinate with D&R for C-746-U Landfill Disposal No tipping fee for C-746-U Landfill Disposal
Radioactive Waste	Coordinate with D&R for Offsite Disposal. Disposal Tipping fee paid for by D&R Contractor
Hazardous Waste	Coordinate with D&R for Offsite Disposal. Disposal Tipping fee paid for by D&R Contractor
PCB Waste	Coordinate with D&R for Offsite Disposal. Disposal Tipping fee paid for by D&R Contractor
Solid Waste Management Unit Waste	Coordinate with D&R for Disposal Disposal Tipping fee paid for by D&R Contractor or no tipping fee for C-746-U Landfill Disposal

The Contractor will characterize and meet the waste acceptance criteria for any waste turned over to the D&R Contractor for disposal in the C-746-U Landfill or shipped offsite for disposal. The Contractor shall package waste to meet transportation requirements as identified by the D&R Contractor based on the disposition pathway identified for the waste stream.

The Contractor shall develop and implement a Pollution Prevention Plan in accordance with **Executive Order 13834, *Efficient Federal Operations*, (Deliverable 31)**, which includes recycling and a hazardous materials reduction program that ensures unnecessary waste is not generated and that encourages waste reduction. The Pollution Prevention Plan shall be submitted to DOE for approval within 30 calendar days of the NTP. Annually, the Contractor shall submit either an updated Pollution Prevention Plan to DOE for review and approval or a letter stating that no changes are necessary in the currently approved Pollution Prevention Plan.

The Contractor shall collect, stage, and disposition recyclable consumables from buildings and structures requiring janitorial services, as listed in **Section J, Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix*.** The Contractor shall coordinate with the D&R Contractor for centralized recycling points, where appropriate. The Contractor shall report the recycle numbers to the DOE on a monthly basis with a breakdown of quantities in pounds for glass, plastic, aluminum, paper, computing equipment, and cardboard, as well as the number of printer cartridges and copier toner cartridges sent to a certified recycler for re-use **(Deliverable 32)**.

In accordance with DOE policy, the Contractor is prohibited from:

1) the release, for unrestricted use, of any scrap metal from DOE radiological areas into commerce in accordance with the July 2000 (Memorandum of "Release of Surplus and Scrap Materials," from Secretary Bill Richardson, dated July 13, 2000) suspension prohibiting unrestricted release for recycling; and
2) unrestricted release of volumetrically-contaminated metal into commerce in accordance with the January 2000 (Press Release "Energy Secretary Richardson Blocks Nickel

Recycling at Oak Ridge," dated January 12, 2000) moratorium instituted by the Secretary of Energy.

The Contractor shall coordinate with DOE for review and release of materials for recycle in accordance with **DOE O 458.1, *Radiation Protection of the Public and the Environment* (see August 22, 2018, Presentation, *Metals Moratorium History and Status*)**.

C.2.3 ENGINEERING

The Contractor shall provide all engineering support required to perform this PWS. The Contractor shall be responsible for determining the level of engineering support necessary. Engineering activities may include, but are not limited, to engineering management, waste management engineering, computer engineering, fire protection engineering, mechanical engineering, nuclear engineering, system engineering, structural engineering, project engineering, and radiological engineering. Professional Engineers registered within the Commonwealth of Kentucky 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. The contractor will update and issue final drawings for any facility changes. These drawings shall be provided to the D&R Contractor for inclusion in the site engineering management system.

C.2.4 PROJECT MANAGEMENT

C.2.4.1 Project Management Activities

The Contractor shall establish, maintain, and use a performance measurement system, identified as the Contractor Performance Baseline (CPB) 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 Contractor shall provide all software it may need to perform accounting, business, and project controls functions under this Contract.

The CPB must include the Basis of Estimates (BOE) Statements associated with the contract pricing that are required to be submitted within five (5) day of NTP **(Deliverable 35)**. The BOE documents shall support the Contractor's proposed prices by specifically identifying assumptions, as well as the resource quantities (labor hours, material quantities, etc.) and unit rates (labor rates, equipment rental rates, etc.) for all direct cost elements (direct labor, materials, equipment, other direct costs, etc.). 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.

The Contractor shall ensure the CPB remains aligned with the Contract terms to include scope, cost and schedule. The Contractor shall ensure timely response to Contract modifications and declaration of changed conditions, through the submission of Contract change proposals and/or baseline change requests to maintain alignment of the CPB with the Contract. The Contractor shall provide all management and technical information to:

a. Support the budget formulation activities including, but not limited to, emerging work items list, budget formulation inputs (including Integrated Priority List), budget update submissions, budget scenario development, and budget presentations (such as public and regulatory briefings, etc.);
b. Develop and submit Annual Spend Plans, Monthly Spend Plan Reports, Full Time Equivalent staffing projections, actual headcount projections, and other similar reporting information;
c. Meet the data requirements of the DOE Integrated Planning, Accountability and Budgeting System (IPABS);
d. Support audits, evaluations, and external technical reviews; and
e. Support other DOE project performance assessments and information needs.

All project management information developed under this contract shall be provided electronically or be electronically accessible by DOE. In support of the Paducah Integrated Site-wide Federal Lifecycle Baseline, the Contractor shall also provide the CPB information to the ETS Contractor, or other DOE prime contractor, as designated **(Deliverable 34)**.

The Contractor shall submit the Contractor's Monthly Performance Report **(Deliverable 33a)**. This deliverable includes information to satisfy multiple performance reporting requirements.

The submittal shall include the report format required for submittal to the Office of Project Assessment that includes the Contract Performance Reports (CPR) formats 1, 3, 5, and 6 and a Contract Funds Status Report (CFSR) unless the contract specifies otherwise. The CPRs shall be provided in the format forms referenced in **Integrated Program Management Report Data Item Description DI-MGMT-81861A** unless the contract specifies otherwise. The CFSR shall be provided in accordance with **Data Item Description, DI-MGMT-81468**, CFSR or equivalent. The Contractor shall submit the MPR to the CO, with a copy to the Office of Project Assessment ContractorsMPR@hq.doe.gov, not later than ten (10) business days following the end of each calendar month. Project measurement and reporting for operations activities shall be performed in accordance with **Requirements for Management of the Office of Environmental Management's Cleanup Program, dated July 20, 2017**, and the DOE IPABS. 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.

A separate presentation/report will be provided to DOE on the same day as the Monthly Performance Report.

The Monthly Performance Report shall also include an executive summary comprising the following sections:

a. A concise narrative of the project status including scope accomplished during the reporting period, near term activities to be performed, and whether project is on target to meet objectives and whether any new risks have been identified.
b. An update of the schedule with details of deviations from the critical path or near critical path, their root cause, and potential impacts to the project.
c. Explanation of near term milestones and deliverables at risk of being missed.
d. Discussion of corrective actions currently in place to address performance issues including initiation date of corrective actions.
e. A short narrative explaining any funding issues.
f. Information on any safety or quality matters that emerged or persisted during the reporting month.

Additional information/sections may be added or re-organized to provide an efficient manner to present and discuss information for each project. Action items from monthly meetings shall be identified and reported on each month. Along with the submittals above, the following electronic files are required.

a. Excel file of the monthly spend plan by month at WBS Level5 (or lower if necessary) for current FY, FY+1, and a Total Contract Estimate at Completion column.
b. Primavera (P6) status file at the end of the reporting period.
c. PDF version of P6 status file.

The Contractor shall provide the Work Breakdown Structure (WBS), WBS dictionary, and WBS/PWS crosswalk **(Deliverable 36)** within 45 calendar days of NTP. The schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction© software unless otherwise agreed to by DOE.

The Contractor shall prepare and submit an Annual Work Plan **(Deliverable 37)** 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 Contractor shall assist in the performance of all applicable project reviews that may include, but are not limited to, independent project reviews; quarterly project reviews; safety, security, and quality assurance assessments; and periodic reviews of project performance.

C.2.4.2 Status Meetings

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

planning meeting, a monthly shared site meeting, and a monthly performance review meeting. DOE may establish additional recurring meetings at its discretion.

C.2.4.3 Analysis of Funding Changes

The Contractor shall analyze proposed or directed funding changes for the 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 is responsible for compliance with real property asset management requirements, federal rules and regulations, and applicable laws, regardless of the entity performing the work and is responsible for flowing down real property requirements to its subcontractors to the extent necessary to ensure compliance.

The Contractor shall perform space management planning in government furnished facilities for its use as well as any office relocations, minor or miscellaneous furniture moving, fixture installation, removal or adjustment for its personnel. Office relocations for other site personnel are addressed in C.3.4.1, Property Management Services.

C.2.5.2 Personal Property

The Contractor shall manage all personal property assigned/Government Furnished Equipment (GFE) in accordance with FAR 52.245-1, *Government Property*. The Contractor shall also routinely input data and maintain the Property Information Database System (PIDS).

Attachment J-3, *Accountable Property List*, includes GFE, for which replacement is reimbursable under Section C.4.2, Replacement of Government Furnished Property. Title to all property included in **Attachment J-3, *Accountable Property List***, will continue to vest with the Government.

DOE will also provide miscellaneous additional GFE, such as tools, vacuums, floor scrubbers, ladders, jacks, carts, trailers, etc. in “as-is” condition. The Government shall retain title to this equipment, and the subject property shall be properly utilized and maintained by the Contractor. The Contractor may utilize this equipment or disposition the miscellaneous equipment in accordance with the terms and conditions of this Contract. The Contractor will track this equipment separately from Contractor-owned equipment. The Contractor is responsible for providing any additional equipment of this nature for performance of the PWS. Any equipment of this type must be purchased by the Contractor using non-government funds and will be the property of the Contractor. Removal of this equipment from the site will require the Contractor to obtain offsite release approval to ensure no contaminated equipment is taken offsite.

The Contractor shall be responsible for personal property management functions for assigned personal property (**Section J, Attachment J-3,** ***Paducah 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 109-45.309-52, DOE O 471.6,** ***Information Security*** and **DOE O 205.1,** ***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 as directed by DOE.
- 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 as stated in **41 CFR 109-43.307-53** and in accordance with **DOE O 205.1,** ***DOE Cyber Security Program***.

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

C.2.6 EXPORT CONTROL INFORMATION (ECI) PROGRAM MANAGEMENT

As a signatory of the Treaty on the Non-Proliferation of Nuclear Weapons (NPT), the Government is obligated to prevent non-nuclear weapons-states from acquiring nuclear explosive devices or related technology when facilitating the transfer of materials, equipment, and technologies for the peaceful uses of nuclear energy to NPT adherents.

U.S. export control policy is enforced through export control laws and regulations and is consistent with international treaties/agreements between like-minded countries for the mutual protection of the treaty parties. DOE has its own set of export control laws and regulations and international treaties addressing the specific areas of concern with some overlap responsibility in the areas of weapons of mass destruction, delivery systems, and dual-use applications.

U.S. Government agencies are responsible for specific areas of export control based on their historical administration and knowledge of particular fields. U.S. Government agencies work together in assigning specific areas of responsibility and item/technology definitions when commodities or technologies overlap or have dual-use. The major jurisdictional areas are referenced below. This list is not all-inclusive, as various other agencies may have certain jurisdiction responsibilities (such as the Department of Agriculture, Food and Drug Administration, Environmental Protection Agency, etc.).

- DOE: Atomic Energy Act: The DOE has jurisdictional authority for exports of any item or service whose release would reveal a “specific nuclear weapon function.”

- DOE: 10 CFR Part 810, *Assistance to Foreign Atomic Energy Activities*: The DOE has jurisdictional authority for exports for peaceful nuclear purposes of nuclear reactor technology, nuclear enrichment and reprocessing technology, heavy water production technology, and related areas.
- Nuclear Regulatory Commission (NRC): 10 CFR Part 110, *Export and Import of Nuclear Equipment and Material*: The NRC has jurisdictional authority for exports for peaceful nuclear purposes of nuclear reactors, nuclear enrichment and reprocessing facilities, heavy water production facilities, related proprietary operation and maintenance manuals, and related equipment.
- Department of Commerce (DOC): Export Administration Regulations: DOC has jurisdictional authority over a broad range of commercial dual-use commodities and military commodities of lesser concern that are grouped into ten categories. Within each of these categories are the following subcategories: equipment, assemblies, and components; test, inspection and production equipment; materials; software; and technology.
- Department of State (DOS): International Traffic in Arms Regulations (ITAR): The Arms Export Control Act is implemented through the ITAR. DOS has jurisdictional authority over munitions items, including military systems, equipment, components, and services, and space-related systems, equipment, components, services and items.
- Treasury Department: Foreign Asset Control Regulations: The Trading with the Enemy Act is implemented through the Foreign Asset Control Regulations. The Office of Foreign Asset Control (OFAC) has jurisdictional authority over all financial and tangible items having a destination to embargoed and terrorist sponsoring states.

The Contractor shall implement an ECI Program for the Paducah Site (inclusive of all Site Contractor and DOE activities) to comply with export control policies for applicable activities such as procurement, property transfers, and waste disposition. The ECI Program should utilize the appropriate best management practices included in the **Acquisition Guide Chapter 25, as amended to the DEAR, subparts 925.71, 970.2571, 970.5225-1**. The Contractor shall develop and implement an export compliance program and designate a lead for the program. This individual should be independent of the classification program. Additionally, a separate individual should be designated as responsible for High Risk Property. These individuals should be adequately trained in the subject matter associated with the Paducah Site. Individuals should have experience with U.S. Government export licensing agencies (e.g., DOE, NRC, DOS, and OFAC) and the interpretation and implementation of associated federal export control regulations. Individuals should be familiar with the export licensing processes, proliferation risk assessments, high-risk property transfers, demilitarization requirements, nuclear technology authorizations, counterproliferation support, interdiction support, **10 CFR Part 810** authorizations, and export enforcement organizations. The Contractor shall have training and approval authority for DUF_6 Conversion Project ECI matters for site-wide information security concerns, but will defer to the DUF_6 Conversion contractor's ECI reviewing officials for the final site authority for DUF_6 Conversion Technology.

The Contractor shall:

- Develop a mission statement, training for staff members, an internal compliance program, and technology control plans for sensitive technology and related equipment.

- Implement Restricted Party Screening into requests for visits, assignments, procurements, contractors, collaborators, etc.
- Provide ad-hoc technical support, export control guidance, and proliferation assessments related to specific equipment, materials, and technologies useful in nuclear, chemical, biological, and missile (NCBM) weapons of mass destruction applications
- Serve as a subject matter expert for the interpretation of U.S. export control laws and regulations and how they apply to specific proliferation-sensitive equipment, materials, and technologies
- Evaluate emerging proliferation threats, its magnitude and implications for the U.S. and U.S. interests worldwide, and the effectiveness of national and multinational export controls for NCBM-related equipment, materials, and technologies
- Develop and deliver various training programs on topics such as sanctions programs, export control requirements, nonproliferation, high risk property, technology control plans, and internal compliance programs, among others
- Provide subject matter expertise in all areas related to U.S. export controls and associated legal requirements, as well as nonproliferation principles and objectives
- Perform commodity identification determinations in association with DOE high risk property and Department of Defense demilitarization requirements
- Assist with enforcement and interdiction efforts related to proliferation efforts
- Compile procedures, reports, and guides related to best management practices and related assessments
- Evaluate and recommend ECI screening software for the Paducah Site
- Report any export violations to DOE, including self-disclosures to licensing and enforcement agencies.
- Represent the DOE sponsor in matters related to export control and proliferation awareness, including international regimes, export controls, and strategic trade management

C.2.7 SUPPORT ANNUAL PUBLIC AND DOE EVENTS

The Contractor shall support DOE sponsored public outreach events at the site, such as public tours and tours for congressional representative. Support for tours includes coordinating with the DOE and other site contractors to provide security guidance, communication tools and materials for site access into the site/limited area, providing presentation/handout materials and communicating the status of the project. Tours may be held multiple times per months for the public and other interest groups.

The Contractor shall clean the exterior and interior of the DOE tour bus, as necessary, but no less often than semiannually to support site tours.

The Contractor may also be required to host public/stakeholder meetings and working sessions, as needed, to support high interest topics and to educate the community about the work at the site. Support shall include, but not be limited to, preparation for briefings, public presentations, and search, review, and reproduction of documents. The Contractor shall ensure all external briefing materials and public presentations are of the highest professional quality to present the current and

planned project achievements. The Contractor shall ensure that sufficient time is allotted for DOE (including Headquarters) to review and comment on any external briefing materials and public presentations. External briefing materials and public materials shall be approved by DOE prior to public release.

C.3.0 FIRM-FIXED-PRICE AND LABOR HOUR WORK

All work scope under Section 3.0 is under the firm-fixed-price CLINs except for Sections C.3.11 and C.3.12, which are under the labor hour CLINs.

C.3.1 CONTRACT TRANSITION

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

The Contractor shall have all necessary personnel, including key personnel for the Contract, available during the transition period, to minimize any decreases in productivity and to prevent possible negative impacts on services. Key personnel identified in Section H shall be on site during the transition period. During transition, DOE will not provide any facilities, computers, or equipment necessary for transition activities. Government furnished facilities and equipment will not be available until transition is complete and the Contractor assume operational responsibilities. The Contractor must provide these items as necessary to fulfill transition responsibilities. The Contractor will ensure that computers and networks used for transition are secure and comply with site security and cyber requirements. DOE will provide access to site networks where necessary for file transfer and storage.

The Contractor shall submit a Transition Plan **(Deliverable 38)** for DOE approval within 15 calendar days of NTP. The Transition Plan shall include a description of all activities necessary to execute all sections of the Contract, a listing of involved organizations, and a schedule. Coordination with other site contractors is required to ensure continuation of services by the Contractor as identified in **Section J, Attachment J-5,** ***Government Furnished Services and Interface Requirements Matrix***. The Transition Plan must ensure there is no loss or degradation of the services that are provided to the 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 **(Deliverable 40)**.

The Contractor shall provide weekly Transition Status Reports to DOE **(Deliverable 39)** 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.

Certain deliverables identified in **Section J, Attachment J-4, *List of Deliverables***, for work scope outside of Section C.3.1, Contract Transition, are scheduled for delivery prior to the completion of the transition period. Deliverables scheduled for delivery prior to the completion of the transition period shall be provided to DOE in a timely manner in accordance with the specified requirement for each deliverable.

C.3.2 SAFEGUARDS AND SECURITY (S&S)

The Contractor shall develop comprehensive plans and implement the following programmatic elements in accordance with the aforementioned DOE Directives applicable to each programmatic area:

1) *Program Management Operations:* Protection Program Management, S&S Planning and Procedures, Management Control, and Program Wide Support;
2) *Physical Protection:* Access Controls, Intrusion Detection and Assessment Systems, Barriers and Delay Mechanisms, Testing and Maintenance and Communications;
3) *Information Security:* Basic Requirements, Technical Surveillance Countermeasures, Operations Security, Classification Guidance and Classified Matter Protection and Control;
4) *Personnel Security:* Access Authorizations, Control of Classified Visits and S&S Awareness;
5) *Foreign Visits and Assignments*: Sponsor Program Management and Administration, Counterintelligence Requirements, Export Controls/Technology Transfer Requirements, Security Requirements and Approvals and Reporting.

The Contractor shall submit to the Officially Designated Federal Security Authority (ODFSA) for approval, a candidate for assignment as the Paducah Site Officially Designated Security Authority (ODSA), and as such shall be responsible for administering and coordinating the S&S Program for the Paducah Site. The ODFSA for the site resides within PPPO. The Contractor shall conduct S&S planning activities, as approved by the ODFSA, to ensure that a Site Security Plan (SSP) describing the S&S program and its operating conditions are necessary and sufficient to protect national security and property assets, as well as the public, DOE employees, and all contractor employees, at the Paducah Site, from malevolent actions by adversaries.

The Contractor shall provide a Classification Officer position and is required to obtain and possess ODFSA approval prior to receiving the DOE-Headquarters (HQ) Office of Classification approval and appointment. The Contractor Classification component is required to comply with all applicable classified and unclassified controlled information requirements. The Contractor shall submit required data/information and transmit documents to the designated entities. Courtesy copies shall be provided to the Federal classification point of contact, the Federal Field Classification Officer and the DOE-HQ EM Program Classification Officer.

The Contractor shall safeguard against the loss, theft, diversion, unauthorized access, misuse, or sabotage of radiological and chemical assets in accordance with **DOE O 470.3, *Design Basis Threat***.

The Contractor shall ensure that applicable S&S directives, plans and procedures flow down to their subcontractors, at any tier. The Contractor shall provide a copy of all approved and applicable

S&S Procedure(s)/Plan(s) to all other DOE prime contractors Facility Security Officers (FSO) at the Paducah Site for their appropriate implementation and flow down. The Contractor will be responsible for developing a mechanism for ease of access to security policies, plans, and procedures for all prime contractors at the Paducah Site.

The Contractor shall ensure S&S program plans or procedures implemented at the Paducah Site are routinely evaluated for updates to meet the current DOE mission and ensure S&S requirements are met. At a minimum, each plan or procedure will be evaluated on an annual basis, or when significant changes occur.

The Contractor shall provide security management support for site tours consisting of coordination with the tour host/sponsor to ensure all necessary tour participant information has been collected prior to the tour, and providing the host/sponsor with appropriate tour badges and any applicable site security information for tour participants.

The Contractor also shall develop and coordinate site security activities between the DOE, the Kentucky Department of Fish and Wildlife, all site tenants to include all site prime contractors, and their respective subcontractors. The S&S Program applies to the Kentucky Department of Fish and Wildlife (pertaining to the DOE licensed land adjacent to the Paducah Site), other site tenants, and Paducah Site prime contractors.

The Contractor shall provide development and training in accordance with **DOE O 470.4, *Safeguards and Security Program*** for security programs, security education, and awareness briefings. The Contractor shall ensure S&S personnel receive appropriate training to achieve the required level of proficiency and competence necessary to effectively perform assigned S&S tasks and/or responsibilities.

The Contractor shall provide intermittent support to the DOE PPPO Lexington facility and its technical support contractors upon request from DOE, e.g., locksmith services, AACS, assistance with security-related equipment, attend security related meetings, and provide security assessment support. The Contractor should assume ~10 trips annually for Lexington support.

The Contractor shall attend scheduled project/integration meetings with other prime contractors, ensuring S&S interests regarding site projects/missions are considered and incorporated into the planning efforts accordingly. The Contractor shall also attend meetings with the site Federal security representative as required and/or scheduled.

C.3.2.1 Program Management Operations

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

1) Asset identification;
2) Conduct applicable security risk assessments; and
3) Identifying site security posture requirements for protective force.

The Contractor shall develop and implement an integrated S&S program consistent with **DOE O**

470.4, ***Safeguards and Security Program***, **DOE P 470.1,** ***Safeguards and Security Program***, and related directives and laws referenced therein. The Contractor shall ensure that the S&S program includes the role of the Protective Force as it relates to the DOE interests at the Paducah Site. The D&R Contractor scope includes training and managing the Protective Force personnel and providing their equipment. The D&R Contractor manages and implements the Nuclear Material Control and Accountability (NMC&A) Program at Paducah. The Contractor will coordinate with the D&R Contractor to provide guidance for program implementation for Protective Force and NMC&A and includes those requirements in site security plans and procedures, where applicable.

C.3.2.1.1 Protection Program Management and Administration

All applicable S&S procedures and plans for the Paducah Site shall be coordinated with the Portsmouth Infrastructure Contractor ODSA and/or respective member(s) of the Security Organization to ensure S&S program consistency and continuity between the Portsmouth and Paducah Sites. This includes all applicable areas of S&S with the exception of Protective Force and NMC&A. The Contractor shall coordinate with the Protective Force and NMC&A Contractor management, as necessary to ensure that the requirements of the SSP are appropriately implemented and that the required protection effectiveness is sufficiently met (see **Section J, Attachment J-5,** ***Government Furnished Services and Interface Requirements Matrix***.)

The Contractor shall develop and implement an annual S&S Training Plan **(Deliverable 41)**, including accurate and complete employee training records that encompass applicable S&S program elements performed by Contractor employees working in these assignments at the Paducah Site. The plan must project training derived from a valid needs analysis for the forthcoming year, and establish methods to ensure personnel are trained to a level of proficiency and competence that ensures they are qualified to perform assigned S&S tasks and/or responsibilities. The level of competency required for each S&S position shall be included in the S&S Training Plan. Accurate and complete S&S training records must be maintained in accordance with Records Management and Document Control requirements, and copies provided to DOE upon request.

The Contractor shall nominate for approval an FSO located at the Paducah Site **(Deliverable 42)**. The Contractor FSO shall complete the DOE National Training Center FSO 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 FSO training certificate shall be provided upon request to DOE **(Deliverable 43)**.

C.3.2.1.2 Safeguards and Security Planning and Procedures

The Contractor shall implement and maintain the SSP for all S&S interests at the Paducah Site. The SSP is the approved method for conducting security operations at the site. The SSP must reflect security operations at the Paducah Site at all times. The Contractor shall develop, document, and submit for review and approval to DOE a Site Security Plan (SSP) **(Deliverable 44)** outlining the S&S program and associated posture/strategies for DOE assets at the Paducah Site. This includes maintaining security of foreign intelligence and threat assessments as identified in DOE O 5639.8A and DOE O 5670.1A. The Contractor shall obtain all Site Prime contractors local FSO concurrence signatures on the SSP prior to the submittal of the SSP to

DOE for approval. The SSP shall be provided to DOE for approval within 40 calendar days of the NTP, and reviewed/updated annually thereafter or when significant changes occur. The SSP must describe in detail, either in its content or in combination with other explicitly referenced documents, all aspects of S&S operations occurring at the site, and must include documentation of any approved equivalencies or exemptions from national or DOE requirements. The Contractor shall ensure that the SSP is supported by a sufficient analytical basis to establish that protection requirements will be met if the plan is completely and effectively executed.

The SSP shall include and/or ensure specific references to associated plans/procedures and/or description processes for the list below:

1) A listing and prioritization of the assets and security interests at the Paducah Site; a description of how the protection program is managed; and a description of how national and DOE S&S requirements are met, including any equivalencies and exemptions from requirements; and
2) As required, implementation plans for meeting changes in national or DOE policies or other changes (such as the addition or removal of security interests) that may require an extended time frame to implement because of financial or other resource considerations, including an implementation schedule and planned contingency measures in case the requirements cannot be met as scheduled. Implementation plans and contingency measures may be included in the SSP by reference. The Contractor shall coordinate with the ODFSA as they monitor the contractors' implementation plans to ensure that requirements are implemented without unnecessary delays.
3) All S&S Topical Areas.

The above listed topical areas and associated plans/procedures/processes are included in the SSP, and are therefore considered to be approved upon approval of the SSP (i.e., do not require individual deliverable submittals to PPPO); however, in the event that any of the above listed are updated due to significant changes outside of the standard SSP approval cycle, the Contractor is required to formally submit the updated plan/procedure/process individually through the standard contract deliverables process for approval.

The Contractor shall ensure that the S&S protective posture is developed in accordance with DOE Directives utilizing a graded approach. The Contractor shall address site-specific S&S activities in the SSP (either directly within the plan or through specific reference).

The Contractor shall coordinate with the other DOE prime contractor(s) to develop the S&S posture for the Paducah Site. The Contractor shall maintain all approved S&S plans in a current and accurate status, reflecting current and accurate site S&S procedures and requirements. Also, ensure the S&S programs are effectively integrated with applicable aspects of the site mission and incorporated into the SSP. The Contractor shall develop and implement appropriate protection strategies for applicable site assets. The Contractor shall routinely review S&S project plans through random assessments and/or surveillances to ensure that they are current and reflect the intended S&S operating conditions at the covered location.

The Contractor shall develop and implement procedures (as needed) for S&S topical and sub-topical areas, unless the topical or sub-topical area is already thoroughly addressed in the SSP and/or other approved S&S Plans.

The Contractor shall coordinate with the DUF_6 Conversion Project to ensure S&S programmatic areas are compliant with the SSP.

The Contractor shall develop and coordinate the implementation of a SECON Response Plan **(Deliverable 45)** with the site Prime Contractors and will be included (or specifically referenced) in the SSP. This plan shall be coordinated with and concurred on by all applicable site Prime Contractors.

The Contractor shall develop and submit a Site Demonstration Plan **(Deliverable 47)** that assists the Protective Forces SIRP development.

The Contractor shall develop, coordinate, and implement site wide workplace violence and active shooter training and/or briefings **(Deliverable 48)**. The annual active shooter/workplace violence training process will also be included in the SSP.

The Contractor will implement and participate in an insider threat program as defined in current applicable CFRs and DOE Directives. The insider threat program will be included (or specifically referenced) in the SSP **(Deliverable 46)**.

The Contractor shall coordinate with appropriate Site Contractors to ensure a site inventory of current chemical assets Chemical Screening Inventory Report (Protection Level 5/6 in accordance with the DBT) is developed **(Deliverable 49**), maintained, and provided to DOE by August 15 of each year. The inventory is included and/or referenced in the SSP.

The Contractor shall adequately respond within requested time frames to all S&S data calls requested by DOE **(Deliverable 50)**.

C.3.2.1.3 Management and Control

The Contractor shall perform self-assessments and program reviews to evaluate S&S systems and processes at the Paducah Site to determine overall effectiveness and identify any potential non-compliance with Federal laws, DOE Directives, and the SSP. 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 self-assessments of applicable S&S topical and sub-topical areas. An Annual Comprehensive S&S Site Self-Assessment Report shall be developed and submitted to the site Federal security representative each year by September 30 (**Deliverable 51**). Additionally, the annual comprehensive site self-assessment report will include the following Fiscal Year's proposed self-assessment schedule to provide PPPO with pertinent information towards the annual S&S Survey plan.

The Contractor will ensure that all S&S topical areas are addressed in the annual comprehensive self-assessment. The Contractor may also conduct assessment activities for topical areas (i.e., Protective Force and NMC&A) assigned to other Prime Contractors (e.g., DUF_6 and D&R); however, any such assessment activities are bound to the contents of the SSP as applicable to the overall protection strategies and/or security postures at the site. The results of any assessment activities performed against another Prime Contractors' scope will be provided to the affected Prime Contractor FSO to ensure they are made aware of any S&S issues and for incorporation into their internal tracking and trending systems.

C.3.2.1.3.2 Performance Assurance Program (PAP). In collaboration with the other Prime Contractors on site, the Contractor shall develop, implement and maintain a PAP Plan **(Deliverable 54)**. The PAP plan shall be included or specifically referenced in the SSP. The PAP shall ensure that:

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 compliant with applicable DOE Directives and are functioning and performing as anticipated.

The Contractor shall document and track performance metrics for S&S elements to monitor the effectiveness of the site security system and components in accordance with the approved PAP Plan.

C.3.2.1.3.3 Resolutions of Findings. The Contractor shall resolve findings associated with S&S activities within the scope of this contract. The Contractor shall perform the following:

1) Review of previous surveys and self-assessments;
2) Tracking of corrective actions; Documentation of self-assessments;
3) Development, implementation, and tracking of self-assessment CAPs;
4) Conducting causal analysis (when necessary);
5) Trending analysis of self-assessment findings;
6) Coordinating with the site Federal security representative for CAP acceptance **(Deliverable 52)** and formal validation/closure for DOE survey and/or special assessment Findings;
7) Conducting quarterly status updates and submittal **(Deliverable 53)** for any Findings entered in the DOE S&S Information Management System (SSIMS), as needed.

C.3.2.1.3.4 Incident Reporting and Management. The Contractor shall develop, submit, implement and maintain the site Incidents of Security Concern (IOSC) Program and shall take actions to ensure the site Federal security representative is notified of all IOSCs. The IOSC Program Plan **(Deliverable 55)** shall be included or referenced in the SSP and may be included or reference with other S&S plans.

The Contractor shall provide DOE National Training Center-trained and PPPO appointed Inquiry Officials (IOs) **(Deliverable 56)** to conduct inquires to establish pertinent facts and circumstances regarding IOSCs. Other prime contractor FSOs shall be placed on distribution for inquiry reports and CAPs applicable to their respective entity. The Contractor shall receive reports from other prime contractors on site with IO authority. The Contractor shall transmit all IOSC reports to the site Federal security representative and shall perform tracking and trending analysis of IOSCs at the Paducah Site.

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 O 470.4*, Safeguards and Security Program***. The Contractor's FCL program shall incorporate FCL clearances, registration of S&S activities, FCL program requirements, importance ratings, FCL approval requirements, interim and limited FCLs, access authorizations, and exclusion procedures required in connection with contractor FCLs, reporting requirements, suspensions, and FCL termination and closeout.

The Contractor's FCL program shall prescribe interactions between the other Paducah Site contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the CSO for implementation.

The Security Management in Contracting Plan will included applicable details of the facility data and approval record and FCL program **(Deliverable 57)**. The Security Management in Contracting Plan may be included or referenced in the SSP and/or other S&S plans.

C.3.2.1.4.2 Foreign Ownership, Control, or Influence (FOCI). The Contractor shall comply with DOE Directives that pertain to receiving and maintaining a favorable FOCI determination as described in **DOE O 470.4*, Safeguards and Security Program***. The Contractor will also coordinate with all site subcontractors to facilitate e-FOCI submittals, review e-FOCI submittals, and electronically submit to the Federal Cognizant Personnel Security Office (CPSO). The FOCI program processes are to be documented in the Security Management in Contracting Plan **(Deliverable 57)**.

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

C.3.2.1.4.3 Security Management in Contracting. The Contractor shall ensure applicable DOE S&S Directives and DEAR clauses are incorporated into subcontracts as required by **DOE O 470.4*, Safeguards and Security Program***. The Contractor shall ensure that subcontracts involving classified information have the applicable security clauses included in subcontract general terms and conditions, and that Contract Security Classification Specification (CSCS) forms are submitted to the CPSO.

C.3.2.3 Physical Protection

C.3.2.3.1 Access Controls

The Contractor shall develop, submit, implement, and maintain a security plan that addresses the site access control, to include management/maintenance of the site Access Control Program Plan (AACS) **(Deliverable 58)** that is included and/or specifically referenced in the SSP. The program plan shall encompass employee access, visitor access, escort requirements, automated access control systems, vehicle access, and entry and exit screening.

The Contractor shall coordinate all requests and usage of classified storage. The Contractor shall provide combination changes and repairs to classified repositories for DOE and other site contractors.

C.3.2.3.1.1 Security Areas. The Contractor shall ensure that security areas (i.e., General Access Areas, Property Protection Areas, and Limited Areas [LAs]) are established as necessary, and documented in the SSP or other applicable S&S plans.

The Contractor shall ensure the development, implementation and management of a Prohibited and Controlled Articles Program for the site. The program shall be documented in the SSP or other applicable S&S plans. The Contractor shall develop processes to account for, control, and limit controlled articles entering specified security areas.

C.3.2.3.1.2 Posting and Signage Requirements. The Contractor shall post signs in accordance with Federal Directives at facilities, installations, and real property based on the need to implement Federal statutes protecting against degradation of S&S interests. Examples of such signs include, but not limited to:

1) Trespassing
2) Prohibited Articles
3) Controlled Articles
4) Official Business
5) Electronic Surveillance

C.3.2.3.1.3 DOE Security Badge Program. The Contractor shall issue Homeland Security Presidential Directive (HSPD)-12 credentials for DOE and all Paducah Site contractor employees, and designated visitors who require long term [greater than six (6) months] access to DOE facilities or access to any DOE computer system, and other DOE-authorized individuals. (Federal personnel must sponsor HSPD-12 credentials for other Federal personnel; however, the Contractor shall enroll Federal personnel and issue the credentials as requested). Local Site Specific Only (LSSO) badges shall be developed and issued as needed to PPPO Prime Contractors, subcontractors, and vendors, to include Lexington Federal and contractor personnel as requested, to address unique issues and unique local badging requirements such as LSSO badges and temporary visitor badges. This also shall include stakeholders such as regulators, law enforcement, first responders, and wildlife management personnel.

C.3.2.3.1.4 Locks and Keys. The Contractor shall develop, implement and manage a Security Lock and Key Program for the Paducah Site in accordance with **DOE O 473.3, *Protection Program Operations***, and include program details in an applicable security plan. The Contractor shall protect and manage all security locks and keys, based on a graded approach. The Security Lock and Key Program shall be based on the S&S interests being protected, the identified threat, existing barriers, and other protection measures afforded these interests.

The Security Lock and Key Program shall determine the application and issuance of Level I - III security keys for the site. The Security Lock and Key Program does not include Administrative Keys, Lock Out Tag Out program support, or other non-security related lock and key services.

The Contractor shall provide a locksmith (GSA certified) organizationally independent from operations to support the DOE Security Locks and Keys Program (i.e., GSA-approved repositories, Level 1, 2, and 3 locks and keys) for the Paducah Site.

C.3.2.3.1.5 Escort Requirements. The Contractor shall develop, implement and manage the site escort strategies. The Contractor shall ensure that the escort strategies are documented in the SSP or other applicable S&S plans. The Contractor is required to provide escorts for its own personnel who are not cleared, when required.

C.3.2.3.1.6 Automated Access Control Systems. The Contractor shall develop, implement and maintain an AACS compliant with HSPD-12 and FIPS Publication 201. The Contractor shall design, implement, manage and maintain a centralized AACS for property and facilities (Portsmouth, Paducah, and Lexington – including DUF_6) that are leased or owned by DOE. The AACS shall be implemented in a manner consistent with the requirements identified in **DOE O 473.3 *Protection Program Operations*** and other applicable requirements documents. The information technology and cyber security support for the system at all sites will be provided by the Contractor's personnel (or a subcontractor). The AACS shall be logically segmented within the larger information system, allowing only network traffic required for its operation. As a component of the General Support System, it will be maintained in a manner consistent with applicable information technology and cyber security requirements. This system should be fully operational within 1 year from the transition date (start of operations) of the contract.

The Contractor shall maintain the operability of assigned facilities/equipment per **Attachment J-8.C.3.2.3, *Automated Access Control System Listing*** and consistent with Section C.3.4, Operations and Management of Assets. The Contractor shall manage the hardware/software for alarm systems and the AACS systems. These systems shall be updated routinely to ensure the software and operational aspects are consistent between PPPO Sites through appropriate collaboration (i.e., at the (Paducah, Lexington, and Portsmouth site respectively). Replacement of equipment will be in accordance with Section C.4.2 Replacement of Government Furnished Property. The Contractor shall support evaluation and implementation of any equipment upgrades as necessary.

C.3.2.3.2 Intrusion Detection and Assessment Systems
The Contractor shall evaluate, design, establish, and maintain the protective posture at the Paducah Site for DOE and all site contractors. The security posture may include intrusion detection and assessment systems (IDAS), if required. The IDAS program shall include, but is not limited to, configuration, performance testing, alarm maintenance, and maintenance for IDAS requirements in support of the site security posture.

C.3.2.3.3 Barriers and Delay Mechanisms
The Paducah Site has security area(s) where physical barriers can serve as the physical demarcation line. Barriers are used to deter and delay unauthorized access. A more complete description of the types of Barriers and Delay Mechanisms and general requirements are contained in **DOE O 473.3, *Protection Program Operations***.

The Contractor shall develop and implement a barrier and delay strategy in accordance with the requirements of **DOE O 473.3, *Protection Program Operations***, for the Paducah Site if the security posture requires such. The barrier and delay strategy will include, but will not be limited to, design, analysis, performance testing, assessments and maintenance of the physical barriers for the security areas. The Contractor shall evaluate all barriers and delay mechanisms to ensure that they are adequate, sufficient and are maintained in a manner that is sufficient to deter unauthorized access, based on the security posture outlined in the SSP.

C.3.2.3.4 Storage of Classified Matter
The Contractor shall oversee site secure storage for classified matter and ensure compliant storage and protection of assigned assets. The Contractor shall ensure that all classified matter storage and protection shall be commensurate with the requirements of **DOE O 471.6, *Information Security***, **DOE O 475.2, *Identifying Classified Information***, and all applicable security directives.

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 applicable security plans are collaborated on and provided to the D&R Contractor (responsible for the Protective Force) for all classified storage areas at the Paducah Site that require their involvement in the implementation.

C.3.2.3.5 Testing and Maintenance
The Contractor shall establish and implement and manage an effective system for assessing site alarms to quickly and accurately determine the cause. The Contractor shall establish the requirement for site alarms, establish and assess the Paducah Site Intruder Detection System alarm testing and maintenance program, and implement alarm testing and maintenance for applicable facilities alarm points.

C.3.2.3.6 Communications
The communications requirements driven by the **DOE Order 473.3, *Protection Program Operations***, apply solely to the Protective Force, which shall be addressed in the D&R contract.

C.3.2.4 Information Security (INFOSEC)

The Contractor shall establish and manage an effective INFOSEC program at the Paducah Site. The Contractor shall assist other Paducah Site prime contractors responsible for the protection of classified and unclassified controlled information (UCI) providing guidance of information security issues. The Contractor shall meet the requirements of this section and assist other Site contractors in meeting these requirements.

C.3.2.4.1 Basic Requirements

The Contractor shall develop, implement and maintain a site-wide UCI Program. This program will include, but will not be limited to, OUO, Personally Identifiable Information (PII), and Unclassified Controlled Nuclear Information (UCNI). The program shall prescribe the processes for identifying, marking and protecting the information that includes UCI. The UCI program shall be implemented and maintained in compliance with the requirements of **DOE O 471.1,** ***Identification and Protection of Unclassified Controlled Nuclear Information***, **DOE O 471.3,** ***Identifying and Protecting Official Use Only Information***, **DOE O 471.6,** ***Information Security,*** **DOE M 471.3-1,** ***Manual for Identifying and Protecting Official Use Only Information***.

C.3.2.4.2 Technical Surveillance Countermeasures (TSCM)

The Contractor shall support the Federal TSCM Program, as requested by the ODFSA, TSCM Operations Manager or designated alternate in accordance with **DOE O 470.6** ***Technical Security Program***. The Contractor will coordinate with the TSCM Operations Manager, to identify areas of the site requiring recurring TSCM services, if /when applicable. All TSCM matters, to include the reporting of suspected or confirmed technical penetrations will be reported and coordinated with the TSCM Operations Manager or a designated alternate. The Contractor shall provide and maintain the appropriate number of trained TSCM Officer(s) to support the Federal PPPO TSCM program. The Contractor shall coordinate the TSCM Program with other site contractors, as needed.

C.3.2.4.3 Operations Security (OPSEC)

The Contractor shall develop, submit, implement and maintain an OPSEC Program and shall include or specifically reference the OPSEC Program Plan **(Deliverable 59)** in the SSP or other applicable S&S plan. The OPSEC Program shall identify Critical Information, and provide education to the workforce that is designed to enhance mission effectiveness and protection of operations and activities. The OPSEC Program shall be implemented and maintained in accordance with the requirements of ***DOE O 471.6, Information Security***.

C.3.2.4.4 Classification Program

The Contractor shall develop, submit, implement and manage a Classification Program Plan in accordance with the requirements of ***DOE O 475.2, Identifying Classified Information*** **(Deliverable 60)**.

The Classification Program Plan will be included or specifically referenced in the SSP and will identify the processes pertaining to the implementation and maintenance of the requirements

set forth in the DOE Directives that include, but are not limited to:

1) Training
2) Briefings
3) Self-Assessments
4) Corrective Actions
5) Performance Testing
6) Appointment of Derivative Classifiers (including all other Prime Contractor DCs)
7) Appointment of UCNI Reviewing Officials
8) Site Specific Guidance as applicable
9) Classification and Declassification Review Requirements
10) Bracketing and Redaction Processes
11) Classification Stamps and Classification Markings. Classification guidance must be identified for all work performed in a classified subject area in accordance with DOE Directive.
12) Routine reviews of documents in classified subject areas, Freedom of Information Act (FOIA) requests, Energy Employees Occupational Illness Compensation Program Act (EEOICPA) document requests, UCI, and UCNI as applicable.

The Contractor shall provide a qualified Classification Officer **(Deliverable 62)** and supporting staff the Classification Program at the Paducah Site and provide classification support to other Site contractors, as needed. These activities include strategic partnership projects and gaseous diffusion technology. The Contractor shall provide Derivative Classifier training, including UCNI, and certification at the Paducah Site. The PPPO Federal Classification Officer is delegated by the PPPO ODFSA for classification matters. The site Federal security representative is the local Federal classification point of contact regarding Paducah Site classification activities. The Contractor shall ensure the site Federal security representative is informed of all classification challenges and other non-routine classification matters that might affect the site cost, scope, and/or project schedules. The Classification Officer and the Derivative Declassifiers shall be trained at the Office of Director of Classification at DOE HQ.

The Classification Officer is required to possess and maintain a DOE Q clearance prior to appointment. Before recommended appointment by the Contractor, the person designated to occupy this position shall have completed the DOE Classification Officer/Analysts and Derivative Declassifier training, obtain PPPO ODFSA concurrence and he/she must be:

1) Recommended for appointment by the PPPO Federal Classification Officer; and
2) Approved in writing by DOE HQ.

The Contractor shall provide support to DOE for classification reviews/determinations, technical reviews, legacy issues support, litigation support, support for issues involving the Department of Justice and DOE Inspector General, worker's compensation support, and review for release of information to the public (although not the final determination of release) under the FOIA and Privacy Act. The Contractor shall transmit documents or information to the designated entities. The Contractor does not perform classification reviews on documents for other Site contractors. Other site contractors are required to perform the reviews in accordance

to the program requirements provided by the Contractor.

The Contractor shall provide a quarterly classified/declassified program status report **(Deliverable 61)**. The quarterly report will summarize the following classification activities:

1) Education and training for derivative classifiers, reviewing officials and technical information officers;
2) Privacy Act Reviews for EEOICPA;
3) FOIA requests reviews;
4) Litigation request reviews;
5) Number of miscellaneous reviews for documents, photographs, drawings, blueprints and electronic media;
6) Newly generated documents; and
7) Documents Declassified.

Courtesy copies of assessments and other relevant information shall be provided to the PPPO Classification point of contact and the PPPO Federal Classification Officer as requested.

C.3.2.4.5 Classified Matter Protection & Control (CMPC)
The Contractor shall protect classified information in all forms in accordance with DEAR 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 coordinate Communication Security (COMSEC) and Technical Surveillance and Countermeasures (TSCM) programs (as applicable), management of the hardware/software for alarm systems and automated access control systems (the D&R Contractor provides the alarm monitoring for the site), provide classification training (Derivative Classifiers and Unclassified Controlled Nuclear Information Reviewing Official) to other site contractors as needed, and conduct security risk assessments/analyses as required.

The Contractor shall support the Federal PPPO COMSEC program as requested by the ODFSA, COMSEC custodian or the secondary COMSEC custodian. The Contractor shall develop COMSEC processes supplemental to the PPPO COMSEC program. The contractor shall provide and maintain the appropriate number of trained COMSEC Custodian(s) to support the Federal PPPO COMSEC program. The Contractor shall coordinate COMSEC with other site contractors, as needed.

C.3.2.4.5.1 Control of Classified Matter. The Contractor shall develop, implement and maintain a CMPC Program in accordance with the requirements of **DOE O 471.6,** ***Information Security***. The CMPC Program shall address the process for the handling and

protection of classified information throughout its lifecycle. The CMPC Program includes the following activities:

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 the protection and control of classified information and shall be 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/deter unauthorized access to classified information. All processes related to the protection of classified information shall be documented in the SSP or other applicable S&S plans. The Contractor shall ensure classified information is protected in a manner such that authorized access to classified information requires the appropriate clearance, relevant access approval, and the 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 develop CMPC Custodian Briefings to ensure that personnel are trained to a level of proficiency and competence that ensures they are able to perform assigned S&S tasks and/or responsibilities.

The Contractor shall establish and maintain the ability to send and receive classified matter through postal and/or other means.

C.3.2.4.5.1.1 Transportation Security Plans. The Contractor shall evaluate, design, establish, and maintain the security requirements for packaging, marking, mailing, and shipping classified, UCNI, and/or UCI as prescribed by the current DOE Directives.

C.3.2.4.5.1.1.1 Transportation Security Plan(s) for Classified Matter, UCNI, UCI. The Contractor shall develop the Transportation Security Program requirements for the offsite shipment of UCI, UCNI, and classified matter. The Contractor shall submit and maintain a Transportation Security Plan **(Deliverable 63)** for the Paducah Site that shall describe the S&S requirements for tracking and shipments containing these types of material/matter. The plan is specific to DOE security requirements based on classification of the material being shipped. Implementation of the security plan(s) and shipment tracking will be the responsibility of the D&R Contractor, who will be a concurrence signature on the Transportation Security Plan. The D&R Contractor maintains a transportation plan

that meets the requirements of the DOT regulations 49 CFR 172, Subpart I.

C.3.2.5 Personnel Security (PERSEC)

The Contractor shall provide the following Personnel Security support at the Paducah Site under the oversight of the CPSO:

1) Facilitate access authorizations in accordance with **DOE O 472.2, *Personnel Security;***
2) Personnel security program support (for all contractors having official business at the Paducah Site and the Lexington Offices);
3) Badging Office services; and
4) Support of clearance investigators holding interviews at the Access Control Facility (C-104) facility.
5) Provide services at the Access Control Facility (C-104) facility Monday through Friday 6:00 a.m. to 4:30 p.m.

The Contractor shall provide badging services for DOE (to include Lexington Offices) other Paducah Site contractors, and DOE-authorized individuals in accordance with **DOE O 473.3, *Protection Program Operations***, and **DOE O 206.2, *Identity, Credential, and Access Management***, which are the Departmental implementing directives for LSSO badges and HSPD-12 credentials.

C.3.2.5.1 Access Authorization

The Contractor shall provide timely processing of access authorization requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, re-certifications, and reinvestigations through the established channels to the CPSO for finalization. The Contractor shall notify the CPSO of any conditions affecting the status of an applicant's or employee's security clearance, pursuance to DOE reporting requirements.

The Contractor must request that the CPSO administratively withdraw an employee's security clearance, and must provide the CPSO a **DOE Form 5631.29, *Security Termination Statement***, completed by the employee, within two (2) working days when a determination is made that a security clearance is no longer required.

C.3.2.5.2 Control of Classified Visits

The Contractor shall develop, implement and manage a program to address the requirements for classified visits in accordance to **DOE O 470.4, *Safeguards and Security Program***. The Contractor shall ensure access by cleared U.S. citizens or individuals from foreign governments visiting DOE facilities is controlled in accordance with national laws and regulations, international treaties and agreements, and DOE Directives. The Contractor shall be responsible for ensuring that the classified visits program at facilities under their cognizance are performed in accordance to the procedures applicable to classified visits, which shall be documented in facility or SSPs.

C.3.2.5.3 Safeguards and Security Awareness

The Contractor shall develop, implement and maintain the S&S Awareness Program for all contractors and subcontractors performing work at the Paducah Site. The Contractor shall implement and maintain the S&S Awareness Program in accordance with the requirements of **DOE O 470.4, *Safeguards and Security Program***. The safeguards and security awareness program shall communicate personal security responsibilities to all individuals at the Paducah Site. For individuals granted access to classified information or matter, 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 plan, conduct, and record the following briefings in accordance with the Paducah Site (or applicable facility) security requirements:

1) Initial Security Awareness Briefing
2) Comprehensive Briefing(s)
3) Refresher Briefing(s), to include the PPPO provided or other approved Annual Security Refresher Briefing method for cleared and uncleaned personnel.
4) Security Clearance Termination Briefing(s)
5) Supplemental Security Awareness Information/Material

C.3.2.6 Material Control and Accountability

The Contractor shall ensure that compliant protection measures are established for the sites inventory of accountable nuclear material (SNM Category IV attractiveness level E).

C.3.2.7 Foreign Visits and Assignments (FVAs)

The Contractor shall implement and coordinate the DOE FVA Program that involves foreign national access to DOE-owned or leased sites, information, technologies, or equipment. The implementation of the FVA Program is in accordance with **DOE O 142.3, *Unclassified Foreign Visits and Assignment Program***. The FVA Program Plan **(Deliverable 64)** may be included in the SSP or other applicable S&S plans and will describe:

1) The local process for foreign national visits and assignments;
2) Review and submits foreign national access requests; and
3) A process for documenting and tracking visits and assignments by foreign nationals to the Paducah Site, and for visits or assignments.

C.3.3 TELECOMMUNICATIONS, RADIO, AND COPIERS/PRINTERS

C.3.3.1 Telecommunications

C.3.3.1.1 General

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to provide reliable and secure telecommunications and networked

voice, video and data services, Mobile Device Management, pager, and radio communications for the Paducah Site. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. See Section J, **Attachment J-8.C.3.3.1,** ***Information Technology Service Matrix and the PPPO IT Strategic Plan dated February 2019.*** The Contractor may be requested to provide these services for the DUF6 Contractor at Portsmouth, Lexington, and Paducah; however, this would be tasked under IDIQ CLIN 5.

C.3.3.1.2 Requirements

The Contractor shall perform services to ensure the Paducah Site telecommunications system and radio system are available 24 hours per day, 7 days per week, excluding service outages as defined in Section 3.3.2.7. The telephone system consists of the Administration/private branch exchange (PBX), private automatic exchange (PAX), and Red Phone telephone systems and all associated equipment. The Contractor shall provide landline, dataline (see Section C.3.3.3.2, Computer Services), voice messaging, video/web conferencing services to DOE and site contractors (except DUF_6). Strategically, the site is moving towards Voice Over Internet Protocol (VOIP). The Contractor shall support activities for replacement of existing systems to VOIP. Additionally, landlines for some personnel will be discontinued and cell phones may be the primary means of communication. See ***PPPO IT Strategic Plan dated February 2019***.

C.3.3.1.3 Mobile Devices

The Contractor shall provide Mobile Device Management (MDM) services for itself and other DOE-authorized users, primarily the D&R Contractor and its subcontractors, consistent with the **Attachment J-8.C.3.3.1,** ***Information Technology Service Matrix.*** The Contractor shall provide cell phones, smartphones, and other approved cellular devices to the D&R Contractor. The costs of phones and monthly service charges to other contractors such as the D&R Contractors are cost reimbursable items. The Contractor is responsible for providing its own devices such as cell phones and smartphones to the MDM service under the firm fixed-price scope.

C.3.3.1.4 Emergency Notification Service

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

C.3.3.1.5 Site Telephone System

The Contractor shall operate and maintain the Paducah Site telephone switching system(s), transmission equipment, telephones, and ancillary equipment in a serviceable condition, or restore it to a serviceable condition to include preventative maintenance (PM), 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 for the PBX systems in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local regulations, and DOE Directives. As VOIP replaces the PBX-associated phones, the Contractor will maintain those phones and infrastructure as well. Replacement of equipment, including telephones will be in accordance with Section C.4.2, Replacement of Government Furnished Property.

C.3.3.1.6 User Services

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

C.3.3.1.7 Service Outages

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

C.3.3.1.8 Emergencies

The Contractor shall respond in case of emergencies, outages, alerts and exercises, 24 hours per day, 7 days per week. The Contractor shall provide services as necessary until the emergency, outage, alert, or exercise is completed. The Contractor shall establish response protocols for starting of generators or other backup systems necessary for IT equipment protection. The Contractor also shall maintain battery backup, as necessary, for IT equipment.

C.3.3.1.9 Restoration

The Contractor shall respond on site and initiate repair actions within the response times designated below, from the time of discovery of a problem. The Contractor shall restore services in accordance with the established site priorities. The Contractor shall work on repair actions until all service is restored. Outages and designated response times are defined as follows:

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

C.3.3.1.10 System Changes

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

C.3.3.1.11 New Installations
New installation of telecommunications wiring in facilities will be acquired through Section C.6.0 of this Contract, or via other procurement means.

C.3.3.1.12 Voice Mail
The Contractor shall provide voice mail operations to DOE and site contractors. This includes management and administration for multiple customers, additions, deletions, modifications, user support, diagnostic, maintenance, programming changes, and remote access to voice-messaging service.

C.3.3.1.13 Emergency Management Support
The Contractor shall maintain telecommunications services support for the following:

1) Satellite phones and service for the Plant Shift Superintendent office.
2) EOC Support Locations.

C.3.3.2 Site Radio System

The Contractor shall maintain the Federal Communications Commission radio frequency license, tower, transmission, and radio repair/replacement services. Radio services shall include engineering, maintenance and operations of radio communication services, including two-way, fire dispatch, safety and emergency preparedness, security systems and infrastructure. The Contractor shall manage radio services, including radio spectrum licensing and design, engineering integration, operations and maintenance, installation, upgrade and required system calibration services. The Contractor shall maintain registration of radio frequencies with the National Telecommunications and Information Administration. The Contractor will be responsible for purchase of its own radios under the firm-fixed price and the other site contractors will purchase their own radios.

C.3.3.3 Copiers/Printers

C.3.3.3.1 General
The Contractor shall provide, for DOE personnel and the TSS contractor, and the D&R Contractor, equipment, professional and technical services to ensure continuous copier, printer, and scanner operations. This support does not include individual user computer/printer support. Individual user computer/printer support is covered under section C.3.12.2.4.

C.3.3.3.2 Requirement.
The Contractor shall provide copiers/printers/fax/scanner to DOE, DOE Support Contractors, and the D&R Contractor, including maintenance, repair, toner, parts, etc., equivalent to the existing leased units. The Contractor shall also provide printer paper. Coordination of this activity is firm fixed-price scope; however, the lease/maintenance agreement costs, toner, and paper are cost reimbursable items (See Section C.4.7, DOE and Other Contractor Cell Phones,

Copiers, and Printer Supplies). The Contractor will provide equipment for their own use as part of the firm fixed-price scope. The Contractor shall provide its own classified copying and shredding as part of the firm fixed-price scope,

The Contractor shall provide the following copiers/printers/fax/scanners and plotters, including maintenance, repair, toner, parts, etc., equivalent to the existing leased units listed below.

Brand	**Model**	**Number of Copiers**	**Customer**
RICOH	MP3554SPG	36	D&R
RICOH	MP4054SPG	8	D&R
RICOH	MP5054SPG	5	D&R
RICOH	MPC3503G	5	D&R
RICOH	MP7503SPG	9	D&R
RICOH	MPC5503G	22	D&R
XEROX	V180B	1	D&R
XEROX	V180EXB1	1	D&R
RICOH	MP6002	1	DOE Support
RICOH	MP6001	1	DOE Support
Canon	C5250	1	DOE
Canon	C5235A	1	DOE

The Contractor shall evaluate the leased copier and cell phone needs with the D&R Contractor and DOE on an annual basis to realign or reduce the number of leased copiers to identify cost savings and eliminate leased equipment that is not efficiently serving a significant number of personnel **(Deliverable 67)**.

The Contractor shall evaluate the leased copier and cell phone needs with the D&R Contractor and DOE on an annual basis to realign or reduce the number of leased copiers to identify cost savings and eliminate leased equipment that is not efficiently serving a significant number of personnel **(Deliverable 67)**.

In additional to providing leased equipment above, the Contractor shall maintain or excess DOE owned plotters/specialty printers. The following is a listing of currently owned plotters to be maintained or excessed if not functional or supported. Replacement of equipment will be in accordance with Section C.4.2 Replacement of Government Furnished Property.

Brand	**Model**	**Number of Plotters/Printers**	**Customer**
Kip	KIP 7100	1	D&R
Canon	Canon IPF 755	1	D&R
Canon	Canon IPF 765	1	D&R
Canon	Canon IPF 770	1	D&R
Canon	Canon IPF 785	3	D&R
HP	Designjet 1050C	2	D&R

HP	Designjet HP930	2	D&R
Canon	Canon iPF830 44”	1	DOE
HP	Enterprise MFP M725dn	1	DOE

The Contractor shall provide unlimited service calls within the normal work day and shall respond within four (4) business hours after DOE places a service request by phone. The end user is responsible for loading other consumables into the equipment (e.g., paper, staples, etc.).

C.3.3.4 DOE Site Network

The Contractor shall provide all basic support to the DOE, and TSS Contractor printers, plotters, and copier equipment. This basic support includes unpacking, installation, testing, and removal of printers, copiers, all associated consumables, and related components; wiring; moving; and basic hands-on support. The Contractor shall coordinate this work with the PPPO Federal Help Desk.

C.3.4 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 **(Deliverable 69)** 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 intra-site/inter-site office relocation of Paducah Site personnel for DOE and other site contractors (office furnishings and equipment to include but not limited to coordination with site services, e.g., office set-ups, phone, computer, office key, janitorial services, etc.). The Contractor shall provide 500 direct labor hours annually to support these requests as part of the firm fixed-price scope. This also may include miscellaneous furniture moving and fixture installation, removal or adjustment (e.g., hanging a white board, installing a keyboard tray under a desk, replacing a bookcase or file cabinet). The Contractor shall provide these services during normal work hours in coordination with the requesting organization. The response should be within 14 calendar days, unless the request involves multiple personnel moves. For large-scale moves, the Contractor will coordinate with the requesting Contractor to determine a satisfactory schedule.

Relocation Services for the Contractor’s own personnel is addressed in Section C.2.5.1, Real Property Services.

C.3.4.1.1.3 Facilities Information Management System. The Contractor shall be the PGDP’s central coordinating organization for the FIMS. The Contractor shall coordinate

with other DOE contractors at the Paducah Site to maintain and input data to the FIMS database in accordance with **DOE O 430.1, *Real Property Asset Management***, and annual guidance provided by DOE. The FIMS database currently contains approximately 160 data elements for approximately 900 buildings, trailers, other structures and facilities (OSFs), land and leases. The Contractor shall provide services for site reporting for Energy Independence Security Act (EISA) 432 reporting (see ***EISA 432 2019 Reporting Overview***).

C.3.4.1.1.4 Five Year Site Plans (FYSP) or Ten Year Site Plans (TYSP). The Contractor shall coordinate with all site contractors to prepare the annual PGDP FYSP or TYSP, as designated by DOE **(Deliverable 70)**. The Contractor shall be responsible for the overall integration and submission of FYSP or TYSP for all site contractors, to include the Site Sustainability Plan in accordance with **DOE O 436.1, *Departmental Sustainability***. The Contractor will ensure the information is accurate and consistent prior to submittal to DOE for review.

C.3.4.1.1.5 Site Sustainability Plan. The Contractor shall serve as the consolidating contractor per **DOE O 436.1, *Departmental Sustainability***, and **Executive Order 13834, *Efficient Federal Operations***, for the PGDP consolidated Site Sustainability Plan **(Deliverable 71)**, to include the Comprehensive Energy Data Report (CEDR). The Contractor will ensure the information is accurate and consistent prior to submittal to DOE for review.

C.3.4.1.2 Personal Property

The Contractor shall maintain and administer a site-wide Personal Property Management System and maintain a records of DOE leases/transfers and easements, and property furnished to other site Contractors.

The Contractor shall coordinate and provide disposition support for government-owned personal property determined to be excess for all PGDP site contractors and DOE operations in accordance, **DOE O 458.1, *Radiation Protection of the Public and Environment***, and additionally, when applicable, the following will apply:

1) The Contractor shall disposition classified equipment and material in accordance with the requirements of **41 CFR § 109-45.309-52** and **DOE O 471.6, *Information Security***.
2) The Contractor shall identify control and disposition high-risk property in accordance with the **DOE Personal Property Letter 970-3, Revision 1, dated February 3, 1998**.
3) The Contractor shall disposition nuclear-related or proliferation sensitive property in accordance with the requirements of **41 CFR § 109-45.309-53**.
4) The contractor shall submit all required document to support disposition of government-owned, classified material, and high risk property, as necessary to obtain DOE approval for disposition of property **(Deliverables 72, 73, and 74)**.

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

The Contractor's disposition support is as follows:

1) Accepting receipt of property items and storing for pickup by PACRO or other entity when there are no constraints for storage (i.e. lack of space, climate control requirements, etc.).
2) When property is to remain in place due to storage constraints or necessity to avoid any damage, the Contractor will coordinate transfer to PACRO or other entity and work efficiently with the other site contractor involved in the transfer.
3) For large items or equipment requiring cranes and other specialty machinery or equipment to move and load, the Contractor will coordinate between the PGDP site contractor providing the equipment for excess and PACRO or other entity. However, the contractor responsible for providing the equipment for excess will be responsible to perform the move or load-out of the item.
4) For items or equipment within buildings, the Contractor will work with the PGDP site contractor providing the equipment for excess to identify to identify the most efficient means of transfer (i.e. loading into roll-off bins or other storage containers, at the point of removal or other designated location).
5) The PGDP site contractor that is excessing the items is responsible to perform radiological surveys and provide documentation showing the excess property is approved for release. **(**see ***August 22, 2018, Presentation, Metals Moratorium History and Status***).

C.3.4.1.3 Fleet Management Services
The Contractor shall coordinate with the other site contractors to provide:

1) Site-wide, statistical usage tracking, and reporting on GSA leased vehicles and DOE-owned vehicles/equipment.
2) Pick-up, transportation and return of GSA vehicles to/from a GSA approved vendor for maintenance and repairs.
3) Notification and coordination of required maintenance to GSA vehicle lessee, e.g. other site contractors and DOE.
4) Access and use of a maintained and operable vehicle (i.e., Asset ID E112427 as shown in **Section J, Attachment J-3*, Paducah Infrastructure Accountable Property List***).

The Contractor will routinely clean the interior and exterior of the DOE Bus that is used for site tours.

The current vehicle information is provided in **Section J, Attachment J-8.C.3.4.1.3*, Fleet Vehicles.***

C.3.4.2 Maintenance Management

C.3.4.2.1 General

The Contractor shall provide all maintenance necessary to ensure safe and cost effective operation of facilities and equipment in order to meet current and future mission requirements utilizing best practices. This section, C.3.4.2 Maintenance Management, is applicable to Sections C.3.4.3 through C.3.4.6 in this Contract.

The Contractor shall manage the total work effort associated with the maintenance required for all designated property to meet the performance objectives and standards as described in Sections C.3.4.3 through C.3.4.6 in this Contract. Such management shall include planning, scheduling, report preparation, establishing and maintaining records, and quality assurance.

The Contractor shall divide all maintenance efforts into two levels. LEVEL I is Scheduled Maintenance and LEVEL II is Unscheduled Maintenance as described in Sections C.3.4.3 through C.3.4.6 in this Contract.

The Contractor shall implement all necessary work control procedures to ensure fully adequate and timely completion of work requirements/maintenance (scheduled or unscheduled). The Contractor shall plan and schedule maintenance to ensure material, labor, and equipment are available to complete requirements within the scheduled durations or for LEVEL II work in accordance with Section C.3.4.2.3 LEVEL II Maintenance Priority Categories.

C.3.4.2.2 Maintenance Levels

C.3.4.2.2.1 LEVEL I Maintenance or Service. Scheduled Maintenance or Service includes any activity or service that can be planned to include Predictive Maintenance, PM, Inspections, and Services that can be foreseeably, either routinely or regularly, scheduled or planned as further described in Sections C.3.4.3 through C.3.4.6. The Contractor has full responsibility for all LEVEL I maintenance or service costs.

C.3.4.2.2.2 LEVEL II Maintenance or Service. Unscheduled Activity (Maintenance or Service) includes, but is not limited to, any activity or service required that was not scheduled or planned and that cannot foreseeably be scheduled or planned such as corrective maintenance repair, improvement or special events.

The Contractor has full responsibility for any LEVEL II maintenance work up to the limit of liability of 80 direct labor hours or $2,500 in direct material cost per maintenance activity, piece of equipment, or service call. The direct labor hour limit of liability is restricted to the cumulative direct labor hours for craft personnel (e.g., carpenters, electricians, masons, laborers, plumbers, heating ventilation and air conditioning (HVAC) technicians, sheet metal workers, painters) in the performance of work in place. Labor hours attributable to support areas such as administration, supervision, work planning, quality assurance, waste management, oversight, etc., are not included within the direct labor hour limit of liability.

The Contractor shall notify DOE upon identification that the LEVEL II maintenance work will exceed the limit of liability. If a task order is issued for repairs, the DOE will only pay

for the portion of direct labor hours and/or direct material cost that exceeds the limit of liability.

Multiple repair requirements received for the same trade in the same building or structure at the same time may be combined into one service call for the convenience of the Contractor as long as the limit of liability is not exceeded.

Examples of LEVEL II service work that exceeds the limit of liability:

1) If a service call requires 81 direct labor hours and $2,500 in direct material cost, DOE may issue a task order in accordance with the IDIQ portion of the contract for the one direct labor hour that exceeds the limit of liability.

2) If a service call requires 80 direct labor hours and $2,600 in direct material cost, DOE may issue a task order in accordance with the IDIQ portion of the contract for the $100 in direct material cost that exceeds the limit of liability.

3) If a service call requires 81 direct labor hours and $2,600 in direct material cost, DOE may issue a task order in accordance with the IDIQ portion of the contract for the one direct labor hour and $100 in direct material cost that exceeds the limit of liability.

An estimated workload for LEVEL I and LEVEL II Service Orders is provided in **Section J, Attachment J-8.C.3.4.2.2, *Estimated Annual Level I and II Service Order(s) and Example IDIQ Scope.***

C.3.4.2.3 LEVEL II Maintenance Priority Categories

The Contractor shall utilize the following maintenance categories to classify all LEVEL II maintenance as applicable. The Contractor shall respond to work site time requirements and limitation of maintenance expenditures as required by the applicable priority category for each LEVEL II maintenance activity.

All work over the LEVEL II limit of liability, except for emergency work, must be approved in writing by DOE prior to performance. Any work that is performed by the Contractor without such authority will be at the Contractor's own risk.

For any emergency work which the Contractor expects to exceed the limit of liability, the Contractor shall notify DOE and obtain approval prior to exceeding the limit of liability or, if impractical, at the earliest possible time, not to exceed one (1) business day from the commencement of work. 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 the limit of liability.

C.3.4.2.3.1 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 Paducah Site operations

(including security). This includes breaches of the limited area fencing that may lead to uncontrolled access into the limited area. 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.

C.3.4.2.3.2 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 stabilized, 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.

C.3.4.2.3.3 Priority 3 – Routine. Maintenance required correcting failures which cannot be classified as Priority 1 or Priority 2 shall default to Priority 3.

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

C.3.4.2.4 Computerized Maintenance Management System

The Contractor shall fully utilize a computer software program as their CMMS. The Contractor shall operate and maintain the CMMS. The Contractor shall provide full access to the CMMS to DOE to include any licensing requirements for two individuals. The Contractor shall utilize the CMMS to track all maintenance/services, as either LEVEL I or LEVEL II maintenance category, as appropriate in accordance with the requirements as described throughout ***Section C.3.5***. All information entered into the CMMS is considered as government-owned for its present and future use and does not contain any limitations on its use. The cost for implementation and maintenance of this program is not a cost-reimbursable software item and is included in the firm fixed-price scope.

DOE will define CMMS data element entry requirements within this Contract and revise CMMS data element entry requirements as necessary during Contract performance. The Contractor shall continue to deliver CMMS data element requirements and any future revisions of CMMS data element requirements at no additional cost to DOE.

C.3.4.2.4.1 Scheduled Maintenance. The Contractor shall utilize the CMMS to schedule and track all LEVEL I maintenance to include all activities required to comply with the

Contractor's PM program. The following information shall be captured for all LEVEL I maintenance in the CMMS upon determination of schedule for PM activities and within 14 days prior to scheduled date for non PM activities. The Contractor shall ensure all PM maintenance requirement dates are in accordance with the PM program.

1) Date of scheduled activity
2) Facility identification
3) Office/Room number of maintenance, if applicable
4) Equipment ID number, if applicable
5) Description of the maintenance required
6) Maintenance Level

C.3.4.2.4.2 Maintenance Request Reception and Processing. The Contractor shall receive, categorize, prioritize, correspond, and respond to requests for service during normal hours of operation as established in Section F. The Contractor shall receive, categorize, prioritize, correspond, and respond to service orders after hours. The Contractor shall ensure facility occupants and facility managers of assigned facilities are notified of procedures implemented to notify the Contractor of maintenance service requests.

Service orders for non-emergency work will be accepted only from the facility managers designated by DOE. The Contractor shall obtain concurrence from DOE on Level II Service Orders of other than corrective repair to an asset.

The Contractor shall develop and implement procedures to ensure no less than the following information is captured in the CMMS for each service order received at the time the service order is requested:

1) Date/time the call or service order was received
2) Name, organization and telephone number of requester
3) Location of service work requirement/facility identification
4) Equipment ID number, if applicable
5) Description of the issue or service requested
6) Maintenance Level (LEVEL I or LEVEL II)
7) Work Type (Preventative, Corrective, etc.)
8) Priority (Emergency, Urgent, Routine), if LEVEL II

The status of all assigned and completed service orders shall be made available to DOE upon request **(Deliverable 75)**.

C.3.4.2.4.3 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:

1) Facility identification number

2) Asset/Component Identification Number
3) Description of work actually completed
4) Brief description of material and parts used, including quantities and direct cost
5) Date and time work began
6) Date and time work was completed
7) Operational checks performed
8) Hours of direct labor expended (including staff subcontracts)
9) Subcontract costs
10) Materials Cost
11) Signature or initials of the Contractor's craftsman performing the work (or supervisor), indicating that the work has been completed
12) Updated drawings attached, linked or referenced (see *Section C.3.4.2.4.5)*
13) Fiscal Year Completed

C.3.4.2.4.4 Call Backs/Rework. The Contractor shall rework all maintenance and repairs completed by the Contractor and found to be unacceptable by DOE within two (2) business days after notification (either verbal or written) by DOE. This rework shall be at no additional cost to DOE. The Contractor shall process the rework in the CMMS as LEVEL I maintenance activity and clearly label the rework as *"CALL BACK"* in the CMMS and reference original CMMS maintenance entry, utilizing original information (e.g., date and time original work began).

C.3.4.2.4.5 Configuration Management. The Contractor shall redline and update installation drawings and 'as-built' drawings to reflect any changes that result from work performed by the Contractor. Markups of drawings shall be performed within fifteen (15) business days after completion of the work that resulted in the change to the drawing(s). A record of all changes/additions to assigned buildings, structures, and related equipment and systems made by the Contractor shall be provided to records management within 30 calendar days of the completed work. The Contractor shall attach, link or reference the installation drawings and 'as-built' drawings in the CMMS for future reference. Final drawings shall be provided to the D&R Contractor for inclusion in the site engineering management system.

C.3.4.2.5 Reporting and Status Inquiry

The Contractor shall provide DOE an annual maintenance detailing all scheduled maintenance activity for the prior FY as described in Section C.3.4 of this Contract **(Deliverable 76)**. The annual maintenance report shall contain the following:

1) All LEVEL I maintenance activities complete during the previous FY and any outstanding maintenance requests with a schedule for completion.
2) All LEVEL II maintenance activities accomplished in the previous FY and any outstanding maintenance requests with a schedule for completion.
3) Any missed or delinquent services, e.g. PMs missed, janitorial/custodial cleaning missed, as well as any known deviations to occur in the coming week.

A status report of any item of work **(Deliverable 75)**, to include all work that has been completed, shall be provided within two hours during normal hours of operation as established in Section F, or by 8:00 AM the following work day for inquiries after regular working hours. This update may be made by automated reports generated by the CMMS.

C.3.4.3 Maintenance of Building Structures, Installed Equipment, and Furnishings

The Contractor shall perform maintenance, repair, replacement, and minor improvements 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-8.C.2.1,** ***Listing of Facilities Responsibility Matrix*** for surveillance and maintenance requirements. This attachment is supplemented by **Attachment J-8.C.3.4.3a,** ***Characteristics of Buildings/Structures for Surveillance and Maintenance Performed by the Contractor.***

The work within this section includes LEVEL I and LEVEL II maintenance as described herein for assigned facilities occupied by others and the Government Furnished Facilities.

A listing of requirements is provided in **Attachment J-8.C.3.4.3b,** ***Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Components*** for planning, scheduling and conducting work under this Contract. This listing shall be applied using a graded approach to maintenance and repair.

C.3.4.3.1 General

The Contractor shall utilize a graded approach to these activities with the Contractor applying the concepts of LEVEL I and LEVEL II work as designated in C.3.4.2.2, Maintenance Levels. Buildings and structures, related systems, or equipment replaced during the life of this Contract become the responsibility of the Contractor to maintain in the installed condition.

The Contractor shall provide new or factory reconditioned parts and components when providing maintenance, repair, and minor improvements as described herein. Exception to this is where it is acceptable industry practice to utilize recycle or reuse material for construction or infrastructure (e.g. relay rail, crushed concrete, etc.). All replacement units, parts, components and materials to be used in the maintenance, repair, and 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. The Contractor may utilize standards adopted by DOE Technical Standards Program as indicated in **Section J, Attachment J-8.C.3.4.3.1,** ***DOE Technical Standards Program, Appendix B, Non-Government Standards Adopted by DOE*** or State or local codes, as applicable.

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

DOE determines that scheduled work will result in an unacceptable disruption to normal business operations, the Contractor shall reschedule the work.

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

C.3.4.3.2 LEVEL I Maintenance for Facilities (Preventative and Scheduled Maintenance/Activities for Facilities)

C.3.4.3.2.1 Preventative Maintenance Program Development. The Contractor shall develop a comprehensive PM program **(Deliverable 77)** for assigned buildings, structures, and installed equipment. The PM program shall be developed from applicable original equipment manufacturer manuals, inspection checklists, manufacturer's standards, industry standards, and commercial guides, as applicable. The Contractor shall identify and/or develop maintenance standards and procedures for each building and subsystem, structures, and installed equipment to their individual component level. The maintenance standards and procedures shall be readily accessible to DOE in the CMMS.

For each facility, the Contractor shall address all installed equipment (e.g., HVAC, electrical equipment, fixtures, etc.) and building systems (e.g., roofing systems; structural components; interior walls, ceilings, and trim; interior and exterior doors; windows and screens; stairs and stairwells; cabinets and countertops; interior accessories; flooring and floor covering; exterior walls; exterior trim gutters and downspouts; exterior concrete and masonry structures; exterior accessories; overhead or rolling doors; signage; refrigeration equipment; plumbing systems; electrical material and equipment; elevators; etc.)

C.3.4.3.2.2 Preventative Maintenance Program Implementation. The Contractor shall implement the comprehensive PM program developed in Section C.3.4.3.2.1 in compliance with the requirements of Section C.3.4.2.

C.3.4.3.2.3 Heating, Ventilation and Air Conditioning Systems. The Contractor shall operate and maintain HVAC systems for assigned facilities. The term HVAC system as used in this document means any installed equipment designed for the sole purpose of conditioning the air in an enclosed space. It may be for heating, cooling or both. 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 immediately and during the off-season.

This scheduled work includes the maintenance, minor repair, and installation of all components, devices, equipment and associated systems, compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of

equipment essential to the proper operation of equipment and systems in accordance with the manufacturer's manuals. See **Attachment J-8.C.3.4.3.2.3, *HVAC Systems by Facility/Location*** for further equipment details.

C.3.4.3.2.4 Overhead and Rolling Doors. The Contractor shall operate, inspect, and maintain overhead and rolling doors of assigned facilities. The Contractor shall inspect railings for alignment; replace rusted or corroded areas; properly lubricate all bearings, rollers, gears, and pulleys; ensure all hangers, bolts, springs, and pins are free of rust and corrosion and appropriately lubricated; and ensure cables and fusible links are properly installed and free from corrosion and rust. See **Attachment J-8.C.3.4.3.2.4, *Overhead/Rolling Doors by Facility*** for further equipment details.

C.3.4.3.2.5 Elevators (Vertical Transport Equipment). The Contractor shall perform all maintenance, 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. The Contractor shall ensure that equipment areas/rooms are clean; the car meets the manufacturer's rated speed; car movement is smooth with no unusual or objectionable noise or vibration; the 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; and all cables remain within allowable limits of wear and are acceptably lubricated. There are currently no elevators in any facilities assigned to the Infrastructure Contractor for surveillance and maintenance.

C.3.4.3.2.6 Refrigeration Equipment. The Contractor shall maintain refrigeration equipment in an operable condition. Refrigeration systems are reach-in type residential, walk-in commercial refrigerators, and electric water coolers.

C.3.4.3.2.7 Re-Lamping. The Contractor is responsible for re-lamping lighting fixtures. The Contractor shall periodically inspect each building included in this Contract and systematically replace burned out and/or blinking bulbs.

C.3.4.3.2.8 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 for facilities that they have operational or surveillance and maintenance responsibility for. The Contractor shall fabricate and install approximately 40 new signs per year. All signage tasks shall be performed in accordance with Local, State, and Federal Department of Transportation traffic sign directives and regulations. Existing signs will be repaired or replaced when damaged, faded, outdated, or otherwise illegible.

Signs fabricated and installed with the Contractor's name, Contractor's personnel names (for offices), and other Contractor identifying features shall not be covered under Section 3.0 of this Contract.

C.3.4.3.2.9 Fences and Wire Cages. The Contractor shall provide maintenance and repair of fences and gates to ensure all exterior and interior fences are kept in good repair, and unauthorized entry is prevented. 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, gate rollers and locking devices, electric gate operators control mechanisms, gate alignment/adjustment or winch repair/replacement (in regard to the aircraft cables), and removal of rust and the painting of fences. See **Attachment J-8.C.3.4.3.2.9*, Fences and Wire Cages Listing/Description*** for additional information.

C.3.4.3.2.10 Warranty Maintenance. The Contractor shall exercise manufacturers' commercial warranties on Government equipment on the Government's behalf. The Contractor shall report any difficulty in exercising manufacturers' warranties to the Government and request assistance as necessary. It is the Contractor's responsibility to correct equipment deficiencies, regardless of the manufacturers' actions. If the manufacturer fails to honor the warranty, it shall not relieve the Contractor of this responsibility.

C.3.4.3.2.10.1 Invalid Warranties. The Contractor is responsible for invalid warranties due to poor workmanship or by not following manufacturers' installation or operating instructions. Replacements and repairs will be at the Contractor's expense.

C.3.4.3.2.10.2 Warranty Monitoring. The Contractor shall develop and maintain information within the CMMS on warranties for equipment and facilities pertaining to the Contract within 120 calendar days following the NTP and throughout the Contract term.

C.3.4.3.2.11 Fire Extinguishers. The Contractor shall maintain, inspect, test, and repair/replace all portable fire extinguishers in accordance with the **National Fire Prevention Association (NFPA) Code 10*, Standard for Portable Fire Extinguishers***. There are approximately 2,835 portable fire extinguishers at the PGDP facility. See **Attachment J-8.C.3.4.3.2.11, *Portable Fire Extinguisher Listing*** for additional information.

C.3.4.3.2.12 Lighting, Traffic Control Devices, and Street Lighting. The Contractor is responsible for the limited area lighting, traffic control devices, and street lamping (approximately 700 total at the site). The Contractor shall periodically inspect each light included in this Contract and systematically replace burned out and/or blinking bulbs or replace fuses that are no longer functioning. Replacement of burned out bulbs may require replacement of fixture due to the age of the lights.

C.3.4.3.2.13 Fuel Dispensing Station. The Contractor shall operate, inspect and maintain the fueling facility on site. The provision for providing fuel for DOE and other site contractors, along with the reimbursement for fuel charges is covered in Section C.4.3.

The maintenance activities shall include, as a minimum: calibration of bulk fuel tanks, valve lubrication, cleaning of vents and strainers, replacement of hoses on pumps (if required), adjustment of mixing temperature control valves, and all other maintenance required to keep the fueling station in a safe operating condition in accordance with Federal and State requirements. See **Attachment J-8.C.3.4.3.2.13*, Fuel Dispensing Station Description*** for equipment details on this station.

C.3.4.3.3 LEVEL II Maintenance for Facilities. 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 systems and system components. LEVEL II Service Order work shall be performed for all assigned real property assets, to include assets that are not required to be in the PM program. All requirements, standards, and controls under this Contract applicable to PM LEVEL I maintenance remain applicable to LEVEL II Service Order work unless waived by DOE.

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 and/or national codes (the more stringent requirement shall govern); and interpret manuals, blueprints, sketches, schematics, and specifications for all work.

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, recreational areas, erosion control, drainage systems and related areas, and associated structures and appurtenances at the PGDP. The Contractor shall maintain and repair paved surfaces and earth surface roads and areas in accordance with the latest edition of the Kentucky Standard Specifications for Road and Bridge Construction. Activities within this Section are organized as LEVEL I Scheduled/PM or LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through IDIQ CLIN 5.

As markings, signage, and devices are maintained/replaced, the Contractor shall implement consistent traffic control devices, markings, and signage throughout the site, including parking areas. The Contractor shall also be responsible for evaluation of, and alteration if needed, of traffic flow/direction patterns in assigned parking facilities.

C.3.4.4.2 Description

The following attachments provide an overview of structures and assets at the PGDP:

1) **Attachment J-8.C.3.4.4.2a** ***Listing of Roads***
2) **Attachment J-8.C.3.4.4.2b** ***PGDP Site Map***

3) **Attachment J-8.C.3.4.4.2c** ***Listing of Bridges***
4) Attachment J-8.C.3.4.4.2d ***Map Detailing Bridge Locations***

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. During the month of May, the Contractor shall inspect all surfaced areas and related structures and prepare an Inspection Report **(Deliverable 78)**. This report shall focus on all areas of the pavement system to include the pavement surface, pavement markings, shoulders, ditches, drainage, signage, curbing along with documenting Potholes, Upheavals, and Alligator Cracked Repair. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

C.3.4.4.3.4 Unpaved Surfaces Maintenance and Repair.

1) Scheduled Service. The Contractor shall grade Unpaved Roads and Parking Areas to level ruts and washes, fill in low areas, and cut down high areas, to achieve the specified grade and slope two (2) times each year, once in the spring and once in the fall. The Contractor shall provide up to 200 cubic yards of aggregate each year for repair of unpaved surface roads.

2) PM Inspections. During the month of May, the Contractor shall inspect all unpaved roads, parking areas and ancillary structures and prepare an Inspection Report **(Deliverable 79)**. 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 Drainage System Maintenance and Repair. The Contractor shall maintain the drainage systems. To maintain proper runoff, the Contractor shall inspect and maintain inlet gratings, clean catch basins, drop inlets, manholes, culverts, inlet headwalls, and exits and similar structures on a regular schedule. The schedule shall be based on the rate of silting or clogging with debris.

C.3.4.4.3.6 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)*** on a biennial frequency and provide an Inspection Report **(Deliverable 80)**. 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.3.4.4.3.7 Vegetation Control. The Contractor shall perform vegetation control on areas adjacent to paved, gravel and earth roads, and yards in accordance with the requirements of Section C.3.5.5, Grounds Maintenance.

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 DOE.

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 Erosion, Storm Damage Repair

C.3.4.5.1 General. In addition to maintenance associated with Section C.3.4.4 Paved, Gravel and Earth Roads, and Yards Maintenance; and mowing activities in Section 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. This scope does not include grounds within the DUF_6 project area.

C.3.4.5.2 Erosion Repair. The Contractor will perform seeding, strawing, topsoil backfill, rock placement (armoring), and/or application of erosion control matting in maintained areas in order to repair areas of significant erosion (areas over ~500 square feet). The Contractor will inspect and report areas of erosion that require repair. These areas shall be repaired by filling in washed out/bare areas with clean inorganic fill soil to within 4 inches of normal ground elevation. This soil shall be compacted as required for the application, then topsoil placed to return the area to normal ground elevation. Subsequently, the area shall be maintained to reduce the effects of erosion; and to establish a healthy grassed covering.

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. This does not include snow removal activities which are in the area addressed in Section C.3.5.

C.3.4.6 On-site Fueling Service

The Contractor shall provide on-site refueling capability through the on-site fueling station (C-752-B) for all site contractors and DOE. The refueling station shall support regular and alternative

fuels, specifically E-85, as well as maintain the ability to expand if the fuel needs of the fleet changes, such as bio-diesel.

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

C.3.5 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 maintenance so the facilities are clean, sanitary, and sightly.

C.3.5.1.2 Materials

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

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

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

C.3.5.1.3 LEVEL I Scheduled Cleaning Services

The Contractor shall develop, implement and provide to DOE a space cleaning plan **(Deliverable 81)**, which incorporates:

1) Facilities indicated in **Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix,***
2) Service level required in **Attachment J-8.C.3.5.1.3a, *Listing of Facilities and Service Level,*** and
3) Frequency shown in **Attachment J-8.C.3.5.1.3b, *Service Level Frequency Description.***

The space cleaning plan shall be provided to DOE for approval within 60 calendar days of the NTP, and when any changes or updates are made.

The Contractor shall perform space cleaning services to the standards described herein according to the space cleaning services schedule. The Contractor shall only report deviations from the space cleaning plan into the annual maintenance report (see Section C.3.4.2.5).

C.3.5.1.3.1 Space Cleaning. The Contractor shall clean offices, conference rooms, breakrooms, kitchen areas, restrooms, file rooms, closets, entry areas, curtilage, hallways, steps and stairs, entrances, sidewalks, landings, balconies, ledges, smoking areas and sheltered areas/gazebos adjacent to buildings or facilities. The Contractor shall ensure the spaces are clean, sanitary and sightly. Furniture and other items moved while performing basic services shall be returned to their original positions.

1) Waste Containers. All waste containers shall be emptied and plastic liners shall be placed into waste containers. Any plastic liner with food wastes or that is soiled or leaking shall be replaced with a new plastic liner. Waste containers shall be washed as needed inside and outside using a disinfectant and shall be free of odors. After washing, containers shall be wiped dry and new plastic liners installed. Boxes, cans, bottles, and other items placed adjacent to waste containers and marked "TRASH" shall also be removed and disposed of. All waste collected shall be disposed of in the nearest outside trash collection point. Waste that falls on the floor and outside grounds during the waste removal process shall be picked up and disposed of by the Contractor.

2) High Area Cleaning. The Contractor shall provide high area cleaning services to ensure surface areas are clean. Surfaces between 7 feet and 14 feet shall be cleaned free of dirt, dust, and cobwebs. Where glass is present, both sides shall be clean and free of streaks. This includes all walls and ceiling areas and anything affixed to, or included in, these surfaces. This does not include removal of vents, tiles, or fixtures.

3) Low Area Cleaning. The Contractor shall provide low area cleaning services to ensure surface areas are clean. Low area cleaning includes all furniture and fixtures (e.g., partitions, radiators, equipment, hand railings in stairways, grills, ledges, sills, walls, baseboards, doors, glass in partitions and doors, light fixtures, miscellaneous hardware and bright metal work) to a maximum height of 7'-0" above floor level.

4) Door Tracks. Tracks shall be clean and free of dirt, debris, built up grime, dust, smudges, and other extraneous matter.

5) Interior Window and Glass Cleaning. The Contractor shall clean window and glass surfaces and adjacent areas to ensure that surfaces are clean.

6) Window Treatments. The Contractor shall clean window treatments to include blinds, draperies, curtains, shades, and all other accessories and appurtenances to ensure that surfaces are clean. All treatments and coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported for repair.

C.3.5.1.3.2 Floor Care. Floor care shall consist of the following services:

1) General Requirements:

   a) The Contractor shall move non-permanent rugs and other floor coverings prior to floor care services. The Contractor shall return furniture, rugs, floor coverings, and other items moved during services to their original positions.

   b) Mops and cleaning rags shall be cleaned and sanitized before and after a day of use. Mops and cleaning rags used in restrooms shall not be used to clean any other areas.

   c) The Contractor shall ensure that all bare floors, base moldings, and grout are clean and free of debris including dirt, water streaks, mop marks, string, gum, tar, and any other foreign matter.

   d) The Contractor shall ensure that any cleaning of flooring that may contain Asbestos Containing Building Material (ACBM), such as vinyl asbestos tile (VAT), shall comply with the Contractor's WSHP.

   e) The Contractor shall ensure that damp mopping is the only method of wet cleaning for floors containing asphalt material.

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

C.3.5.1.3.4 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. The Contractor shall clean and disinfect shower stall rooms and locker/dressing rooms as part of the restroom.

Servicing/Inspecting/Stocking. Servicing restrooms shall include inspecting, cleaning, and replenishing supply dispensers. Restroom supplies include paper towels, toilet tissue, toilet seat protectors, air fresheners and soap. The Contractor shall stock restrooms with sufficient supplies to ensure they will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them upon notification.

C.3.5.1.3.5 Collection and Disposition of Waste. The Contractor shall be responsible for pickup and disposition of sanitary waste, including disposition of sanitary waste in up to ten (10) dumpsters at or around the PGDP.

The Contractor shall separately collect and manage recyclable and consumer hazardous waste generated by the Contractor from other waste streams in accordance with the waste minimization program per Sections C.2.2.2 and C.2.2.10.

C.3.5.1.4 LEVEL II Maintenance, Unscheduled Cleaning Services
Upon notification through the issuance of a LEVEL II Maintenance request, the Contractor shall respond and perform in accordance with Section C.3.4.2, Maintenance Management.

C.3.5.2 Grounds Maintenance

C.3.5.2.1 General
The Contractor shall perform grounds maintenance, including grass cutting, edging, grass trimming, fertilizing, policing grounds, removing leaves, inspecting, and performing minor repairs. Activities within this Section are organized as LEVEL I Scheduled/PM and LEVEL II Service Order Maintenance. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through IDIQ CLIN 5.

C.3.5.2.2 Assets and Areas
DOE owns a total of 3,556 acres at the Paducah Site. DOE has restricted access to 615 acres within the fenced Limited Security area and an additional approximately 822 acres within the property protection area fencing or other site controls. 1,986 acres are licensed to the Commonwealth of Kentucky. **Attachment J-8.C.3.5.2.2, *Mowing Zone Map*** is a reference for this section.

C.3.5.2.3 Schedules
The Contractor shall submit a Mowing Plan (to include a Mowing Map and Annual Mowing Schedule) **(Deliverable 82)** for review and approval by DOE within 60 calendar days of the NTP and annually thereafter, or when non-editorial changes are made.

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

C.3.5.2.4 Level I Scheduled/Preventative Maintenance Grounds Services
The Contractor shall perform LEVEL I Scheduled/PM Grounds Services as follows:

C.3.5.2.4.1 Damage. The Contractor shall notify and provide a condition report to DOE of any existing damages to PGDP facility assets prior to the Contractor commencing work. Damage caused by the Contractor to PGDP facility assets (i.e., utility poles, signposts, CAAS flagging boxes, power outlets, telephone pedestals, fire hydrants, grounding system wires, wire molding and ground rods, and guy wires) shall be reported within one (1) working day of the incident. All repairs/replacements of Contractor damage to PGDP facility assets shall be at the Contractor's expense.

C.3.5.2.4.2 Services
The following requirements are applicable to services performed in all Zones or Areas.

C.3.5.2.4.2.1 Debris Removal. The Contractor shall remove any trash, paper, or other debris prior to mowing/cutting that detracts from the finished appearance of the area or present a safety hazard. Such debris includes but is not limited to: paper, cigarette butts, cans, bottles, limbs, leaves, fallen trees, and other objects within the maintenance area, and shall include debris lodged in shrubs, hedges, fences, and along foundations and other walls or structures.

C.3.5.2.4.2.2 Mowing/Vegetation Control. Mowing Frequency/Specific Requirements by zone are as follows:

1) ZONE I – This designation provides the service level for vegetation control and grounds maintenance to areas that are adjacent to highly utilized facilities as related to administrative buildings/parking areas etc. These areas contain landscaping, ornamental trees shrubs, beds and other landscaping features and as such are provided the highest level of maintenance. The grass/vegetation within this zone shall be maintained to a height of six (6") inches or less. This area includes the designated area around the Access Control Facility (C-104) and the entrance at Woodville Road.

2) ZONE II – This designation provides the service level for vegetation control for semi-improved grounds (e.g., adjacent to surfaced roads, unpaved roads). The vegetation/grass within this zone shall be maintained to a height of twelve (12") inches for non-radiological areas, or a height of thirty-six (36") inches or less for radiological areas. The mound east of the DUF_6 facility is excluded from any mowing requirements.

3) ZONE III - This designation provides the service level for vegetation control for semi-improved grounds (e.g., fields, open areas). The Contractor shall maintain

vegetation/grass at a height of eighteen (18") inches or less. The vegetation within this zone shall be maintained to a height of thirty-six (36") inches or less for any radiological areas.

4) ZONE IV – This designation provides the service level for vegetation control to Regulated Engineered Facilities that are in accordance with the standards established within enforceable regulatory agreements between the DOE and the Commonwealth of Kentucky. These are also known as specific Solid Waste Management Units (SWMU) mowing. There are eight SWMU's at the PGDP that are Regulated Engineered Facilities as detailed below:

SWMU	Facility ID	Unit of Measure	Quantity
2	C-749 Uranium Burial Ground	sq. ft.	32,000
3	C-404 Low Level Radioactive Waste Burial Ground	sq. ft.	286,700
145	Residential/Inert Landfill Borrow Area	Acre	44

a) These following SWMU's have caps listed as Mowing Remedial Action areas in agreements with the Commonwealth of Kentucky that require maintenance and mowing:

1) The burial grounds (SWMU 2 and residential/inert landfill borrow area (SWMU 145), have a soil cover (versus a cap).
2) SWMU 3 (C-404 - Resource Conservation and Recovery Act (RCRA) landfill) has a Subtitle C RCRA cap, and is approximately 1.2 acres in area.

b) The Contractor shall mow the vegetation/grass to maintain vegetation/grass at a height of eighteen (12") inches or less.

5) Zone V – This designation provides the service level for vegetation control to the areas: Outfall Ditches and other site ditches; Number 4 Lagoon; burial ground SWMUs; Scrap Yard Sedimentation Basin; Soil Borrow Stockpile; Pump and Treat Decon Pad; and Firing Range. This Zone shall be mowed on a biannual basis to prevent woody growth. The following burial ground SWMUs are in this zone.

SWMU	Facility ID	Unit of Measure	Quantity
4	C-747 Contaminated Burial Ground	sq. ft.	197,400
5	C-746-F Burial Ground	sq. ft.	13,500
6	C-747-B Burial Ground	sq. ft.	240,900
7	C-747-A Burial Ground	sq. ft.	294,000
30	C-747-A Burn Area	sq. ft.	128,000

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

7) Zone VII– This designation provides the service level for vegetation control to the chain link fences as identified in **Attachment J-8.C.3.4.3.2.9, *Fences and Wire Cages Listing/Description.***

8) Service Level for Zone VII.a. The Contractor shall mow along the entire Limited Area fence from the outside edge of the Patrol Roads to the interior concrete barricades. The Contractor shall also mow, as practical, the Property Protection Area fence. Some portions of the PPA fence are along wooded areas, which are not required to be removed/mowed, except to minimize damage to the fence due to fallen limbs or trees. The Contractor shall maintain the grass/vegetation on the outside of the fence to a height of twelve (12") inches or less to create a clearance of approximately fifty (50') feet from the exterior of the fence to the surrounding tree line, subject to the limitations of the terrain.

   The Contractor shall utilize herbicide, or other means, as approved by DOE, to control vegetation between each concrete barricade and between the barricades and the fence.

   Service Level for Zone VII.b. The Contractor shall control the vegetation to a distance of twenty (20') feet either side of the fence to a height of twelve (12") inches or less.

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

1) NESHAP Air Monitoring Station Background (as requested)
2) NESHAP Air Monitoring Station at Outfall 002
3) NESHAP Air Monitoring Station at Outfall 012
4) NESHAP Air Monitoring Station at Outfall 015
5) NESHAP Air Monitoring Station near C-612
6) NESHAP Air Monitoring Station near Post 57
7) NESHAP Air Monitoring Station at Landfill
8) NESHAP Air Monitoring Station at NE Plume Well
9) NESHAP Air Monitoring Station East of C-746-U Landfill in use at the PGDP

In addition, there are seven (7) monitors owned by the State of Kentucky on DOE property. These monitors are to be mowed consistent with the nine (9) DOE monitors above. Most are located near the DOE monitors.

Attachment J-8.C.3.5.2.4.2a, ***Air Monitor Location Map*** provides the location of the air monitoring stations to be serviced.

Scheduled Service for Sampling Wells. The Contractor shall provide an access route and mow a ten (10') foot radius circle with a vegetation height not to exceed four (4") inches around the groundwater wells based on the D&R Contractor's sampling schedules. The D&R Contractor provides sampling schedules on a month-ahead basis so that the wells can be examined to determine what mowing is necessary to ensure safe access is maintained. The use of herbicide is prohibited for this activity.

The PGDP has 356 groundwater monitoring wells that are sampled on a routine basis by the D&R Contractor (or a successor). The number of monitoring wells monitored may fluctuate plus/minus 10% per year. Mowing around wells is performed one, two, or three times per year and is scheduled based on the sampling schedule included in the PGDP Environmental Monitoring Plan. **Attachment J-8.C.3.5.2.4.2b,** ***Sampling Well Location Map*** provides the location of the monitoring wells to be serviced and **Attachment J-8.C.3.5.2.4.2c,** ***Sampling Well Frequency Schedule*** provides the wells sampling schedule. The Contractor shall coordinate with the D&R Contractor (or a successor) and the State of Kentucky on mowing around applicable wells. The Contractor shall coordinate with other site contractors to access these areas based on **Attachment J-5**, ***Government Furnished Services and Interface Requirements Matrix.***

Outfall Access Points, Viewpoints, and Ditches.
The Contractor shall control the height of vegetation in and along outfall ditches on a biannual basis to prevent woody growth.

The Contractor shall maintain a mowed and debris free pathway to outfall access points, including steps and platforms leading to sampling weirs, that is no less than three (3') feet wide and with a vegetation height not to exceed twelve (12") inches. The use of herbicide, including concentration and application approach, must be approved by DOE. Any use of herbicide must be in accordance with the ***Best Management Practices Plan, Paducah Gaseous Diffusion Plant, Paducah, Kentucky,*** **PAD-REG-1006/R2**.

The Contractor shall coordinate with the D&R Contractor (or a successor) on mowing (or clearing and weed removal) a pathway to sediment and surface water monitoring locations on DOE property (or TVA and WKWMA property where access agreements are in place) around applicable wells. Surface water sampling is conducted quarterly and sediment sampling is conducted biannually. Maps of these locations are Figures C.13, C.16, and C.17 of the current Environmental Monitoring Plan for the PGDP, and are contained within **Attachment J-8.C.3.5.2.2,** ***Mowing Zone Map***.

The Contractor shall trim the vegetation/grass along outfall viewing points, such as pipe dams, to provide ample viewing of pipe inflow and outflow, and maintain vegetation/grass at a height of six (6") inches or less.

C.3.5.2.4.2.3 Trimming. The Contractor shall trim grass/vegetation around utilities, fences, utility poles, lightning protection poles, guy wires, Criticality Accident Alarm System (CAAS) flagging boxes, sign posts, fire hydrants, buildings, electrical structures, plastic and concrete jersey barriers, and parking lot bumpers. The grass/vegetation shall be cut and maintained at a height consistent with the adjacent grass, or if standing alone, cut to a maximum six inches (6") height and to a radius or width of three feet (3').

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. To maintain their existing growth characteristics/shape, shrubs and hedges in the Zone 1 Area(s) shall be pruned annually between May 15 and October 15. Shrubs and hedges shall be fertilized two (2) times a year: once in the spring, prior to June 1, and once in the fall, prior to October 15. The shapes of hedges shall not be changed without prior approval of DOE. The Contractor shall care for younger trees, to include feeding no less than once per year and the mowing and trimming around the trees does not damage the tree's bark. See **Attachment J-8.C.3.5.2.4.2.6*, List of Shrubs, Hedges and Trees in Zone 1*** for further descriptions.

C.3.5.2.4.2.7 Clippings Removal. The Contractor shall remove or blow off grass clippings and leaves (not trash) deposited by the mowing operation from sidewalks, concrete porches, building aprons, streets, etc.

C.3.5.2.4.2.8 Coordination. The Contractor shall coordinate with the other site contractors prior to the performance of work activities that might impact their operations.

C.3.5.2.4.2.9 Scalping. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage trees and shrubs.

C.3.5.2.4.2.10 Soil Erosion Repair. The Contractor will perform seeding, strawing, topsoil backfill, armoring, and/or application of erosion control matting to repair areas of scalping, dead patches, and areas of evidence of soil erosion occurring in mowed areas. This applies to minor erosion issues of areas of less than 500 square feet. The Contractor

will inspect and report areas of erosion that require repair. These areas shall be repaired to eliminate continued erosion and restore healthy grass cover.

C.3.5.2.4.2.11 Yards, Lots, Gravel, and Storage Areas. The Contractor shall utilize herbicide, or other means, as approved by DOE, to control weed growth and other vegetation in areas not addressed by other zones, such as switchyards, cylinder yards, dust palliative areas, gravel lots, staging areas, and other similar areas. The Contractor shall control the vegetation in these areas at a height of eighteen (18") inches or less.

Attachment J-8.C.3.5.2.4.2.11, ***Locations of Yards, Lots, Gravel, and Storage Areas*** provides the locations to be serviced.

C.3.5.2.5 Equipment

DOE will provide equipment stipulated in **Section J, Attachment J-3,** ***Paducah Infrastructure Accountable Property List.*** DOE 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, including government furnished 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.

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. 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 DOE.

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

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

All chemicals used shall not damage any DOE surface and shall comply with Federal specifications and local codes. The chemicals shall be approved by DOE 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 DOE.

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.

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

C.3.5.3.3 Snow and Ice Removal Planning

The Contractor shall interface with all PGDP contractors to fully coordinate snow and ice removal tailored to support PGDP operations. The Contractor shall submit a detailed Snow and Ice Removal Plan **(Deliverable 83)** for review and approval to DOE within 60 calendar days after NTP and an updated plan annually by September 30, thereafter. The plan shall include:

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

8) Concurrence of plan from other PGDP contractors.

C.3.5.3.4 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 create a safety hazard and does not obstruct sidewalks, 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.3.5.3.4 Equipment
DOE will provide equipment stipulated in **Section J, Attachment J-3, *Paducah Infrastructure Accountable Property List*.** DOE 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, including government furnished 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.

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 treat and clear priority areas to maintain safe passage conditions for vehicle and pedestrian traffic. Priority 1, 2, and 3 areas shall be free and clear within 4 hours of the completion of the weather event. Remaining areas shall be cleared within 12 hours.

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 treat and clear priority areas to maintain safe passage conditions for vehicle and pedestrian traffic. Priority 1, 2, and 3 areas shall be free and clear within 8 hours of the completion of the weather event. Remaining areas shall be cleared within 16 hours.

C.3.5.3.6 LEVEL II: Service Orders
Upon notification through the issuance of a LEVEL II request in accordance with Section C.3.4.2, Maintenance Management of this Contract, the Contractor shall perform request for unscheduled services snow and ice removal. These services may be required to be performed outside normal duty hours.

C.3.5.4 Pest Control Services

C.3.5.4.1 General

The Contractor shall conduct pest control activities utilizing integrated pest management techniques. Activities within this Section are organized as LEVEL I Scheduled or PM and LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through IDIQ CLIN 5.

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

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

1) **Attachment J-8.C.2.1** ***Listing of Facilities Responsibility Matrix***

C.3.5.4.2 Certification

The Contractor shall comply with the requirements of the Commonwealth of Kentucky in providing pest control services. All work shall be performed by certified individuals, and in accordance with federal, state, local, and installation laws and regulations. Evidence of such permits and licenses **(Deliverable 84)** shall be provided to DOE 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 **(Deliverable 85)**.

C.3.5.4.4 Materials

All pesticides used by the Contractor shall be registered with the EPA and Commonwealth of Kentucky for the use intended. Labels and material safety data sheets for each pesticide proposed to be used shall be submitted to DOE for approval at least 21 calendar days prior to use **(Deliverable 86)**. Prior to submittal to DOE for approval, any pesticides shall be evaluated to ensure that the use will not result in noncompliance with the KPDES permit discharge limits. Approvals may be limited to specific pests/sites. Proposed changes in approved pesticide usage shall be submitted to DOE for approval at least 21 calendar days in advance of the anticipated use.

1) All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used, and have it readily available for DOE's inspection at all times.

2) All pesticides, rinse water, and containers shall be disposed of in accordance with label directions. Pesticides, rinse water, and containers shall not be disposed of on the PGDP.

3) Pesticide spills shall be cleaned, decontaminated, and reported to DOE as required by the WSHP and applicable environmental standards.

C.3.5.4.5 LEVEL I Pest Control Services: Scheduled Services

1) Program. The Contractor shall develop and implement an Integrated Pest Management Program (a planned program incorporating continuous monitoring, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, personnel, property, or material, using targeted, sustainable methods) ensuring compliance with all other applicable Contractor programs to include, but not limited to the ISM System, ESH&Q and QA programs.

2) Inspections. The Contractor shall perform an initial inspection of all facilities identified for pest control in **Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix*** for structural pests (e.g., termites, carpenter ants, wood-destroying fungi, powder post beetles, and other wood-destroying pests) and general signs of nuisance pests (e.g., spiders, cockroaches, mice, silverfish) within 120 calendar days of NTP. The Contractor shall maintain an inspection system and perform inspections and tests for structural and nuisance pests. The findings of each inspection of a structure, including negative findings shall be reported to DOE. Completed inspection reports, including the initial inspection report **(Deliverable 87)**, shall be provided to DOE quarterly within 30 calendar days following the end of the quarter for completed inspections. Inspections shall include, but not limited to, the following areas if accessible and unobstructed: plumbing in bathrooms, kitchens, laundry rooms, or other areas; window and door frames and sills; baseboards, flooring, walls, and ceilings; entrance steps and porches; exterior of slab or foundation walls; crawl spaces to include support piers and beams, floor joists, sill plates, and foundation walls; and weep holes.

3) Treatment. The Contractor shall provide pest control services on a scheduled basis for the control of cockroaches, ants, silverfish, spiders, mice, rats, and any other pest native to the Paducah, Kentucky area. Services shall be provided at the locations(s)/site(s) identified in **Attachment J-8.C.2.1, *Listing of Facilities Responsibility Matrix***, and as frequently as required to maintain the acceptable level of control.

4) Removal. The Contractor shall provide the removal of nuisance animals (e.g., skunks, opossums, snakes, cats, and dogs). The Contractor shall remove all dead or dying rodents or other animals, as needed, in any PGDP facility or on DOE property. The Contractor shall coordinate these efforts and abide by all applicable requirements contained within the ISM System and ESH&Q programs.

5) Schedule. Annual service schedules shall be submitted to DOE for approval within 30 calendar days of initial inspection and 30 calendar days after necessary changes are made **(Deliverable 88)**. Schedules shall indicate the week of the month that monthly or less frequent services shall be performed and be provided upon request.

C.3.5.4.6 LEVEL II Pest Control Services: Unscheduled Service Request

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

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

C.3.5.4.7 Acceptable Level of Control
The Contractor shall eliminate structural and nuisance pests within 30 calendar days of completion of the initial inspection. After which, facilities shall remain free of any infestation.

C.3.5.5 Railroad System Maintenance and Repair

C.3.5.5.1 General
The Contractor shall operate and maintain the PGDP rail system. The Contractor shall coordinate with appropriate shared-site contractors prior to and during any on-site rail movements, including ensuring the placement of personnel to perform "flagging" duties at necessary intersections, taking proper security actions (such as opening and closing gates, securing rail cars, etc.), and making site-wide notifications prior to rail movements.

The Contractor shall inspect and perform maintenance, repair, and minor improvements of the railroad tracks at the PGDP. The Contractor shall maintain the railroad property assets in good condition for safe use. Activities within this Section are organized as LEVEL I Scheduled/PM and LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through IDIQ CLIN 5.

C.3.5.5.2 Railroad System Assets
Railroad System includes approximately 54,000 linear feet of track that is active, 7,350 linear feet of track that is inactive, and 1,200 linear feet of abandoned track along with three (3) railroad trestles.

The following attachments provide an overview of facilities:

1) **Attachment J-8.C.3.5.5.2a** ***Rail System Map***
2) **Attachment J-8.C.3.5.5.2b** ***Listing of Switches and Crossings***
3) **Attachment J-8.C.3.5.5.2c** ***Listing of Trestles***
4) **Attachment J-8.C.3.5.5.2d** ***Trestle Location Map***

C.3.5.5.3 LEVEL I Scheduled/Preventive Maintenance Tasks and Standards
Scheduled/Preventive Maintenance consists of three (3) functions: Railroad Preventive Maintenance Inspection (RPMI), Railroad Scheduled Service and Vegetation Control. There are two (2) frequencies of LEVEL I inspection. Active track shall be inspected monthly and

inactive track shall be inspected annually. Abandoned track shall not be inspected unless directed by DOE. Vegetation Control shall be administered for both active and inactive track at the same frequency. The results of all inspections, maintenance and repair activities shall be captured within the CMMS.

C.3.5.5.3.1 Railroad Preventive Maintenance Inspection

1) Rail Inspection. The Contractor shall perform inspections of the tracks in accordance with the **Federal Railroad Administration (FRA) Part 213, Class 1, *Track Safety Standards***. The Contractor shall inspect and maintain crossing signs and signals in accordance with American Railroad Engineering Association (AREMA) standards and manufacturer's specifications.
2) Rail Inspection Schedule. The Contractor shall perform inspections on a monthly basis for active track and annually for inactive track. Active track inspections shall occur no more than thirty (30) calendar days and no less than twenty (20) calendar days from last inspection.
3) Trestle Inspections. The Contractor shall inspect rail trestles in accordance with the requirements of **49 CFR § 237, *Bridge Safety Standards***, AREMA.
4) Trestle Schedule. The Contractor shall perform inspections annually.
5) Reports for Rail System Inspections. The Contractor shall advise DOE of all significant problems discovered with the rail system. Catastrophic (Serious) defects shall be reported immediately. Critical (Potentially Serious) defects shall be reported daily. Contractor reports shall be signed and dated by a qualified inspector and shall have a qualification certificate attached. The Contractor's inspection reports shall be consistent with FRA standards and shall also include; track segment inspected, date of inspection, narrative description which accurately reflects the deficiency, location, and estimated cost for correction. The Contractor shall provide DOE a copy of the rail and trestle inspection reports **(Deliverable 89)** within five (5) business days of completion.

C.3.5.5.3.2 Active Railroad Track Scheduled Service. Scheduled service work shall consist of maintenance and correction of minor deficiencies for rail switches and trackage. The Contractor shall provide to DOE a service schedule **(Deliverable 90)** within 60 calendar days of the NTP, and updated thereafter when changes are made. The Active Railroad Track Scheduled Service must be reviewed and approved by DOE prior to commencement of work. The Contractor shall perform the following for:

1) Rail Switches:
   a) Check and adjust rail braces, guard rails and joint bars.
   b) Switches, derailers, and rail oilers shall be operated, cleaned, lubricated and adjusted.
   c) Refill all gear boxes.
   d) Lubricate all moveable parts and switch plates.
   e) Replace missing or damaged switch targets.
   f) Paint targets (if necessary).
   g) Adjust gage, guard face gage, and guard check gage.
   h) Check and tighten all bolts.

i) Check for all loose spikes and re-spike as required. Tie plugs or other approved methods shall be used.
j) Replace all missing or broken bolts.
k) Check for insecure switch stand.
l) All switch components must be free of lost motion. Switch point closure should be adjusted if a switch mechanism can be thrown in either direction and locked with a 1/8-inch metal spacer between the switch point and stock rail.

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

C.3.5.5.3.3 Vegetation Control. The Contractor shall eliminate or control vegetation from areas within and adjacent to trackage where not required for erosion control. The Contractor shall prevent vegetation from becoming a fire hazard, obstructing visibility of signs and signals, interfering with employees performing normal trackside duties, or preventing proper functioning of signals and communication lines. The Contractor shall provide vegetation control services as scheduled maintenance.

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

C.3.5.5.3.4 Drainage System Maintenance and Repair. The Contractor shall maintain the drainage systems to ensure proper runoff. The Contractor shall inspect and maintain inlet gratings, clean catch basins, drop inlets, manholes, culverts, inlet headwalls, and exits and similar structures on a regular schedule. The schedule shall be based on the rate of silting or clogging with debris.

C.3.5.5.4 LEVEL II Service Order

The Contractor shall perform LEVEL II Service Order work in accordance with standards established in this Contract to provide corrective maintenance and repair to Railroad System, installed equipment system(s) and system components. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by DOE.

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

C.3.6 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 the historical records collection and newly generated/received records in all formats, including early capture and control throughout their life cycle (see **Attachment J-8.C.3.6.1, *Records Management Program Description***). The Contractor shall ensure newly generated/received records are authentic, reliable, and usable and ensure they remain so for the length of their authorized retention period. This includes web content and other media used for official business resulting in the creation/receipt of agency records.

C.3.6.2 Requirement

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

C.3.6.3 Records Management Program

The Contractor shall serve as the Paducah Site-wide Records Custodian and shall manage all existing and future generated Paducah Site DOE-owned records (regardless of media), including records obtained from a predecessor contractor [historical records maintained on-site and at a Federal Records Center (FRC)] (see **Attachment J-8.C.3.6.1, *Records Management Program Description***), DOE site office, and the current DOE contractors in accordance with **44 U.S.C. 21; 44 U.S.C. 29; 44 U.S.C. 31; 44 U.S.C. 33; 44 U.S.C. 36; 36 CFR Chapter XII, Subchapter B, *Records Management*; DOE O 243.1, *Records Management Program, Transition to Electronic Records Directive (M-19-21)***, and any other DOE requirements as directed by the CO. FRC locations are currently Dayton, Ohio, and Chicago, Illinois, and may also include Suitland, Maryland. The Contractor shall manage all records electronically in the designated Paducah Site Electronic Records Management System (ERMS). Only those records approved by the CO may be stored in hardcopy only. The Contractor shall be responsible for the Paducah Site Records Management Program.

All records subject to the management of the Contractor (including records generated/received in support of its own operation), are to be managed and dispositioned in accordance with Federal laws, regulations, DOE Directives, and an approved Records Management Plan. The Records Management Plan **(Deliverable 91)** shall be submitted to DOE for approval within 60 days of the NTP, and updated thereafter when changes occur. This Records Management Plan must include the newly generated/received records by the Contractor, management of historical records, and include programmatic and integration requirements for records generated by DOE and other contractors.

The Contractor shall be responsible for records management and document control in support of its operation in accordance with **44 U.S.C. 21; 44 U.S.C. 29; 44 U.S.C. 31; 44 U.S.C. 33; 44 U.S.C. 36; 36 CFR Chapter XII, Subchapter B,** ***Records Management*****; DOE O 243.1,** ***Records Management Program***.

Monthly and annual recurring reporting requirements for the records management program are defined in **Section J, Attachment J-13,** ***Annotated Outline for Recurring Reports***.

C.3.6.3.1 Electronic Records Management System (ERMS)
The Contractor shall develop and implement records management controls to ensure that the identification, maintenance and disposition of all records (regardless of media), including electronic and email, are managed utilizing the DOE designated ERMS (currently Gimmal) in accordance with Federal and DOE requirements for all records, including historical records, those received from DOE, and other contractors/subcontractors.

The Contractor shall develop and implement a process to manage records electronically; if records must be scanned, ensure images meet all National Archives and Records Administration (NARA) requirements for the digitization process. These include the destruction of the source record after scanning and those listed in **Attachment J-8.C.3.6.3.1,** ***Selected NARA Requirements,*** a DOE-approved digital signature procedure, and a DOE-approved Image Quality Statistical Sampling Plan that is based on industry standards **(Deliverable 92)**. All records (regardless of media) must be scheduled, arranged, and cutoff by collections (e.g., case file, project, chronologically, numerically, alphabetically, etc.) for proper disposition in accordance with the NARA-approved DOE Records Disposition Schedules, and where applicable the General Records Schedules. The Contractor shall provide a search capability for the ERMS to allow record searches and retrieval of documents. This search capability shall be made available to DOE and other contractors as authorized by DOE. The ERMS software licenses for the Paducah Site are purchased as cost reimbursable in accordance with ***C.4.4 Software Licenses.***

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 Vital Records Program
The Contractor shall develop and implement a vital (essential) records plan, including a vital (essential) records inventory in accordance with **36 CFR § 1223,** ***Managing Vital Records***, and **DOE O 243.1,** ***Records Management Program*** **(Deliverable 94)**.

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 Record shall be the property of the Government.

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 Managemen****t*.

Monthly and annual recurring reporting requirements for the records creation/receipt are defined in ***Section J, Attachment J-13***.

C.3.6.4.1 Electronic Information Systems

The Contractor shall manage records contained in electronic information systems (EIS) by incorporating recordkeeping controls into the system or export the records into the current ERMS (currently Gimmal) in accordance with **36 CFR Part 1236,** ***Electronic Records Management***. The Contractor shall design and implement migration strategies to counteract hardware and software dependencies of electronic records whenever the records must be maintained and used beyond the life of the information system in which the records are originally created and captured. The Contractor shall provide a list of all EIS to DOE annually, utilizing the format provided by DOE **(Deliverable 95)**, including Contractor-owned records.

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, arrangement, assignment of disposition authority, and retrieval of all categories (record series) of records created and received **(Deliverable 93)**. These inventories and file piles shall include the Contractor's inventories and file plans and incorporate the other Contractors' inventories and file plans such that there is an all-inclusive site inventory.

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 the ERMS. Other entities on the Paducah Site, such as the D&R Contractor, the DUF6 conversion facility operator, and DOE (including DOE's TSS contractor) will forward records to the Contractor for processing (validate/verify appropriate DOE Records Disposition Schedule has been made, import into the ERMS, etc.). Records submitted by site contractors and their subcontractors shall be scheduled, scanned, pages rotated correctly, properly apply security markings, ensure scanned image is applied, clear and legible, and meets the NARA requirements listed in ***Attachment J-8.C.3.6.3.5, Selected NARA Requirements.*** Records obtained from DOE are incoming and outgoing correspondence and shall be scheduled as a letter log, and processed into electronic format and stored in the ERMS. The Contractor shall be responsible for receipt (including reviewing documents for meeting electronic storage requirements), schedule verification/validation, importing into ERMS, storage/preservation, indexing (paper, when approved), retrieval, copying, and final turnover to DOE.

Monthly and annual recurring reporting requirements for the records maintenance are defined in **Section J, Attachment J-13,** ***Annotated Outline for Recurring Reports***.

C.3.6.5.1 Quality Assurance Records
The Contractor shall ensure records identified as Quality Assurance records under and approved consensus standard are categorized (lifetime/non-permanent); managed in accordance with and approved consensus standard; 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 **Federal Acquisition Regulation (FAR) 52.224-2,** ***Privacy Act***, and **DOE O 206.1,** ***DOE Privacy Program*****.**

C.3.6.5.3 Classified Records
The Contractor shall protect and handle classified information and critical information in accordance with applicable laws, regulations, policies, and directives. The Contractor will manage all classified records at the Paducah Site. 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 respond to records management data calls **(Deliverable 96)** by NARA and DOE as requested and process record requests for the FOIA, the Privacy Act, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries, and other record requests (e.g., training, personnel, exposure, project, incident reports, visitor logs, etc.). The Contractor shall respond to FOIA requests within 10 business days, Privacy Act requests within 10 business days, litigation requests within 5 business days, and DOE requests within 2 business days.

C.3.6.5.5 Administrative Records and Information Repository
The Contractor shall maintain the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Administrative Record (AR), which consists of AR Files for CERCLA and RCRA projects, and AR Post Decision (PD) Files, General Reference Compendium Files, and associated project Archive Files in accordance with the **CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), 42 U.S.C. 9601, et. seq., 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 AR is a 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 shall be duplicated in their entirety for both the project record and the AR record files. The D&R Contractor provides the information to be placed in the AR. The Contractor shall ensure the files are corrected placed in the designed index and that all required data fields are entered correctly and verified.

The Contractor shall maintain these record files current and accessible to the public via the internet. If redactions are needed for placement on the website, both the original and redacted versions must be maintained. The system must be maintained at the https://eic.pad.pppo.gov/. The Contractor shall annually evaluate the information layout and functionality of the website with DOE and the D&R Contractor, provide a report to DOE that includes an annual action plan to implement, upgrade, and enhance searchability, design, communication tools, and user experience of the website **(Deliverable 99)**.

The Contractor shall submit CERCLA AR Indices in Excel or other acceptable electronic format to DOE quarterly **(Deliverable 97).** This submittal should also identify the newly added records by including a date added field. A copy of this also should be provided to the D&R Contractor's AR Coordinator. The Contractor shall also provide a printout in the format specified by the D&R Contractor for inclusion in the Federal Facility Agreement Semiannual report **(Deliverable 98)**.

C.3.6.5.6 Contaminated Records

The Contractor shall develop and implement a plan to incorporate the processing of records from potentially contaminated areas and those stored in the records vaults into the WSHP and RPP to ensure the prompt transfer of records to electronic format, the records vault and/or release for storage at an FRC/NARA, if approved. 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. This should be included in the Records Disposition Plan **(Deliverable 100).**

C.3.6.5.7 Historical Records

The Contractor shall ensure historical records, regardless of media, are stored appropriately in accordance with federal laws and DOE regulations for proper preservation and efficient retrieval. The Contractor shall manage the finding aids for all records stored at the FRC and NARA to ensure utilized when performing record searches. Historical paper records (including photographs/negatives) stored shall be organized, scheduled, indexed, boxed and disposition in paper or current format. There are historical hardcopy or electronic records that have not been processed. The Contractor shall process annual equivalent quantity of records of 1,200 cubic feet (or 1,200 record-size boxes), and may be derived from paper, older electronic data, microfilm, x-ray film, audio-visual, and other sources.

The Contractor also shall process the potential historical records that are stored on various multimedia type as identified in **Attachment J-8.C.3.6.1, *Records Management Program Description*** within 26 months of NTP. The Contractor must identify and obtain equipment that can read/process the information on these multimedia types and coordinate with DOE and other site Contractors to determine if the information is a DOE record. The confirmed DOE records must be processed in accordance with contract requirements.

C.3.6.6 Records Disposition

The Contractor shall develop and implement a Records Disposition Plan, which shall include processing records to storage (e.g., on-site, FRC) and the destruction process for records and information content **(Deliverable 100)**. 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 (permanent to NARA), transferring of paper records to an FRC, maintain electronically in an ERMS, and/or destroy once retention has been met and proper approvals obtained.

1) Ensure proper DOE Records Disposition Schedule assigned, box, index, complete transfer paperwork, and obtain DOE approval prior to sending transfer paperwork and/or shipping inactive temporary records to a FRC and/or permanent records to the NARA.

2) Complete destruction certificates for all records, including those requiring destruction by other contractors or DOE, and submit to DOE for review and obtaining DOE approvals prior to destruction.

Monthly and annual recurring reporting requirements for the records disposition are defined in **Section J, Attachment J-13**, ***Annotated Outline for Recurring Reports***.

C.3.6.7 Document Control

The Contractor shall develop, implement and maintain sound document control systems for its own documents and processes ensuring efficient tracking, retrieval, revision control and distribution of documents, including drawings. The Contractor will coordinate with the D&R Contractor for inclusion of any facility-related changes to be managed in to the D&R Contractor Engineering Management System.

C.3.6.8 Reporting Records Information

Recurring reports shall include the following records-related information (see Section C.2.1):

For the ADR, provide data that identifies statistics by month and annual totals:

- Number of records received by Contractor, including its own records that were submitted
- Number of random samples performed
- Number of records imported into the ERMS
- Number of Totals records requests and data calls (e.g., FOIA, Privacy Act, Litigation, DOE records requests and other internal or external requests) and average processing time
- Box counts of records transferred to or from the FRC/NARA, records eligible for destruction, and total destroyed

For the IPR, provide monthly values for:

- Total number of records received, number random samplings performed, number of records imported into the ERMS by media type, and the error rate for period
- Count of boxes transferred to or from the FRC/NARA, number of boxes eligible for destruction, and total number of boxes destroyed
- Counts (boxes and cubic footage) of historical records processed (described in C.3.6.5.7; paper, electronic data, microfilm, x-ray film, audio-visual, and other types).
- Document Control: Total number of documents processed during the period, summarized by type (new, revision, interim change, cancellation, etc.)

C.3.7 MAIL SERVICES

C.3.7.1 General

The Contractor shall provide mail services and document pick-up services for the Paducah Site.

C.3.7.2 Scheduled Service

The Contractor shall:

1) Operate the PGDP central mailroom. The Paducah Site mailroom shall serve as the centralized mail location for other site contractors to drop off and pick up inter-organizational mail.

2) Collect from a local United Postal Service Post Office Box and process classified mail for all site contractors and DOE.

3) Collect and deliver inter-organizational and outgoing U.S. mail twice daily to C-103, DOE Site Office, Monday through Thursday, (excluding Government holidays). The Contractor shall frank and post all outgoing U.S. mail for DOE by means of postage meter.

4) Provide a Federal Express account for the DOE Site Office to send outgoing mail that requires expedited delivery such as regulatory correspondence and mail to other DOE offices, as needed.

5) Respond to DOE data calls for Mail Accountability Reporting.

C.3.8 ENVIRONMENTAL INFORMATION CENTER (EIC) OPERATIONS

The Contractor shall operate the EIC to allow public access to regulatory documents and reports pertaining to the Paducah plant. The EIC must be operated in compliance with applicable requirements including the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), National Environmental Policy Act (NEPA), and Resource Conservation and Recovery Act (RCRA). The EIC houses computer accessibility and printing for the AR files for

public use (See Section C.3.6.5.5). Along with the AR, the EIC also contains general material regarding site environmental cleanup efforts. DOE contractors will provide documents for inclusion in the EIC. The EIC will be open at least 20 hours per week, and shall maintain operational consistency with the Community Relations Plan.

The contractor will be responsible for furnishing internet access and equipment for the public to use to search the database and print copies. Additionally the contractor will keep a visitor log that has the visitor name, affiliation and address as well as a rating from the visitor on the service at and search capability of the EIC. The visitor will be asked to provide comments on the EIC search capabilities. The following will be the rating range; Excellent, Good, Fair, Poor. Acceptable performance is an average rating of Good or above. Support necessary for EIC visitors will vary depending on activities and public interest. Based on recent experience visitations have been less than 18 hours per year.

C.3.9 TRAINING SERVICES

C.3.9.1 General

The Contractor shall provide specified training courses for personnel at the PGDP (see **Attachment J-8.C.3.9.1, *Training Courses and Estimated Workload***).

C.3.9.2 Requirement

The Contractor shall provide the delivery of the training courses listed in **Attachment J-8.C.3.9.1, *Training Courses and Estimated Workload*** to all site contractors. The Contractor shall also provide any required training for its own personnel that is not otherwise included under Section C.3.9, Training Services.

The Contractor shall develop, maintain, and implement 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 submit the course content, supplemental reference manual, and training schedule **(Deliverable 101**) to DOE for approval within 60 calendar days of the NTP and semiannually thereafter.

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

Each contractor at the PGDP is responsible for providing additional training services specific for its work scope.

C.3.9.3 Conduct of Training

The Contractor shall provide the training courses to ensure compliance with applicable environmental health and safety laws and regulations. Training classes will be coordinated with other site contractors and tailored to the PGDP site activities. Furthermore, training program reciprocity/facility access between site contractors is required. The Contractor shall coordinate

with other site contractors to consolidate training modules, where practicable. The Contractor shall review course content semiannually, 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 notify other site contractors' designated point of contact of pending training needs a minimum of 30 calendar days prior to expiration of training and upon expiration of training. Other site contractors are responsible for determining and implementing necessary restrictions for expired training. 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 RADIOLOGICAL SITE SERVICES FOR OTHERS

C.3.10.1 General

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

C.3.10.2 Radiological Instrumentation

The Contractor shall calibrate, maintain and perform repairs for personnel and environmental monitoring and surveying equipment assigned to other site contractors per the requirements of 10 CFR § 835, *Occupational Radiation Protection* and **DOE O 458.1, *Radiation Protection of the Public and the Environment***. The radiological instrumentation inventory is provided as **Section J, Attachment J-8.C.3.10.2, *Listing of Other Site Contractors' Equipment being Maintained.*** The Contractor shall schedule and document the completion of this work through the Computerized Maintenance Management System (CMMS) or other approved system.

C.3.10.3 Dosimetry Program

The Contractor shall develop, maintain and execute an internal and external bioassay program that meets the requirements of the Department of Energy Laboratory Accreditation Program. Additionally, the program shall be compliant with 10 CFR § 835, Subpart E. This program shall apply to all work areas that require dosimetry regardless of which contractor(s) have been assigned operational responsibility for the area(s). Projected Workload for this activity is provided in **Attachment J-8.C.3.10.3*, Quantity of Personnel Active in Radiological Monitoring Programs.***

The Contractor shall provide bioassays and baseline bioassays as needed by DOE, its contractors, and subcontractors. Projected Workload for this activity is provided in **Attachment J-8.C.3.10.3, *Quantity of Personnel Active in Radiological Monitoring Programs.*** The Contractor also shall maintain a contract with a DOE approved laboratory for performance of analysis of biological

materials in the event of a criticality incident that requires additional personnel monitoring such as activity in blood or hair in accordance 10 CFR § 835.1304 and DOE-STD-1136-2017.

C.3.11 ENERGY EMPLOYEES OCCUPATIONAL INJURY COMPENSATION PROGRAM ACT

The work scope under this section falls under the labor hour CLINs. Minimum labor qualifications for the EEOICPA Records Technician and EEOICPA Derivative Classifier are identified in **Attachment J-8.C.3.11,** ***Minimum Labor Qualifications for Labor Hour CLINs.***

The EEOICPA establishes a program to provide compensation to current and former employees of the DOE, its contractors and subcontractors, companies that provided beryllium to DOE, and atomic weapons employers (AWEs). Under EEOICPA, the DOE has a requirement to verify employment histories, provide medical records, and provide radiation dose records and other information pertinent to National Institute for Occupational Safety and Health (NIOSH) radiation dose reconstruction and Department of Labor (DOL) Subtitle B and Subtitle E case preparation for anyone who applies for compensation under EEOICPA.

The Contractor shall establish a program and respond to the requirements of the EEOICPA for all employees the Contractor may have records for. The activities shall include:

1) Perform the work necessary to complete EE-5 Employment Verification Forms requested by DOL for the EEOICPA Subtitle B program.
2) Perform the work necessary to provide personnel exposure information requested by NIOSH as part of the EEOICPA Subtitle B program:
   a) Research and retrieve records needed to complete claims forms;
   b) If necessary, work with corporate entities or unions to verify employment of former site workers;
   c) Provide visitor personnel exposure or information requested;
   d) Complete declassification, as needed, of records required for the processing of claims form;
   e) Complete and sign off on all necessary claims forms associated with the request; and
   f) Return completed forms and records requested to NIOSH through the DOE Secure Electronic Records Transfer (SERT) system.
3) Perform the work necessary to complete Document Acquisition Requests (DARs) submitted by DOL as part of the EEOICPA Subtitle E program:
   a) Research and retrieve records needed to complete claims forms;
   b) If necessary, work with corporate entities or unions to verify employment of former site workers;
   c) Complete declassification, as needed, of records required for the processing of claims;
   d) Complete and sign off on all necessary claims forms associated with the request; and
   e) Return completed forms and records requested to DOL through the DOE SERT system.
4) Perform the work necessary to provide records requested by NIOSH or DOL as part of a site characterization or other special project under the EEOICPA program:
   a) Complete declassification, as needed, of records requested by NIOSH or DOL for site characterization research projects; and

b) Coordinate all work with the site EEOICPA POC and the Office of Worker Screening and Compensation Support (AU-14) as applicable.

5) The Contractor shall respond to any other inquiries and perform special projects as required by the EEOICPA and approved by the Office of Worker Screening and Compensation Support (AU-14).
6) Perform other necessary EEOICPA related records work, as needed.
7) Maintain and appropriately arrange EEOICPA case files on all claims processed and ensure properly scheduled in accordance with the NARA-approved DOE Records Disposition Schedules.
8) Maintain local records to track the activities under EEOICPA and submit monthly financial reports through the DOE SERT system **(Deliverable 102)**.

The response time for tasks (1) through (3) is 60 days from receipt of request **(Deliverable 102)**. The Contractor shall comply with the requirements of Section 3.2, Safeguards and Security, and Section C.3.6, Records Management and Document Control for the review and release of all records.

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

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

<u>Employment Records</u>

- 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

<u>Medical Records</u>

- 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

<u>Toxic Exposure Records</u>

- Training Records / Training Records Database (rare use…if nothing else available)
- Job position descriptions

Project Records (For Projects involving Radiation/Hazardous Materials)

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

Dose Exposure Records

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

Environmental Records

- Site ASER/Annual Environmental Reports
- Environmental Monitoring Databases
- Industrial Hygiene Sampling Data
- Industrial Hygiene Hazard Assessments
- Industrial Hygiene Databases
- Safety Reports
- Site-Developed Area Descriptions and Associated Hazards
- Site-Developed Job Descriptions and Associated Hazards

Contractor Close-out Records

- Due Diligence Reports/Records

Facility Records

- Facility Maps, Building Maps/Floor Plans/drawings
- Facility Descriptions
- Facility Based Hazard Assessment/Inventory Records/Databases
- Facility Monitoring Records/Databases
- Facility Safety Analysis Reports
- Facility/Building Close Out Records
- Annual and/or monthly summary reports of production, safety, operation events, incidents, accomplishments relevant to exposures for a period of time.

C.3.12 CYBER SECURITY, COMPUTING, AND INFORMATION TECHNOLOGY (IT)

The work scope under this section falls under the labor hour CLINs. Minimum labor qualifications for the labor categories associated with this scope are identified in **Attachment J-8.C.3.11, *Minimum Labor Qualifications for Labor Hour CLINs.*** The Contractor shall submit a Cyber Security, Computing, and IT Staffing Plan within 30 days of NTP to DOE for approval **(Deliverable 103)**. The staffing for these services will be cost reimbursable plus fixed fee. The plan must be resubmitted for approval whenever the Contractor proposal staffing level changes.

Replacement of equipment associated with this scope of work will be in accordance with Section C.4.2 Replacement of Government Furnished Property. Any software purchases will be in accordance with Section C.4.4 Software Licenses.

C.3.12.1 Cyber Security

C.3.12.1.1 General

The Contractor shall design, implement, and manage a cyber security program aligned with the National Institute of Standards and Technology (NIST) Risk Management Framework (RMF) for its own operations (including subcontractors), the D&R Contractor (including subcontractors), the Portsmouth Infrastructure and Decommissioning and Decontamination (D&D) Contractors (including subcontractors), and the DUF_6 Project's Lexington, Portsmouth, and Paducah operations (including subcontractors that are operating at each of these facilities). Information systems in-scope include unclassified general support systems, industrial control systems, and major applications. National Security Systems processing classified information are not in-scope. The cyber security program for the PPPO Federal Office's Lexington, Portsmouth, and Paducah presences are provided through a separate contract vehicle. The Contractor shall seamlessly integrate cyber security programmatic and technical controls into work processes and products supporting mission objectives, ensuring minimal impact to operations and that cyber security-related risk incurred by DOE is maintained at acceptable levels, as determined by the Authorizing Official.

C.3.12.1.2 Requirements

The Contractor shall comply with the cyber security requirements specified in **DOE O 205.1** ***DOE Cyber Security Program***, and applicable Cyber Security Program Plans (CSPP). In fulfilling requirements, the most current, approved versions of NIST Special Publications (SP), Federal Information Processing Standards (FIPS) Publications, and other applicable requirements documents shall be used. In close coordination with federal and contractor staff, The Contractor shall develop and implement a CSPP that is aligned with DOE mission objectives, serving as the framework for how the cyber security program manages risk incurred by DOE from the operation of information systems. The CSPP shall be formally submitted to DOE no later than 6 months after the NTP is received (and thereafter when modifications are made) and be approved by the Authorizing Official Designated Representative. The contractor shall obtain, prior to becoming operational (for a new information system) and maintain (if an existing information system), a Continuous Authority to Operate (CATO) for each information system under its governance. The Contractor shall complete a self-assessment on an annual basis against the current, approved System Security Plan for each information system under its control and submit formally to DOE **(Deliverable 104)**. The Contractor shall develop and submit formally to DOE a quarterly cyber security infrastructure diagram representing an accurate, high-level, point-in-time depiction of the infrastructure providing security functionality and capability within DOE information systems (**Deliverable 105**).

The Contractor shall submit within 180 days of NTP an PPPO Cyber Integration Plan to integrate all PPPO security for all three sites (Lexington, Portsmouth, and Paducah) under this contract **(Deliverable 106)**. Full implementation must be completed within 1 year of NTP.

This includes managing personnel in Portsmouth, Lexington, and Paducah that will implement the PPPO cyber security program.

C.3.12.1.3 Incident Handling Coordination and Reporting
All cyber security-related incident handling activities will be coordinated with the PPPO Federal Office prior to reporting to the Integrated Joint Cybersecurity Coordination Center (iJC3). All cyber security-related incidents will be reported to the PPPO Federal Office to ensure de-confliction, intelligence sharing, and public relations activities can be executed to protect the interests of DOE and the Contractor (and its subcontractors). DOE understands that not all information system intrusions can be prevented, and the Contractor will not be penalized for their occurrence and subsequent reporting, except where some form of liability is found to be a factor (i.e., negligence).

The Contractor's recurring IPR and ADR (see Sections C.2.1.1, C.2.1.2, and **Attachment J-13, *Annotated Outline for Recurring Reports***) shall include a summary description of Cyber Security Incidents.

C.3.12.1.4 Corporate Requirements
The Contractor's corporate information system(s) (both on-site and off-site as applicable) and those of its subcontractors used to support DOE mission objectives or process DOE data shall comply with the "basic" and "derived" security requirements identified in **NIST SP 800-171 *Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations***. The Contractor shall submit annually to DOE a self-assessment documenting the compliance status with these requirements. In addition, a risk assessment shall be completed for any deficiencies in security controls posing a high risk to the Government and submitted to DOE within a period no greater than 30 calendar days after discovery. Initial notification of non-compliance shall be sent to DOE no greater than 5 calendar days after discovery. The Contractor shall report to DOE all significant attempts or successful intrusions into corporate networks (both of internal and external nexus) under its direct control and that of its subcontractors.

C.3.12.1.5 Personnel Appointments with Cyber Security-Significant Roles
The contractor shall appoint, in writing to the AODR, personnel filling the roles identified below within 10 business days from the NTP. Throughout the life of the contract, when personnel serving in these roles change, appointment updates will be made formally.

- Information System Security Manager
- Information System Security Officer(s)
- Configuration Management Manager
- Contingency Plan Director
- Contingency Plan Coordinator
- Control Assessor(s)
- System Owner

C.3.12.2 IT Support and Management

The Contractor shall provide Paducah Site 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 DOE. The Contractor shall maintain documentation for all assigned systems.
4) Site guest networks for accessing the internet for approved visiting organizations.
5) The Contractor shall maintain software and data systems associated with all security access controls such as AACS entry equipment and HSPD-12 badging equipment.

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. The Contractor may be requested to provide these services for the DUF6 Contractor at Portsmouth, Lexington, and Paducah; however, this would be tasked under IDIQ CLIN 5.

C.3.12.2.1 General

The Contractor shall provide labor, management, supervision, tools, material, and network equipment necessary to perform IT support and management services at Paducah Site. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operation of IT support and management services. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. The Contractor shall review additional system extensions/additions and/or services proposed to be implemented by the D&R Contractor, or other DOE-authorized users, in order to ensure that system configuration and compatibility with all Paducah Site IT services and systems is maintained. Refer to **Attachment J-8.C.3.12.2, *Information Technology System Application Inventory and Workload History*** and reference document Section C.3.3.2.1, PPPO IT Strategic Plan, dated February 2019.

The Contractor's recurring IPR and ADR (see Section C.2.1.1 and **Attachment J-13, *Annotated Outline for Recurring Reports***) shall include:

1) A summary count of Helpdesk Tickets (open, closed, average response time); and
2) A summary of changes to the site software and system licenses.
3) A listing of individual computer moves, replacements, or repairs.
4) A summary count of IT hardware, storage spaced used and remaining.

C.3.12.2.2 Requirements

The Contractor shall provide IT support and management services to ensure IT requirements are met through effective utilization of intranet, core 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 to maintain availability of systems, applications, and data.

C.3.12.2.3 Intranet
The Contractor shall provide intranet management and support services to ensure functional requirements of network users are met through effective utilization of resources and available IT facilities. Refer to **Attachment J-8.C.3.12.2*, Information Technology System Application Inventory and Workload History.***

C.3.12.2.4 Hardware
The Contractor shall perform maintenance and repair of all installed data/communication lines, including switches or routers, up to and including the end users receptacle (jack). The Contractor shall provide individual user computers, monitors, and printer hardware, toner, and paper for the D&R Contractor; however is not required to provide specialty software or equipment to network users with the exception of its own personnel, consistent with **Attachment J-8.C.3.3.2*, Information Technology Service Matrix*** and **Attachment J-8.C.3.12.2*, Information Technology System Application Inventory and Workload History.*** The end user (D&R Contractor and other DOE-authorized end users) are responsible for any specialty software or equipment for its personnel and subcontractors. Additionally, the D&R Contractor shall install any additional data/communication lines and ports necessary to support its own activities if a sufficient number of ports are not available in the work location. If additional facilities are used to house personnel (e.g., trailers, new construction, renovations), the installation will be performed under IDIQ CLIN 5 scope of work.

The Contractor shall submit an annual IT Equipment Management Plan by June 1 each year **(Deliverable 107)** that includes a complete listing of all IT network and individual computing equipment and will include an upgrade, replacement recommendation and schedule. This plan also will address any wireless or hard-wired network recommendations to maintain optimum functionality for the Paducah Site. This plan will make recommendations based on equipment age, functionality, emerging core software version changes, facility changes, and personnel work locations. This plan will be used for annually budgeting cost reimbursable IT equipment. The Contractor must provide cost effective recommendations that correlate to overall site IT strategy.

C.3.12.2.5 Work Packages
The Contractor shall interface with other site contractors to maintain compatibility with all Paducah Site services and systems. The Contractor shall review and approve work packages and design/configuration plans for system changes/alterations developed by the other site contractors. The Contractor shall perform needed risk assessments involved in changes/alterations performed by other site contractors, consistent with Section C.3.12.1, Cyber Security.

C.3.12.2.6 Network File Storage
The Contractor shall provide and manage network file storage to ensure sufficient capacities are allocated to user organizations. Refer to **Attachment J-8.C.3.12.2*, Information Technology System Application Inventory and Workload History.***

C.3.12.2.7 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&R Contractor, and other DOE-authorized end users, including maintaining secure remote access capability for Paducah users. The LANs and WLANs shall be configured to allow separation of multiple users. The LAN and WLAN support includes operation, maintenance, data backups, repairs and upgrades to the LAN and WLAN systems and components as necessary to provide reliable and ongoing connectivity.

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

C.3.12.2.8 Application Deployment Services

The Contractor shall provide users listed in **Attachment J-8.C.3.12.2, *Information Technology System Application Inventory and Workload History*** with core IT application deployment services to ensure applications can be effectively utilized. The Contractor shall support designated application users to ensure deployed core 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 core 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, and respond to assistance requests from customers. Network users will be responsible for purchase of local computer hardware.

C.3.12.2.9 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.3.12.2.10 Help Desk

The Contractor shall operate a help desk to ensure operational issues of local systems and applications are responded to and properly resolved. The Contractor shall assist individual users to resolve local system and application operational related issues that include, but are not limited to, hardware and software related issues, system connections, and system configurations. The Contractor shall resolve all operational issues in a manner that would cause minimal interruptions to the availability of local systems and applications. The Contractor shall provide a designated phone line to accept assistance requests during normal hours of operation as established in Section F and provide the capability to provide assistance

outside of these hours within three hours of being notified. The Contractor shall provide the capability to provide assistance outside of normal hours of operation. After-hours support is limited to emergency situations, including power outages, network outages, or plant phone system outages that affect multiple locations or mission-critical systems. Non-emergency requests will be addressed the next business day.

C.3.12.2.11 Portfolio Management Services
The Contractor shall provide application portfolio management services to ensure efficient and appropriate utilization of applications and their licenses. The Contractor shall provide core software to all users consistent with to **Attachment J-8.C.3.12.2*, Information Technology System Application Inventory and 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. Refer to **Attachment J-8.C.3.12.2*, Information Technology System Application Inventory and Workload History.***

The Contract shall submit an annual report of required Paducah Site software licenses, and projected cost and due dates for all site reimbursable software under Section C.4.4 Software Licenses by November 1, each year **(Deliverable 108)**. This report should identify the previous year's purchases, including number of licenses and costs, and the projected current FY estimated software, number of licenses, and costs. The report should identify each software's function and contribution to the Site IT infrastructure.

C.3.12.2.12 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.3.12.2.13 Remote Systems
The Contractor shall establish and maintain the capability to access and utilize all remote DOE systems or databases in use at the PGDP. Remote DOE systems and databases include: CAIRS; Non-Compliance Tracking System (NTS) database; ORPS; Foreign Access Central Tracking System (FACTS) database; Facilities Information Management System (FIMS); Condition Assessment Information System (CAIS); Federal Telephone System Access; and EM's Integrated Planning, Accountability, and Budget System (IPABS); Automated Transportation Management System (ATMS).

C.3.13 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 **(Deliverable 109)** 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 all records management activities. Records management activities include, but are not limited to, the remaining records retention and disposition activities (including the final active/inactive records inventory of both government-owned and Contractor-owned records, and all media types), turnover of electronic records management systems and/or other electronic information systems, records finding aids or any other activities. All procurements closed and records must be processed within 1 year of the performance end date.

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, labor hour, 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 or related to cost reimbursement items included in PWS Section C.4.0. Any support related to managing the cost reimbursement work must be included in the Contractor's Firm-Fixed Price.

C.4.1 BENEFIT PLANS

Costs for benefit plans shall be reimbursable in accordance with Section H, Clause H.4(E), Reimbursement of the Contractor Costs for Benefit Plans.

C.4.2 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY

The Contractor manages Government furnished property (see **Attachment J-3, *Accountable Property List***) in accordance with Section C.2.5, Property Management, and Section C.3.4.1, Property Management Services. Accountable property approved by DOE to be replaced shall be reimbursed as a direct item of cost under this section of the Contract in accordance with FAR 52.245-1, "Government Property." In addition to items on the Accountable Property List, replacement of computer monitors shall also be a cost reimbursable item. All cost reimbursable purchases of property under this section shall be approved in advance by DOE, and title shall pass to and vest in the Government.

C.4.3 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES

IFMS vehicle costs shall be a reimbursable cost under this section in accordance with FAR Subpart 51.2, "Contractor Use of IFMS Vehicles."

C.4.4 SOFTWARE LICENSES

The Contractor shall purchase and manage identified software licenses necessary to perform the work under this Contract, the costs of which are reimbursable under this section. Identified

software licenses are specifically identified in **Attachment J-8.C.3.12.2, *Information Technology System Application Inventory and Workload History*.**

C.4.5 UTILITIES

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

UTILITIES
Table of Remote Facilities

Type of Utilities	Vendor	Location/FIMS
Electric	Century Link	DS-3 Loop
Electric	Kentucky Utilities	C755-N Parking area (NA McCaw Road)
Electric	Kentucky Utilities	C-755- Complex Trailer T26
Electric	Kentucky Utilities	C-755- Complex Trailer T27
Electric	Kentucky Utilities	C-755- Complex Trailer T28
Electric	Kentucky Utilities	Northeast Plume Containment System Alternative Treatment Unit C-765
Electric	Kentucky Utilities	Northeast Plume Containment System Alternative Treatment Unit C-765-A
Electric	Kentucky Utilities	C-103 (Hobbs Road)
Electric	Kentucky Utilities	Public Warning Sirens B1/B2 (McCaw/Kelley Rd)
Electric	Kentucky Utilities	Offsite Emergency Operations Center Kevil Rudolph Building 951 Kentucky Ave Kevil
Electric	Kentucky Utilities	C-208 Firing Range
Electric	Jackson Purchase	Public Warning Sirens A1/A2 (KOW/Rice Springs Rd)
Electric	Jackson Purchase	Public Warning Sirens D1 (Hwy 358/W. Boone)
Electric	Jackson Purchase	Public Warning Sirens C1/C2 (Hwy 358)
Electric	Jackson Purchase	Public Warning Sirens D2 (Rice Springs Road)
Electric	Jackson Purchase	Entrance Sign (Woodville/Hobbs Road Caution Light)
Electric	Jackson Purchase	Boldry School Road (Tanks at C-746-U Landfill)
Electric	Jackson Purchase	Landfill Ogden Landing C-746-U1
Electric	Jackson Purchase	Landfill Gate Operator C-746-U
Electric	Jackson Purchase	Leachate Treatment Building C-746-U3
Electric	Jackson Purchase	Leachate Coll-PO—02242 C-746-U3
Electric	Jackson Purchase	NE Plume Pump C-614
Electric	Jackson Purchase	Access Road Lights (Hobbs Rd to Plant)
Electric	Jackson Purchase	C-104 (5600 Hobbs Rd)
Natural Gas	New Commonwealth Natural Gas	Offsite Emergency Operations Center Kevil Rudolph Building 951 Kentucky Ave Kevil

Type of Utilities	Vendor	Location/FIMS
Propane	Amerigas	C-104 (5505 Hobbs Road)
Water	West McCracken Water	Landfill Ogden Landing
Water	West McCracken Water	C-104
Water	West McCracken Water	Billing Register for DOE Water Policy*
Water	City of Kevil Water	Offsite Emergency Operations Center Kevil Rudolph Building 951 Kentucky Ave Kevil
Cell Phones	Verizon	Deactivation and Remediation Contractor
Telephone/Internet	Ballard Telephone Coop.	Offsite Emergency Operations Center Kevil Rudolph Building 951 Kentucky Ave Kevil
Telephone	AT&T Club Service	PGDP Site 5600 Hobbs Road Kevil-KY T1 Services
Telephone	AT&T Club Service	PBX Modem line
Telephone	AT&T Club Service	JIC (200 Hardy Roberts Drive, West Paducah) 270-744-0442
Telephone	AT&T Club Service	JIC (200 Hardy Roberts Drive, West Paducah) 270-744-0719
Telephone	AT&T Company	PGDP service/dedicated outbound 270-441-6677
Telephone	AT&T	Fuel Station
Telephone	AT&T	C-613 Sedmentation Basin
Telephone	AT&T	5600 Hobbs Road
Internet	Comcast	JPIC 200 Hardy Roberts Drive, West Paducah
Internet	Comcast	Rudolph Building 951 Kentucky Ave Kevil
Internet	Paducah Power System	C-100 Second Floor DOE Area

*The Contractor shall also provide payment on DOE's behalf for designated local residence water bills in accordance with the DOE Action Memorandum for the Water Policy at the Paducah Gaseous Diffusion Plant, DOE/OR/06-1201&D2. The Contractor will coordinate with the D&R Contractor for review of water policy related bills.

C.4.6 MEDICAL MONITORING FOR DOE

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

C.4.7 DOE AND OTHER CONTRACTOR CELL PHONES, COPIERS, AND PRINTER SUPPLIES

The Contractor shall provide cell phones, smartphones, and other approved cellular devices to the D&R Contractor. The costs of phones and monthly service charges to other contractors such as the D&R Contractor are cost reimbursable items.

The Contractor shall also provide copiers/printers/fax/scanner to DOE, DOE Support Contractors, and the D&R Contractor, including maintenance, repair, toner, parts, etc., equivalent to the existing leased units. The Contractor shall also provide printer paper. The lease/maintenance agreement costs, toner, and paper are cost reimbursable items.

C.5.0 TASK ORDERING

Dependent upon cost, schedule, and complexity, DOE may wish to pursue one of three task ordering options: Cost-reimbursable tasks, Firm Fixed-price tasks, or IDIQ. Contract requirements that are not included as part of the firm-fixed-price, labor hour, or cost reimbursement CLINs, or beyond the LEVEL II limit of liability (as defined in Section C.3.4.2.2), may be included in the IDIQ work for pre-priced unit quantities.

Such work, tasks, and activities may also include, but are not limited to, the following general areas of the PWS:

1) Facilities maintenance, alterations, and capitalization (construction)
2) Roads maintenance, alteration, and construction
3) Grounds maintenance
4) IT equipment, infrastructure support, and upgrades, including DUF6 projects in Paducah, Lexington, and Portsmouth
5) Safeguards and security support
6) Engineering support
7) Training services
8) Records management support

If IDIQ work requires additional positions and/or tasks, DOE and the Contractor may negotiate the additional associated rates.

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